



Fridley Public Schools

School Board Business Meeting Agenda

Tuesday, June 18, 2013 at 7:30 PM
 Fridley City Hall, City Council Chambers

A. Call to Order, Pledge of Allegiance	
Presenter: Gordon Backlund	
B. Approval of Agenda with Suggested Motions and Resolutions	
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Presenter: Rochel Manders	
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Presenter: Imina Oftedahl	
3. Health and Safety Budget FY 2013-15.....	77
Presenter: Rochel Manders	
4. Adopt Budget for 2013-14 School Year.....	79
Presenter: Rochel Manders	

F. Consent Agenda

Presenter: Gordon Backlund

- 1. Minutes of the School Board Business Meeting and Work Session Held on May 21, 2013 80
- 2. Monthly Financial Reports..... 85
- 3. New Contracts, Amendments, Leaves of Absence, Terminations, and Resignations
- 4. Individual Contracts for Yvonne Anderson, Bryan Butts, Katie Roos, Aloda Sims, and Dan Wold 86
- 5. Superintendent Continuing Contract and Evaluation
- 6. Q Comp Annual Report for 2012-13..... 115
- 7. FHS Band Overnight Field Trip Request to New York for 3/19/2014-3/26/2014 119

G. Written Information

- 1. Student Enrollment..... 123
Presenter: Dr. Peggy Flathmann
- 2. First Reading of Policies
Presenter: Imina Oftedahl
 - a. 417 Chemical Use and Abuse..... 131
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H. Reports From School Board Members

- 1. Schools for Equity in Education Meeting held on May 23, 2013
Presenter: Gordon Backlund
- 2. Association of Metropolitan School Districts (AMSD) Board Meeting held on May 24, 2013
Presenter: Gordon Backlund

I. Important Future School Board Dates

Presenter: Gordon Backlund

- 1. Fridley Public Schools Board Meeting
July 16, 2013
Work Session, 5:30 PM, City Hall Conference Room A
Open Forum, 7:00 PM, City Hall Conference Room A
Business Meeting, 7:30 PM, City Council Chambers

J. Adjournment

Presenter: Gordon Backlund

Tuesday, June 18, 2013
School Board Business Meeting
Motions

B. Approval of Agenda

Suggested Motion: Motion by _____, seconded by _____, to approve the agenda for June 18, 2013.

E. Business Action Items

1. RESOLUTION Accepting Gifts

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

THEREFORE, BE IT RESOLVED, that the School Board of Fridley Public Schools accepts with appreciation the following gifts received by the School District:

Suggested Motion: Motion by _____, seconded by _____, to accept the gifts and thank the donors for their contributions.

2. Second Reading of Policy 529 Notification to Staff Regarding Placement of Students with Violent Behavior

Suggested Motion: Motion by _____, seconded by _____, to approve and adopt. Policy 529 Notification to Staff Regarding Placement of Students with Violent Behavior.

3. Health and Safety Budget for Fiscal Years 2013-15

Suggested Motion: Motion by _____, seconded by _____, to approve the Health and Safety Budget for Fiscal Years 2013-2015.

4. Adopt Budget for 2013-14 School Year

Suggested Motion: Motion by _____, seconded by _____, to approve the 2013-14 budget.

F. Consent Agenda Routine Action Items

Suggested Motion: Motion by _____, seconded by _____, to approve the Consent Agenda of routine action items including minutes of the regular School Board meeting and work session held on May 21, 2013; monthly financial reports; new contracts, amendments, leaves of absence, terminations, and resignations; individual contracts for Yvonne Anderson, Bryan Butts, Katie Roos, Aloda Sims, and Dan Wold; Superintendent continuing contract and evaluation; Q Comp Annual Report for 2012-13; and the Fridley High School request for approval of an Overnight Field Trip to New York from March 19, 2014-March 26, 2014.

J. Adjournment

Suggested Motion: Motion by _____, seconded by _____, to adjourn at _____.

C. Spotlight on Recognition

1. Recognition

Congratulations to Tammy Kowalzek, The **Employee of the Month for June 2013**. In her role as a paraprofessional in the high school Special Education Department she is always caring, supportive, professional, and open minded. She works very hard to be useful and effective in the classroom and obviously cares a great deal about all students. She is reliable, knowledgeable, and an asset in the classroom. Tammy is kind, friendly, and considerate. She listens to the needs of students and treats them with dignity and respect. The students love her and so do the teachers she works with.

Comments from teacher include:

- Tammy is one of the most caring people I know. She is amazingly generous with her students and fellow staff members. She has a wonderful connection with her students and helps to motivate them in a way that no one else I know does. She works with a particularly difficult population and always comes to work with a smile on her face ready to help the students in any way she can. Tammy is the best paraprofessional I have worked with in my 15 years of teaching.
- Tammy works with a very difficult population of students, and makes each of them feel cared for. Her friendly personality and attitude make her a great addition to any classroom. She understands that fair is not always the same for students and meets their needs in the best way possible. She goes above and beyond expectations of the job in order to serve our students well.

Superintendent Report on Graduation		
	2013	2012
FHS Graduates	194	203
IB Scholars	10	24
IB Diploma Candidates	12	11
Highest Honors, GPA 3.75 and Above	27	29
High Honors, GPA 3.50-3.74	31	17
Honors, GPA 3.0-3.49	37	57
National Honors Society Members	31	29
Associates Degree	0	2
Presidential Education Award	15	25
ALC Graduates	25	23



Fridley Public Schools

A World-Class Community of Learners

R.L. Stevenson Elementary

2012-2013



Stevenson – Academic Goals

- Increase Reading Achievement For All Students.
- Increase Math Achievement For All Students.



Goal #1: MATHEMATICS

Students in Grades 2-4 will meet their normed target growth in mathematics from fall to spring using our NWEA Math Assessment.

Math: Process



- All new staff will be trained in Math Expressions, receive support and be observed at least once in math.
- Research and implement a Math Team.
- Train and implement differentiation strategies.
- Document team reflections on benchmark data and interventions.
- Create 2 or more math intervention kits for grades 2,3, and 4 based on benchmark skill sets.



Math: Results

- Students in grades 2-4 will meet their normed target growth in mathematics from fall to spring using the NWEA MAP assessment.

- **Grade 2–Goal 77.6%–Achieved 76.6%–88th Percentile**
Grade 3–Goal 79.6%–Achieved 81.9%–97th Percentile
Grade 4–Goal 89.1%–Achieved 81.8%–99th Percentile



Analysis and Interpretation

- Full implementation of Math Expressions and all components of the program.
- Students are coming in with common language and program is more rigorous.
- Differentiation training and implementation showed success.
- Math intervention kits were most successful when volunteer was consistent.
- Learning academy resources aligned to main curriculum.
- Recess activities for bubble students in Jeopardy format.



Math: Next Steps

- Continue with differentiation and implement whole school.
- We need trained staff to deliver interventions and hire Gateway teacher earlier in the year.
- Try flexible grouping for specific units among grade levels.
- Recruit a Math Corp Volunteer



Goal #2 - READING

- Students in Grades 2-4 will meet their Normed Target Growth from their fall NWEA Test to the spring test.



Reading: Process Goals

- Track lending library and communicate results with parents.
- Provide training and collaboration time for teachers implementing Daily 5 and Café.
- Provide Tier 2 interventions to Grade 4.
- Develop a Learning Academy form outlining skills and concepts students need to work on.
- Train K teachers on decoding strategies.



Reading: Process cont.

- Screen K-4 students using appropriate assessment tools and implement interventions for all grade levels.
- 65% of Grade 1 students with an F&P score of B will achieve Level I by year's end.



Reading: Results

- Students in grades 2-4 will meet their normed target growth in reading from fall to spring using the NWEA MAP assessment.
- Grade 2–Goal 62.8%–Achieved **69.6%**–85th Percentile
Grade 3–Goal 67.2%–Achieved **68.2%**–79th Percentile
Grade 4–Goal 72.6%–Achieved **72.7%**–93rd Percentile



- First Grade – 65% of first grade students with an F & P level B (below grade level) will achieve F & P Level I (at grade level) by the end of the year.
Achieved 58%.



Analysis and Interpretation

- Reading Corp Volunteers
- Implementation of Daily 5 and Café Strategies
- Title I Data Position
- Tracking and Reporting Lending Library Results
- Interventions Delivered from Teachers, Title, EL, and Volunteers
- SIOP Strategies and EL Teaming



Reading: Next Steps

- New Benchmark Literacy Curriculum
- We need People to Deliver Tier II Interventions for 4th Grade.
- Recruit Two Reading Corps Volunteers.



2012-2013

STEVENSON HIGHLIGHTS

- Stevenson Cares Soldier Project
- Exhibition
- Spring Conference Attendance 99% (only 5 families did not make it.)
- Integrity Bus Visits
- 54,000 Box Tops
- 4th Grade Retreat

Flexible Seating in 2nd Grade

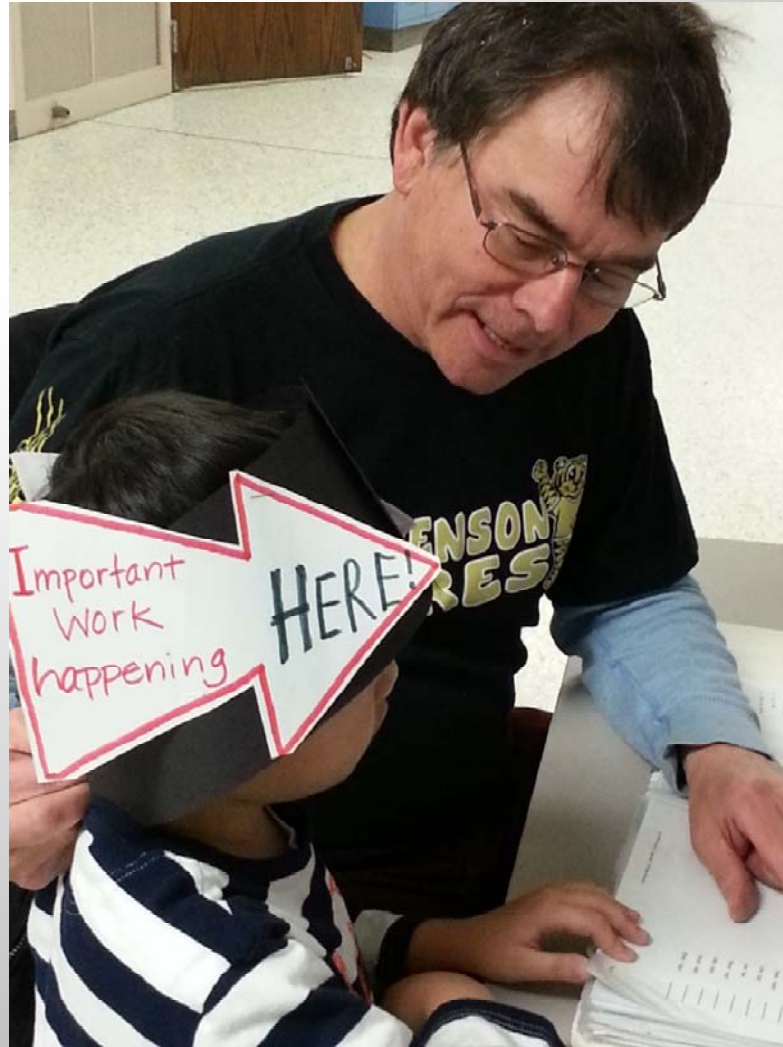




Animal Reports



Reading Corp





Kids in Action 5K



African American Heritage Night





PC for People (85 PCs)





Fridley Public Schools

A World-Class Community of Learners

HAYES ELEMENTARY

2012-2013



Hayes – Academic Goals

- We focused on achievement in mathematics and reading.
- It has become practice to set goals for all students in both subject areas and we use at least three data streams to inform progress and instruction in each subject area.



Goal 1: MATHEMATICS

- We implemented a new curriculum a year ago and we want to continually assess our progress therein.
- Mathematics remains a high stakes academic subject area.
- We are uncomfortable with the percentage of students in the lower quartiles on the MCA assessment.
- Mathematics is needed to succeed in other academic areas.

Goal 1: Process



- Continued implementation of Math Curriculum - Impressions
- 90 Minutes of math instruction in grade 3 and 4 daily
- 60 Minutes of mathematics instruction grades K-2
- NWEA analysis following each testing window
- Delivering common benchmark assessments - item analysis
- Learning Academy - At risk 3rd and 4th graders defined by Title 1 will have Learning Academy 4 days a week for an 8 week period
- Math enrichment work in grades 1 and 4



Process con't...

- Grade 2 – parent volunteer assisting with acceleration
- Using i-CUE as a data management system
- Utilized i-Cue reports to determine students at risk of not passing the MCA
- Target accelerated math students and provide enrichment activities



Goal 1: Results

- Students in grades 2-4 will meet their normed target growth in mathematics from fall to spring using the NWEA MAP assessment.
- Grade 2 – Goal 63.8% - Achieved 61.1%
 - *Percentile*
- Grade 3 – Goal 78.8% - Achieved 62.0%
 - *th Percentile*
- Grade 4 – Goal 73.6% - Achieved 83.7%
 - *th Percentile*



- Kindergarten – 95% of kindergarten students will score above the 80th percentile on the end of year assessment. (Achieved 96.2%)
- Grade 1 – 92% first grade students will score above the 80th percentile on the end of year assessment. (Achieved 98.4%)
- Grade 4 – 82% Proficiency - MCA
- Grade 3 – 65% Proficiency - MCA



ANALYSIS and INTERPRETATION

- Time expectations for each area
- Differentiated Homework
- Grade 1 enrichment math
- Expanding the use of learning targets in all grades
- Using manipulatives for concept development
- Use of SMART Board increases student engagement



Goal 1: Next Steps

- Continue to work on mapping math
- Continue to take use of data to the student level
- Continue with math benchmark assessments
- More time devoted to MCA preparation – This was the first year that we had the kids take the math test online
- Continue to challenge gifted learners



Goal #2 - READING

- We are uncomfortable with the percentage of students scoring in the lower quartiles on the MCA assessment
- We continue to have many students who are not competent in English
- We continue to be concerned about the mobility of our lowest performing students
- Being a fluent reader is critical to success in other subject areas



Goal #2: Process

- All grade levels will meet with the students in greatest need each day in guided reading groups
- Literacy Curriculum – grade level articulation in grades 1-2
- Plan and implement a family literacy night



Goal #2: Process

- Implement SAT framework and interventions framework (RTI) for students that are struggling
- Tier 2, Early Literacy Skill Intervention (K-1)
- Pals Intervention (2)
- Fluency w/ HFW Intervention (2-3)
- Read Naturally (4)
- Reading Recovery (1)
- Orton-Gillingham (2-4)



- NWEA Data analysis – grade level meetings to discuss strand data from fall and winter testing sessions
- Utilize the dynamic report suite school summary in fall and winter to determine kids not on track to pass MCA
- Utilize I-CUE reports to determine students at risk of not passing MCA



Goals #2: Results

- Students in grades 2-4 will meet their normed target growth in reading from fall to spring using the NWEA MAP assessment.

Grade 2 – Goal 65.5% - Achieved 58.2%

- *th Percentile*

- Grade 3 – Goal 71.9% - Achieved 70.1%

- *th Percentile*

- Grade 4 – Goal 70.7% - Achieved 79.3%

- *th Percentile*



- Kindergarten – % of Kindergarten students will achieve their FP growth reading target by the end of the year. (For most students this will be guided reading level C'.) Achieved 76%
- First Grade – % of first grade students will achieve their FP growth reading target by the end of the year. (For most students this will be letter H'.) Achieved 72.6 %



ANALYSIS and INTERPRETATION

- We are getting better and better at determining the kids who need interventions
- PALS intervention at second grade
- READ NATURALLY - continue with this
- Getting better at differentiating with students at risk
- Meeting with the lowest guided reading group is crucial to their success - more attentive than in large group



ANALYSIS and INTERPRETATION

- Maintaining our use of data. We have improved our abilities to read, interpret and utilize the math data
- Motivation - finding a way to motivate the kids to read has an impact on how well we do – WILD ABOUT BOOKS
- SD time to work on literacy maps was extremely helpful



Goal #2: Next Steps

- Continue to expand and define reading interventions
- Train para professionals in balanced literacy
- Continue to articulate and define literacy maps
- Continue to improve communication to families of poverty
- Continue with SIOP Strategies
- Continue to take data to the individual student level
- Continue to work on the motivational side of reading

2012-2013 HAYES HIGHLIGHTS



- Successfully completed the reauthorization of IB.
- Continued to refine and rework our IB planners.
- Increase our proficiency in teaching guided reading –
– Jan Richardson’s model.
- We worked to increase the effectiveness of our RTI model to assist struggling readers – hundreds of interventions.
- Learner Profile based monthly kickoffs – all school gatherings where we teach character – anti-bullying etc.
- Recorded numerous character videos to support discipline initiatives.

2011-2012 HAYES HIGHLIGHTS



- Continue to use IPAD (users group) and began using IPADS to supplement our Hayes ELL curriculum, also used in Kindergarten and Title 1.
- Completed a literacy study K-12 – Great process and pieces ready to roll next fall. All staff excited about the new implementation.
- Active playground strategies implemented building wide.
- Phonics scope and sequence
- Implemented GET TO THE BLUE – a behavioral / character education / anti-bullying program



2011-2012 HAYES HIGHLIGHTS

- We continued our ELL and T1 programming to utilize more of a push in model – SIOP
- Conducted another behavior audit – completed about every two years. This resulted in a building wide theme that sought to unify further our common language. BLUE CAN BE YOU.
- Conducted several data meetings with teachers to assure a stronger connection between teaching and learning.
- Safety audit was conducted in December with new practices being defined.

2011-2012 HAYES HIGHLIGHTS

- Conducted 9 monthly kickoffs in which topics of character are taught. This year we worked on teaching key emotions. (Brain based learning)
- Incorporated the Daily 5 into literacy instruction.
- BE COOL FILL A SCHOOL – Over \$2,500.00 to purchase schools supplies for a school in Rwanda.
- Construction underway!
- Saw some real high MCA scores from our 4th graders in the spring of the year.
- Continued work with standards – mapping / learning



2011-2012 HAYES HIGHLIGHTS

- Technology staff development sessions – several held throughout the year.
- Participated in the PEP grant
- Survived a spring of construction!
- READING RODEO – family literacy night
- ASSESSMENT MEETINGS with parents – Pizza With the Principal



IGP Goals

Staff were encouraged to:

P – Enhance the PYP in their learning environments.

I – Invite innovation

E – Enhance the use of technology as a learning tool.



We gave away over 200 Giraffe Awards to students who displayed outstanding character. At the end of the year two students from that group are identified and awarded two new bikes.





KINDNESS WEEK –

Each flower represents a random act of kindness.



The Hayes
Hipsters again
won the
PEOPLE'S
CHOICE
AWARD at the
STARGAZERS
SHOW



READING RODEO!!

An incredibly
successful family
literacy night... Mr
P and his “hoss”
February.



KIDS TAKING ACTION

BE COOL FILL A SCHOOL –

Isaac wrote to President Obama articulating some thoughts about gun violence.



NED taught us to

*NEVER GIVE
UP

*ENCOURAGE
OTHERS

*DO OUR BEST



Fridley Public Schools

A World-Class Community of Learners

FRIDLEY MIDDLE SCHOOL

2012-13 GOAL REPORT



Overview

All students were expected to meet their RIT growth goal on the NWEA assessment, measuring growth from fall to spring.

Each grade level determined a 2-6% improvement in each subject area using close analysis for continuous growth.



Goal 1: READING

Goal #1: Each grade level will realize a 2-6% increase in students meeting their growth goal.

- In grade 5 will improve from 66.1% to 72.1%
- In grade 6 will improve from 57.4% to 59.4 %.
- In grade 7 will improve from 57.5% to 59.5%
- In grade 8 will improve from 63% to 66%



Goal 1: Alignment

- The District Goal is to improve student achievement in reading.

FMS continues to make reading and math achievement a priority for all students. Each year we monitor the students' growth using the Measure of Academic Progress (MAP), then set our building goals from that.



Goal 1: Process

- Data Analysis
- Individual Learning Plans or Compacts
- Reading and Writing in the content areas
- Schmokering meetings to share results, strategies and differentiation ideas
- Vocabulary strategies, like 4-square, in all classes
- 6+1 Traits Writing or Cornell Notes
- Leveled classes-Differentiation
- Flex Reading intervention (grade 5)
- Books 4 All book exchange
- Volunteer Reading Program
- Learning Academy



Goal 1: Results

	GOAL	ACTUAL	MET
● Grade 5	72.1%	66.3%	no
● Grade 6	57.4%	56.9%	no
● Grade 7	57.5%	52.7%	no
● Grade 8	63.0%	52.8%	no

While grade level averages were within a point or above NWEA grade level norms, we did not meet our growth targets.



Goal 1: Next Steps

- Continue with the successful strategies:
 - Individual Learning Plans
 - Differentiated Instruction
 - Data Analysis

Next Steps:

- Staff Development for all staff on “reading in the content areas” and best practices in teaching reading.
- Formalize using the computer reading tools like Navigator and Study Island on a weekly/monthly basis.
- Reading and Writing across the curriculum



Goal 2:MATH

Goal #2: Each grade level will realize a 2-3% increase in students meeting their growth goal.

- In grade 5 will improve from 74.9% to 77.4%
- In grade 6 will improve from 84.1% to 86.1 %.
- In grade 7 will improve from 65.4% to 68.4%
- In grade 8 will improve from 69.1% to 72.1%



Goal 2: Alignment

- The District Goal is to improve student achievement in math.

FMS continues to make reading and math achievement a priority for all students. Each year we monitor the students' growth using the Measure of Academic Progress (MAP), then set our building goals from that.



Goal 2: Process

- Data Analysis
- Individual Learning Plans and student conferencing
- Integration of math concepts across the curriculum
- Vocabulary strategies, like 4-square, in all classes
- Leveled classes-Differentiation of math curriculum including use of web-based resources like Study Island and Learning Point Navigator
- Math Night
- Learning Academy
- Schmokering by department to share results and ideas
- Flex math intervention (grade 5)



Goal 2: Results

	GOAL	ACTUAL	MET
● Grade 5	77.4%	69.8%	no
● Grade 6	86.1%	83.2%	no
● Grade 7	68.4%	64.4%	no
● Grade 8	72.1%	71.9%	no

While grade level averages were a year above NWEA grade level norms, we did not meet our growth targets.



Goal 2: Next Steps

- Continue with the successful strategies:
 - Individual Learning Plans and Data Analysis
 - Increased Differentiation of Instruction
 - Consistent use of Navigator and Study Island
 - Making meaningful connections with parents

Next Steps:

- Teach more algebraic and geometric thinking, in all grades
- Incorporate more writing into the math classes
- Continue to incorporate math concepts across the curriculum



Building Notables

- Books 4 All
- Volunteer Reading Program
- Increased college exposure and focus with Gear Up partnership grant
- Increase family outreach: Parent College Resource Fair, Opportunity Fair, “Meet the Author”
- Increased High School transition experiences
- Public Achievement: Bully bosses on MPR; Above the Clouds entertained hospitalized children
- Increase summer enrichment opportunities
- Collaboration with Rice Creek Watershed and 8th grade Science instructors on “rain garden” instructional signage
- 3 MS Language A teacher selected to have their lessons recorded and available on TeachScape national, online resource as examples of exemplar teaching implementing the ELA Common Core Standards

RESOLUTION Accepting Gifts

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

THEREFORE, BE IT RESOLVED, that the School Board of Fridley Public Schools accepts with appreciation the following gifts received by the School District:

- Bill Beery donated \$5,000 towards furnishing the expansion room of Itsy Bitsy Tigers infant childcare room.
- Sharon Dedrick donated \$13.46 to the FHS Activities program through the Wells Fargo Community Support Campaign.
- Fridley Lions Club donated \$1,900 to Fridley High School for Automated External Defibrillator replacement.
- Fridley Lions Club donated \$2,500.00 to the STEP (Students Temporary Everything Place) programs at Fridley High School, Fridley Middle School, Hayes Elementary School and Stevenson Elementary School.
- David Reinisch donated \$100 to the FHS Activities program through the Wells Fargo Community Support Campaign.
- Dawn and Mark Rogers donated \$200 to the FHS boys swim/dive team and girls dance team through the Wells Fargo Community Support Campaign.
- Deanna Roth donated \$40.39 to the FHS Activities program through the Wells Fargo Community Support Campaign.

529 Notification to Staff Regarding Placement of Students with Violent Behavior

I. Purpose

In an effort to provide a safe school environment, school administrators shall inform teachers and certain staff members when a student to be placed in the classroom has a history of violent behavior. The purpose of this policy is to establish a procedure for notifying teachers and making determinations regarding such a student.

II. General Statement of Policy

It is the policy of the School Board that when a student has a history of violent behavior, as determined by the school principal, procedures for notification and decision making will occur. The principal or designee will meet with the assigned teachers or other staff members for the purpose of notification and the determination of how staff will manage such a student.

Only staff members whose work assignment reasonably requires access to the information will receive notification. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the school principal in the building in which the student attends school.

III. Definitions

For purposes of this policy, the following terms have the meaning given to them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incidents(s) of violence have occurred during the current or previous school year.

2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, or surrounding person(s) or endangers or causes significant damage to school property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate Educational Interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the School Board.
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the School Board;
2. A person employed by the School Board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the School Board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and

A person employed by, or under contract to, the School Board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

IV. Procedure for Staff Notification of Students with Violent Behavior

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the school principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher's classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher's classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student's history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the School Board under the Minnesota Government Data Practice Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of Notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and

4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to the classroom teachers and school staff is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Records

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. Maintenance and Transfer of Records

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. Parental Notice

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.

- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such a notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. Training Needs

Representatives of the School Board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References:

Minn. Stat.121A.64

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Rules Pts. 1205.0100 - 1205.2000

20 U.S.C.1232g (Family Educational Rights and Privacy Act)

34 C.F.R. Secs. 99.1 - 99.67

Minn. Stat. 120A.22, subd. 7 (School Attendance – Educational records)

Minn. Stat. 121A.45 (Grounds for Dismissal)

Minn. Stat. 121A.75 (Law Enforcement Notice to Schools)

Minn. Laws 2003, 1st Sp., Ch.9, Art.2, 53

SCHOOL BOARD ACTION:

Adopted June 18, 2002

Revised _____

Health and Safety Budget

	Budget FY 13	Budget FY 14	Budget FY 15
Finance Code 347 - Totals:	\$ 29,513.00	\$ 18,810.00	\$ 18,250.00
Finance Code 349 - Totals:	\$ 16,300.00	\$ 16,300.00	\$ 17,100.00
Finance Code 352 - Totals:	\$ 65,123.26	\$ 66,566.00	\$ 68,091.00
Finance Code 358 - Totals:	\$ 58,900.00	\$ 55,450.00	\$ 2,700.00
Finance Code 363 - Totals:	\$ 131,953.16	\$ 39,340.00	\$ 47,435.00
Totals	\$ 301,789.42	\$ 196,466.00	\$ 153,576.00

June 11, 2013

To: Superintendent Flathmann
Members of the School Board

From: Dennis Craft

Subject: Health and Safety Revenue Application

In order to receive funding for Health and Safety projects for Fiscal Year 2014, the School Board is requested to approve a District Health and Safety policy and budget by July 19, 2013. The Minnesota Statute 123B.57 was amended for Fiscal Year 2013 to help simplify the Health and Safety Revenue Application process. The application now must include the following:

- The School Board must adopt a stand alone Health and Safety Policy – *Health and Safety Policy adopted by the school board on March 20, 2012.*
- The School Board must adopt and confirm a Health and Safety Budget for FY13-15 – *Note: Fiscal 15 is a projected estimate and will grow to more closely resemble the FY 13 budget number as the year progresses.*

The Minnesota Department of Education requests School Board approval in order to qualify for FY 2013 Pay, FY 14, and FY 15 Health and Safety projected funding.

C: R. Manders

FRIDLEY PUBLIC SCHOOLS
ADOPTED 13-14 BUDGET

DRAFT

Fund	2013	Revenues	Expenditures	Reserve Buildup/(Usage)	2,014	
General						
Unassigned	753,809 2.46%	30,571,923	30,503,882	68,041	821,850 *	under 5 - 8% in policy
Assigned	92,262			(92,262)	0	errp funds
Nonspendable	11,281				11,281	prepays
Restricted						
Health and Safety	62,439	36,967	196,466	(159,499)	(97,060)	py adj for sprinkler system of \$150K
Learning & Development	1	682,101	682,101	0	1	
Basic Skills	(1)	3,430,873	3,430,873	(0)	(1)	includes compensatory and LEP
Operating Capital	190,655	738,627	836,177	(97,550)	93,105	
Safe Schools	0	105,173	105,173	0	0	
Deferred Maintenance	48,613	208,884	208,884	0	48,613	pool filtration, tennis courts, parking lot repairs, irrigation pump repair
Gifted & Talented	(0)	40,290	40,290	0	(0)	
Staff Development	1	356,034	356,034	0	1	2% of basic (formula allowance)
Total Restricted	301,708	5,598,949	5,855,998	(257,049)	44,659	
Total General	1,159,060	36,170,872	36,359,880	(281,270)	877,790	
Food Service						
Nonspendable	25,591				25,591	prepays and inventory
Restricted	110,512	1,568,721	1,605,013	(36,292)	74,220	includes \$24k of cap exps (\$15k RLS dish washer)
Total Food Service	136,103	1,568,721	1,605,013	(36,292)	99,811	
79 Community Services						
Nonspendable	150	0	0	0	150	
Restricted	0				0	
Community Education	(30,150)	2,456,566	2,498,158	(41,593)	(71,743)	
Early Childhood Family Education	(10,443)	0	0	0	(10,443)	
Learning Readiness	21,911	0	0	0	21,911	
Total Restricted	(18,682)	2,456,566	2,498,158	(41,593)	(60,275)	
Total Community Services	(18,532)	2,456,566	2,498,158	(41,593)	(60,125)	ext day disab levy adj of \$86k (done after 13-14)
Capital Projects	1,626,602	731,887	1,925,220	(1,193,333)	433,269	elem additions proj-4 mos in 12-13, 2 months in 13-14 plus referendum
Debt Service	662,698	2,954,806	2,752,472	202,334	865,032	rev = 105% of expenditures. Includes new LPA payments.
Post-Employment Benefits Debt Service	62,725	599,160	565,828	33,332	96,057	rev = 105% of expenditures
Internal Service Fund	189,376	322,000	283,000	39,000	228,376	dental
Post-Employment Benefits Revocable Trust	4,548,749	202,000	428,050	(226,050)	4,322,699	only paying explicit, interest rev of \$57k
Total of All Funds	<u>8,366,781</u>	<u>45,006,012</u>	<u>46,417,621</u>	<u>(1,503,871)</u>	<u>6,862,909</u>	

* Changes for FY14 that should be noted are:

 General ed formula increase of 1.5% or \$78/adj adm's

 Enrollment increases, which has replaced reduced state and federal funding in prior years, has slowed significantly this year

 Staff reductions for FY13-14

 Health insurance increase of 6.6%

Minutes
School Board Work Session
Fridley Independent School District 14
May 21, 2013

Call to Order

The Work Session of the Fridley School Board was called to order by Chair Backlund at 5:30 PM on Tuesday, May 21, 2013, Fridley City Hall Conference Room A. The following Board members were present: Gordon Backlund, Fred Bischke, Mary Kay Delvo, Marcia Lindblad, Chris Riddle, and Kim Sampson. Absent: None.

The following items were discussed

- A. Signing Required Documents
- B. Legal Updates
- C. Enrollment
- D. Hayes PYP Evaluation Visit
- E. Staffing and Personnel Update
 - 1. Monthly Personnel Changes
 - 2. Clerical Notice of Desire to Negotiate
 - 3. Nutritional Services Notice of Desire to Negotiate
 - 4. Paraprofessional Notice of Desire to Negotiate
- F. Policies
 - 1. Second Reading of Policy 596 Academic Honesty
 - 2. First Reading of Policy 529 Notification to Staff Regarding Placement of Students with Violent Behavior
- G. Pay Equity Report to the State of Minnesota
- H. Communications Update
 - 1. Did You Know
- I. Health Insurance Letters of Agreement
- J. Negotiations Update
- K. Paraprofessional Master Agreement
- L. Legislative Update
- M. Resolution Relating to Conducting a Referendum Revenue Authorization Election in 2015
- N. Fresh Fruit and Vegetable Program
- O. Transportation
 - 1. Bus Stops for 2013-14 School Year
 - 2. Summer Transportation
- P. US Energy Hedging Update
- Q. 2013-14 Budget
 - 1. Assumptions Draft
 - 2. Overall Fund Sheet
- R. Facility Update
- S. Post Secondary and High School Ratings
 - 1. US News and World Report Rating
 - 2. National Clearinghouse Data
- T. AVID (Advancement Via Individual Determination) Presentation

Adjourned at 7:30 p.m.

Gordon Backlund, Chair

Mary Kay Delvo, Clerk

Minutes
School Board Business Meeting
Fridley Independent School District 14
May 21, 2013

Call to Order

Chair Backlund called the Business Meeting of the Fridley School Board to order at 7:30 p.m. on Tuesday, May 21, 2013 in the Fridley City Council Chambers. Present: Gordon Backlund, Fred Bischke, Mary Kay Delvo, Marcia Lindblad, Chris Riddle, and Kim Sampson. Absent: None.

Approval of Agenda

Motion by Riddle, seconded by Lindblad, to approve the agenda for May 21, 2013. Upon vote being taken, all voted in favor, none voted against, none abstained. Motion carried 6-0.

Spotlight on Recognition

1. **Employee of the Month** for May is Lisa Mutch-Regge, Fridley Middle School paraprofessional.
2. Dr. Peggy Flathmann reported that the **Fridley-Columbia Heights Rotary** distributed dictionaries to 3rd grade students at Hayes Elementary School and R. L. Stevenson Elementary School on April 17, 2013. This is the third year the Rotary Club has given dictionaries to our third grade students.

Superintendent and Staff Reports

1. Michelle Miner introduced Key Club Members Yash Khatavkar and Christine Hitomi. Yash took 2nd place for Digital Poster at the Key Club convention in April. Christine Hitomi ended her service as the district Lieutenant Governor of the region after inducting 2 new clubs. The Fridley Key Club was recognized as a Distinguished Diamond Level Club for the 10th year in a row. This is the highest recognition a club can earn.
2. Renee Van Gorp and Liz Jensen presented an AVID (Advancement Via Individual Determination) program update and introduced AVID students Lauryn Spencer and Darius Berry. Lauryn said she plans to attend college and hopes for scholarships that will help her prepare for her future. Darius realized that grades are important for college and took advantage of tutorials to help improve his grades.
3. Dr. Flathmann presented a report on the PYP Evaluation Visit that took place at Hayes Elementary School on May 7, 2013. The evaluators were complimentary and gave us some suggestions for improvement. They were pleased with how the Hayes staff has moved forward. We will receive a formal report in the next couple of months.

Business Action Items

1. RESOLUTION Accepting Gifts

WHEREAS, School Board Policy 706 establishes guidelines for the acceptance of gifts to the District; and

WHEREAS, Minnesota Statute 465.03 states the School Board may accept a gift, grant, or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members;

THEREFORE, BE IT RESOLVED, that the School Board of Fridley Public Schools accepts with appreciation the following gifts received by the School District:

- 3M Foundation donated \$500 to Stevenson Elementary School as a matching gift on behalf of Sally and Scott Juhl.
- William Beery donated \$5,000 to Community Education for expansion of the Itsy Bitsy Tigers program
- Marian Calabrese donated a Gemeinhardt Flute #363456 to Fridley Middle School for use in their band program.
- Neema Chigolo donated \$14 to Stevenson Elementary School through the Wells Fargo Community Support Campaign.
- H. B. Fuller Company donated \$300 in a company match for Karen Gruetzmacher's gift of hats, mittens, and scarves to Stevenson Elementary School students in need.
- Tiffany Robertson donated \$70 to Stevenson Elementary Schools through the Wells Fargo Community Support Campaign.
- Stephanie Sharpe donated \$47.11 to Stevenson Elementary Schools through the Wells Fargo Community Support Campaign.
- Scientwists donated \$300 to Fridley High School
- The Wells Fargo Educational Matching Gift Program donated \$42 to Stevenson Elementary School.

Motion by Delvo, seconded by Sampson, to accept the gifts and thank the donors for their contributions. Upon roll being called, Backlund, Bischke, Delvo, Lindblad, Riddle, and Sampson voted in favor, none against, none abstained. Motion carried 6-0.

2. RESOLUTION Relating to Conducting a Referendum Revenue Authorization Election in 2015

BE IT RESOLVED BY THE SCHOOL BOARD of Independent School District No. 14, State of Minnesota, as follows:

The Board hereby declares its intent to hold a Referendum Revenue Authorization election in 2015 pursuant to Minnesota Statutes, Section 126C.17.

Motion by Riddle, seconded by Lindblad, to approve the Resolution Relating to Conducting a Referendum Revenue Authorization Election in 2015. Upon roll being called, Backlund, Bischke, Delvo, Lindblad, Riddle, and Sampson voted in favor, none against, none abstained. Motion carried 6-0.

3. Approval of 2012-13 Paraprofessional Master Agreement

Motion by Bischke, seconded by Lindblad, to approve the 2012-13 Paraprofessional Master Agreement. Upon vote being taken, all voted in favor, none against. Motion carried 6-0.

4. Second Reading of Policy 596 Academic Honesty

The school district places a high value on academic honesty. Academic Honesty promotes personal integrity and good practice in teaching, learning, and assessment. Academic honesty shall be expected of all students, and teachers should be role models of this trait.

Motion by Delvo, seconded by Lindblad, to approve and adopt Policy 596 Academic Honesty. Upon vote being taken, all voted in favor, none against. Motion carried 6-0.

Consent Agenda Routine Action Items

Motion by Lindblad, seconded by Delvo, to approve the Consent Agenda of routine action items including minutes of the regular School Board meeting and work session held on April 16, 2013; monthly financial reports; new contracts, amendments, leaves of absence, terminations, and resignations; Health Insurance Letters of Agreement for 2013-15 for the Administrator, Clerical, Custodian, FEA, Nutritional Services, and Paraprofessional bargaining groups; Pay Equity Report of April 17, 2013; Bus Stops for the 2013-14 school year; and MDE Fresh Fruit and Vegetable Program Grant of \$34,112. Upon vote being taken all voted in favor, none against, none abstained. Motion carried 6-0.

Written Information

1. Dr. Peggy Flathmann reported that student enrollment on May 1, 2013 was at 2858.
2. A First Reading was heard on Policy 529 Notification to Staff Regarding Placement of Students with Violent Behavior.

Reports from School Board Members

1. Gordon Backlund reported that at the Schools for Equity in Education meeting held on April 19, 2013 a presentation was given about streamlining the special education process, the evaluation process in particular.

2. Gordon Backlund reported that Brenda Cassellius gave a presentation about the grad test at the Association of Metropolitan School Districts Board Meeting on May 3, 2013
3. Chris Riddle reported that they talked about funding and tax reform bills and how they will affect integration funding at the Northwest Suburban Integration School District Joint Powers Board meeting held on May 15, 2013.

Adjournment

Motion by Lindblad, seconded by Delvo, to adjourn at 8:15 p.m. Upon vote being taken, all voted in favor, none voted against, none abstained. Motion carried 6-0.

Gordon Backlund, Chair

Mary Kay Delvo, Clerk

INDEPENDENT SCHOOL DISTRICT NO. 14
FRIDLEY, MINNESOTA
TREASURER'S REPORT
MONTH ENDING 05/31/13

Fund	Balance 05/01/13	Receipts	Payroll Disbursements	A/P Disbursements	Journal Entry Transfers	Balance 05/31/13
General (01)	\$21,070,800.65	\$3,627,911.73	\$1,011,230.80	\$1,434,488.29	-\$13,856.61	\$22,239,136.68
Food Service (02)	\$146,674.50	\$129,749.62	\$38,903.20	\$116,228.94	-\$452.55	\$120,839.43
Transportation (03)	-\$16,635,345.69	\$0.00	\$4,489.22	\$439,105.77	\$15,688.61	-\$17,063,252.07
Comm. Service (04)	\$3,084.19	\$179,235.49	\$64,116.43	\$102,821.51	-\$1,379.45	\$14,002.29
Operating Capital (05)	\$857,259.35	\$0.00	\$0.00	\$34,672.94	\$0.00	\$822,586.41
Construction (06)	-\$234,380.53	\$216,057.00	\$0.00	\$18,965.05	\$0.00	-\$37,288.58
Debt Service (07)	-\$222,673.82	\$474,500.00	\$0.00	\$1,900.00	\$0.00	\$249,926.18
Activity Fund (09)	\$62,567.21	\$14,848.39	\$0.00	\$24,563.27	\$0.00	\$52,852.33
Performance Contract (16)	-\$1,253,905.36	\$0.00	\$0.00	\$0.00	\$0.00	-\$1,253,905.36
Dental Self Insurance (20)	-\$79,544.94	\$3,616.11	\$0.00	\$19,461.64	\$0.00	-\$95,390.47
OPEB Trust Fund (25)	-\$291,122.25	\$11,589.84	\$0.00	\$25,771.75	\$0.00	-\$305,304.16
OPEB Debt Service (47)	-\$54,944.53	\$109,542.32	\$0.00	\$0.00	\$0.00	\$54,597.79
Total	\$3,368,468.78	\$4,767,050.50	\$1,118,739.65	\$2,217,979.16	\$0.00	\$4,798,800.47

Bank	Balance Per Bank Statement	Outstanding Checks	Outstanding Deposits	Balance per Treasurer's Books
Wells Fargo - 107706	\$2,225,892.68	\$215,793.87	\$0.00	\$2,010,098.81
Wells Fargo - 47507	\$16,962.92	\$0.00	\$0.00	\$16,962.92
Wells Fargo - 1402	\$3,447.86	\$0.00	\$0.00	\$3,447.86
MN Trust - OPEB	\$26,270.44	\$0.00	\$0.00	\$26,270.44
MN Trust - Operating	\$2,742,020.44	\$0.00	\$0.00	\$2,742,020.44
Total	\$5,014,594.34	\$215,793.87	\$0.00	\$4,798,800.47

Difference \$0.00

**FRIDLEY INDEPENDENT SCHOOL DISTRICT 14
INDIVIDUAL EMPLOYEE AGREEMENT**

The School Board of Independent School District 14 (Fridley, Minnesota) enters into this contract agreement with **Yvonne Anderson**, who agrees to perform the duties of **Technology Manager** as a qualified administrator.

**Article I
Contract Term, Expiration, and Termination**

Section 1. Duration

This term contract is for the employment term commencing on **June 10, 2013** and ending on **June 30, 2015**. This employment contract will be in effect when the contract is signed by the employee and approved by the School Board. Any previous contract agreement is null and void.

Section 2. Subsequent Contract

- A. The School Board approves the contract term and salary/fringe benefits for all individual administrator contracts. If the School Board does not take action to renew or extend this contract prior to its expiration date on June 30, 2015, this contract will automatically terminate at the end of the contract term.
- B. If it should be determined NOT TO OFFER a subsequent term contract to the Technology Manager, the School Board or Superintendent shall notify the Technology Manager of this intention in writing no later than three (3) months prior to the expiration of this term contract. If this written notice is not given to the Technology Manager in advance as specified, the Superintendent will ask the School Board to approve up to a three (3) month extension of this contract term, with the first day of the extension to begin on the same day that the written notice of intent not to renew is delivered to the Technology Manager.
- C. If it should be determined TO OFFER a subsequent term contract, the Superintendent will take timely action to propose that the School Board act to renew this term contract and/or extend another term contract along with approving any revisions in salary/fringe benefit language for the subsequent contract term.

Section 3. Expiration

At the conclusion of this contract term, neither party shall have any further claim against the other, and the School District's employment of the Technology Manager shall cease, unless a subsequent contract agreement is approved by the School Board and signed by both parties.

Section 4. Termination During the Contract Term

- A. The Technology Manager's employment may be terminated during the term of this contract agreement if the School Board takes formal action to discontinue the position and the Technology Manager's employment, and specifies the effective date of termination. Any employee so terminated under this Article will not be considered as having resigned and will not be eligible for retirement benefits as described in Article VII.
- B. The Technology Manager's employment may be terminated during the term of this contract agreement for cause by School Board Action. "Cause" is defined as any one of the following:

- 1) Inefficiency;
 - 2) Neglect of duty, or persistent violation of school laws, rules, regulations, or directives;
 - 3) Conduct unbecoming an administrator which materially impairs the administrator's educational effectiveness;
 - 4) Other good and sufficient grounds rendering the administrator unfit to perform the administrator's duties.
- C. If the District proposes to terminate the Technology Manager during the contract term for cause, the School Board or Superintendent shall notify the Technology Manager in writing as to the grounds for proposed termination. The Technology Manager shall be entitled to request in writing that a hearing be held before an arbitrator, provided that the Technology Manager's hearing request is received by the Superintendent within fifteen (15) calendar days after receipt of the proposed termination notice.
- D. If such written request for a hearing is duly delivered as specified, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall conduct a hearing under normal arbitration procedures and issue a written decision about the proposed contract termination. The decision of the arbitrator shall be final and binding upon both parties, subject to normal judicial review of arbitration decisions as provided in law. The Technology Manager may be suspended with pay pending the final determination by the arbitrator.
- E. If the Technology Manager fails to request a hearing as provided herein within the fifteen (15) days, this shall be deemed acquiescence by the Technology Manager to the School Board's proposed action, and the proposed termination shall become final on the specified effective termination date as approved by the School Board. The Technology Manager shall have no further claim or recourse subsequent to this School Board action to terminate the contract.
- F. If the Technology Manager submits a written resignation and request to be released from the contract during the term, and the School Board takes action to approve the resignation, the Technology Manager and School Board will be considered to have mutually terminated this contract.
- G. The employee agrees to give the Superintendent at least 1 month notice prior to delivering a resignation for employment at the end of the contract or during the term of the contract.

Article II

Duty Year, Wages and Work Assignment/Evaluation

Section 1. Duty Year

The work year for a full time employee shall be 52 weeks. In computing the value of a duty day for purposes of this agreement, the total annual compensation shall be divided by 261 days less contract holidays and contract vacations. Work day calendar will be completed prior to the beginning of each school year.

Section 2. Wages

2012-2013 Wages. The employee shall be paid a basic yearly salary of \$80,000 which will be prorated for the year.

2013-2014 Wages. The employee shall be paid a basic yearly salary of \$80,000.

2014-2015 Wages. The employee shall be paid a basic yearly salary of \$81,200

Section 3. Extra Compensation

The administrator can earn up to \$5,000 for job description and targeted goals.

The goals will be mutually developed by the administrator and the Director of Educational Services.

Section 4. Work Assignment

The Technology Manager reports to the Director of Educational Services. The Technology Manager will perform the duties as listed in the job description. In general, the manager shall provide leadership and technology strategy aligned with district goals and technical expertise in the design, development, support and management of the technology systems and operations. The Manager will also perform any other duties as assignment by the Director of Educational Services.

Section 5. Work Evaluation

The Technology Manager's work will be formally reviewed on an annual basis, using a pre-determined evaluation process. The Technology Manager may participate in suggesting improvements for the evaluation process to the Director of Educational Services for his/her approval. The evaluation process will include a review of the Technology Manager's performance of current job description tasks as well as yearly improvement goals and results achieved. The Technology Manager is responsible to submit the written self-review in a timely manner and to schedule mid-year and final evaluation conferences with the Director of Educational Services. The Director of Educational Services is responsible to complete an annual written evaluation of the Technology Manager's work for his/her personnel file.

Article III Insurance

Section 1. Health Insurance

The District's contribution toward health insurance shall be the same as the teacher contract.

The District will seek input from the exclusive representative whenever a change in the carrier is necessary.

- A. Coverage is for each administrator employed by the School District who qualifies for and is enrolled in the School District group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Section 2. Life Insurance

The District will provide a group term life insurance policy on the life of the administrator employed by the District in the amount of \$150,000. Administrators who qualify may select to purchase up to \$100,000 of additional insurance at their own expense and paid in advance or by payroll deduction.

Section 3. Dental Insurance

The District shall provide the School District dental plan for the administrator, which is full single coverage.

Section 4. Long Term Disability

The District will provide a long term disability plan for administrators. This plan will provide a benefit of 70% of basic salary to a maximum of \$5,000.00 per month in the event of disability caused by sickness or accident. The waiting period for this benefit shall be sixty (60) calendar days. The premium for the plan will be paid by the administrator through payroll deduction and participation is mandatory.

Section 5. IRS 125B Plan

The District shall offer a Flexible Benefits 125B Plan at the employee's option and at the employee's expense. This plan allows the employee to purchase benefits with pre-tax dollars as allowed under the Internal Revenue Service.

Section 6. Liability Insurance

The School District shall provide at School District expense, liability insurance naming the Technology Manager as insured, along with the School District, in an amount not less than that which is required by law for the School District.

Section 7. Claims Against the School District

The eligibility of the Technology Manager, or the Technology Manager's dependents or beneficiary, for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this section. It is understood that the School District's only obligation is to purchase the insurance policies described herein, and no claim shall be made against the School District as a result of denial by an insurer of insurance benefits if the School District has purchased the policies and paid the premiums described herein.

Article IV Sick Leave, Vacation Leave, and Special Leave

Section 1. Sick Leave

- A. Sick leave shall be at the rate of fifteen (15) days per year. Accrual will be unlimited as earned. Yearly accrual will be immediate. A certificate from a physician may be required whenever an absence of three (3) or more consecutive days occurs. Pursuant to M.S. 181.9413 unlimited sick leave may be used for illness for an employee's child who is 18 years of age and under. Up to six (6) days in any one (1) year of earned sick leave may be used for illness or death in the immediate family. Additional days may be granted at the discretion of the Superintendent. This shall include wife, husband, child, foster child, brother, sister, parents, parents-in-law, grandparents, grandchildren, brothers-in-law, or sisters-in-law, and others as approved by the Superintendent. Administrators resigning before the end of the school term will have used but unearned sick leave deducted from their final paycheck. In this event, earned sick leave will be computed in proportion to the contractual year, not to exceed fifteen (15) days per year.
- B. An administrator who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave pursuant to this policy shall submit the workers' compensation check endorsed to the School District prior to receiving payment from the School District for her/his absence.

Section 2. Vacations

- A. The employee shall receive twenty-five (25) days of vacation.
- B. Unused vacation time may accumulate to a maximum of forty-five (45) days. As of September 1 of each year, no administrator shall have accumulated more than forty-five (45) days.
- C. Upon cessation of employment the administrator shall be paid for up to 45 days of unused vacation. The rate of pay shall be based on the administrator's daily basic salary rate during the last year of service.
- D. Vacation days, whether taken during the summer or during the school year are subject to the approval of the Director of Educational Services.

Section 3. Special Leave

Up to two (2) days of special leave may be granted to the employee each year if approved by the Superintendent in advance. Special leave will be considered only for the following purposes:

Business that cannot be conducted outside of regular work hours, court cases or similar legal appearances, funerals of friends, approved religious holidays, or emergency hardship situations.

**Article V
Miscellaneous**

Section 1. Holidays

Administrators working under a 52 week contract shall receive twelve (12) holidays for each year as follows:

- | | |
|---------------------------|-----------------------------|
| Labor Day | New Years Day |
| Thanksgiving Day | Martin Luther King, Jr. Day |
| Friday after Thanksgiving | Presidents' Day |
| Christmas Eve Day | Good Friday |
| Christmas Day | Memorial Day |
| New Years Eve Day | Fourth of July |

The above holidays, when falling on Sunday, shall be observed on the following Monday, and those falling on Saturday, the preceding Friday.

Section 2. Health Reimbursement Account (HRA)

The District will establish an individual HRA Account for the administrator and contribute \$1,500 per year to the account. Unreimbursed costs of medical expenses and premiums can be reimbursed through this account.

Section 3. Professional Dues

The School District will pay professional dues (local, state and national) for organizations as are required, directed, or permitted by the Superintendent up to a limit of \$1,000.00 per year.

Section 4. Professional Development

The Technology Manager shall submit an advance request for professional leave days and reimbursement of conference or meeting expenses to the Director of Educational Services. Approval of expenses for professional leave will be subject to the financial situation of the School District.

Section 5. Dues and Expenses

The School District shall pay all legally valid expenses and fees for the Technology Manager's attendance at professional conferences and meetings with other educational agencies when attendance thereof is required, directed, or permitted by the Director of Educational Services. This shall include meals, dues and expenses related to normal job duties. The Technology Manager shall file itemized expense statements to be processed and approved as provided by law.

Section 6. Mileage Expenses

A. Mileage expenses incurred on District business will be reimbursed in one of two ways as follows:

1. For all actual expenses approved by the Director of Educational Services, with automobile mileage reimbursed at rates to be paid at IRS standard allowance; or
2. A monthly mileage allowance for business travel. The employee shall receive a cap of \$100 per month.

B. The employee shall be given one of the following payment options:

1. To receive the contracted amount as additional salary in equal payroll installments; or
2. To be reimbursed for actual mileage in the 7 county metropolitan area, through submission of expense vouchers for expenses up to, but not exceeding, the contract amount option. Vouchers shall contain documentation meeting IRS regulation guidelines.

C. No combination of options is available. The selection of one reimbursement option shall be made prior to July 1 of each year.

Section 7. Other Salary Options for Cell Phone:

Administrators shall be given the following options:

1. Administrator may choose to receive the contracted amount of \$600/year for the purpose of a cell phone. If this option is chosen, the administrator must provide the district with a cell phone number, or
2. District will provide a cell phone for the administrator.

No combination of options is available. To change the option, the selection must be submitted to the Human Resources Coordinator prior to May 1.

Article VI

Internal Revenue Code § 403(b)

Section 1. Matching Annuity

The administrator may participate in the District's matching annuity program as provided in M.S. 356.24, subd. 1(5) ii, subject to the provisions contained in this Article.

Section 2. Eligibility

In order for an administrator to be eligible to participate in the matching annuity plan, the following criteria must be met.

- A. Nonprobationary status as an administrator in the District must have been attained.
- B. The work schedule must equal or exceed fifty (50) percent or more of a full time. Contributions under this Article for a part time administrator working from 50-79% of a full time schedule shall be pro-rated in the same ratio as the administrator's contract bears to a full time contract. Administrators working 80 percent or more of a full time schedule shall receive the full contribution.

Section 3. District Contribution

The maximum annual District contribution shall be based on matching an administrator's contribution per the following:

- A. The District will match the employee's contribution up to \$2,500 for any one employee in a calendar year.
- B. The District contribution will begin when the employee initiates an eligible investment program.
- C. An employee may elect to contribute to the selected program more than the district match does. This Article only defines the limits of the district's participation in the selected program.
- D. The district match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.
- E. When an employee has an eligible plan in effect, the district's contribution shall be automatic unless the employee requests otherwise.
- F. All provisions of this Article are subject to applicable code provisions of Minnesota Statutes, Internal Revenue Code Section 403(b). This article will not be subject to the Grievance Procedure. The 403(b) plan is reserved to the School District for creation and modification at its sole discretion.
- G. All qualified insurance companies authorized by the Minnesota State Board of Investment will be eligible to receive the employer match.
- H. Contributions cannot be retroactive to the previous calendar year.
- I. The District's maximum lifetime contribution shall be no more than \$60,000.

J. Beginning in the 2012-13 school year, administrators hired after July 1, 1990 and after they have accumulated 40 days of sick leave, shall have the right to turn in any additional unused sick leave at a rate of \$150.00 per day for any sick leave earned (maximum of 10 days per year). The district will make all payments to the employees 403(b) account. Prior to June 1, administrators must notify the district of the number of days they wish to turn in.

Article VII
Retroactivity, Constitutionality and Severability

Section 1. Retroactivity

The terms and conditions of this contract shall be retroactive to the date the Technology Manager began work under the effective dates of the contract term as noted in Article I, Section I in this agreement.

Section 2. Constitutionality

If there is any judicial or administrative decision, which deems any part of ANY article illegal or unconstitutional, that article becomes null and void and becomes subject to revision.

Section 3. 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 such event the parties shall mutually agree to a satisfactory replacement for the invalid provision. Failure to reach mutual agreement on replacement language will nullify the provision.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed

EMPLOYEE

Signed By _____

Dated _____

REPRESENTATIVES FOR INDEPENDENT SCHOOL DISTRICT 14

Signed By _____
Superintendent of Schools

Signed By _____
School Board Chair

Dated _____

**2013-2014FRIDLEY INDEPENDENT SCHOOL DISTRICT 14
NOTICE OF ASSIGNMENT**

The School Board of Independent School District 14, Fridley, Minnesota (employer) enters into this Agreement with **Bryan Butts** (employee) who agrees to perform the duties of **Pep Grant Program Director**.

**Article I
Contract Term, Expiration, and Termination**

Section 1. Duration

This term contract is for the employment term commencing on **July 1, 2013** and ending on **June 30, 2014**. This employment contract will be in effect when the contract is signed by the employee and approved by the School Board. Any previous contract agreement is null and void.

Section 2. Subsequent Contract

- A. The School Board approves the contract term and salary/fringe benefits for all individual contracts. If the School Board does not take action to renew or extend this contract prior to its expiration date on June 30, 2014, this contract will automatically terminate at the end of the contract term.
- B. If it should be determined NOT TO OFFER a subsequent term contract to the employee, the School Board or Superintendent shall notify the employee of this intention in writing no later than three (3) months prior to the expiration of this term contract. If this written notice is not given to the employee in advance as specified, the Superintendent will ask the School Board to approve up to a three (3) month extension of this contract term, with the first day of the extension to begin on the same day that the written notice of intent not to renew is delivered to the employee.
- C. If it should be determined TO OFFER a subsequent term contract, the Superintendent will take timely action to propose that the School Board act to renew this term contract and/or extend another term contract along with approving any revisions in salary/fringe benefit language for the subsequent contract term.

Section 3. Expiration

At the conclusion of this contract term, neither party shall have any further claim against the other, and the School District's employment of the Pep Grant Program Director shall cease, unless a subsequent contract agreement is approved by the School Board and signed by both parties.

Section 4. Termination During the Contract Term

- A. The Pep Grant Program Director's employment may be terminated during the term of this contract agreement if the School Board takes formal action to discontinue the position and the Pep Grant Program Director's employment, and specifies the effective date of termination.
- B. The Pep Grant Program Director's employment may be terminated during the term of this contract agreement for cause by School Board Action. "Cause" is defined as any one of the following:
 - 1) Inefficiency;
 - 2) Neglect of duty, or persistent violation of school laws, rules, regulations, or directives;
 - 3) Conduct unbecoming an employee which materially impairs the employee's educational effectiveness;
 - 4) Other good and sufficient grounds rendering the employee unfit to perform the employee's duties.
- C. If the District proposes to terminate the employee during the contract term for cause, the School Board or Superintendent shall notify the employee in writing as to the grounds for proposed termination. The employee shall be entitled to request in writing that a hearing be held before an arbitrator, provided that the employee's hearing request is received by the Superintendent within fifteen (15) calendar days after receipt of the proposed termination notice.
- D. If such written request for a hearing is duly delivered as specified, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall conduct a hearing under normal arbitration procedures and issue a written decision about the proposed contract termination. The decision of the arbitrator shall be final and binding upon both parties, subject to normal judicial review of arbitration decisions as provided in law. The employee may be suspended with pay pending the final determination by the arbitrator.
- E. If the employee fails to request a hearing as provided herein within the fifteen (15) days, this shall be deemed acquiescence by the employee to the School Board's proposed action, and the proposed termination shall become final on the specified effective termination date as approved by the School Board. The employee shall have no further claim or recourse subsequent to this School Board action to terminate the contract.
- F. If the employee submits a written resignation and request to be released from the contract during the term, and the School Board takes action to approve the resignation, the employee and School Board will be considered to have mutually terminated this contract.
- G. The employee agrees to give the Superintendent at least 1 month notice prior to delivering a resignation for employment at the end of the contract or during the term of the contract.

Article II Duty Year, Hours, And Duties

Section 1. Basic Work Year and Hours

The employee's duty year shall be for 185 days as provided herein and the employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. A work calendar to schedule the 185 work days shall be submitted annually to the appropriate supervisor for amendment and approval within 2 weeks of the start date. There are no paid holidays. When planning the yearly work schedule the employee shall not work on the following twelve (12) days:

Labor Day	New Years Day
Thanksgiving Day	Martin Luther King, Jr. Day
Friday after Thanksgiving	Presidents' Day
Christmas Eve Day	Good Friday
Christmas Day	Memorial Day
New Years Eve Day	Fourth of July

The work hours may be adjusted to fit the varying job duties that also involve attendance at School Board meetings, night meetings, and weekend events as directed by the supervisor. The employee will work no less than 8 hours in a typical work day; other days may involve more hours.

Section 2. Job Duties

The job duties will be assigned by the supervisor and will be according to the job description for the position. The employee will be expected to customarily and regularly exercise discretion and independent judgment. The official job description may be changed by the Superintendent during the term of this contract.

Article III Wages And Work Assignments

Section 1. Wages

2013-2014 Wages. The employee shall be paid a basic yearly salary of \$69,314.

Section 2. Extra Compensation

Beginning in the 2012-13 school year the employee can earn up to \$2,000 for attaining building and personal growth goals. The goals will be focused on improving student achievement and will be mutually developed by the employee and the Superintendent.

Section 3. Paychecks

Employees will be paid bi-weekly.

Section 4. Mileage

District mileage will be paid as allowed by the IRS and according to policies and procedures of the District.

Article IV Insurance

Section 1. Health Insurance

- A. Coverage 2013-2014: The district's contribution toward health insurance for 2013-2014 shall be the same as that negotiated for the teacher bargaining group.

Coverage is for all staff employed by the School District who qualify for and are enrolled in the School District group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

- B. Plan: The above contributions will be made towards a group health care plan. The District will not arbitrarily disregard the wishes of the exclusive representative in the selection of a carrier. If possible, an annual open enrollment period should exist with all carriers.

Section 2. Life Insurance

The School District shall pay the total premium for a \$50,000 group term policy. Employees may purchase an additional amount at employee expense and pursuant to the master insurance policy.

Section 3. Dental Insurance

The School Board shall contribute the cost of individual coverage for all staff employed by the School District who qualify for and who are enrolled in the School District dental health plan.

The above contribution will be made toward a plan approved by the Board and the exclusive representative.

Section 4. Long Term Disability

The District will provide a long term disability plan for all staff employed by the District providing a benefit of 70% of basic annual salary up to a maximum of \$3,600.00 per month in the event of disability caused by sickness or accident. The waiting period for this benefit shall be 60 calendar days. The premium for the plan will be paid by the employee through payroll deduction. The employee must participate in the LTD plan.

Section 5. IRS 125B Plan

An IRS 125B Plan is available for all employees.

Article V
Internal Revenue Code § 403(b)

Section 1. Matching Annuity

The employee may participate in the District's matching annuity program as provided in M.S. 356.24, subd. 1(5) ii, subject to the provisions contained in this Article.

Section 2. Eligibility

In order for an employee to be eligible to participate in the matching annuity plan, the following criteria must be met.

- A. Nonprobationary status must be attained.
- B. The work schedule must be full time.

Section 3. District Contribution

The maximum annual District contribution shall be based on matching an employee's contribution per the following Step on the Salary Schedule:

A. Zero (0) through Three (3)	\$ 0
Four (4) through Nine (9)	\$1,425
Ten (10) through Fourteen (14)	\$1,550
Fifteen (15) to Nineteen (19)	\$1,675
Nineteen plus (19 +)	\$1,800

- B. The District will contribute an amount equal to the employee's requested annual contribution up to the maximum amount listed in this Section. The employee's annual contribution will be the maximum statutory amount or be diminished by increments of \$250 per year.
- C. The District contribution will begin when the employee initiates an eligible investment program. The amount of the District's contribution will not exceed the benefit schedule set out in Subd. A. above.
- D. An employee may elect to contribute to the selected program more than the district match. This Article only defines the limits of the district's participation in the selected program.
- E. The district match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.
- F. When an employee has an eligible plan in effect, the district's contribution shall be automatic unless the employee requests otherwise.
- G. All provisions of this Article are subject to applicable code provisions of Minnesota Statutes, Internal Revenue Code Section 403(b).

- H. All qualified insurance companies authorized by the Minnesota State Board of Investment will be eligible to receive the employer match.
- I. Contributions cannot be retroactive to the previous calendar year.
- J. The District's maximum lifetime contribution shall be no more than \$33,000.

Article VI Leaves of Absence

Section 1. Sick Leave

Sick leave with pay may be used whenever a teacher's absence is due to illness or injury which prevented his/her attendance at school in performance of duties on that day or days during the regular school year provided that the teacher has unused sick leave at the time of such absence. Sick leave shall be at the rate of ten (10) days per year. Accrual will be unlimited as earned. Yearly accrual will be immediate. A certificate from a physician may be required whenever an absence for three or more consecutive days occurs. Pursuant to M.S. 181.9413 unlimited sick leave may be used for illness for an employee's child who is 18 years of age and under. Up to ten (10) days in any one (1) year of earned sick leave may be used for illness in the immediate family. Additional days may be granted at the discretion of the Superintendent for emergency or major health problems. Immediate family shall include spouse, children over 18 years of age, brother, sister, parents, parents-in-law, grandparents, grandchildren, brothers-in-law, or sisters-in-law, and others as approved by the Superintendent. Employees resigning before the end of the school term who have used unearned sick leave will have the used but unearned leave deducted from their final paycheck. In this event, earned sick leave will be computed at one (1) day for every seventeen (17) days school has been in session. A teacher who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave pursuant to this policy shall submit his/her workers' compensation check endorsed to the School District prior to receiving payment from the School District for his/her absence. A deduction shall be made from the teacher's accrued leave according to the pro rata portion of days of sick leave which is used to supplement workers' compensation.

Section 2. Vacation Leave

Two (2) vacation leave days shall be granted to members of the professional staff each year. A teacher planning to use a vacation leave day(s) shall notify his/her principal as early as possible, but in any event at least one (1) day in advance, except in cases of emergencies. The number of leave requests approved under this Section shall not exceed six percent (6%) of the total licensed staff in any one (1) day unless this restriction is waived at the discretion of the building principal. Vacation days may accrue to a total of seven (7). Vacation days not taken shall be paid by the District at the rate of \$50 per day provided notice of intent to claim such pay is received by the District by May 1 or ten days after notification of non-renewal. Vacation days exceeding a total of seven (7) days at the end of the school year will automatically roll over into the employee's sick leave.

One additional personal day can be taken at the current substitute teacher rate payable by the teacher and not chargeable against sick or vacation leave.

One day of vacation per year may be taken in half day blocks.

Section 3. Professional Leave

Attendance at meetings, conventions and workshops will be granted without loss of pay provided that the attendance is approved in advance and in writing by the immediate supervisor. Any time spent outside of work hours for such attendance will be considered voluntary and may not be counted as compensatory time. Employees who attend meetings, conventions and workshops either during school hours or on employee time shall be reimbursed for reasonable costs, i.e., mileage, meals, lodging, registration fees, etc., provided these costs are approved in advance by the supervisor.

Section 4. Jury Duty

Employees shall be granted the additional amount to make up full pay if required to serve on jury duty or subpoenaed for any court duty.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed in behalf of the parties this __ day of _____, 2013.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed

EMPLOYEE

Signed By _____

Dated _____

REPRESENTATIVES FOR INDEPENDENT SCHOOL DISTRICT 14

Signed By _____
Superintendent of Schools

Signed By _____
School Board Chair

Dated _____

**2013-14 FRIDLEY INDEPENDENT SCHOOL DISTRICT 14
NOTICE OF ASSIGNMENT**

The School Board of Independent School District 14, Fridley, Minnesota (employer) enters into this Agreement with **Katelin Roos** (employee) who agrees to perform the duties of **PEP Grant Program Liaison**.

**Article I
Contract Term, Expiration, and Termination**

Section 1. Duration

This term contract is for the employment term commencing on **July 1, 2013** and ending on **June 30, 2014**. This employment contract will be in effect when the contract is signed by the employee and approved by the School Board. Any previous contract agreement is null and void.

Section 2. Subsequent Contract

- A. The School Board approves the contract term and salary/fringe benefits for all individual contracts. If the School Board does not take action to renew or extend this contract prior to its expiration date on June 30, 2014, this contract will automatically terminate at the end of the contract term.

- B. If it should be determined NOT TO OFFER a subsequent term contract to the employee, the School Board or Superintendent shall notify the employee of this intention in writing no later than three (3) months prior to the expiration of this term contract. If this written notice is not given to the employee in advance as specified, the Superintendent will ask the School Board to approve up to a three (3) month extension of this contract term, with the first day of the extension to begin on the same day that the written notice of intent not to renew is delivered to the employee.

- C. If it should be determined TO OFFER a subsequent term contract, the Superintendent will take timely action to propose that the School Board act to renew this term contract and/or extend another term contract along with approving any revisions in salary/fringe benefit language for the subsequent contract term.

Section 3. Expiration

At the conclusion of this contract term, neither party shall have any further claim against the other, and the School District's employment of the PEP Grant Program Liaison shall cease, unless a subsequent contract agreement is approved by the School Board and signed by both parties.

Section 4. Termination During the Contract Term

- A. The PEP Grant Program Liaison's employment may be terminated during the term of this contract agreement if the School Board takes formal action to discontinue the position and the PEP Grant Program Liaison's employment, and specifies the effective date of termination.
- B. The PEP Grant Program Liaison's employment may be terminated during the term of this contract agreement for cause by School Board Action. "Cause" is defined as any one of the following:
 - 1) Inefficiency;
 - 2) Neglect of duty, or persistent violation of school laws, rules, regulations, or directives;
 - 3) Conduct unbecoming an employee which materially impairs the employee's educational effectiveness;
 - 4) Other good and sufficient grounds rendering the employee unfit to perform the employee's duties.
- C. If the District proposes to terminate the employee during the contract term for cause, the School Board or Superintendent shall notify the employee in writing as to the grounds for proposed termination. The employee shall be entitled to request in writing that a hearing be held before an arbitrator, provided that the employee's hearing request is received by the Superintendent within fifteen (15) calendar days after receipt of the proposed termination notice.
- D. If such written request for a hearing is duly delivered as specified, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall conduct a hearing under normal arbitration procedures and issue a written decision about the proposed contract termination. The decision of the arbitrator shall be final and binding upon both parties, subject to normal judicial review of arbitration decisions as provided in law. The employee may be suspended with pay pending the final determination by the arbitrator.
- E. If the employee fails to request a hearing as provided herein within the fifteen (15) days, this shall be deemed acquiescence by the employee to the School Board's proposed action, and the proposed termination shall become final on the specified effective termination date as approved by the School Board. The employee shall have no further claim or recourse subsequent to this School Board action to terminate the contract.
- F. If the employee submits a written resignation and request to be released from the contract during the term, and the School Board takes action to approve the resignation, the employee and School Board will be considered to have mutually terminated this contract.
- G. The employee agrees to give the Superintendent at least 1 month notice prior to delivering a resignation for employment at the end of the contract or during the term of the contract.

Article II Duty Year, Hours, And Duties

Section 1. Basic Work Year and Hours

The employee's full duty year shall be for 185 days as provided herein and the employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. A work calendar to schedule the 185 work days shall be submitted annually to the appropriate supervisor for amendment and approval within 2 weeks of the start date. There are no paid holidays. When planning the yearly work schedule the employee shall not work on the following twelve (12) days:

Labor Day	New Years Day
Thanksgiving Day	Martin Luther King, Jr. Day
Friday after Thanksgiving	Presidents' Day
Christmas Eve Day	Good Friday
Christmas Day	Memorial Day
New Years Eve Day	Fourth of July

The work hours may be adjusted to fit the varying job duties that also involve attendance at School Board meetings, night meetings, and weekend events as directed by the supervisor. The employee will work no less than 8 hours in a typical work day; other days may involve more hours.

Section 2. Job Duties

The job duties will be assigned by the supervisor and will be according to the job description for the position. The Program Liaison will spend 100% of their time assisting the PEP (Carol M. White Physical Education Program) Program Director in fulfilling PEP requirements, collecting data, running after school activity programs, and assisting physical education teachers. The employee will be expected to customarily and regularly exercise discretion and independent judgment. The official job description may be changed by the PEP Grant Program Director during the term of this contract.

Article III Wages And Work Assignments

Section 1. Wages

2013-14 Wages. The employee shall be paid a basic yearly salary of \$32,987.50 for 185 days .

Section 2. Extra Compensation

Beginning in the 2012-13 school year the employee can earn up to \$500 for attaining personal growth goals. The goals will be focused on improving student achievement and will be mutually developed by the employee and the Superintendent.

Section 3. Paychecks

Employees will be paid bi-weekly.

Section 4. Mileage

District mileage will be paid as allowed by the IRS and according to policies and procedures of the District.

Article IV Insurance

Section 1. Health Insurance

- A. Coverage 2013-2014: The district's contribution toward health insurance for 2013-2014 shall be the same as that negotiated for the teacher bargaining group.

Coverage is for all staff employed by the School District who qualify for and are enrolled in the School District group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

- B. Plan: The above contributions will be made towards a group health care plan. The District will not arbitrarily disregard the wishes of the exclusive representative in the selection of a carrier. If possible, an annual open enrollment period should exist with all carriers.

Section 2. Life Insurance

The School District shall pay the total premium for a \$50,000 group term policy. Employees may purchase an additional amount at employee expense and pursuant to the master insurance policy.

Section 3. Dental Insurance

The School Board shall contribute the cost of individual coverage for all staff employed by the School District who qualify for and who are enrolled in the School District dental health plan.

The above contribution will be made toward a plan approved by the Board and the exclusive representative.

Section 4. Long Term Disability

The District will provide a long term disability plan for all staff employed by the District providing a benefit of 70% of basic annual salary up to a maximum of \$3,600.00 per month in the event of disability caused by sickness or accident. The waiting period for this benefit shall be 60 calendar days. The premium for the plan will be paid by the employee through payroll deduction. The employee must participate in the LTD plan.

Section 5. IRS 125B Plan

An IRS 125B Plan is available for all employees.

**Article V
Internal Revenue Code § 403(b)**

Section 1. Matching Annuity

The employee may participate in the District’s matching annuity program as provided in M.S. 356.24, subd. 1(5) ii, subject to the provisions contained in this Article.

Section 2. Eligibility

In order for an employee to be eligible to participate in the matching annuity plan, the following criteria must be met.

- A. Nonprobationary status must be attained.
- B. The work schedule must be full time.

Section 3. District Contribution

The maximum annual District contribution shall be based on matching an employee’s contribution per the following:

A. Zero (0) through Three (3) years in Fridley	\$ 0
Four (4) through Nine (9) years in Fridley	\$ 600
Ten (10) through Fourteen (14) years in Fridley	\$ 850
Fifteen (15) to Nineteen (19) years in Fridley	\$ 950
Nineteen plus (19 +) years in Fridley	\$1,200

- B. The District will contribute an amount equal to the employee’s requested annual contribution up to the maximum amount listed in this Section. The employee’s annual contribution will be the maximum statutory amount or be diminished by increments of \$250 per year.

- C. The District contribution will begin when the employee initiates an eligible investment program. The amount of the District's contribution will not exceed the benefit schedule set out in Subd. A. above.
- D. An employee may elect to contribute to the selected program more than the district match. This Article only defines the limits of the district's participation in the selected program.
- E. The district match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.
- F. When an employee has an eligible plan in effect, the district's contribution shall be automatic unless the employee requests otherwise.
- G. All provisions of this Article are subject to applicable code provisions of Minnesota Statutes, Internal Revenue Code Section 403(b).
- H. All qualified insurance companies authorized by the Minnesota State Board of Investment will be eligible to receive the employer match.
- I. Contributions cannot be retroactive to the previous calendar year.
- J. The District's maximum lifetime contribution shall be no more than \$33,000.

Article VI Leaves of Absence

Section 1. Sick Leave

Employees covered by this contract shall be eligible for sick leave benefits. Sick leave shall be pro-rated at the rate of thirteen (13) days per year. Accrual will be unlimited as earned. Accrual of sick leave will be earned on a pro-rated basis for each month of employment. The additional day per year shall be added in June of each year. A certificate from a physician may be required to substantiate the need for sick leave requests as a condition of employer approval. Up to five days in any one year of earned sick leave may be used for illness or death in the immediate family or others with approval of the employee's supervisor. After five days have been used in one year, full deduction shall be made.

Section 2. Professional Leave

Attendance at meetings, conventions and workshops will be granted without loss of pay provided that the attendance is approved in advance and in writing by the immediate supervisor. Any time spent outside of work hours for such attendance will be considered voluntary and may not be counted as compensatory time. Employees who attend meetings, conventions and workshops either during school hours or on employee time shall be reimbursed for reasonable costs, i.e., mileage, meals, lodging, registration fees, etc., provided these costs are approved in advance by the supervisor.

Section 3. Jury Duty

Employees shall be granted the additional amount to make up full pay if required to serve on jury duty or subpoenaed for any court duty.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed

EMPLOYEE

Signed By _____

Dated _____

REPRESENTATIVES FOR INDEPENDENT SCHOOL DISTRICT 14

Signed By _____
Superintendent of Schools

Signed By _____
School Board Chair

Dated _____

2013-2014
FRIDLEY INDEPENDENT SCHOOL DISTRICT 14
Employee Notice of Assignment

The School Board of Independent School District 14, Fridley, Minnesota (employer) enters into this Agreement with **Aloda Sims** (employee) who agrees to perform the duties of **Family Outreach Liaison**.

Article I
Duration

Term. This agreement is for a term commencing **July 1, 2013** and ending **June 11, 2014**. It shall remain in full force and effect unless modified by mutual consent of the School Board and the employee, or unless terminated or extended as provided herein. This contract must be officially approved by the School Board to be binding upon the School District.

Termination. The employee may terminate the contract at any time during the term by giving the employer a minimum of a 21-day advance notice of intent to terminate the contract. The employee shall serve a probationary period, which shall consist of the first twelve months of employment. The employee shall receive two written performance reviews during the probationary period. During the time of probation, the employer may terminate the employee without recourse to any grievance procedure with a 30-day written notice. After the probationary period is satisfied, the employer may terminate the contract at any time during the remainder of the term by giving the employee a 90-day advance notice of intent to terminate the contract. The employee may be so terminated without recourse to any grievance procedure.

Extension. The employee and employer may enter into another term contract for employment prior to the expiration of this agreement. If such an agreement is not completed and approved by both parties, including official approval by the School Board, the employee will be considered terminated at the end of this term contract.

Article II
Duty Year, Hours, and Duties

Basic Work Year and Hours. The employee's duty assignment will be up to 480 annual hours.

Job Duties. The job duties will be assigned by the supervisor and will be according to the job description for the position. The job tasks will be outreach to parents and families in support of school and home partnerships. The employee will be expected to customarily and regularly exercise discretion and independent judgment. The employee's supervisor may change the official job description during the term of this contract.

Article III
Wages and Work Assignments

2013-14 The employee shall be paid for up to 480 hours between July 1, 2013 and June 11, 2014. Employee shall be paid \$25 per hour.

Paychecks Employees will be paid semi-monthly.

Mileage District mileage will be paid as allowed by the IRS and according to policies and procedures of the District.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed.

EMPLOYEE

Signed By _____

Dated _____

REPRESENTATIVES FOR INDEPENDENT SCHOOL DISTRICT 14

Signed By _____
Superintendent of Schools

Signed By _____
School Board Chair

Dated _____

**2013-2014 FRIDLEY INDEPENDENT SCHOOL DISTRICT 14
EMPLOYEE AGREEMENT**

The School Board of Independent School District 14, Fridley, Minnesota (employer) enters into this Agreement with **Dan Wold** (employee) who agrees to perform the duties of Community Outreach and Engagement Coordinator.

**ARTICLE I
DURATION**

Term. This agreement is for a term commencing the first day of work on July 1, 2013 and ending June 30, 2014. It shall remain in full force and effect unless modified by mutual consent of the School Board and the employee, or unless terminated or extended as provided herein. This contract must be officially approved by the School Board to be binding upon the School District.

Termination. The employee may terminate the contract at any time during the term by giving the employer a minimum of a 21-day advance notice of intent to terminate the contract. The employer may terminate the contract at any time during the term by giving the employee a 90-day advance notice of intent to terminate the contract. The employee may be so terminated without recourse to any grievance procedure.

Extension. The employee and employer may enter into another term contract for employment prior to the expiration of this agreement. If such an agreement is not completed and approved by both parties, including official approval by the School Board, the employee will be considered terminated at the end of this term contract.

**ARTICLE II
DUTY YEAR, HOURS, AND DUTIES**

Basic Work Year and Hours. The employee's duty year shall be for 8 hours/261 duty days as provided herein and the employee shall perform services on those legal holidays on which the School District is authorized to conduct school if the School Board so determines. The work hours will be adjusted to fit the varying job duties when they also involve attendance at evening or weekend times as directed by the supervisor. The specific duty days will be spread over the full year according to a schedule agreed to by the employee and direct supervisor.

Job Duties. The job duties will be assigned by the supervisor and will be according to the job description for the position. The job tasks will be primarily office work directly related to management policies and/or general business operations. The employee will be expected to customarily and regularly exercise discretion and independent judgment. The official job description may be changed by the employee's supervisor during the term of this contract. This position is classified as an administrative office employee and is thereby exempt from any minimum wage and overtime provisions.

**ARTICLE III
WAGES AND WORK ASSIGNMENTS**

Wages.

2013-2014 Wages.

The employee shall be paid an annual salary of \$32,000.00 for a 261 day schedule of 8 hours per day.

Extra Compensation. The employee can earn up to \$500 per year for attaining building and personal growth goals. The goals, developed collaboratively by the Enrichment Coordinator and the Director of Community Education, focus on enhancing community education.

Paychecks. Employees will be paid every other week or twice a month.

IRS 125B Plan. An IRS 125B Plan is available for all employees.

Mileage. District mileage will be paid as allowed by the IRS and according to policies and procedures of the District.

**ARTICLE IV
INSURANCE**

Life Insurance. The School District shall pay the total premium for a \$50,000 group term policy. Employees may purchase an additional amount at employee expense and pursuant to the master insurance policy.

Dental Insurance. The School District shall pay the total premium for individual coverage through the approved group plan. Family coverage may be purchase at an additional cost and that cost of the premium shall be borne by the employee and paid by payroll deduction.

Medical Contribution. The School District shall contribute the same amount as the rate negotiated for the teaching staff of the district. Coverage is for employees of the School District who qualify for and are enrolled in the School District group health and hospitalization plan. Any additional cost of the premium shall be borne by the employee and paid by payroll deduction.

Single	100% of the second highest plan
Employee plus one	81% of the base plan
Family	74% of the base plan

Long Term Disability. The School District will provide a long term disability plan for the employee. The benefit will be 70% of basic annual salary up to a maximum of \$2,450.00 per month in the event of disability caused by sickness or accident. The premium for the plan will be paid by the employee through payroll deduction.

**ARTICLE V
LEAVES OF ABSENCE**

Sick Leave. The Employee covered by this contract shall be eligible for sick leave benefits. Sick leave shall be at the rate of twelve (12) days per year. Accrual will be unlimited as earned. Accrual of sick leave will be earned on a pro-rated basis for each month of employment. A certificate from a physician may be required to substantiate the need for sick leave requests as a condition of employer approval. Up to five days in any one year of earned sick leave may be used for illness or death in the immediate family or others with approval of the employee's supervisor. After five days have been used in one year, full deduction shall be made.

Personal Leave. The Employee covered by this contract shall be eligible for two days of personal leave per year for personal business and emergencies, a transaction, hearing, or consultation which requires the presence of the staff member during working hours, and which would be impossible to fulfill at any other time. Requests for personal leave must be submitted to the staff member's supervisor in writing two days in advance, except in emergency cases. The reason for the personal leave will be stated unless it is of a very private nature. All requests must have the approval of the employee's supervisor. Personal leave days are cumulative to 4 days and will be deducted from sick leave.

Professional Leave. Attendance at meetings, conventions and workshops will be granted without loss of pay provided that the attendance is approved in advance and in writing by the immediate supervisor. Any time spent outside of work hours for such attendance will be considered voluntary and may not be counted as compensatory time. Employees who attend meetings, conventions and workshops either during school hours or on employee time shall be reimbursed for reasonable costs, i.e., mileage, meals, lodging, registration fees, etc., provided these costs are approved in advance by the supervisor.

Jury Duty. Employees shall be granted the additional amount to make up full pay if required to serve on jury duty or subpoenaed for any court duty.

**ARTICLE VI
HOLIDAYS AND VACATIONS**

Holidays. Employees shall be granted paid holidays (12 days) as follows:

Fourth of July	New Years Eve Day
Labor Day	New Years Day
Thanksgiving Day	MLK, Jr. Day
Friday following Thanksgiving	Presidents' Day
Christmas Eve	Good Friday
Christmas Day	Memorial Day

These holidays may be changed to different designated days by the supervisor to adjust to any school calendar change or other work circumstance. Holidays falling on Sunday are usually observed on the following Monday, and those falling on Saturday are usually observed on the preceding Friday.

Vacation. Vacation with pay can be earned through pro-rated monthly accrual for days worked. A full year, or twelve months, of work each year would earn vacation days as follows:

One to nine years	15 days
-------------------	---------

Ten years and over	20 days
Nineteen years and over	25 days

Vacation leave will be earned on a pro-rated basis for each month of work during the year. If the employee qualifies for a change in vacation status because of length of service, she/he will receive the additional week following the employee's employment anniversary date. Unused vacation time may accumulate to a maximum of five (5) days.

**ARTICLE VII
INTERNAL REVENUE CODE § 403(b)**

Section 1. Matching Annuity

The eligible employee may participate in the District's matching annuity program as provided in M.S. 356.24, subd. 1(5) ii, subject to the provisions contained in this Article.

Section 2. Eligibility

In order for an employee to be eligible to participate in the matching annuity plan, the following criteria must be met.

- A. Employees working at least 5 hours per day shall receive the full contribution.

Section 3. District Contribution

- A. The maximum annual District contribution shall be based on matching an employee's contribution per the following:

Zero (0) through Three (3) years in Fridley	\$ 0
Four (4) through Nine (9) years in Fridley	\$ 600
Ten (10) through Fourteen (14) years in Fridley	\$ 850
Fifteen (15) years to Nineteen (19) years in Fridley	\$ 950
Nineteen plus (19 +) years in Fridley	\$1,200

- B. The District will contribute an amount equal to the employee's requested annual contribution up to the maximum amount listed in this Section. The employee's annual contribution will be the maximum statutory amount or be diminished by increments of \$250 per year.
- C. The District contribution will begin when the employee initiates an eligible investment program. The amount of the District's contribution will not exceed the benefit schedule set out in Subd. A above.
- D. An employee may elect to contribute to the selected program more than the district match. This Article only defines the limits of the district's participation in the selected program.
- E. The district match cannot be accumulated on a year-to-year basis if an employee elects to begin participation after the first year of eligibility.

- F. When an employee has an eligible plan in effect, the district's contribution shall be automatic unless the employee requests otherwise.
- G. All provisions of this Article are subject to applicable code provisions of Minnesota Statutes, Internal Revenue Code Section 403(b).
- H. All qualified insurance companies authorized by the Minnesota State Board of Investment will be eligible to receive the employer match.
- I. Contributions cannot be retroactive to the previous calendar year.
- J. The District's maximum lifetime contribution shall be no more than \$33,000.

IN WITNESS WHEREOF, the undersigned have caused this Agreement to be duly executed

EMPLOYEE

Signed By _____

Dated _____

REPRESENTATIVES FOR INDEPENDENT SCHOOL DISTRICT 14

Signed By _____
Superintendent of Schools

Signed By _____
School Board Chair

Dated _____

Q Comp Annual Report 2012-13

Please provide the following **District Identification Information**.

District Name: Fridley Public Schools

District Number: 14

Date Presented to the School Board: June 18, 2013

Please provide an update on the district Q Comp program that includes the summary of findings and recommendations from the annual board report as required under Minnesota Statutes, section 122A.414, subdivision 3(a). Each question should be addressed with a brief summary of no more than 2-5 sentences. Attachments or additional materials are not required but may be provided at the discretion of the school district.

Please provide the following information regarding performance awards and salary schedule movement, based on the results from the **2011-12 school year**.

1. Schoolwide student achievement goal(s):

- a. What percentage of all licensed staff members in the district earned performance pay for meeting the schoolwide student achievement goal in the 2011-12 school year?

100% of participating, eligible teachers earned some portion of performance pay in this area.

- b. What school sites (organizational units) in the district met the schoolwide student achievement goal(s) in the 2011-12 school year?

All schools received a partial payout based upon student achievement goals. 100% of schools met some part of their goal, but 0% met all of their goals.

- c. What school sites (organizational units) in the district did not meet the schoolwide student achievement goal(s) in the 2011-12 school year?

All schools received a partial payout based upon student achievement goals, 100% of schools did not meet some part of their goal, but 0% missed all of their goals.

2. Measures of student achievement:

- a. What percentage of all licensed staff members **in the district** earned performance pay for meeting the measures of student achievement in the 2011-12 school year?

100% of participating, eligible teachers earned some portion of performance pay in this area. Overall our payout for student achievement goals was 87.8% of potential full payout.

- b. What percentage of licensed staff members **at each school site** (organizational unit) in the district earned performance pay for meeting the measures of student achievement in the 2011-12 school year?

100% of participating, eligible teachers earned some portion of performance pay in this area.
At Hayes Elementary School licensed staff members received 86.0% of possible payout.
At Stevenson Elementary licensed staff members received 89.8% of possible payout.
At Fridley Middle School licensed staff members received 77.5% of possible payout.
At Fridley High School and Fridley Alternative Learning Center, full results are pending the release of MCA and GRAD data from MDE.
At Fridley Alternative Center licensed staff members received 97.1% of possible payout with half the payout TBD
At Fridley High School licensed staff members received 100.0% of possible payout with half the payout TBD

3. Teacher observations/evaluations:

- a. What percentage of **all** licensed staff members in the district earned performance pay for meeting the expected standard of performance on the annual teacher observations/evaluations?

100% of participating, eligible teachers, earned some part of performance pay in this area. Overall our payout for teacher observations/evaluations was 91.3%

- b. What percentage of **tenured** licensed staff members in the district earned performance pay for meeting the expected standard of performance on the annual teacher observations/evaluations?

100% of participating, eligible teachers, earned some part of performance pay in this area. Overall our payout for tenured teacher observations/evaluations was 98.8%

- c. What percentage of **probationary** licensed staff members in the district earned performance pay for meeting the expected standard of performance on the annual teacher observations/evaluations?

100% of participating, eligible teachers, earned some part of performance pay in this area. Overall our payout for probationary teacher observations/evaluations was 83.5%

4. Vertical movement on the salary schedule or an increase in base salary:

- a. What percentage of **all** licensed staff members in the district earned vertical movement on the salary schedule or an increase to base salary?

97% of licensed staff who were offered continuing contracts earned a base salary increase in 2011-12.
100% of licensed staff who were offered continuing contracts earned a base salary increase in 2011-12.

- b. What percentage of **tenured** licensed staff members in the district earned vertical movement on the salary schedule or an increase in base salary?

95% of tenured staff continued and earned a base salary increase in 2011-12.

- c. What percentage of **probationary** licensed staff members in the district earned vertical movement on the salary schedule or an increase in base salary?

90% of probationary staff were offered continuing contracts and earned a base salary increase in 2011-12.

Please provide the following information regarding the results of the Q Comp Program through the **2012-13 school year**.

1. How has the Q Comp program improved classroom instruction within the district?

The program has transformed the culture of the school district over the last 6 years. The focus on professional development and collaborative teams has created the expectations of learning and improvement. All staff recognize their role and responsibility in student reading, math and writing achievement and are actively working on integrating the strategies and practices needed to address those areas in their classrooms. Understanding and using data to plan for instruction has become an integral part of all professional development and review/evaluation of instructional practice. The professional development and teacher observation has provided the opportunity to focus on instructional strategies targeting literacy/reading and math.

2. How has the Q Comp program improved student achievement within the district?

We have seen consistent growth in achievement in both MAP and MCA scores.

- How has the Q Comp program helped the district to close achievement gaps between various student populations?

We continue to see a gap in achievement, especially in math for students of color. We have been able to focus some of our strategies on addressing the unique needs of students and differentiation.

3. What other impact has implementing the Q Comp program had on teaching and learning in the district?

We continue to have a strong and positive focus with teacher observation. The process is reflective and has resulted in significant changes in practice and effectiveness.

4. What changes might be needed to make the district Q Comp program more effective in improving classroom instruction?

We will be moving to the evaluation of teachers using the Danielson Framework for Teaching components rather than elements. This will result in a more comprehensive review of teacher performance as well as provide an more effective structure for providing active feedback to teachers on their practices.

5. What changes might be needed to make the district Q Comp program more effective in improving student achievement?

We continue to work on better alignment of program goals with student achievement goals. We need greater involvement of our instructional leaders, building leaders, and IB teacher leaders to identify and facilitate professional learning.

- What changes might be needed to make the district Q Comp program more effective in closing achievement gaps between various student populations?

We will need additional identification and support of specific strategies to address the divergent learning needs of students. This will include professional development, individual growth plan goals, and a more robust review and analysis of student achievement data at all levels. Additional focus on math and math instructional strategies at the secondary level will also be a priority.



Leave it to the Experts
Group Travel
 PLANNERS

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 Email: grouptravelplanners@mail.com

To Michael Pearson
 Fridley High School
 6000 W. Moore Lake Dr.
 Minneapolis, MN 55432

CONTRACT

TOUR PACKAGE COST PER PERSON (Based on Hotel Occupancy)

QUAD \$889.00	TRIPLE \$967.00	DOUBLE \$1,044.00	SINGLE \$1,354.00
-------------------------	---------------------------	-----------------------------	-----------------------------

Destination: New York City

Date of Tour: March 19-25, 2014

Number of Passengers: 50 Students and 5 Adults

Transportation: ONE Modern 56-passenger Motorcoach

Accommodations: FOUR Nights Hotel Accommodations

Meals: FOUR Expanded Continental Breakfasts, ONE Dinner & ONE Lunch *Total of SIX Meals included*

Attractions & Entertainment: Listed on the Proposal, dated 5/17/13

Musical Inclusions: Unlimited Performances, ONE Master Class & Performance opportunity at Cathedral of St. John the Divine (TBA)

Group Travel Planners Escort (s): ONE included

Bonus: FIVE All-Inclusive Tour Packages (based on double occupancy) & your choice of ONE iPod Touch, Garmin GPS or Zoom H4n Digital Recorder

PAYMENT SCHEDULE BASED ON QUAD OCCUPANCY

First Payment	Deposit: \$30.00 per 50 paying passengers	\$1,500.00	6/21/13
Second Payment	\$287.00 per 50 paying passengers	\$14,350.00	9/13/13
Third Payment	\$286.00 per 50 paying passengers	\$14,300.00	11/29/13
Fourth Payment	\$286.00 per 50 paying passengers	\$14,300.00	1/31/14
Occupancy Fees	Based on Hotel Rooming Configurations	TBD	TBD

X*

Authorizing Signature

Date: _____

* *Dan Budenside*

GTP Signature

Date: 5/17/13

*Please note the terms and conditions on the reverse side.

*By signing this agreement, I agree to comply with each term.

Terms & Conditions

1. Consumer Disclosure Notice

Group Travel Planners (GTP) acts as an agent for Suppliers in selling travel services and reserving/booking services not directly supplied by GTP (such as air/ground transportation, hotel, meals, cruises, etc.). GTP is not responsible for contract breach, changes in itinerary, or any negligent actions on part of the Supplier which may result in property damage, loss, delay, or injury to tour participants. We do not guarantee Supplier's rates unless the actual term "guaranteed" is stated in writing on your final itinerary. GTP is not in any way responsible for damage, injuries, or losses to anyone on the tour in connection with the following: mechanical/construction difficulties, diseases, local laws, social/labor unrest, terrorist activities, climate problems, abnormal activities, or any other actions caused outside of our control. All tour participants assume complete responsibility for passports, visas, vaccinations, or any other entry requirements as well as all safety and security conditions throughout dates of travel. Hence, GTP is released from this responsibility. Tour participants assume personal responsibility for all risks that may be involved in travel. Tour participants are hereby warned of all potential risks including the possibility of bankruptcies in the travel industry and medical and climatic disruptions. Tour participants are therefore advised to obtain ample insurance while on tour. Those who possess tickets or reservations after issuance consent to the above must agree to deliver the contents to their travel counterparts.

2. Changes & Substitutions

GTP has the right to alter/cancel tours and make adjustments in tour costs prior to departure in order to respond to authorized changes in itinerary: including transportation costs, money exchange rates, or paying passenger costs. GTP has the right to substitute like hotels/schedule changes under necessary circumstances. If a change is needed (due to conditions beyond GTP's control) no refund/credit will be allowed...however if a change/substitution is necessary, GTP will provide comparable accommodations/services. Any such changes will not be grounds for cancellation, without incurring penalties stated in paragraphs 7 & 8 below. Note: all rates are based on current carrier tariffs and current international exchange rates and are subject to adjustment without prior notification. Any increase will not modify the cancellation provisions.

3. Participant Responsibilities

Each tour participant is responsible for his/her own personal expenses not spelled out in the contract. GTP is only responsible for services listed in the above mentioned form and any other assessments charged by the hotel must be paid in full prior to departure. All damages, theft, etc. will be billed by the supplier directly to those responsible.

4. Rules & Standards

Each school is responsible for bringing his/her own Director and Chaperones on the tour. The room assignments must be made and submitted by the Director. Both the Director/Chaperones are responsible for enforcing group rules and standards and see to it that all participants are present at all times. The Director/Chaperone must respond to ill passengers, ensuring that they are attended to at all times. Any tour participant that is terminated from the tour by the school may be returned to their home at their parents' expense with no refund of their tour payment.

5. Insurance

\$1,000,000.00 liability insurance in travel agency/tour operator operations protects tour participants while on tour. Motorcoach operators maintain a \$5,000,000.00 liability insurance coverage. The school/tour participants are advised of the availability of travel, medical, baggage, and trip cancellation insurance. GTP does not provide any personal insurance (health, accident, baggage) for tour participants. As stated above, GTP strongly encourages tour participants to obtain independent insurance.

6. Warranties: GTP disclaims all warranties except for those that are in writing. In no event is GTP liable for any incidental damages. Except with respect with the obligations written under Paragraph 5, GTP's entire liability will in no event exceed the fees paid by the client pursuant to this Agreement.

7. Cancellation

If the school/individual wishes to cancel, it must be done in writing. After this is done, upon cancellation, the school/individual will be entitled to a refund on the following basis alone:

- a. cancellations received 60 days or more prior to the departure date: entitled to a refund of deposits Less any prepaid attraction payments and cancellation charges issued by hotels, transportation companies, and all other retailers.
- b. cancellations received 59 - 45 days prior to the departure date: entitled to a refund of deposits Less a \$25.00 per person administrative fee, any prepaid attraction payments and cancellation charges issued by hotels, transportation companies, and all other retailers.
- c. cancellations received 44 - 20 days prior to the departure date: entitled to a refund of deposits Less a \$50.00 per person administrative fee, any prepaid attraction payments and cancellation charges issued by hotels, transportation companies, and all other retailers.
- d. all cancellations received 19 days or less prior to departure date will receive NO refunds.

8. No credit/refund will be allowed for any services set forth in the contract should any services not be used by tour participants.

9. Payments

Please SEE page one of the contract "Schedule of Payments" portion for the payment schedule. The final balance of the entire tour cost is due NO LATER than 30 days prior to date of departure. A 5% late fee of the total tour cost will be charged as a late payment fee for failure to comply. If the final balance and late fees are not received by GTP 14 days prior to the date of departure, GTP has the sole right to cancel all tour arrangements and issue NO refunds. All payments must be made in U.S. dollars/currency. All payments will be made out to Group Travel Planners.



Presents....

Your Custom New York City Proposal

FRIDLEY HIGH SCHOOL BAND
7 Day, 6 Night Motorcoach Tour
March 19-25, 2014

TOUR PACKAGE COST PER PERSON (Based on Hotel Occupancy) as of 5/17/13:

Note: Total Tour Package includes all items listed on this Proposal!

QUAD: \$889.00 TRIPLE: \$967.00 DOUBLE: \$1,044.00 SINGLE: \$1,354.00

- **Number of Passengers:** 50 Students and 5 Adults
**Note: A change in the number of passengers will alter the tour cost per person.*
- **Transportation:** **ONE** Modern 56-Passenger Motorcoach (Equipped with DVD, Monitors & Restroom)
- **Insurance:** \$5,000,000 Liability Insurance Coverage per Motorcoach
 \$1,000,000 Liability Group Insurance Coverage
 Terrorism Liability Group Insurance Coverage
- **Hotel Accommodations:** **FOUR** Nights at a preferred Hotel
- **Meals:** **FOUR** Expanded Continental Breakfasts (at hotel), **ONE** Dinner at John's Pizzeria & **ONE** Lunch at Trump Tower
- **Attractions & Entertainment:** United Nations Headquarters, Statue of Liberty- Ellis Island & Ferry Boat Ride, Rockefeller Center, Lincoln Center, St. Patrick's Cathedral, Broadway Show (\$75.00 credit), 9/11 Memorial (upon availability), Times Square, Top of the Rock, St. Paul's Chapel, Cathedral of St. John the Divine Tour, New York Philharmonic (\$30.00 credit), Carnegie Hall Tour, Central Park, Museum of Modern Art, Today Show
- **Musical Inclusions:** **ONE** Master Class at a recognized College/University, Performance opportunity at Cathedral of St. John the Divine (TBA), *Unlimited* performances arranged for your group free of charge! (some exceptions may apply)
- **Escort:** **ONE** GTP Representative will travel with the group to oversee your customized itinerary!
- ★ **BONUS!** This tour includes **FIVE** all-inclusive Director's Tour Packages! (Based on Double Occupancy), your choice of **ONE** iPod Touch, Garmin GPS or Zoom H4n Digital Recorder, 24-hour emergency telephone service, GPS units while on tour, travel packet, and a customized daily itinerary designed to specifically meet your group's needs!

Optional Attractions & Entertainment: (may be an additional charge) Tour Guide, Hotel Security Guard, Create-A-Video, Midtown & Lower Manhattan Tour, Little Italy Tour, Sony Wonder Technology Lab, Broadway Classroom, Radio City Music Hall, Guggenheim Museum, American Museum of Natural History, Group Photo, Medieval Times, Intrepid-Sea-Air-Space Museum, Madison Square Garden, Empire State Building, Metropolitan Museum of Art, South Street Seaport, Tour of NBC Studios



**FRIDLEY SCHOOL DISTRICT
2012-13 GRADE LEVEL BY ENROLLMENT**

SCHOOL/ GRADE	SEPT 12, 2012	OCT 1 2012	NOV 1 2012	DEC 1 2012	JAN 1 2013	FEB 1 2013	MAR 1 2013	APR 1 2013	MAY 1 2013	JUN 1 2013	JUN 6 2013	* Adopted ADM 12/13	* Revised ADM 12/13	Revised / June 6 + or -	AVERAGE Oct 1 - Current Month
HAYES - Reg Ed K	108	104	103	103	102	100	102	102	103	102	102				102
HK	10	10	10	10	10	10	11	11	11	12	12				11
K-AM	0	0	0	0	0	0	0	0	0	0	0				0
TOTAL HAYES K	118	114	113	113	112	110	113	113	114	114	114	115	115	-1	113
1	135	132	132	131	132	134	136	138	137	138	138	125	132	6	135
2	120	120	120	118	121	121	121	119	119	120	120	114	120	0	120
3	116	115	112	112	113	111	110	110	111	111	111	109	115	-4	112
4	99	96	96	94	95	95	92	95	98	99	99	96	96	3	96
TOTAL HAYES K-4	588	577	573	568	573	571	572	575	579	582	582	559	578	4	575
RLS - Reg Ed K	119	114	113	114	113	107	109	108	107	106	107				110
HK	8	10	12	13	11	11	11	10	9	11	11				11
K-AM	1	1	1	0	0	0	0	0	0	0	0				0
TOTAL RLS K	128	125	126	127	124	118	120	118	116	117	118	115	115	3	121
1	103	96	95	97	100	101	101	103	99	96	96	113	96	0	98
2	102	96	95	93	92	89	89	89	89	89	90	109	96	-6	91
3	122	116	115	115	118	119	119	120	124	124	124	124	116	8	119
4	105	104	101	101	106	106	104	107	106	104	104	107	104	0	104
TOTAL RLS K-4	560	537	532	533	540	533	533	537	534	530	532	568	527	5	534
TOT K	246	239	239	240	236	228	233	231	230	231	232	230	230	2	234
TOT 1	238	228	227	228	232	235	237	241	236	234	234	238	228	6	233
TOT 2	222	216	215	211	213	210	210	208	208	209	210	223	216	-6	211
TOT 3	238	231	227	227	231	230	229	230	235	235	235	233	231	4	231
TOT 4	204	200	197	195	201	201	196	202	204	203	203	203	200	3	200
TOTAL K-4	1148	1114	1105	1101	1113	1104	1105	1112	1113	1112	1114	1127	1105	9	1109
5	215	211	214	214	212	207	207	206	206	208	208	215	210	-2	209
6	207	206	210	214	213	212	211	208	211	211	212	200	205	7	211
7	189	185	188	191	194	188	186	187	187	189	189	200	185	4	188
8	238	229	232	235	237	235	236	234	230	232	232	237	225	7	233
TOTAL 5-8	849	831	844	854	856	842	840	835	834	840	841	852	825	16	842
9	205	207	204	208	203	202	199	201	200	199	199	215	205	-6	202
10	215	215	214	217	219	218	215	214	216	215	215	219	215	0	216
11	229	230	230	235	228	224	224	232	227	226	226	230	220	6	228
12	184	184	181	183	178	172	172	173	171	169	170	190	180	-10	175
TOTAL 9-12	833	836	829	843	828	816	810	820	814	809	810	854	820	-10	822
TOTAL K-12	2830	2781	2778	2798	2797	2762	2755	2767	2761	2761	2765	2833	2750	15	2773
MS ALC - Gr 7	19	18	18	17	16	17	17	17	17	17	17	25	18	9	17
MS ALC - Gr 8	6	6	6	6	6	7	7	9	9	10	10				8
* HS ALC - Gr 9	13	17	14	10	7	5	3	6	6	7	7				8
* HS ALC - Gr 10	14	13	14	11	13	10	13	16	13	17	17	55	56	-20	14
* HS ALC - Gr 11	18	19	20	14	16	15	11	6	9	6	6				12
* HS ALC - Gr 12	8	8	9	9	8	11	14	18	18	7	6				11
TOT ALC	78	81	81	67	66	65	65	72	72	64	63	80	74	-11	70
TRANS	32	32	27	27	23	25	25	26	25	25	25	22	22	3	26
ECSE (Pre-School)												18	18		
Tuition												21	21		
Targeted Services												4	4		
GRAND TOTAL	2940	2894	2886	2892	2886	2852	2845	2865	2858	2850	2853	2978	2889	-36	2868

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ADM															
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUN 9	Projections	Revised Projections	Projections +/-	AVERAGE
K		239	239	240	236	228	233	231	230	231	232	230	230	2	234
1-3		675	669	666	676	675	676	679	679	678	679	694	675	4	675
4-6		617	621	623	626	620	614	616	621	622	623	618	615	8	620
7-12		1250	1249	1269	1259	1239	1232	1241	1231	1230	1231	1291	1230	1	1243
TOTAL		2781	2778	2798	2797	2762	2755	2767	2761	2761	2765	2833	2750	15	2773

PER PUPIL UNIT/WADM															
		OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUN 9	Projections	Revised Projections	Projections +/-	AVERAGE
K		133.12	133.12	133.68	131.45	127.00	129.78	128.67	128.11	128.67	129.22	140.76	128.11	1.114	130
1-3 PPU		752.63	745.94	742.59	753.74	752.63	753.74	757.09	757.09	755.97	757.09	773.81	752.63	4.46	753
4-6 PPU		654.02	658.26	660.38	663.56	657.20	650.84	652.96	658.26	659.32	660.38	655.08	651.90	8.48	658
7-12 PPU		1625.00	1623.70	1649.70	1636.70	1610.70	1601.60	1613.30	1600.30	1599.00	1600.30	1678.30	1599.00	1.3	1616
TOTAL		3164.77	3161.02	3186.35	3185.45	3147.52	3135.96	3152.01	3143.76	3142.96	3146.99	3247.95	3131.64	15.354	3157
+/-															

ADM/WADM pulled from MARSS Local Reports											
		Nov 13 2012 submission	Dec 18 2012 submission		May 7 2013 submission	June 11 2013 submission		Projections	Revised Projections	Revised Projections +/-	AVERAGE
EC - 1.250		15.74	16.33	No ADM reports available until May 2013	19.24	20.05		18	20.00	0.05	18
HK - 1.000		2.05	2.05		0.65	0.65		15	15.00	-14.35	1
KG - 0.612		216.71	215.33		212.32	212.54		215	215.00	-2.46	214
1-3 - 1.115		669.17	670.08		673.35	673.90		694	675.00	-1.10	672
4-6 - 1.060		620.29	625.52		618.57	619.07		618	615.00	4.07	621
7-8 - 1.300		421.05	425.96		421.56	422.37		437	410.00	12.37	423
9-12 - 1.300		851.19	854.05		843.46	833.13		854	820.00	13.13	845
TOTAL ADM		2796.20	2809.32		2789.15	2781.71	0.00	2851.00	2770.00	11.71	2794
TOTAL WADM		3211.90	3228.45		3205.64	3195.55		3276.27	3175.10	20.45	3210

LEP pulled from MARSS Statewide Reports						
				June 11 2013 submission		Spring 2013 Average
Not Served			When 6/11/13 State reports are posted, LEP report should be available.			0.00
Served						0.00
Eligible for Funding						0.00
Not Eligible for Funding						0.00

* Day Student counts only - does not include Night School as of 12/1/11

124

ELL Students

Bldg	2011/12										2012/13									
	OCT 1	NOV 1	DEC 1	JAN 1	FEB 1	MAR 1	APR 1	MAY 1	JUN 1	JUN 7	OCT 1	NOV 1	DEC 1	JAN 1	FEB 1	MAR 1	APR 1	MAY 1	JUN 1	JUN 6
Hayes	95	89	90	88	87	86	87	85	88	88	96	97	94	86	88	90	89	89	91	91
RLS	134	137	136	133	137	138	141	144	144	145	142	140	147	147	143	146	148	147	147	149
FMS	100	99	96	97	99	95	102	109	109	110	139	140	133	131	129	128	137	137	136	136
FHS	97	102	110	110	110	104	79	81	78	79	108	106	96	95	95	93	93	92	95	95
MS & HS ALC	1	2	1	1	1	1	0	0	1	1	5	0	0	1	1	2	2	2	2	2
Totals	427	429	433	429	434	424	409	419	420	423	490	483	470	460	456	459	469	467	471	473

NOTE: Numbers are pulled from enrollment count data used for the Board Reports

June 6, 2013 ENROLLMENT: IN AND OUT *					
	Resident District	Students In	Students Out	Net Gain/Loss	Ratio
1	Minneapolis	105	29	76	3.6
11	Anoka-Hennepin	258	30	228	8.6
12	Centennial	7	8	-1	0.9
13	Columbia Heights	253	73	180	3.5
15	St. Francis	5		5	
16	Spring Lake Park	122	41	81	3.0
112	Chaska		1	-1	
162	Bagley	1		1	
	Rosemount-Apple				
196	Valley-Eagan		1	-1	
270	Hopkins		1	-1	
271	Bloomington		1	-1	
279	Osseo	99	13	86	7.6
281	Robbinsdale	25	4	21	6.3
282	St. Anthony	6	4	2	1.5
284	Wayzata	1		1	
286	Brooklyn Center	61	15	46	4.1
294	Houston		2	-2	
621	Mounds View	36	50	-14	0.7
622	N St Paul/Maplewood		1	-1	
623	Roseville	4		4	
624	White Bear Lake		2		
625	St. Paul	6	14	-8	0.4
	Duluth Public Schools				
709	Academy	1		1	
728	Elk River	6	2	4	3.0
833	South Wash County	1	1		1.0
883	Rockford		1	-1	
885	St. Michael-Albertville	1		1	
911	Cambridge-Isanti	2	2		1.0
916	NE Metro ALC		2	-2	
2149	Minnewaska		1	-1	
	MN Transitions				
4017	Charter		5	-5	
4092	Watershed HS-MPLS		1	-1	
4104	Liberty HS		3	-3	
4115	Minneapolis Academy		1	-1	
	Learning for Leadership				
4163	Charter		2	-2	
4171	Noble Academy		3	-3	
4186	Global Academy		4	-4	
	West Metro Ed				
6069	Program (Fair Sch)		9	-9	
	Totals:	1000	327	673	3.1

* NOTE: Counts include Early Childhood Special Ed through 12th grade

2012/13 Enrollment Options October 1, 2012							2012/13 Enrollment Options November 1, 2012							2012/13 Enrollment Options December 1, 2012							2012/13 Enrollment Options January 1, 2013								
SCHOOL/ GRADE	Serving OE	Out of District NRA	Out of District OE	Home School	Private School	Special Services Served ELSE	SCHOOL/ GRADE	Serving OE	Out of District NRA	Out of District OE	Home School	Private School	Special Services Served ELSE	SCHOOL/ GRADE	Serving OE	Out of District NRA	Out of District OE	Home School	Private School	Special Services Served ELSE	SCHOOL/ GRADE	Serving OE	Out of District NRA	Out of District OE	Home School	Private School	Special Services Served ELSE		
ECSE	2	0	0	0	1	4	ECSE	2	0	0	0	1	4	ECSE	3	0	0	0	0	3	ECSE	4	0	0	0	0	3		
ECSE TOTAL	2	0	0	0	1	4	ECSE TOTAL	2	0	0	0	1	4	ECSE TOTAL	3	0	0	0	0	3	ECSE TOTAL	4	0	0	0	0	3		
Hayes K	36						Hayes K	40						Hayes K	40								Hayes K	39					
1	41						1	41						1	41								1	41					
2	39						2	41						2	42								2	42					
3	35						3	37						3	37								3	37					
4	25						4	26						4	27								4	27					
Hayes TOTAL	176						Hayes TOTAL	185						Hayes TOTAL	187								Hayes TOTAL	186					
RLS K	21						RLS K	21						RLS K	23								RLS K	23					
1	24						1	26						1	27								1	26					
2	24						2	24						2	24								2	24					
3	28						3	28						3	28								3	28					
4	20						4	20						4	20								4	19					
RLS TOTAL	117						RLS TOTAL	119						RLS TOTAL	122								RLS TOTAL	120					
TOTAL K	57	2	13	0	2	0	TOTAL K	61	2	13	1	14	1	TOTAL K	63	2	13	1	14	1	TOTAL K	62	2	16	1	13	1		
TOTAL 1	65	0	2	2	8	2	TOTAL 1	67	0	2	2	9	4	TOTAL 1	68	0	2	1	8	6	TOTAL 1	67	0	5	1	8	6		
TOTAL 2	63	0	6	1	15	9	TOTAL 2	65	0	6	3	17	9	TOTAL 2	66	1	6	3	17	9	TOTAL 2	66	2	11	4	17	9		
TOTAL 3	63	3	13	2	12	7	TOTAL 3	65	3	13	3	13	7	TOTAL 3	65	3	14	3	13	7	TOTAL 3	65	3	15	3	13	8		
TOTAL 4	45	1	24	1	13	8	TOTAL 4	46	1	24	2	14	5	TOTAL 4	47	1	23	2	15	4	TOTAL 4	46	1	21	2	16	3		
ELEM TOTAL	293	6	58	6	50	26	ELEM TOTAL	304	6	58	11	67	26	ELEM TOTAL	309	7	58	10	67	27	ELEM TOTAL	306	8	68	11	67	27		
FMS 5	60	3	18	2	17	7	FMS 5	62	3	18	2	18	9	FMS 5	63	5	16	2	16	12	FMS 5	63	6	15	2	16	13		
6	62	9	24	1	15	6	6	64	9	24	2	16	5	6	64	9	23	2	16	5	6	62	8	26	2	15	6		
7	75	6	18	1	11	8	7	82	6	18	0	12	8	7	82	6	17	0	12	9	7	84	7	18	0	12	9		
8	80	5	17	1	20	7	8	82	5	17	1	20	7	8	84	5	18	1	20	7	8	84	6	18	1	20	6		
FMS TOTAL	277	23	77	5	63	28	FMS TOTAL	290	23	77	5	66	29	FMS TOTAL	293	25	74	5	64	33	FMS TOTAL	293	27	77	5	63	34		
FHS 9	87	3	25	0	10	7	FHS 9	84	2	24	1	13	7	FHS 9	85	2	23	1	13	7	FHS 9	83	2	24	1	13	6		
10	98	2	20	2	18	5	10	100	2	21	3	18	8	10	99	2	18	3	18	11	10	98	3	17	3	18	11		
11	102	3	30	0	11	10	11	104	2	30	0	10	9	11	105	2	29	0	11	8	11	102	2	33	1	10	10		
12	68	6	17	0	14	20	12	71	7	16	1	15	11	12	71	7	14	1	15	16	12	70	9	20	0	14	16		
FHS TOTAL	355	14	92	2	53	42	FHS TOTAL	359	13	91	5	56	35	FHS TOTAL	360	13	84	5	57	42	FHS TOTAL	353	16	94	5	55	43		
MS/HS ALC	45	0	0	0	0	0	MS/HS ALC	49	0	0	0	0	0	MS/HS ALC	40	0	0	0	0	0	MS/HS ALC	39	0	0	0	0	0		
DW TOTAL	972	43	227	13	167	100	DW TOTAL	1004	42	226	21	190	94	DW TOTAL	1005	45	216	20	188	105	DW TOTAL	995	51	239	21	185	107		

2012/13 Enrollment Options February 1, 2013							2012/13 Enrollment Options March 1, 2013							2012/13 Enrollment Options April 1, 2013							2012/13 Enrollment Options May 1, 2013										
SCHOOL/ GRADE	Serving OE	Out of District NRA	Out of District OE	Home School	Private School	Special Services Served ELSE	SCHOOL/ GRADE	Serving Non-Res	Serving OE	Out of District NRA	Out of District OE	Home School	Private School	Special Services Served ELSE	SCHOOL/ GRADE	Serving Non-Res	Serving OE	Out of District NRA	Out of District OE	Home School	Private School	Special Services Served ELSE	SCHOOL/ GRADE	Serving Non-Res	Serving OE	Out of District NRA	Out of District OE	Home School	Private School	Special Services Served ELSE	
ECSE	4	0	0	0	0	2	ECSE		6	0	0	0	0	2	ECSE		6	0	0	0	0	0	3	ECSE		5	0	0	0	0	3
ECSE TOTAL	4	0	0	0	0	2	ECSE TOTAL	0	6	0	0	0	0	2	ECSE TOTAL	0	6	0	0	0	0	0	3	ECSE TOTAL	0	5	0	0	0	0	3
Hayes K	38						Hayes K		38					Hayes K		38					Hayes K		39								
1	42						1		40					1		40				1		40									
2	43						2		42					2		40				2		41									
3	35						3		35					3		35				3		36									
4	27						4		23					4		24				4		26									
Hayes TOTAL	185						Hayes TOTAL	0	178					Hayes TOTAL	0	177				Hayes TOTAL	0	182									
RLS K	23						RLS K	1	24					RLS K	1	25				RLS K	1	26									
1	28						1		30					1		32				1		32									
2	23						2		22					2		22				2		22									
3	27						3		26					3		27				3		27									
4	19						4	1	17					4	1	18				4	1	18									
RLS TOTAL	120						RLS TOTAL	2	119					RLS TOTAL	2	124				RLS TOTAL	2	125									
TOTAL K	61	2	15	1	14	1	TOTAL K		62	2	14	1	14	2	TOTAL K		63	2	19	1	14	2	TOTAL K	1	65	0	22	2	15	2	
TOTAL 1	70	0	5	1	7	5	TOTAL 1		70	0	5	1	7	5	TOTAL 1		72	0	5	1	7	5	TOTAL 1	0	72	0	6	1	7	4	
TOTAL 2	66	3	12	4	12	7	TOTAL 2		64	3	12	4	12	7	TOTAL 2		62	2	15	4	12	7	TOTAL 2	0	63	2	17	4	12	7	
TOTAL 3	62	3	15	3	9	7	TOTAL 3		61	3	15	3	9	7	TOTAL 3		62	3	15	3	9	7	TOTAL 3	0	63	4	14	3	9	7	
TOTAL 4	46	1	21	2	12	3	TOTAL 4		40	1	21	2	12	4	TOTAL 4		42	1	25	2	12	5	TOTAL 4	1	44	1	26	2	12	5	
ELEM TOTAL	305	9	68	11	54	23	ELEM TOTAL	2	297	9	67	11	54	25	ELEM TOTAL	2	301	8	79	11	54	26	ELEM TOTAL	2	307	7	85	12	55	25	
FMS 5	62	6	14	2	13	12	FMS 5	2	58	5	14	2	13	12	FMS 5	2	57	5	18	2	13	11	FMS 5	2	58	6	19	3	14	10	
6	62	8	26	2	9	5	6	1	58	8	26	2	9	5	6	1	55	8	27	3	10	5	6	1	56	8	27	3	10	5	
7	80	7	19	0	10	7	7	1	76	7	19	0	10	8	7	1	76	6	19	0	10	8	7	1	76	6	21	0	10	8	
8	81	6	17	1	12	6	8	1	77	6	17	1	12	7	8	1	77	7	18	1	12	9	8	1	75	8	18	1	12	8	
FMS TOTAL	285	27	76	5	44	30	FMS TOTAL	5	269	26	76	5	44	32	FMS TOTAL	5	265	26	82	6	45	33	FMS TOTAL	5	265	28	85	7	46	31	
FHS 9	85	2	22	1	9	4	FHS 9		80	2	22	1	9	4	FHS 9		81	2	22	1	9	4	FHS 9		82	2	22	1	9	3	
10	99	3	17	2	12	10	10		94	4	17	2	13	10	10		94	4	18	2	13	10	10		96	4	17	2	12	11	
11	102	4	32	0	8	8	11		102	5	32	0	8	8	11		103	5	31	0	8	8	11		101	5	31	0	9	8	
12	72	8	20	1	8	11	12		73	9	20	1	8	10	12	1	77	9	23	1	8	9	12	1	78	10	24	1	8	10	
FHS TOTAL	358	17	91	4	37	33	FHS TOTAL	0	349	20	91	4	38	32	FHS TOTAL	1	355	20	94	4	38	31	FHS TOTAL	1	357	21	94	4	38	32	
MS/HS ALC	44	0	0	0	0	0	MS/HS ALC	0	46	0	0	0	0	0	MS/HS ALC	0	50	0	0	0	0	0	MS/HS ALC	0	47	0	0	0	0	0	
DW TOTAL	996	53	235	20	135	88	DW TOTAL	7	967	55	234	20	136	91	DW TOTAL	8	977	54	255	21	137	93	DW TOTAL	8	981	56	264	23	139	91	

2012/13 Enrollment Options June 1, 2013								2012/13 Enrollment Options June 6, 2013							
SCHOOL/ GRADE	Serving Non- Res	Serving OE	Out of District NRA	Out of District OE	Home School	Private School	Special Services Served ELSE	SCHOOL/ GRADE	Serving Non- Res	Serving OE	Out of District NRA	Out of District OE	Home School	Private School	Special Services Served ELSE
ECSE		5	0	0	0	0	3	ECSE		6	0	0	0	0	3
ECSE TOTAL	0	5	0	0	0	0	3	ECSE TOTAL	0	6	0	0	0	0	3
Hayes K		39						Hayes K		39					
1	1	40					1	40							
2	1	41					1	41							
3		36						36							
4		26						26							
Hayes TOTAL	2	182					2	182							
RLS K	1	26					1	26							
1		32						32							
2		22						22							
3		27						27							
4	1	18	1	18											
RLS TOTAL	2	125	2	125											
TOTAL K	1	65	0	21	2	15	3	TOTAL K	1	65	0	21	2	15	4
TOTAL 1	1	72	0	5	1	7	5	TOTAL 1	1	72	0	5	1	7	4
TOTAL 2	1	63	2	17	4	11	8	TOTAL 2	1	63	2	17	4	11	8
TOTAL 3	0	63	4	15	3	9	7	TOTAL 3	0	63	3	16	3	9	7
TOTAL 4	1	44	1	31	2	12	6	TOTAL 4	1	44	1	31	2	12	5
ELEM TOTAL	4	307	7	89	12	54	29	ELEM TOTAL	4	307	6	90	12	54	28
FMS 5	2	60	5	21	3	14	8	FMS 5	2	60	5	21	3	14	8
6	2	57	8	28	3	10	7	6	3	57	8	28	3	10	7
7	1	78	6	20	0	10	8	7	1	79	5	21	0	10	8
8	1	76	7	18	1	12	9	8	2	76	6	18	1	12	9
FMS TOTAL	6	271	26	87	7	46	32	FMS TOTAL	8	272	24	88	7	46	32
FHS 9		82	3	23	1	9	3	FHS 9		82	3	23	1	9	3
10		95	5	17	2	12	12	10		95	5	17	2	12	11
11		100	5	32	0	9	7	11		100	5	32	0	9	7
12	1	77	10	24	1	8	11	12	1	78	10	24	1	8	10
FHS TOTAL	1	354	23	96	4	38	33	FHS TOTAL	1	355	23	96	4	38	31
MS/HS ALC	0	48	0	0	0	0	0	MS/HS ALC	0	47	0	0	0	0	0
DW TOTAL	11	985	56	272	23	138	97	DW TOTAL	13	987	53	274	23	138	94

417 Chemical Use And Abuse

I. PURPOSE

The School Board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The School Board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. ~~It is the~~ The policy of this school district ~~is~~ to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. ~~It will be the responsibility of the~~ The superintendent, with the advice of the School Board, ~~shall be responsible for to~~ establishing a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical

impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student's normal function in academic, school, or social activities is chronically impaired.

B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.

C. "Use" includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.

D. C. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

A. Instruction

1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
2. Each school shall have age-appropriate and developmentally based activities that:
 - a. address the consequences of violence and the illegal use of drugs, as appropriate;
 - b. promote a sense of individual responsibility;
 - c. teach students that most people do not illegally use drugs;
 - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e. teach students about the dangers of emerging drugs;
 - f. engage students in the learning process; and
 - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.

3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
4. Each school shall disseminate drug and violence prevention information within the school and to the community.
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
6. Each school shall have drug and violence prevention activities that may include the following:
 - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of 417-4 youth drug and violence prevention activities under this policy that are implemented in the school.
 - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
 - d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
 - e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.

- b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
 - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with School Board policies regarding search and seizure.
 - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
 - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
 3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
 4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with School Board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each

school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
 - b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
 - c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the School Board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.

2. The advisory team shall:
 - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
 1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug-free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
 4. The penalties that may be imposed on employees for drug abuse violations.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

Legal References: —

Minn. Stat. § 13.32 (Educational Data)
 Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)
 Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 138.163 (Records Management Act)
 Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)
 41 U.S.C. §§ ~~701-707~~ 8101-8106 (Drug-Free Workplace Act)
 34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)

MSBA/MASA Model Policy 506 (Student Discipline)

[MSBA/MASA Model Policy 506 \(Search of Student Lockers, Desks, Personal Possessions, and Student's Person\)](#)

[MSBA/MASA Model Policy 515 \(Protection and Privacy of Pupil Records\)](#)

[MSBA/MASA Model Policy 527 \(Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches\)](#)

Adopted as Policy 11.401 October 21, 1980

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Revised _____

598 SCHOOL ADMISSION

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents and students regarding expectations for the admission of students.

II. GENERAL STATEMENT OF POLICY

Admission to Fridley Public Schools is free and open to all district residents, and to those who desire to participate in the Enrollment Options Program who are between the ages of 5 and 21 years. Kindergarten admission will be granted to students that are at least 5 years of age by September 1 of the calendar year in which the child desires to enter school. First grade admission will be granted to students that are at least 6 years of age by September 1 of the calendar year in which the child desires to enter school. Early entrance to kindergarten and first grade will be considered under the following circumstances:

- A. Early entry to kindergarten or first grade may be granted when professional staff and parents believe it to be in the best interest of the student. Physical development, maturity, and emotional factors shall be considered as well as scholastic achievement and aptitude.
- B. A kindergarten child moving into the school district during the academic year from another school district may be allowed to continue his/her education in kindergarten in the Fridley School Public Schools.
- C. Early entry to first grade will be granted to students that obtained early-entry to kindergarten and completed the requirements of that program successfully.

III. DEFINITIONS

- A. *Early Entrance* refers to the practice of admitting kindergarten students that are younger than 5 years of age or first grade students that are younger than 6 years of age by September 1 of a given academic calendar year.
- B. *Professional Staff* refers to a team comprised of a principal, teachers, school psychologist and director of educational services.

IV. EARLY ENTRANCE REQUIREMENTS

Fridley Public Schools has established the following criteria for early admission to kindergarten and first grade.

- A. Children considered for early entrance to kindergarten must be 5 years of age on or before December 1st in the year of early entrance.
- B. Children considered for early entrance to grade one must be 6 years of age on or before December 1st in the year of early entrance.

C. ~~The following criteria must also be satisfied. The following criteria under Subsection 1 or Subsection 2 must also be satisfied.~~

Subsection 1.

- a. Children must demonstrate superior general cognitive functioning as measured by the Weschler Preschool and Primary Scale of Intelligence — ~~Third-Fourth~~ Edition. Children must have a full scale score at or above the 98th percentile on this test to qualify for early entrance.
- b. Children must demonstrate average to above-average school readiness skills when compared to age-appropriate readiness measures to qualify for early entrance.
- c. Children must demonstrate average or above-average scores on the social/emotional behavior on the *Behavior Assessment System for Children – 2nd Edition (BASC-II)* — Parent Rating and in the psychological assessment by the evaluator to qualify for early entrance.

A candidate's pre-school educator or daycare provider may be requested to provide formal and informal data relevant to school readiness skills and social/emotional development. Scores must be within the average or above-average range.

Subsection 2.

- a. Children must demonstrate superior general cognitive functioning as measured by the Weschler Preschool and Primary Scale of Intelligence — Fourth Edition. Children must have a full scale score at or above the 90th percentile on this test to qualify for early entrance.
- b. Children must demonstrate exceptional school readiness skills when compared to age-appropriate readiness measures to qualify for early entrance.

c. Children must demonstrate average or above-average scores on the social/emotional behavior on the *Behavior Assessment System for Children – 2nd Edition (BASC-II)* — Parent Rating and in the psychological assessment by the evaluator to qualify for early entrance.

A candidate's pre-school educator or daycare provider may be requested to provide formal and informal data relevant to school readiness skills and social/emotional development. Scores must be within the average or above-average range.

V. DIRECTIVES AND GUIDELINES

The superintendent shall develop guidelines which articulate the processes and procedures for school admission within the elementary, middle, and high schools. These guidelines should define the application, data collection, decision-making, and notification processes.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 120A.01 (Admission to Public School)

School Board Action:
Adopted as Policy 598 May 20, 2008
Revised