

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, August 22, 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. Q-Comp Report.
 - 2. State of the District: Celebrations and Challenges.
 - 3. Sibley Fifth Grade Enrollment.
- VII. Superintendent's Report
 - A. Items for Individual Action
There are no items at this time.
 - B. Items for Consent Grouping
 - 1. Personnel Items.
- VIII. Items for Information
 - 1. Workshop Schedule.
 - 2. Liability for School District Lessees.
 - 3. Dundas Dome.
 - 4. Strategic Planning Community Meeting.
 - 5. Filings for School Board.
- IX. Future Meetings
Monday, September 12, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Thursday, September 22, 2016, 6:00 – 9:00 PM, Strategic Planning - Final Work Session, Northfield High School Media Center
Monday, September 26, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, August 22, 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 22, 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 August 8, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Q-Comp Report.
Northfield Education Association (NEA) representative Ray Coudret will present a report about the NEA's Q-Comp Design Group.
 2. State of the District: Celebrations and Challenges.
Superintendent Hillmann will present an overview of the programs and activities completed during the 2015-16 school year, as well as look ahead to the challenges that the District faces in 2016-17.
 3. Sibley Fifth Grade Enrollment.
Superintendent Hillmann and Sibley Principal Scott Sannes will share the status of fifth grade enrollment at Sibley.
- VII. Superintendent's Report
 - A. Items for Individual Action
There are no items for individual action at this time.
 - B. Items for Consent Grouping
Superintendent's Recommendation: Motion to approve the following items listed under the Consent Grouping.
 1. Personnel Items.
 - a. Appointments.*
 1. Correction: Anastazia Badeau, LTS Speech Language Pathologist beginning 8/29/2016 – 11/22/2016, change from MA , 6 to MA+15, 6.
 2. Correction: Bonnie Johnson, Office Generalist Class II Due Process Clerical beginning 8/29/2016, change from Class II, Step 2 \$16.53/hr, to Class II, Step 3; \$16.86/hr-subject to change.
 3. Karleigh Bushaw, Special Education EA- PCA, CVSEC-SUN for 7hrs/day beginning 8/30/2016; Step 2 -\$15.92/hr.
 4. Brandie Carlson, Special Education EA- PCA, CVSEC-FBO for 7hrs/day beginning 8/30/2016; Step 2-\$15.92.
 5. Benjamin Lucas, Lacrosse Supervisor Part Time Tuesday/Thursday beginning 8/9/2016 – 8/31/2016; \$10.50/hr.
 6. LaLonnie Moorman, Special Education EA- PCA, CVSEC-FBO for 7hrs/day beginning 8/30/2016; Step 2 - \$15.92/hr.

7. Melanie Schmidt, Early Childhood Screening for up to 4 days/month beginning 8/22/2016; \$20.00/hr.
 8. Kathryn Schuman, Early Ventures Teacher for 40hrs/wk beginning 8/29/2016; Step 3 - \$16.16/hr.
- b. Increase/Decrease/Change in Assignment.
1. Jonna Hanek, Custodian at Sibley/GVP, change to Custodian Engineer at Sibley beginning 8/16/2016. Step 5 \$21.40/hr Subject to change.
 2. Rachael Hudson, 1.0 Middle School Psychologist, change to 1.0 Middle School Psychologist .2 MTSS Coach (.2 overload) beginning 8/16/2016.
 3. Corrine Kelly, Admin Support Assistant CVSEC Alexander Bldg. effective date 8/22/2016, change to effective date 8/15/2016.
 4. Robert Matthies, Custodian at the High School, add Door Greeter/Sup. EA for 2 hrs/day at HS beginning 9/6/16- 6/5/2017; Step 1 \$14.52/hr.
 5. Ronald Oeltjenbruns, Head Custodian at BW, change to Head Custodian at MS beginning 10/1/2016.
 6. Jennifer Streefland, 1.0 MS Councilor + 5 Days, add 1.0 MS Councilor + 15 Days beginning 7/01/2016.
 7. Corrine Yamry, 1.0 MS Councilor + 5 Days, add 1.0 MS Councilor + 15 Days beginning 7/01/2016.
 8. Ron Zoromski, Ind. Tech Teacher HS .8/MS .2, change to Ind. Tech Teacher 1.0 HS only.
- c. Leave of Absence Requests.
1. Teresa Findlay, Educational Assistant –PCA at the Middle School LOA for the 2016-2017 school year.
 2. Joan McGorry, EA at Longfellow, LOA from 8/30/2016- 01/01/2017.
 3. Jed McGuire, Special Ed –PCA at BW LOA from 8/6/2016-11/18/2016.
- d. Administration is recommending the approval of the following:
- Policy covering wages, working conditions and fringe benefits of Office Employees 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. Workshop Schedule.

The schedules for the new teacher (August 24-25) and staff pre-school workshops (August 29–September 1) are enclosed as information for the School Board. Board members are invited to attend the District-wide Employee Back-to-School meeting on Tuesday, August 30 at 8 AM in the Middle School Cafeteria. A light breakfast will be served and Superintendent Hillmann will make a presentation to the staff.

2. Liability for School District Lessees.

At the August 8 School Board meeting the Board asked administration to bring additional information regarding liability insurance in agreements entered into by the School District. Director of Community Services Erin Bailey will share an analysis from the District's property, casualty, and liability insurance vendor.

3. Dundas Dome Update.

Superintendent Hillmann and Activities Director Tom Graupmann will share an update on the possible District rental of the Dundas Dome for the early part of the Spring sports season to ease burden on District athletic facilities. Please refer to the document in the packet.

School Board Memorandum

August 22, 2016

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4. Strategic Planning Community Meeting.

Dr. Miles will facilitate a Strategic Planning meeting with parents and community members on Thursday, September 1 from 5:30 PM to 8:00 PM in the Cafeteria at Northfield Middle School. This meeting would be an excellent opportunity for Board members to hear first-hand from this key stakeholder group.

5. Filing for School Board closed on Tuesday, August 16. Noel Stratmoen, Fritz Bogott, Rob Hardy, Ellen Iverson, Amy Goerwitz and Tom Baraniak have filed for School Board. The election for four seats will occur on Tuesday, November 8.

IX. Future Meetings

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

Thursday, September 22, 2016, 6:00 PM to 9:00 PM, Strategic Planning – Final Work Session, Northfield High School Media Center

Monday, September 26, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

August 8, 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 p.m. Present: Bogott, Colangelo, Hardy, Iverson, Pritchard Quinnell and Stratmoen.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was no public comment.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Bogott, minutes of the Regular School Board meeting held on July 11, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - Fifty incoming seventh grade students had a successful trip to Eagle Bluff July 18-20. While at Eagle Bluff, the Northfield students won two awards: The Eagle Bluff Environmental Learning Center Eagle Eye Award for excellence in conserving our natural resources and the Golden Clean Plate Award for minimizing food waste to less than one pound while in residence at Eagle Bluff. Community Services thanks the following district staff and parent chaperones for assisting with the trip. Northfield School District staff included Tony Seidl, Paula Baragary and Chris O'Neill. Parent chaperones included Michelle Kamen, Molly Halls, and Martin Larson.
 - As of Thursday, August 4, 2016, Noel Stratmoen, Ellen Iverson, Rob Hardy and Fritz Bogott have filed for school board vacancies.
 - Pritchard shared it was exciting to see the excitement and energy at the Summer PLUS program. She shared some of the highlights of the program that was held at Bridgewater Elementary this summer.
- 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 presented 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 provided a brief update on the District's role as a charter school authorizer and previewed 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.
On a motion by Colangelo, seconded by Stratmoen, the Board unanimously adopted the 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 official canvass of the election results will be scheduled as an agenda item for the Monday, November 14, 2016, Board meeting.
 2. Northfield Swim Club Agreement – removed from the consent agenda
On a motion by Iverson, seconded by Bogott, the Board approved the 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.

The Board directed administration to bring additional information regarding the amount of liability insurance included in the agreement to the August 22, 2016, Board meeting.

B. Items for Consent Grouping

The Northfield Swim Club Agreement was moved to an Item for Individual Action (#2). On a motion by Iverson, seconded by Hardy, the Board unanimously approved the following items listed under the Consent Grouping.

1. Financial Reports – June 2016.

The Board approved paying 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. Contract for Translation Services.

The Board approved 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.

3. 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.
 28. Alexander Gerdes, Part time Asst. Boys Soccer Coach 9th Grade at the HS, beginning 8/15/2016-11/3/16; Level F, Step 1.
 29. Cullen Hauck, Part time Aquatics, beginning 6/20/2016 – 7/21/2016; ; Lifeguard-\$9.50/hr – Swim Aide \$9.00/hr (\$10/if class lead).
 30. Melvin Miller, part time Sup. EA/Door Greeter 5hr/day at the HS beginning 9/6/2016-6/6/2017; Gen Ed, Step 1 \$14.52/hr.
 31. Devin T Walker, 7th Grade Football Coach at the MS beginning 8/29/2016-10/19/2016; level C \$14.00/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.
 41. Leanne Fricke, Assistant Girls Gymnastics Coach at Northfield Gymnastics Club, change to Head Girls Gymnastics Coach beginning 11/14/2016-2/25/2017; Level A, Step 8.
 42. Debra Pack, ESY SpecEd EA-PCA at the High School, add Camp Friends Staff at CS beginning 08/08/2016 – 08/18/2016.
- c. Leave of Absence Requests.
1. Melody Leidall, Bridgewater School Nurse, Unpaid Leave of Absence for the 2016-17 school year.
 2. Donna Hall Family/Medical Leave of absence beginning 8/04/2016 -- approximately 8/31/2016.
- 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. Mariacarla 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.
 10. Emily Zimmer, Northfield High School yearbook Advisor, Resignation effective 08/04/2016.
- e. The Board approved 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 approved the following updated payroll scale for recreation employees effective August 1, 2016 – May 31, 2017.
- | | | |
|--------------------------------------|---------------------|-------------------|
| 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.

* 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. 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 and 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, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Bogott, the Board adjourned at 7:54 p.m.

Noel Stratmoen
School Board Clerk

OFFICE EMPLOYEES

**AGREEMENT
BETWEEN
INDEPENDENT SCHOOL DISTRICT NO. 659, NORTHFIELD, MINNESOTA
AND
NORTHFIELD PUBLIC SCHOOLS OFFICE EMPLOYEES**

AGREEMENT EXTENDS FROM

July 1, 2016 to June 30, 2018

ARTICLE I EMPLOYMENT

Section 1.01 Parties: THIS AGREEMENT is entered into between the School Board of Independent School District No. 659, Northfield, Minnesota, hereinafter referred to as the school district, and the Northfield Public Schools Office Employees, Northfield, Minnesota, hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the items and conditions of employment for office personnel during the duration of this agreement.

RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1.02 Recognition: In accordance with the P.E.L.R.A., the school district recognizes the Northfield Public Schools Office Employees, as the exclusive representative for office personnel employed by the School Board of Independent School District No. 659, which exclusive representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 1.03 Appropriate Unit: The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article I, Section 1.06 of this Agreement and the P.E.L.R.A. and in certification by the Commissioner of Mediation Services, if any.

Section 1.04 Information: The school district shall provide the exclusive representative with a list that includes the classification and salary schedule placement of all bargaining unit members by October 1 of each year. In addition, the school district shall provide a seniority list of all bargaining unit members with the seniority date being the most recent date of continuous employment in this bargaining unit.

DEFINITIONS

Section 1.05 Terms and Conditions of Employment: shall mean the hours of employment, the compensation therefore including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employee.

Section 1.06 Description of Appropriate Unit: For purposes of this Agreement, the term Northfield Public Schools Office Employees shall mean all office employees in the appropriate unit employed by the school district in such classifications listed in Article II, Section 2.01 excluding the following: confidential employees, supervisory employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year and emergency employees.

Section 1.07 School District: For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

Section 1.08 Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

SCHOOL DISTRICT RIGHTS

Section 1.09 Inherent Managerial Rights: The exclusive representative recognizes that the school district is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its

overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

Section 1.10 Management Responsibilities: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the school district within its legal limitations and with its primary obligation to provide educational opportunity for the students of the school district.

Section 1.11 Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by State and Federal laws, and by School Board rules, regulations, directives and orders, issued by properly designated officials of the school district. The exclusive representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to State and Federal laws. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 1.12 Reservation of Managerial Rights: The foregoing enumeration of Board rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in the Agreement are reserved to the school district.

EMPLOYEE RIGHTS

Section 1.13 Right to Views: Nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 1.14 Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School Board.

Section 1.15 Request for Dues Check Off: The exclusive representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its rights to dues check off. Upon receipt of the list of employees authorized for dues deduction from the exclusive representative, the school district will deduct from the employee's paycheck the dues that the employee has agreed to pay to the employee organization in eighteen (18) installments. Such installments will begin as outlined on the District's annual Payroll Calendar.

Section 1.16 Fair Share Fee: In accordance with M.S. 179.65, Subd. 2, as amended, any employee included in the appropriate unit who is not a member of the exclusive representative may be required by the exclusive representative to contribute a fair share fee for services rendered as exclusive representative. The fair share fee for any employee shall be in an amount equal to the regular membership dues of the

exclusive representative, less the cost of benefits financed through the dues and available only to members of the exclusive representative, but in no event shall the fee exceed 85% of the regular membership dues.

The exclusive representative shall provide written notice of the amount of the fair share fee assessment to the Commissioner of the Bureau of Mediation Services, the school district, and to each employee to be assessed the fair share fee. Upon request, the employer shall provide the exclusive representative with a list of all unit employees.

A challenge by an employee or by a person aggrieved by the assessment shall be filed in writing with the Commissioner of the Bureau of Mediation Services, the school district, and the exclusive representative within thirty (30) days after receipt of the written notice. All challenges shall specify those portions of the assessment challenged and the reasons therefore, but the burden of proof relating to the amount of the fair share fee shall be on the exclusive representative. The school district shall deduct the fee from the earnings of the employee and transmit the fee to the exclusive representative thirty (30) days after the written notice was provided, or, in the event a challenge is filed, the deductions for fair share fee shall be held in escrow by the school district pending a decision by the Commissioner of the Bureau of Mediation Services or Court. Any fair share challenge shall not be subject to the grievance procedure.

The exclusive representative hereby warrants and covenants that it will defend, indemnify and save the school district harmless from any and all actions, suits, claims, damages, judgments and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or by reason of the deduction of the fair share fee specified by the exclusive representative as provided herein.

Section 1.17 Conducting Business of the Exclusive Representative: The exclusive representative shall have access to school facilities, including equipment, by arrangement with the office of Community Education. Reasonable time without loss of pay may be granted by the school district for use by the exclusive representative for representation issues, negotiations or mediation sessions of this bargaining unit that cannot be scheduled outside the work day.

Section 1.18 Personnel Files: An employee may review his or her district personnel file during regular business hours upon written request. The employee shall have the right to reproduce any of the contents of the file and may submit for inclusion in the file written information in response to any material contained therein. When material involving evaluation, reprimand or deficiency is to be placed in the employee's file, a copy will be provided to the employee.

ARTICLE II

JOB CLASSIFICATIONS, RATES OF PAY, HOURS OF SERVICE AND HOLIDAYS

Section 2.01 Job Classifications: Office personnel represented by the Northfield Public Schools Office Employees shall be employed in three classifications: Class II, III, and IV. Positions included in these classifications are listed below:

CLASS II

Office Generalist – High School Office/Special Education Department
Office Generalist – Alternative Learning Center
Office Generalist – Community Services (Early Childhood)
Office Generalist – Due Process Clerical (4 positions)

CLASS III

Office Specialist – Middle School Guidance
 Office Specialist – Greenvale Park Office
 Office Specialist – Bridgewater Office
 Office Specialist – Sibley Office
 Office Specialist – Student Activities Coordinator
 Office Specialist – Middle School Assistant Principal
 Office Specialist – High School Assistant Principal
 Office Specialist – High School Guidance
 Office Specialist – Teaching and Learning

CLASS IV

Administrative Support Assistant – Community Services Office
 Administrative Support Assistant – Alternative Learning Center
 Administrative Support Assistant – Word and Web Design Support Specialist
 Administrative Support Assistant – High School Principal
 Administrative Support Assistant – Middle School Principal
 Administrative Support Assistant – Sibley School Principal
 Administrative Support Assistant – Child Nutrition/Technology
 Administrative Support Assistant – Bridgewater School Principal
 Administrative Support Assistant – Greenvale Park School Principal
 Administrative Support Assistant – Director of Community Services
 Administrative Support Assistant – Director of Buildings & Grounds
 Administrative Support Assistant – Family Services
 Accounting Specialist – Payroll Finance Office
 Accounting Generalist – Finance Office (2)
 Benefit/Payroll Specialist – Human Resources/Finance Office
 Human Resources Generalist – Human Resources Office (2)
 Administrative Support Assistant – Director of Special Education

Section 2.02 Rates of Pay: The steps and corresponding rates of pay are shown below. Step placement of entering employees shall be recommended by the Superintendent or designee and approved by the School Board.

RATES OF PAY

	2016-17				
	1	2	3	4	5
Class II	16.69	17.03	17.37	17.71	18.06
Class III	17.66	18.01	18.35	18.68	19.04
Class IV	18.28	18.61	18.95	19.28	19.64

2017-18

	1	2	3	4	5
Class II	17.19	17.54	17.89	18.24	18.60
Class III	18.19	18.56	18.91	19.24	19.62
Class IV	18.83	19.17	19.52	19.86	20.23

Step changes shall take effect at the beginning of the work year. In order for an employee to advance to a succeeding step on the schedule, she/he must have been employed by the district for more than half of the preceding work year.

During the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to his/her current rate until a successor Agreement is entered into.

Section 2.03 Job Reclassification: Employees changing from one classification to another classification shall move to the same step in the new classification if the change takes place during the work year. However, when an employee is reclassified at the end of the work year, he/she shall advance a step on the schedule effective July 1 provided the employee has worked more than half of the preceding year.

A change from one classification to another shall be made at the discretion of the school district. However, the Superintendent or designee shall discuss such changes in classification and the classification of new positions with the President of the Association.

Section 2.04 Rate of Pay for Regular Employees who Substitute in a Position with a Higher Classification:

Subd. 1. Regular office employees who substitute in a position with a higher job classification shall be paid as follows:

- a. Five (5) days or less of continuous service as a substitute - employee's current rate of pay or a rate of pay commensurate with step 1 of the classification of the position in the higher classification, whichever is greater.
- b. The sixth (6th) day and all days thereafter of continuous service as a substitute - rate of pay commensurate with employee's current step placement in the classification of the position in the higher classification.

Subd. 2. Employees who substitute in a lower job classification shall be paid at their current rate of pay.

HOURS OF SERVICE

Section 2.05 Basic Work Week: The schedule of authorized hours worked per day and days worked per year shall be established by the immediate supervisor. Working hours shall be exclusive of lunch.

Section 2.06 Lunch Period: The lunch period shall be 30 minutes on student days. One hour may be taken on non-student days; however, arrangements must be made with the immediate supervisor to make up the extra 30 minutes.

Section 2.07 Breaks: Office employees shall have a 15-minute break for each four (4) consecutive hours worked each morning and afternoon. These breaks shall be taken at a time when the least possible disruption in service results. Break time is non-accumulating.

Section 2.08 Overtime: Overtime shall be paid on the basis of one and one-half times the base hourly rate for all hours worked beyond forty hours per week. No overtime will be paid unless it has been specifically authorized by the Superintendent of Schools or his/her designee.

Section 2.09 Part-time Employees: The school district reserves the right to employ such personnel as it deems desirable or necessary on a part-time or casual basis.

Section 2.10 School Closing: In the event that school (or schools) is closed due to an emergency, office employees shall continue to receive compensation for up to a maximum of two days per year. Office employees shall be required to perform services if requested to do so by their immediate supervisor and shall earn one and one-half times the base hourly rate.

An emergency closing shall be defined as any unscheduled closing of the school or schools. Examples might include inclement weather, energy shortage, breakdown of equipment, strike, riot, etc.

The district shall have the right to require employees to perform services on days scheduled as make-ups for student days lost due to emergency closings.

Section 2.11 Summer Work: Regular employees of the school district who are not employed for the full year shall, to the extent possible, be given consideration for summer employment in their regular position or similar positions when the need for such summer work arises and if, in the opinion of the school administration and/or Board of Education, the employee is qualified to perform the work. Such work will be at the employee's regular rate of pay.

Section 2.12 Definition of Work Year:

Subd. 1. The fiscal year shall be from July 1 to June 30.

Subd. 2. The work year for individuals employed for less than 12 months shall be established on the basis of a specified number of days. Generally, this will include the school year plus a specified number of days distributed before the beginning of the school year and after the end of the school year.

Subd. 3. The school district reserves the right to adjust the work year of all office personnel.

HOLIDAYS

Section 2.13 Eligibility: Office Employees who work 20 hours per week or more shall be eligible for paid holidays as provided in this Article. Paid holidays shall be prorated to the normal percentage of the day worked.

Section 2.14 Employees with a work year of 173 to less than 195 days: Office employees shall receive the following paid holidays provided the holiday falls within the scheduled work year.

Labor Day

Thanksgiving Day
Presidents' Day (if designated as a holiday by the Board of Education)
Memorial Day

Section 2.15 Employees with a Work Year of 195 to less than 220 Days: Office employees shall receive the following paid holidays provided the holiday falls within the scheduled work year.

Labor Day	Christmas Day
Thanksgiving Day	New Year's Day
Friday after Thanksgiving	Presidents' Day (if designated as
Memorial Day	a holiday by the Board of Education)

Section 2.16 Employees with a Work Year of 220 Days or More: Office employees with a work year of 220 days or more shall receive the following additional holidays provided the holiday falls within the scheduled work year.

Independence Day
Christmas Eve Day
Good Friday

Whenever any of the holidays listed above fall on a Saturday, the preceding Friday shall be observed as the holiday. Whenever any of the holidays listed above shall fall on Sunday, the succeeding Monday shall be observed as the holiday.

Section 2.17 Good Friday and/or Presidents' Day: In those school years when Good Friday and/or Presidents' Day are not designated as holidays by the School Board in the approved school calendar, employees who are eligible to take those days may take one day each in lieu of Good Friday and/or Presidents' Day on a non-student day. The days used shall be subject to the following restrictions:

- a. The school district shall determine the schedule for office employees to take the holiday(s).
- b. Employees shall notify the immediate supervisor in writing at least two weeks in advance of the day(s) during the designated periods he/she requests to take the holidays.
- c. The number of employees allowed to take a holiday on the same day may be limited to allow for buildings to remain open during these periods.
- d. Holidays not taken during the designated periods shall be lost.
- e. There shall not be pay in lieu of taking holidays off.

ARTICLE III LEAVES

VACATION

Section 3.01 Vacation Eligibility: Vacation shall apply only to employees who are employed 30 hours or more per week with the following exception: Employees who work 20 hours or more per week and have a 52-week work year will be eligible for vacation. Vacation days shall be prorated for eligible employees who work less than 40 hours per week.

Section 3.02 Vacation Days/Work Year: Employees with a work year of 220 days or more shall be granted the following vacation time with pay. Work year is defined as the number of work days excluding paid holidays.

Years of Service (inclusive)

1 - 5	10 days
6 - 13	15 days
14 or more	20 days

Employees with a work year of 195 to less than 220 days shall be granted the following vacation time with pay:

1 to 5 years of service (inclusive)	8 days
6 or more years of service	12 days

Section 3.03 Vacation Days During First Year of Service: During the first year of service, employees shall be eligible for a pro-rated number of vacation days with pay based on the number of days worked in that fiscal year.

Section 3.04 Vacation Periods: Vacation periods shall be approved in advance by the employee's immediate supervisor. All requests should be submitted sufficiently in advance using the District's substitute/leave management system so that work assignments can be adequately covered by other employees.

Office employees are encouraged to take vacation in the summer or at other times when school is not in session except in the case of unusual personal circumstances. Approval to take vacation on days when school is in session shall be obtained from the immediate supervisor and/or building principal. Vacation days will be lost unless they are taken within twelve (12) months after the year in which they were earned. A one-time extension of up to six months to use vacation time may be granted by the Superintendent or designee upon the recommendation of the supervisor if it is determined that unusual circumstances have precluded the use of vacation within the regularly designated period of time. Employees shall receive payment for unused vacation days earned up to the date of resignation upon separation of employment. Vacation benefits shall not accrue during any period of absence for reasons other than vacation or required military leave which extends beyond one month.

SICK LEAVE

Section 3.05 Sick Leave:

Subd. 1. Employees who are regularly employed at least four hours per day in a regular work week assignment for a minimum of 173 days but less than 195 days shall be granted 10 days of sick leave, a regular work assignment of 195 days shall be granted 11 days of sick leave per year if the work year is less than 220 days, and 12 days per year if the work year is 220 days or more. Sick leave days shall be prorated to the percentage of the day worked. The work year is defined as the number of work days, excluding paid holidays.

Subd. 2. Unused sick leave days may accumulate to a maximum credit as follows:

<u>Work Year</u>	<u>Maximum Accumulation</u>
220 work days or more:	228 days

195 to 219 work days
less than 195 work days

202 days
164 days

Subd. 3. 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 other individuals to the extent of Minnesota law which prevented the employee's attendance at work on that day or days.

Subd. 4. The school district may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, indicating that such illness required the employee's absence, in order to qualify for sick leave pay. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. All sick leave shall be available at the beginning of the school year. The employee shall repay the school district any wages paid for sick days which are not later earned by such employee.

Section 3.06 Bereavement Leave: Employees may be allowed up to ten (10) days per year of leave with pay in case of death. Bereavement leave may be used in the case of a death of family or friends.

Time off for bereavement shall be deducted from unused sick days.

Section 3.07 Worker's Compensation: An employee who is absent from work as a result of a compensable injury incurred in the service of the school district under the provisions of the Worker's Compensation Act shall be allowed to use accumulated sick leave or vacation pay in combination with Worker's Compensation to receive the employee's regular rate of pay. The school district will assume that the employee elects to do so, using sick leave first, then vacation, unless the employee notifies the district in advance that he or she elects not to use sick leave or vacation for this purpose. Benefit payments shall continue in accordance with state and federal laws.

Section 3.08 Judicial Duty: For any employee who is required to serve as a juror or is subpoenaed to appear as a witness (not as a defendant) in a criminal court case, Northfield Public Schools will make up the difference between such employees basic salary and the fees (but not reimbursed expenses) received by the employee. In order to be eligible for this supplement, the employee must submit to the finance office an itemized certification of fees and expenses for judicial duty. Advance notice to the building administrator is required to permit the scheduling of a substitute, if required. An employee is also required to notify the building administrator immediately upon being excused from judicial duty.

Section 3.09 Child Care Leave:

Subd. 1. A child care leave without pay may be granted by the school district subject to the provisions of this Section. Child care leave shall be granted because of the need to prepare and/or provide parental care for a child or children of the office employee for an extended period of time.

Subd. 2. An office employee making application for child care leave shall inform the Superintendent or designee in writing of intention to take the leave at least two calendar months before commencement of the intended leave, except in unusual circumstances.

Subd. 3. If the reason for the child care leave is occasioned by pregnancy, the office employee shall also provide at the time of the leave application, a statement from her physician indicating the expected date of delivery. If an office employee who has requested and been granted child care leave because of pregnancy delivers prior to the scheduled beginning of her child care leave,

she shall be eligible for sick leave in accordance with the provisions of Section 1 until the scheduled beginning date of her child care leave.

Subd. 4. The School Board shall grant office employees a child care leave of at least six months in length and will grant a maximum leave to the beginning of the work year following the six-month period. Upon signifying his/her intention to return, the office employee shall have a right to return to his/her original position as specified in his/her child care leave plan if his/her leave is commenced and concluded within the same work year. If an office employee's child care leave plan does not call for his/her return within the year it is commenced, an office employee shall have the right to be returned to an equivalent position.

Subd. 5. Failure of the office employee to return pursuant to the date determined under this Section shall constitute grounds for termination unless the school district and the office employee mutually agree to an extension in the leave.

Subd. 6. An office employee on child care leave without pay is eligible to continue in the district's group insurance plans. The employer will continue its contribution for the first three (3) calendar months of the unpaid child care leave beginning on the 1st of the month after the leave commences. The employee must pay his or her portion of the premium during such period, and must pay the full premium for such benefits as he/she wishes to retain beyond such three-month period.

Subd. 7. An office employee returning to employment after child care leave without pay will be credited with the amount of accumulated sick leave he/she had when he/she began his/her leave.

Subd. 8. Time off during the leave period shall not count toward a step advancement on the wage schedule. However, office employees will be advanced a step if they worked more than one-half of the duty days in their work year.

Section 3.10 Leaves of Absence Without Pay: Office personnel may apply for leaves of absence without pay in the event of personal extenuating circumstances. Leaves of absence without pay of up to five (5) days may be approved by the building principal or immediate supervisor. Additional days may be granted without pay at the recommendation of the building principal or immediate supervisor and the approval of the Superintendent or designee.

Section 3.11 Personal Leave: Up to a total of two (2) days sick leave per year may be used to cover events requiring the employee's personal attention which cannot be conducted outside scheduled hours of work. Request for leave under this Section must be made through the District's substitute/leave system at least three (3) days in advance, except for emergencies.

Section 3.12 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 GROUP INSURANCE

Section 4.01 Group Insurance: During the term of this Agreement, the employer will purchase the group insurance policies described in this Article. It is understood and agreed that the provisions of this Article are merely descriptive of the coverage provided, and that the eligibility of the employee for benefits shall be governed by the terms of the master insurance contracts in force between the employer and the insurer providing such coverage.

Office employees regularly scheduled to work twenty or more hours per week in a position with a minimum work year of the student days in session shall be eligible to apply for benefits described under this Article. Coverage will be effective only upon enrollment of the employee and acceptance by the carrier.

Substitute or temporary office personnel who are employed for less than one student school year shall not be eligible for any benefits described under this Article or sick leave benefits described under Article III.

Section 4.02 Health and Hospitalization Insurance: Eligible employees and their spouse and eligible dependents may participate in the district group health and hospitalization insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deductions. The effective date for employer contributions shall be January 1.

<u>30-40 hrs/wk</u> <u>1.0 factor</u>	<u>25 < 30 hrs/wk</u> <u>.6 factor</u>	<u>20 < 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

Section 4.03 Income Protection: Income protection insurance shall be provided for employees who are eligible for and enrolled in the school district's long-term disability insurance plan, providing income to the extent of 2/3 of the employee's base salary at the time of disability, commencing after 60 consecutive calendar days of disability due to sickness or accident. The premium will be paid by the school district. Such disability payment will be coordinated with Social Security, Public Employees Retirement Association or any other public retirement plans which may provide the same type of coverage. An employee who is absent from work as a result of a long-term disability shall be allowed to use accumulated sick leave or vacation pay in combination with income protection insurance payment to receive the employee's regular rate of pay.

Section 4.04 Life Insurance: The employer will provide group term life insurance coverage for eligible employees in the amount of \$35,000. The employee may purchase additional group term life insurance in increments of \$25,000 up to a maximum of \$100,000 at the group rate upon evidence of insurability and acceptance by the carrier. The cost of such additional coverage shall be paid fully by the office employee through payroll deduction.

Section 4.05 Dental Insurance: Eligible employees and their spouse and dependent children may participate in the district group dental insurance plan. The school district will contribute toward the premium according to the schedule below. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction. The effective date for employer contributions shall be January 1.

<u>30-40 hrs/wk</u> <u>1.0 factor</u>	<u>25 < 30 hrs/wk</u> <u>.6 factor</u>	<u>20 < 25 hrs/wk</u> <u>.5 factor</u>
<u>SINGLE:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50
<u>FAMILY:</u> Tied to Teachers	Tied to Teachers x .60	Tied to Teachers x .50

Section 4.06 Claims Against the School District: It is understood that the school district's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claims shall be made against the school district as a result of a denial of insurance benefits by an insurance carrier.

Section 4.07 Duration of Insurance Contribution: An employee is eligible for school district contributions as provided in this Article as long as the employee is employed by the school district. Upon termination of employment, all district participation and contribution shall cease, effective on the last working day, except for those employees eligible for employer contributions in Article VI, Retirement, Section 6.01. However, employees may be continued in the group for a period following termination of employment or after the district's contributions toward retirement benefits cease, as determined by state and federal laws if they agree to pay the entire premium amount.

ARTICLE V LONGEVITY

Section 5.01 Longevity Pay: Office personnel shall receive longevity pay according to the schedule listed below.

In addition to the hourly rate to which they are entitled under Article II, Section 2.02 Office Employees shall be eligible for longevity pay according to the following schedule:

<u>2016-17 Longevity Eligibility Criteria</u>	<u>Hourly Longevity Pay Differential</u>
Seniority date between 07-02-10 and 7-01-11	\$0.25
Seniority date between 07-02-05 and 07-01-10	\$1.25
Seniority date between 07-02-00 and 07-01-05	\$1.35
Seniority date between 07-02-95 and 07-01-00	\$1.70
Seniority date on or before 07-01-95	\$2.85
<u>2017-18 Longevity Eligibility Criteria</u>	<u>Hourly Longevity Pay Differential</u>
Seniority date between 07-02-11 and 07-01-12	\$0.40
Seniority date between 07-02-06 and 07-01-11	\$1.40
Seniority date between 07-02-01 and 07-01-06	\$1.50
Seniority date between 07-02-96 and 07-01-01	\$1.85
Seniority date on or before 07-01-96	\$3.00

ARTICLE VI RETIREMENT

Section 6.01 Retirement Insurance: The district shall contribute toward the premium for medical (health and hospitalization) insurance under the same conditions as an employed office employee, but not to exceed 80% of the premium, for six (6) years for any office employee who was enrolled in the plan prior to retirement and who retires upon attaining age fifty-five (55) and has a minimum of ten (10) years employment in the Northfield Public Schools. Office employees electing to receive this medical insurance benefit must make timely payments of his/her portion of the insurance premium cost in order to remain eligible for the benefit. Coverage will be available to a retired office employee who has group medical insurance available from another employer. However, such other employer's insurance must be taken and will be considered primary coverage.

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

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

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

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

Section 6.02 403(b) Matching Plan: Each year by October 1, employees who wish to participate in the plan shall be responsible to complete and file a salary deduction authorization for their annual contribution to a matching 403(b) plan. The School District will match an employee's contribution to a 403 (b) tax deferred plan up to \$430 per school year. During a year in which the employee makes no contribution, the District shall likewise make no contribution to that employee account.

ARTICLE VII PROBATIONARY PERIOD, RESIGNATIONS, AND DISCIPLINE AND DISCHARGE

Section 7.01 Resignations: Employees shall give two weeks notice of resignation in writing to the Superintendent or designee with a copy to the immediate supervisor. Such two-week period shall not include vacation time off unless agreed to by the Superintendent or designee.

Section 7.02 Probationary Period: A new employee under the provisions of this Agreement shall serve a probationary period of six (6) months of continuous service in the District during which time the District shall have the right to suspend without pay, discharge or otherwise discipline such employee. During this probationary period, the employee shall have no recourse to the grievance procedure insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated.

Section 7.03 Completion of Probationary Period: An employee who has completed the probationary period may be disciplined or discharged only for cause except in the case of individuals who are substituting for personnel on long-term leaves of absence. An employee who has completed the probationary period and is suspended without pay or discharged shall have access to the grievance procedure.

Section 7.04 Progressive Discipline: Discipline shall normally occur in the following sequence:

1. Conference with employee
2. Written reprimand
3. Suspension without pay
4. Discharge

The relative seriousness of the matter will determine at what level disciplinary action is commenced. The District may, in its discretion, suspend an employee with pay pending an investigation.

ARTICLE VIII EXPENSES

Necessary and pre-approved expenses that are required of any office employee in the performance of school duty shall be at the expense of the school district. The mileage reimbursement rate shall be set by the School Board.

ARTICLE IX NOTIFICATION OF JOB OPENINGS

The district recognizes that it is desirable in making assignments to consider the interests and aspirations of its employees. All notices of job openings will be posted in each school for a period of five (5) working days. In addition, a copy will be sent to the president of the office employees and all members of the local via the District e-mail system.

During the summer and/or vacation periods when office personnel are away from the schools, written notification to the president of the association shall constitute proper notification. Requests for consideration for job openings shall be made through the District's online application system.

Final judgment regarding the selection and placement of office employees shall be made by the School Board upon the recommendation of the Superintendent or designee. The Board shall encourage a policy of selecting the best qualified applicant for job openings.

ARTICLE X PROFESSIONAL GROWTH

Office employees may attend workshop programs deemed to be appropriate for non-certified staff, provided such attendance is approved by the employee's immediate supervisor. Expenses incurred shall be subject to Article VIII of this Agreement.

ARTICLE XI GRIEVANCE PROCEDURE

Section 11.01 Grievance Definition: A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School Board as to the interpretation or

application of terms and conditions of employment insofar as such matters are contained in this Agreement.

Section 11.02 Representative: The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party to act in his/her behalf.

Section 11.03 Definitions and Interpretation:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 11.03 Time Limitation and Waiver: Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School Board's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance.

Section 11.04 Adjustments of Grievance: The School Board and the employee shall attempt to adjust all grievances which may arise during the course of employment of any employee within the school district in the following manner:

Subd. 1. Informal Discussion: Before filing a formal grievance, the employee shall first discuss the alleged grievance with his/her building principal or other immediate supervisor in an attempt to resolve the grievance on an informal basis.

Subd. 2. Level I: If the grievance is not resolved through informal discussions, a formal grievance shall be initiated in writing and served on the building principal or other immediate supervisor. The principal or other immediate supervisor shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 3. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent of Schools, provided such appeal is made in writing within ten days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee shall set a time to meet regarding the grievance within fifteen days after receipt of the appeal. Within ten days after the meeting, the Superintendent or his/her designee shall issue a decision in writing to the parties involved.

Subd. 4. Level III: In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within ten days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the Board may be designated by the Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

Section 11.05 School Board Review: The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

Section 11.06 Denial of Grievance: Failure by the School Board or its representative to issue a decision within the same time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

Section 11.07 Arbitration Procedures: In the event that the exclusive representative and the School Board are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be made in writing signed by the aggrieved party, and such request must be filed in the Office of the Superintendent within ten days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request from the Bureau of Mediation Services, pursuant to the P.E.L.R.A., a list of arbitrators selected by the Commissioner, providing such request is made within twenty days after request for arbitration. Upon receipt of the list of arbitrators, the school district and the exclusive representative shall alternately strike names from the list of arbitrators selected by the Commissioner until only one (1) name remains. This arbitrator shall decide the grievance and the decision is binding upon the parties. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request a list of arbitrators from the Bureau of Mediation Services within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information:

- a) Upon appointment of the arbitrator, the appealing party shall within five days after notice of appointment forward to the arbitrator, with a copy to the School Board, the submission of the grievance which shall include the following:

- (1) The issues involved.
- (2) Statement of the facts.
- (3) Position of the grievant.

(4) The written documents relating to Section 5, Article XII of the grievance procedure.

- b) The School Board may make a similar submission of information relating to the grievance either before or at the time of the hearing.

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing *denovo*.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by in the P.E.L.R.A.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this written agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Section 11.08 Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency, or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further. This shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

**ARTICLE XII
DURATION**

Section 12.01 Term and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2016 through June 30, 2018, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than 90 days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 12.02 Effect: This Agreement constitutes the full and complete Agreement between the School Board and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, school district policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 12.03 Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 12.04 Severability: The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

**For the Northfield Public Schools
Office Employees**

For Independent School District No. 659

President

Chairperson, Board of Education

Dated: _____

Clerk, Board of Education

Dated: _____

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

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

Wednesday, August 24, 2016

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

12:30	Various	Early Childhood	Erin Bailey Lynn Krominga
1.25 hours		Elementary: Literacy and Math instruction; RSG Day; RtI/ADSIS Overview	Inger Hanson, Heather Ryden, Tania Will
1.25 hours		MS and HS: PBIS and MTSS	Carrie Duba Rachael Hudson
1.25 hours		Special Ed: CVSEC staff only (Information on the remainder of the day for CVSEC will be finalized during this session.)	Tom White Elizabeth Deen
1:45 .75 hours	Northfield Bus Tour	Tour	Benjamin Bus Matt Hillmann Mary Hanson
2:30 1.25 hours	Elementary Schools, MS, and HS	Time in classrooms	
3:45	Done for the day!	Done for the day!	Done for the day!

8/8/16

Thursday, August 25, 2016

Time	Location	Activity	Responsible
7:45 .5 hours	HS Cafeteria	Breakfast	Mary Hanson Nancy Kluver
8:15 1.5 hours	M120 HS	PLC Process and SMART Goals	Leah Sand
9:45	Break	Break	Break
10:00 1.5 hours	M115 HS	So Now You Are a Teacher!	Kim Slegers
11:30 1.5 hours	Upper Café HS	NEA Lunch and Information	Amy Sieve
1:00	Break and Travel to schools	Break and Travel to schools	Break and Travel to schools
1:15-3:45 2.5 hours	Various	Time with principals/schools	Nancy Antoine David Craft Scott Sannes Greg Gelineau Joel Leer
2:30 15 minutes	Travel	Northfield Special Ed Staff travel	
2:45-3:45 1 hour	HS Computer Lab	Special Ed forms and Updates for Northfield Sp Ed Staff	Lynn Krominga Cheryl Hall
1:15 2.5 hours	HS Computer Lab	Special Ed Updates for CVSEC Staff	Lynn Krominga Cheryl Hall
3:45	Done for the day!	Done for the day!	Done for the day!

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

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

8/8/16

Northfield Public Schools
Professional Learning
2016-17

THE 4 Cs:
CREATIVE THINKING
CRITICAL THINKING
COLLABORATION
COMMUNICATION

August 24-25, 2016: New Teacher Workshop

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

Wednesday, November 23, 2016: Professional Learning Day

Monday, January 16, 2017: Building Professional Learning Day

A message from the Superintendent:

Dear Faculty,

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

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

Sincerely,
Matt Hillmann
Superintendent

The following pages contain the professional learning schedule for Fall Workshop. This schedule has been developed with the cooperation of many people, including the members of the District Curriculum and Staff Development Committee (DCSDC).

The sessions offered contain a wide variety of choices for your professional learning. Take time to make a schedule that is meaningful for you and your professional learning! **Please note that more sessions have been added.**

As you review the professional learning opportunities, plan a schedule that works for you and your professional goals. There is a section titled Additional Information and Frequently Asked Questions that supplies more information.

Sincerely,
Mary Grace Hanson, Director of Teaching and Learning

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

Critical Thinking; Creative Thinking; Collaboration; Communication

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

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

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

Additional training on Tuesday:

11:00-12:00 Fast Bridge Training: BW for Kindergarten Helper Teachers (They will need iPads with the teacher's log in.)

Wednesday, August 31: Elementary: Ready, Set, Go! Day

7:30-3:30

Location: BW, GVP, SB

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

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

Session	7:30	8:30	11:30	12:30	2:00
	Department Meeting Location TBD	Sensory Regulation Kits: 3 hours Shannon Flegel Hand-in- Hand Classroom	Lunch	John Schnorr: Early Language Development Hand-in- Hand Classroom	John Schnorr: Bilingual Language Development Hand-in- Hand Classroom

Wednesday, August 31: MS, HS, ALC

7:30-3:30

Location: HS

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

When you enter the room for the session, there will be a QR code you will need to scan to your **iPad or phone**. This will provide a link to a brief form you will need to complete to receive your CEU. The CEU will be e mailed to your school account automatically. If you are not able to scan the QR code, a sign-up sheet will be available in the room, and then your CEU will be e mailed to you by Friday, September 9.

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

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

	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30
4		MS: EL Strategies in the Classroom: Ruben Alvarez and Rebecca Lorang H106	ALC Info: Daryl Kehler and ALC Staff H106	Homeless Students in 6-12: Melissa Larsen H 110	Lunch	Gen Ed and Sp Ed Working Together: Lynn Krominga H108	Northfield Promise: Zach Pruitt H104	Discussion: Teaching with Poverty in Mind: HS Staff H108
5	Grades 9-12 at the HS	HS: EL Strategies in the Classroom: Jennifer Lompart and Lisa Kruger Robb H111	HS: ADSIS/PBIS/MTSS/SST: Carrie Duba and Lisa Battaglia H108	Behavior Classroom Strategies for 6-12: School Psychs and SS H108	Lunch	ASD in MS: Kelley Foehrkolb and Deb Peters H102	ASD in HS: Kelley Foehrlolb and Deb Peters H102	Careers: Sandy Malecha H102
6	ALC at LF	Yoga: Deb Peters Gym	MS: PBIS/MTSS/SST: Rachael Hudson H110	Data Privacy Practices: Matt Hillmann H100	Lunch	Teacher Evaluation: Matt Hillmann H100	Vocab Rehab for LA and Content Teachers: Rose Turnacliff H114	Yoga: Deb Peters Gym

	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30
7							Special Ed Questions Answered: Cheryl Hall and Lynn Krominga H112	Special Ed Questions Answered: Cheryl Hall and Lynn Krominga H112
8		Walking: Maps available for routes District Office	Walking: Maps available for routes District Office	Walking: Maps available for routes District Office	Lunch	Walking: Maps available for routes District Office	Walking: Maps available for routes District Office	Walking: Maps available for routes District Office
9		Tennis/ Nitro Ball Tennis Courts	Tennis/ Nitro Ball Tennis Courts	Tennis/ Nitro Ball Tennis Courts	Lunch	Tennis/ Nitro Ball Tennis Courts	Tennis/ Nitro Ball Tennis Courts	Tennis/ Nitro Ball Tennis Courts
10		Active and participation gym games Gym	Active and participation gym games Gym	Active and participation gym games Gym	Lunch	Active and participation gym games Gym	Active and participation gym games Gym	Active and participation gym games Gym

Thursday, September 1: PreK-12

7:30-3:30

Location: HS

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

Sessions	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30
1	Data Review: Schoology Course	Bullying Prevention: Schoology Course REQUIRED	Bullying Prevention: Schoology Course REQUIRED	Bullying Prevention: Schoology Course REQUIRED	Lunch	PLC Time	Bullying Prevention: Schoology Course REQUIRED	Bullying Prevention: Schoology Course REQUIRED
2	Data Review: Schoology Course	Maker Space: HS Lower Cafe	Maker Space: HS Lower Cafe	Maker Space: HS Lower Cafe	Lunch	PLC Time	Maker Space: HS Lower Cafe	Maker Space: HS Lower Cafe
3	Data Review: Schoology Course	Tech Help: Tech Staff HS Media Center	Tech Help: Tech Staff HS Media Center	Tech Help: Tech Staff HS Media Center	Lunch	PLC Time	Tech Help: Tech Staff HS Media Center	Tech Help: Tech Staff HS Media Center
4	Data Review: Schoology Course	Data Help: Hope Langston HS Media Center	Data Help: Hope Langston HS Media Center	Data Help: Hope Langston HS Media Center	Lunch	PLC Time	Data Help: Hope Langston HS Media Center	Data Help: Hope Langston HS Media Center

	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30
5	Data Review: Schoology Course	Mindful Eating: Nfld Hospital H116	Mindful Eating: Nfld Hospital H116	Inter-discipline collaboration: Jaci McKay H103	Lunch	PLC Time	Discussion of Creativity and Innovation: Karna Hauck H118	K-5: Homeless Students: Melissa Larsen H122
6	Data Review: Schoology Course	Accelerate Northfield: Michael Garlitz H122	Northfield Promise: Zach Pruitt H122	SeeSaw: Lahna Tran and Christa Danielson H106	Lunch	PLC Time	Managing Depression and Anxiety: Dan Foley H124	Yoga: Dana Holden Gym
7	Data Review: Schoology Course	Flex Learning Days Info and Discussion: Lahna Tran and Scott Peterson H106	Movement, the Brain, and Learning: John Sand H124	Literacy Strategies for the K-5 Classroom: Becky Gainey and Diane Torbenson H128	Lunch	PLC Time	Flex Learning Days Info and Discussion: Lahna Tran and Scott Peterson H106	Ergonomics: Elizabeth Bade H128
8	Data Review: Schoology Course	Sp Ed Questions & Answers: Lynn Krominga and Cheryl Hall H108	Sp Ed Questions & Answers: Lynn Krominga and Cheryl Hall H108	Teacher Development and Evaluation: Matt Hillmann H100	Lunch	PLC Time	Introduction to Mathematical Mindsets: Tania Will and Heather Ryden H110	

	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30
9	Data Review: Schoology Course	K-5 ASD: Kelley Foehrkoib and Deb Peters H126	A Teacher's Role in Post-Secondary Planning: Counseling Department H112	Elementary Coding: Robert Garcia H126	Lunch	PLC Time	CPR/AED/Epi Pen updates: Elizabeth Bade H128	For Admin and Admin Desingees: IEP Roles and Responsibilities: Cheryl and Lynn H108
10	Data Review: Schoology Course	Human Resources Information: Molly Viesselman D111	Finance Department Information: Val Mertesdorf D111	Interactive Writing: Matt Berg-Wall; Lily Landry; Anne Larson; MaryBeth Youngblut H122	Lunch	PLC Time	Human Resources Information: Molly Viesselman D111	Finance Department Information: Val Mertesdorf D111
11	Data Review: Schoology Course	All Things Google: Kim Briske Media Computer Lab	Schoology: Kim Briske Media Computer Lab	All Things Google: Kim Briske Media Computer Lab	Lunch	PLC Time	All Things Google: Kim Briske Media Computer Lab	Schoology: Kim Briske Media Computer Lab
12	Data Review: Schoology Course	Bringing Out the Best in Children; Dave Craft H110	Introduction to Mathematical Mindsets: Tania Will & Heather Ryden H110	504 Information: Cheryl Hall & Lynn Krominga H108	Lunch	PLC Time	What's Behind the Yo-Yo? Cindy Varley H104	What's Behind the Yo-Yo? Cindy Varley H104

	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30
13		District Strategic Plan: Dr. Bruce Miles Upper Cafe	District Strategic Plan: Dr. Bruce Miles Upper Cafe	District Strategic Plan: Dr. Bruce Miles Upper Cafe	Lunch	PLC Time	District Strategic Plan: Dr. Bruce Miles Upper Cafe	District Strategic Plan: Dr. Bruce Miles Upper Cafe
14		Human Rights Commission, Nfld H119	Human Rights Commission, Nfld H119	Human Rights Commission, Nfld H119	Lunch	PLC Time	Human Rights Commission, Nfld H119	Human Rights Commission, Nfld H119
15	Data Review: Schoology Course	Walking: Maps available for routes District Office	Walking: Maps available for routes District Office	Walking: Maps available for routes District Office	Lunch	PLC Time	Walking: Maps available for routes District Office	Walking: Maps available for routes District Office
16	Data Review: Schoology Course	Tennis/ Nitro Ball Tennis Courts	Tennis/ Nitro Ball Tennis Courts	Tennis/ Nitro Ball Tennis Courts	Lunch	PLC Time	Tennis/ Nitro Ball Tennis Courts	Tennis/ Nitro Ball Tennis Courts
17	Data Review: Schoology Course	Active and participation gym games Gym	Active and participation gym games Gym	Active and participation gym games Gym	Lunch	PLC Time	Active and participation gym games Gym	Active and participation gym games Gym

Additional Information and Frequently Asked Questions:

1. Why are the sessions at the High School?
 - Parking Lot accessibility
 - Adult sized furniture
 - No travel time between sessions
 - Classroom and larger spaces available
 - A big THANK YOU to the HS teachers for sharing room space with everyone!!
2. The Bullying Prevention Course: Why are we doing this again?

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

*****The links for the Schoology courses (Bullying Prevention and Data Review) and PLC Time information will be sent in an email on Wednesday, August 24.**

CVSEC: Please refer to your coordinators for your schedule for Thursday, September 1.

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

Strategic Planning Process: All staff is invited to participate in the strategic planning process on Thursday, September 1st. The professional development schedule for the day is set up in a conference-style format, with several times for you to choose throughout the day. The strategic planning session will be repeated five times and provide you with an opportunity to share input about what should be included in the strategic plan. A strategic plan include creating a new district vision mission statement, and set of priorities. This plan will be used to guide the District's decision making about our school programming for the next several years.

Human Rights Commission: Representatives from the Northfield Human Rights Commission will share strategies on how educators can best support our diverse student body.

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

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

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

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

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

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

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

What's Behind the Yo-Yo?: Please join Cindy Boyum, a Certified Wellness Coach from Mayo Clinic and owner of IT! Factory Fitness, for a behind the scene look at your personal wellness habits. Cindy has worked in the wellness/fitness industry for 20+ years and hears the following questions on a daily basis...If I know it's good for me, why aren't I doing it? Why do I sabotage my health? Why do I start strong, only to find myself "quitting" again? Where do I start: It's all so confusing! Spend an hour with Cindy and take a self-discovery trip that can help you understand your own patterning around diet, exercise and wellness. This self-discovery is a nonjudgmental setting. It is meant for self-enlightenment not self-criticism. Leave with clarity, insight, and a sense of empowerment to begin a different kind of journey into becoming your very best self.

Potential Dundas Dome Rental

Matt Hillmann and Tom Graupmann | August 22, 2016

The purpose of this memorandum is to outline the key opportunities presented by and costs of a short-term rental of the new, privately owned Dundas Dome facility. No approval is being requested at this time.

The Dundas Dome (901 Cannon Road; Dundas, MN 55019) is a privately owned and operated 90,000 square foot athletic facility currently being constructed within the boundaries of the Northfield Public Schools. The District is interested in renting space at the Dundas Dome for practices during the early part of our Spring athletics season. This would allow a more predictable and reasonable schedule for these practices. When the weather is poor, it is not uncommon for some Spring athletics team to have practices that extend as late as 10 pm due to the limited number of activities our indoor facilities can accommodate. Students would travel to the Dundas Dome for practice as they do any other facility not located on Northfield High School (NHS) or Northfield Middle School (NMS) property. The Activities Bus that is available for students to travel from NHS to other locations would make a stop at the Dundas Dome, just like it stops at the Northfield Ice Arena or the Northfield Gymnastics Club during those seasons. There would be no increased transportation cost.

By working with a private provider, the District has the benefit of using an indoor turfed athletic facility without owning it, maintaining it, or other responsibilities associated with ownership. The District would intend to use our lease/levy authority to pay for the rental in the same manner we use it to pay for our season-long leases at the Northfield Ice Arena for our hockey teams and the Northfield Gymnastics Club for our gymnastics team.

Below is our anticipated rental request. The Dundas Dome charges \$450 per hour to rent the entire facility.

Week	Hours	Cost
March 13, 2017	18	\$8,100
March 20, 2017	24	\$10,800
March 27, 2017	24	\$10,800
April 3, 2017	24	\$10,800
Totals	90	\$40,500

By using the District's lease/levy authority, we are able to rent the facility without using general fund dollars. Attached is an anticipated annual tax impact table prepared by Ehlers and Associates, the District's financial advisors. As you can see, the annual estimated cost to a taxpayer with a \$300,000 home is \$5.00. The estimated tax impact for a commercial/industrial property valued at \$1,500,000 is \$47.00.

The Board's approval of this would come by approving the District's annual levy and then finally by approving the lease/rental agreement.

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Northfield School District. No. 659

Analysis of Tax Impact for Potential Increase in Lease Levy

August 18, 2016

Annual Levy Amount	\$40,500
Estimated Tax Rate Payable in 2017	0.16%

Type of Property	Estimated Market Value	Estimated Annual Tax Increase * Payable in 2017
Residential Homestead	\$75,000	\$1
	100,000	1
	125,000	2
	150,000	2
	175,000	2
	200,000	3
	300,000	5
	400,000	6
Commercial/ Industrial +	500,000	8
	\$100,000	\$2
	250,000	7
	500,000	15
	750,000	23
	1,000,000	31
Apartments	1,500,000	47
	\$200,000	\$4
	500,000	10
	1,000,000	20
Agricultural Homestead **	2,000,000	40
	\$400,000	\$4
	600,000	6
	800,000	7
	1,000,000	9
	1,400,000	12
Agricultural Non-Homestead (dollars per acre)	1,800,000	15
	\$5,000	\$0.08
	6,000	0.10
	7,000	0.11
	8,000	0.13

* The figures in the table are based on school district taxes for a potential increase in the lease levy only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the state Property Tax Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the lease levy for many property owners.

+ Estimates are for commercial-industrial property in Rice and Goodhue Counties. For Dakota County, the tax impact would be less than shown above, due to the impact of the Twin Cities Fiscal Disparities Program.

** For agricultural homestead property, a value of \$150,000 was assumed for the house, garage and one acre.