

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

**TO:** Board of Education  
**FROM:** Matt Hillmann Ed.D., Superintendent  
**RE:** Table File Items for January 9, 2017, Regular School Board Meeting

VII. Superintendent's Report

B. Items for Consent Grouping

2. Personnel Items

a. Appointments.

14. Caitlyn Krueger Educational Assistant-PCA EBD Program for 6.75 hrs/day at the Middle School beginning 1/11/2017; Spec Ed, Step 1-\$15.08/hr.
15. Natalia Romero Event Worker District-wide beginning 1/10/2017.

b. Increase/Decrease/Change in Assignment.

9. Correction: Rachel Morrison Social Worker at Greenvale Park Elementary, add Community School-Club Leader during our non-school day field trips at Greenvale Park Elementary beginning 12/28/2016-06/06/2017; \$20.09/hr.
10. Elizabeth Brewer Sped EA/PCA and Bus EA for 7.67 hrs/day at the Middle School, add Bus EA increase of 15 minutes/day for 7.92 hrs/day at the Middle School beginning 1/9/2017-6/7/2017.
11. Andy Dimick School Social Worker at CVSEC-Alex, change to Coordinator at CVSEC-Alex beginning 1/03/2017-06/30/2017; \$85,000 prorated to calendar work days.
12. Jacqueline Meyer Sped EA/PCA and Bus EA for 8.17 hrs/day at the High School, add Bus EA increase of 15 minutes/day for 8.42 hrs/day at the High School beginning 1/9/2017-6/7/2017.
13. Jennifer Severson EA -PCA-Step 1 \$15.58/hr at CVSEC STEP, change to EA -PCA-Step 2 \$15.92/hr at CVSEC STEP beginning 08/30/2016.

c. Resignations/Retirement.

5. Rolf Tollefson Educational Assistant at Greenvale Park Elementary resignation effective 12/22/2016.

d. Administration is recommending the approval of the following:

- Gymnastics Team - additional coaching position needed. \$1,800 additional funds allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.

VIII. Items for Information

1. School Board Policy 501 – Weapons.

An additional change to the proposed revisions to Policy 501 has been made. The policy reference relating to the "Definition of a Firearm" as detailed in the Minnesota State Colleges and Universities Policy 5.21 and the University of Minnesota Board of Regents Policy Possession and Carrying of Weapons has been eliminated.

2. The enrollment report for January 2017 is included in the Table File.

**NORTHFIELD HIGH SCHOOL**  
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Northfield, MN 55057  
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[www.nfld.k12.mn.us](http://www.nfld.k12.mn.us)

To: Human Resources  
From: Tom Graupmann  
Date: January 9, 2017  
RE: Event Workers (Job ID #1526)

I recommend for hire all individuals listed below:

Romero	Natalia
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## 501 SCHOOL WEAPONS POLICY

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

A. A "firearm" is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive **charge or element, such as gunpowder.** ~~a gas, or compressed air.~~ A firearm as herein defined may cause serious injury or death.

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

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

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

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

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

### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and **immediately notifies a school administrator or** takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location. **If a student finds a weapon on the way to school or discovers that he or she accidentally has a weapon in his or her possession, and the student fails to notify a school administrator immediately or to take the weapon immediately to the principal's office, the student will be deemed to have committed a separate violation of the policy prohibiting weapons in school.**
- B. It shall not be a violation of this policy if a non-student, non-employee, student where specified, or situation falls within one of the following categories:
1. active licensed peace officers or military personnel participating in military training, when they are on duty performing official duties;
  2. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
  4. firearm safety or marksmanship courses or activities for students or non-students conducted on school property;
  5. ceremonial color guard in possession of dangerous weapons, BB guns, or replica firearms;
  6. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control

and supervision of the school location.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION, USE, OR DISTRIBUTION OF A WEAPON**

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. possible recommendation to the superintendent of expulsion for a period of time not to exceed twelve months.

B. The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

C. Pursuant to Minnesota law, a student who brings a firearm to school, will be expelled for at least twelve months. The school board may modify this requirement on a case-by-case basis.

**VI. CONSEQUENCES FOR WEAPON POSSESSION, USE, OR DISTRIBUTION BY NON-STUDENTS**

A. Employees

1. An employee, including one authorized by permit to carry a firearm, who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory

authority, collective bargaining agreements, and school district policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non-students

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

Policy 501 - School Weapons

Adopted: 2/12/07

Updated: 12/2014, 6/13/16

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

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

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

~~**Policy Reference:** Definition of a Firearm:  
Minnesota State Colleges and Universities Policy 5.21, Possession or Carry of Firearms, and  
University of Minnesota Board of Regents Policy Possession and Carrying of Weapons.<sup>22</sup>~~

														2016-2017
School and Grade Level	September 6th	September 9th	September 16th	September 23rd	October 3rd	November 1st	December 1st	January 3rd	February 1st	March 1st	April 3rd	May 1st	End of Year 6/6/2017	
<b>Longfellow</b>														
Early Childhood	59	63	68	68	74	80	87	91						
Total	59	63	68	68	74	80	87	91	0	0	0	0	0	
<b>Greenvale Park</b>														
Grade K-2029	75	73	73	73	74	74	74	74						
Grade 1-2028	81	82	82	82	82	80	80	80						
Grade 2-2027	89	87	87	87	87	87	87	86						
Grade 3-2026	86	85	86	86	86	85	84	84						
Grade 4-2025	92	91	91	91	91	92	93	93						
Grade 5-2024	92	92	92	92	92	91	93	92						
Total	515	510	511	511	512	509	511	509	0	0	0	0	0	
<b>Sibley</b>														
Grade K-2029	81	81	81	81	81	81	81	82						
Grade 1-2028	95	95	95	95	96	95	94	94						
Grade 2-2027	87	87	88	88	88	86	85	87						
Grade 3-2026	102	102	102	102	102	102	105	106						
Grade 4-2025	106	104	104	104	104	104	105	104						
Grade 5-2024	116	115	115	115	113	113	114	114						
Total	587	584	585	585	584	581	584	587	0	0	0	0	0	
<b>Bridgewater</b>														
Grade K-2029	91	91	91	91	92	92	91	91						
Grade 1-2028	83	83	84	84	84	85	85	87						
Grade 2-2027	108	109	109	109	109	108	108	109						
Grade 3-2026	88	88	87	87	87	87	87	88						
Grade 4-2025	110	110	109	109	109	108	107	111						
Grade 5-2024	92	92	92	92	94	94	92	96						
Total	572	573	572	572	575	574	570	582	0	0	0	0	0	
<b>Middle School</b>														
Grade 6-2023	298	297	298	298	298	299	298	297						
Grade 7-2022	327	327	326	325	324	325	327	326						
Grade 8-2021	335	334	334	334	334	332	333	333						
St. Dominics	10	10	10	10	10.5	10.5	10.5	10.5						
Total	970	968	968	967	966.5	966.5	968.5	966.5	0	0	0	0	0	
<b>High School</b>														
Grade 9-2020	320	317	319	318	318	321	316	317						
Grade 10-2019	362	361	359	359	359	369	359	359						
Grade 11-2018	294	293	293	293	293	294	286	286						
Grade 12-2017	324	324	320	319	319	317	314	312						
Total	1300	1295	1291	1289	1289	1301	1275	1274	0	0	0	0	0	
<b>ALC</b>														
Grade 9-2020	1	1	1	1	1	1	2	2						
Grade 10-2019	2	3	6	6	6	9	9	8						
Grade 11-2018	10	12	13	13	13	17	19	20						
Grade 12-2017	23	26	27	30	29	39	38	35						
Total	36	42	47	50	49	66	68	65	0	0	0	0	0	
<b>Grand Total</b>	<b>4039</b>	<b>4035</b>	<b>4042</b>	<b>4042</b>	<b>4049.5</b>	<b>4077.5</b>	<b>4063.5</b>	<b>4074.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

Northfield Public Schools Enrollment Report

Longfellow

Early Childhood

Banks	11
Dorey	9
Goldade	14
Rigge (James)	6
O'Connor	6
Roth	9
Schnorr	7
Sorenson	16
Winter	13

\*\* TOTAL 91

Greenvale Park

K	Flicek	20	
K	Hagberg	19	
K	Malecha	20	
K	Ziemann	15	C
1	Landry	27	C
1	Nivala	16	
1	Youngblut	17	
1	Zach	20	
2	Amundson	23	C
2	Dueffert	22	
	Johnson-		
2	McLaughlin	21	
2	Larson	20	
3	Allison	21	
3	Alvarez	24	C
3	Conway	17	
3	Timerson	22	
4	Clarey	23	
4	Dimick	22	
4	Garcia	26	C
4	Hetzel	22	
5	Harding	20	C
5	Sickler	23	
5	Spitzack	24	
5	Tacheny	25	
	<b>TOTAL</b>	<b>509</b>	

Sibley

Grade	Teacher		
K	Born	19	
K	Downs	21	
K	Heil	20	
K	Wacholz	22	
1	Craft	22	
1	Sasse	28	C
1	Sieger	22	
1	Swenson	22	
2	Brezina	20	
	Christopherson-		
2	Bleckwehl	22	C
2	Seeberg	22	
2	Spitzack	23	
3	Guggisberg	29	
3	Jandro	27	
3	Johnson	21	C
3	Rud	29	
4	Day	27	
4	Fox	28	
4	Haar	25	
4	McManus	24	C
5	Baragary	25	
5	Foley	23	
5	Ostermann	20	C
5	Stulken	23	
5	Sweeney	23	
	<b>TOTAL</b>	<b>587</b>	

Bridgewater

K	Cade	24	
K	Danielson	24	
K	Tran	21	
K	Wisdorf	22	
1	Charlton	21	
1	Ellerbush	20	
1	Hall	21	
1	Lanza	25	C
2	Lane	22	
2	Lofquist	22	
2	Rubin	24	C
2	Schwaab	22	
2	Seidl	19	
3	Larson	23	C
3	Sickler	23	
3	Temple	21	
3	Truman	21	
4	Holden	28	
4	Schuster	30	C
4	Shepherd	29	
4	Swenson	24	
5	DeVries	19	C
5	Duchene	26	
5	Kohl	26	C
5	Rauk	25	
	<b>TOTAL</b>	<b>582</b>	

Early Childhood**	91
Kindergarten-2029	247
Grade 1-2028	261
Grade 2-2027	282
Grade 3-2026	278
Grade 4-2025	308
Grade 5-2024	302
<b>Total K-5</b>	<b>1769</b>
<b>Total Middle School</b>	<b>966.5</b>
<b>Total High School</b>	<b>1274</b>
<b>GRAND TOTAL</b>	<b>4009.5</b>
ALC 9-12**	65
<b>GRAND TOTAL with ALC</b>	<b>4074.5</b>

F/T=49 P/T= I/S=15

Enrollments represent 100% enrolled except where indicated by \*\*  
Half day St. Dominic's students are represented by \*

Middle School

Grade 6 -2023	297
Grade 7 (*inc. 3.5 - 1/2 day)-2022	329.5
Grade 8 (*inc. 7 - 1/2 day)-2021	340
<b>TOTAL</b>	<b>966.5</b>

\*21 (10.5) St. Dominic's students attend 1/2 day

High School

Grade 9-2020	317
Grade 10-2019	359
Grade 11-2018	286
Grade 12-2017	312
<b>TOTAL</b>	<b>1274</b>