

Avalon School

700 Glendale Street
St. Paul, MN 55114

**Employee Policy Manual
2015-2016**

TABLE OF CONTENTS

SECTION 1 – INTRODUCTION

1. Welcome
2. Changes in Policy
3. Employment Applications
4. Employment Relationship

SECTION 2 – DEFINITIONS OF EMPLOYEE STATUS

1. “Employees” Defined

SECTION 3 - EMPLOYMENT POLICIES

1. Non-Discrimination
2. Non-Disclosure/Confidentiality
3. New Employee Orientation
4. School Hours
5. Lunch Periods
6. Personnel Files
7. Personnel Data Changes
8. Inclement Weather/Emergency Closings
9. Performance Review and Planning Sessions
10. Outside Employment
11. Corrective Action
12. Employment termination
13. Safety
14. Health Related Issues
15. Building Security
16. Insurance on Personal Effects
17. Immigration Law Compliance
18. Criminal Background Check
19. Parking
20. Visitors in the Workplace
21. Supplies: Expenditures; Obligating the Cooperative
22. Expense Reimbursement

SECTION 4 – STANDARDS OF CONDUCT

1. Work Standards
2. Attendance/Punctuality
3. Absence without Notice

4. Harassment, including Sexual Harassment
5. Telephone Use
6. Public Image
7. Substance Abuse
8. Tobacco Products
9. Internet Use

SECTION 5 – WAGE AND SALARY POLICIES

- 5.1 Wage or Salary Increases
- 5.2 Timekeeping
- 5.3 Overtime
- 5.4 Paydays

SECTION 6 – BENEFITS AND SERVICES

1. Insurance
2. Cobra Benefits
3. Social Security/Medicare
4. Teachers retirement Association
5. Public Employee Retirement Association
6. Tax Sheltered Annuity
7. Holidays
8. Record Keeping
9. Educational Assistance, Training and Development
10. Flexible Spending Account Plan
11. Leave of Absence

SECTION 7 – EMPLOYEE COMMUNICATIONS

1. Staff Meetings
2. Staff Email
3. Procedures for Handling Complaints

APPENDIX

1. Salary Schedule
2. Benefits
3. Internet Policy
4. Job Descriptions

SECTION 1

Section 1.1 – Welcome

We welcome you as an employee of Avalon School. This cooperative model is one of the most innovative in the nation. It will enable you, along with your contribution of time and talent and in cooperation with the staff, students, parents, community and the school board to provide the best possible education to the students at Avalon School.

You have been given the unique opportunity to work in an innovative school environment. Avalon School is an employer that encourages creativity and innovation while requiring more than teaching responsibilities. As a “teacher as owner” model, all employees share in the business operations including but not limited to governance, finances, payroll/personnel, facility/equipment, and property maintenance, as well as participation on various business operation committees.

Avalon School Mission

Avalon School prepares students for college and life in a strong, nurturing community that inspires active learning, engaged citizenship, and hope for the future.

Avalon Cooperative Core Values (What is Important to us)

We believe our most important task is improving the quality of education for students through creative reform efforts including:

1. Brain Compatible Learning Environment
 - a. Learning program that utilizes constructivist strategies
 - b. Technology infused in learning program
 - c. Connects with the community at large
 - d. Involves parents in learning
 - e. Staff development plan that assimilates new staff and supports innovation and staying current with latest research
 - f. Small school environment, low student to educator ratio
2. Democratic Learning Community
 - a. Encourages democratic, student centered principles
 - b. Utilizes democratic principles in governance structure
 - c. Involves all educators in site administrative teams
 - d. Licensed site educators make learning program decisions, guided by stakeholders
 - e. Site educators make personnel decisions
 - f. All members complete professional development plans
 - g. All members participate in site-based professional reviews
 - h. All site members are active participants of Professional Practice organization
3. Sound Administrative and Financial Management
 - a. Board operating with effective and legally compliant by-laws
 - b. Board training plan in place and followed
 - c. Sound budget projections developed and followed or legitimate adjustments made
 - d. Sound accounting plan in place and utilized
 - e. Audits completed and acted on in a timely manner

- f. Strategic planning methods outlined and followed
 - g. Rigorous school accountability plan developed and followed
4. Educator Professional Practice Organization
- a. Recognize and support educators as owners and professionals
 - b. Support sustainability
 - c. Facilitate staff development and administrative efficiency

This manual is designed to acquaint you with Avalon School and provide you with information about working conditions, benefits, and policies affecting employment.

The contents of this Manual shall not be constituted nor be construed as a promise of employment or as a contract between Avalon School and any of its employees. The manual is a summary of our policies, which are presented here only as a matter of information. You are responsible for reading, understanding and complying with the provisions of this Manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1. **CHANGES IN POLICY**

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in the Manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend, cancel, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time. We will notify all employees of these changes. Changes will be effective on the dates determined by Avalon School and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to change policies at any time. If you are uncertain about any policy or procedure, speak with any member of the Personnel Team.

2. **EMPLOYMENT APPLICATIONS/RESUMES**

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

3. **“AT-WILL” EMPLOYMENT RELATIONSHIP**

You enter into employment voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, Avalon School is free to conclude its relationship with any employee at any time for any reason or no reason. Following a three (3) month introductory period, employees are required to follow the Employment Termination Policy (See Section 3.13).

SECTION 2

DEFINITIONS OF EMPLOYEES STATUS

1. “EMPLOYEES” DEFINED

An “employee” of Avalon School is a person who regularly works for Avalon School on a wage or salary basis. “Employees” may include exempt, non-exempt, full-time, part-time, temporary persons, and others employed with Avalon School who are subject to the control and direction of Avalon School in the performance of their duties.

SALARIED EXEMPT

Employees whose positions meet specific criteria established by the Fair Labor Standards Act (FLSA) and who are exempt from overtime pay requirements.

HOURLY NON-EXEMPT

Employees whose positions do not meet FLSA criteria and who are paid at an hourly rate. They will be paid one and one-half their regular rate of pay for hours worked in excess of 40 hours per week.

FULL-TIME

Full-time employees are those who have completed the 3-month introductory period and who are regularly scheduled to work 20 or more hours per week. Full time employees are eligible for Avalon’s benefit package after 30 days of employment. Benefits will begin on the first of the month after 30 days of employment, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME

Part-time employees are those who are scheduled to work 19 hours or less per week or on an intermittent basis. Part-time employees are not eligible for benefits sponsored by Avalon School.

TEMPORARY (FULL-TIME OR PART-TIME)

Employees who are hired as interim replacements to assist in the completion of a specific project, work period or for vacation relief. They are not eligible for any of the benefit programs.

SECTION 3

EMPLOYMENT POLICIES

1. NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Avalon School will be based on merit, qualifications, and abilities. Avalon School does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age, disability or any other reason as defined by law.

Avalon School will make reasonable accommodations for qualified individuals with known disabilities unless doing so will result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Personnel Team. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

2. NON-DISCLOSURE/CONFIDENTIALITY

The protection of confidential school/business information is vital to the interests and success of Avalon School. Such confidential information includes, but is not limited to, the following examples:

- Compensation data/discussion (not required by public disclosure laws)
- Financial information/discussion (not required by public disclosure laws)
- Marketing strategies
- Pending projects and proposals
- Proprietary processes
- Student/Personnel/Payroll records
- Business/school conversation between any persons associated with Avalon School and/or its employees.

Employees who improperly use, disclose, or access confidential business information will be subject to disciplinary action, up to and including immediate termination of employment and legal action, even if they do not actually benefit from the disclosed information.

3. NEW EMPLOYEE ORIENTATION

Orientation is a welcoming process that is designed to make the new employee feel comfortable, informed about Avalon School, and prepared for their position. New employee orientation is conducted by a Personnel team member and includes an overview of the School and its history, an explanation of the School's core values, vision, and mission; and the School's goals and objectives. In addition, the new employee will be given an overview of benefits, tax and legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys and procedures needed to navigate within the workplace. A member of the Personnel Team will introduce the new employee to staff at Avalon School, review their job description and scope of position, explain the evaluation procedures, and help the new employee get started on specific functions.

4. SCHOOL HOURS

Avalon School is open from 8:00 a.m. to 4:30 p.m., Monday-Thursday and 8:00 a.m.-4:00 p.m. on Friday, when school is in session (see school calendar). All staff are required to attend weekly staff meetings each Thursday morning at 7:45 am-8:50am. Staff may come in earlier or leave later as long as this does not conflict with scheduled meetings and duties during the work day. Additional hours may be required to fulfill job duties.

The standard work week is 40+ hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee work week is considered to begin on Sunday (starting at 12:01 a.m.) through Saturday

(ending at 12:00 a.m.), unless the Personnel Team makes prior other arrangements with the employee.

5. LUNCH PERIODS

Employees working for eight or more consecutive hours will be allowed sufficient time to eat a meal. The meal break is unpaid.

6. PERSONNEL FILES

Employee personnel files may include the following working documents: job application, job description, resume, records of participation in training events, salary history, records of disciplinary action and working documents related to employee performance reviews, coaching, and mentoring.

Personnel files are the property of Avalon School and access to the information is restricted. Personnel of Avalon School who have a legitimate reason to review the file are allowed to do so.

Employees who wish to review their own file should contact a Personnel Team member. With reasonable advance notice, the employee may review his/her personnel file in the school's office.

7. PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify their designated Payroll/Personnel Team member of any changes in personnel data such as:

- Mailing address
- Telephone numbers
- Name and number of dependents
- Individuals to be contacted in case of an emergency

An employee's personnel data should be accurate and current at all times

8. INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt School operations. The decision to close the school will be decided by a committee following Avalon School Policy. When the decision is made to close, employees will receive official notification from the phone tree.

9. EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSIONS

The Personnel Team will outline the performance review process and planning sessions with all full-time and part-time employees.

Performance reviews and planning sessions are designed for the peers and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work related goals. Together, employee and peers discuss ways in which the employee can accomplish goals or learn new skills.

The planning sessions are designed for the employee and his/her school staff to make and agree on new goals, skills, and areas for improvement.

Avalon School links wage and salary with performance. Your performance review may affect your compensation. For this reason among others, it is important to prepare for these reviews carefully, and participate in them fully.

After the initial review, the employee will be reviewed according to the regular annual schedule. A review does not necessarily mean that the employee will receive an increase in wage.

10. OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related non-competitive businesses or professions as long as the employee meets the performance standards of their job description with Avalon School. Unless the Personnel Team has approved an alternative work schedule, employees will be subject to the School's scheduling demands, regardless of any existing outside work assignments.

Avalon School's office space, equipment, and materials are not to be used for outside employment.

11. CORRECTIVE ACTION

Avalon School holds each of its employees to certain work rules and standards of conduct (see Section 4). When an employee deviates from these rules and standards, Avalon School expects the Personnel Team to take corrective action.

Corrective action is progressive. That is, the action taken in response to a rule infraction or violation of standards *typically* follows a pattern increasing in seriousness until the infraction or violation is corrected.

The *usual* sequence of corrective actions includes coaching (oral warning), a written warning, mentorship, probation, suspension without pay and/or termination of employment. In deciding which initial corrective action would be appropriate, the personnel team will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Though committed to a progressive approach to corrective action, Avalon School considers some rule infractions and violations of standards as grounds for immediate termination of employment. These include but are not limited to: theft in any form, insubordinate behavior, vandalism or destruction of School property, the use of School equipment and/or School vehicles without prior authorization, untruthfulness about work history, skills, or training, divulging School business practices, and misrepresentations of Avalon School to a student, parent, a prospective student/parent, the general public, and/or an employee.

12. EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- **Resignation** – voluntary employment termination initiated by an employee.
- **Termination** – involuntary employment termination initiated by the school's Personnel Team.

- **Layoff** – involuntary employment termination initiated by the School’s Administrative team for non-disciplinary reasons.

When an employee intends to terminate his/her employment with Avalon School, he/she shall give the Personnel Team at least two (2) weeks written notice.

Since employment with Avalon School is based on mutual consent, both the employee and Avalon School have the right to terminate employment at will.

The payroll check date should be considered for all terminations. Should the employee not work for the complete time period paid and receive payment, the employee will be required to return to the School the appropriate amount for the time not worked.

Any employee who terminates employment with Avalon School shall return all files, employment manual, records, keys, and any other equipment or materials that are property of Avalon School. To ensure an accurate final paycheck all settlements, hours, and financial obligations should be made with Avalon School prior to the last pay date.

Employee’s benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee’s expense (see Section 6, Benefits) if the employee elects to do so. The employee will be notified of their COBRA benefits that may be continued and of the terms, conditions, and limitations.

13. SAFETY

Avalon School provides information to the employees about workplace safety and health issues through regular internal communication such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memorandums
- Other written communications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to the personnel team. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify the personnel team.

14. HEALTH-RELATED ISSUES

Employees, who become aware of any health-related issue, including pregnancy, should give notice to the appropriate member of the Personnel/Administrative Team of health condition and/or restrictions. This policy has been instituted to protect the employee, their coworkers, and students.

A written “permission to work” from the employee’s doctor may be required at the time or shortly after notice has been given and in some cases may be required before returning to work if the absence is more than three (3) days. The doctor’s note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

A leave of absence may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their Personnel/Administrative Team.

15. BUILDING SECURITY

All employees who are issued keys to the school are responsible for their safekeeping. The last employee, or a designated employee, who leaves the school at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with the exception of the lights normally left on for security purposes.

16. INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at or missing from the school or school property. Avalon School assumes no risk for any loss or damage to personal property.

17. IMMIGRATION LAW COMPLIANCE

Avalon School employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete this form.

18. CRIMINAL BACKGROUND CHECK

A criminal background check will be conducted on all school employees and independent contractors working on the premises. Volunteers may also be required to complete a background check depending on frequency, student contact and/or duties.

19. PARKING

Employees must park their cars in areas indicated and provided by the School.

20. VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, students, and the facilities, only authorized visitors are allowed in the school/workplace and will be required to sign in. Restricting unauthorized visitors helps ensure security,

decreases insurance liability, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors must enter through the main reception area. Authorized visitors should be escorted to their destination. Confidential information should not be in the viewing area of the visitor. All employees are responsible to take notice and acknowledge the presence of a visitor.

21. SUPPLIES; EXPENDITURES; OBLIGATING THE SCHOOL

Only authorized persons may purchase supplies in the name of Avalon School. Authorized individuals must follow the Avalon School Financial Accountability Staff Guidelines. Employees whose regular duties do not include purchasing shall not incur any expense on behalf of the School or bind Avalon School by any promise or representation without approval by the Business Manager and/or Program Coordinator.

22. EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval through appropriate committees. All completed reimbursement requests should be recorded on a purchase order. A form of receipt has to be presented with the purchase order. The expenditures will be reviewed by the Learning Program Committee. Expenses will not be reimbursed beyond 60 days of the purchase.

SECTION 4

STANDARDS OF CONDUCT

1. WORK RULES AND STANDARDS

The work rules and standards of conduct for Avalon School are important, and Avalon School regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the School's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment *(see Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Theft or inappropriate removal or possession of property;
- Falsification of timekeeping records (see Section 5.2, Timekeeping);
- Working under the influence of alcohol or illegal drugs (see Section 4.7, Substance Abuse);
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace (see Section 4.7, Substance Abuse);
- Fighting or threatening violence in the workplace;
- Boisterous or disruptive activity in the workplace;
- Negligence or improper conduct leading to damage of Avalon-owned or customer-owned property;

- Insubordination or other disrespectful conduct;
- Violation of safety or other health rules;
- Smoking in the workplace;
- Sexual or other unlawful or unwelcome harassment (see Section 4.4, Harassment, Including Sexual Harassment);
- Excessive absenteeism or any absence without notice (see Section 4.2, Attendance/Punctuality and 4.3, Absence without Notice);
- Unauthorized use of telephones, or other School-owned equipment (see Section 4.5, Telephone Use);
- Using School equipment for purposes other than business (i.e. playing games on computers or personal Internet usage);
- Unauthorized disclosure of student records or confidential information;
- Violation of personnel policies; and
- Unsatisfactory performance or conduct.

2. ATTENDANCE/PUNCTUALITY

The School expects that every employee will be regular and punctual in attendance. This means being in the school, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the School.

If you are unable to report for work for any reason, notify the Staff via email at staff@avalonschool.org and let another staff member (such the advisory partner or another team member) know before regular starting time. If no staff are available, please leave a message for the Office Manager or Program Coordinator.

The Office Manager's phone number is: Holly: 651-649-5495 x200

The Program Coordinators' phone numbers are: Carrie: 651-649-5495 x205

Gretchen: 651-649-5495 x204

Tim: 651-649-5495 x203

You are responsible to report your absence on the staff absences calendar. If undue absence or tardiness becomes apparent, disciplinary action may be required.

If you need to work a different schedule notify the Personnel Team in advance of the scheduled week. Each request will be considered individually, in light of the employee's needs and the needs of the school. Such requests may or may not be granted.

It is your responsibility to ensure that plans and materials are in place during your absence.

3. ABSENCE WITHOUT NOTICE

When you are unable to work owing to illness or an accident, please notify the Avalon staff. This will allow the School to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the School is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform a Program Coordinator of the situation and check out with the Office Manager.

4. HARASSMENT, INCLUDING SEXUAL HARASSMENT

Avalon School is committed to providing a work environment that is free of discrimination and unlawful harassment. If you believe you have been the victim of harassment, or know of another employee who has, report it immediately. Employees can raise concerns and make reports without fear or reprisal.

Any staff member who becomes aware of possible harassment should promptly advise the Human Rights Officers who will handle the matter in a timely and confidential manner.

Avalon School has adopted a Harassment and Violence Policy. It is the policy of Avalon School to maintain a learning and working environment that is free from religious, racial, sexual, or any other type of harassment and violence. This policy refers to staff and to staff harassment.

Policy Against Sexual Harassment, Harassment, and Violence.

Policy: Harassment is defined as verbal or physical contact, which has the intent or effect of unreasonably interfering with an individual's or group's work performance, which creates an intimidating, hostile, or offensive work environment. Verbal and/or physical contact is defined as harassment when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment or education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions that affect that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment/educational environment.

Harassment could be based on gender, race, religion, sexual preference, sexual orientation, national origin, disability, marital status, and status with regard to public assistance. These are the legally protected areas. However, Avalon School's policy prohibits all forms of harassment, not just those covered by law. Discrimination, sexual harassment, and sexual violence are all against the law. It is the policy of Avalon School to enforce a "Zero Tolerance" with regard to such behavior and to abide by all federal and state laws which prohibit harassment. Avalon School will attempt to maintain an employment atmosphere free of harassment, intimidation, and coercion. Supervisory and management personnel of Avalon School are responsible for implementing this policy and their success in their jobs depends, in part, on a successful implementation.

Procedure: Any employee who feels that he/she is being subjected to harassment, sexual harassment, or violence in any form or he/she has witnessed harassment, sexual harassment, or violence with regard to an employee, should contact the school's Human Rights Officer. If the employee is uncomfortable or unwilling to contact the school's Human Rights Officer he/she should contact a Program Coordinator or Board Chair.

The following procedure will be used by Avalon School in each reported case of an incident of harassment, sexual harassment, or violence. In all reported incidents, a prompt, thorough, and fair investigation will take place, giving careful consideration to protect the rights and dignity of all people involved. In addition, appropriate disciplinary action will be taken when it is determined that individuals have violated this policy.

NO RETALIATION OF ANY KIND WILL OCCUR BECAUSE YOU HAVE REPORTED AN INCIDENT OR SUSPECT HARASSMENT, SEXUAL HARASSMENT, OR VIOLENCE. WE ENCOURAGE YOU TO

HELP US KEEP AVALON SCHOOL FREE OF HARASSMENT AND SEXUAL VIOLENCE.

In summary, it is the belief of Avalon School that employees conduct themselves in a professional manner. However, if harassment or sexual violence occurs, Avalon School is confident that the procedures outlined above will assist the employee in better understanding how to deal with this issue.

5. INTERNET USE

Staff must abide by the Internet, Computer, and Equipment usage policy (see attached).

Avalon School's internet and computers are intended for the use of serving our students and in conducting the School's business.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (see Section 3.12, Corrective Action).

6. TELEPHONE USE

Avalon School's telephones are intended for the use of serving our students and in conducting the School's business.

Personal usage during business hours is discouraged except for extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the school, employees must inform family members and friends to limit personal telephone calls during working hours.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (see Section 3.12, Corrective Action).

7. PUBLIC IMAGE

A professional appearance is important anytime that you come in contact with students, parents, and the general public. Employees should be well-groomed and dressed appropriately for our business and for their position in particular. Dress code is "business casual."

If the staff team occasionally designates "casual days," or approved special theme days, appropriate guidelines will be provided to you.

Consult the Personnel Team if you have any questions about appropriate school attire.

8. SUBSTANCE ABUSE

Avalon School is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and drugs of abuse have been established for all staff members, regardless of position, including both regular and temporary employees. The rules apply during working hours to

all employees of the School while they are on the School premises or elsewhere on School business/field trips.

The manufacture, distribution, possession, sale or purchase of controlled substances of abuse on School property is prohibited.

Being under the influence of illegal drugs, alcohol, or substances of abuse on School property is prohibited.

Working while under the influence of prescription drugs that impair performance is prohibited.

Consistent with the rules listed above, any of the following actions constitutes a violation of the Cooperative's policy of drugs and may subject an employee to disciplinary action, up to and including immediate termination.

Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia or attempting to or assisting another to do so, while in the course of employment.

Working or reporting to work, conducting School business or being on School property while under the influence of an illegal drug or alcohol, in an impaired condition, or having the appearance (odor on breath, slurred speech, etc..) of being under the influence.

So that there is no question about what these rules signify, please note the following definitions:

School Property: All School owned or leased property including vehicles, parking lots, and land.

Controlled substance abuse: Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act, as amended.

Drug: Any chemical substance including alcohol that produces physical, mental, emotional, or behavioral change in the user.

Drug paraphernalia: Equipment, a product, or material that is used or intended for use in concealing an illegal drug, or otherwise introducing into the human body an illegal drug or controlled substance.

Illegal drug:

- a. Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer.
- b. Any drug, including-but not limited to-a prescription drug, used for any reason, other than that prescribed by a physician.
- c. Inhalants used illegally.

Under the influence: A state of not having the normal use of mental or physical faculties resulting from the voluntary introduction into the body of an alcoholic beverage, drug, or substance abuse.

9. TOBACCO PRODUCTS

The use of tobacco is not permitted anywhere on the School's premises. Employees must follow all rules posted and adhere to all policies associated with this policy (see 3.14, Safety)

10. INTERNET USE

Employees are allowed use of the Internet and email when necessary to serve our students and conduct School business.

Employees may use the Internet when appropriate to access information needed to conduct business of the School. Employees may use email when appropriate for school correspondence.

Use of Internet must not disrupt operation of the School's computer network and use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

Internet messages are public and not private. Avalon School reserves the right to access and monitor all files and messages of its employees.

SECTION 5

WAGE AND SALARY POLICIES

1. WAGE OR SALARY CHANGES

See attached salary schedule.

Changes in wage will be determined on the basis of the school's financial status, adherence to policies and procedures, ability to meet or exceed duties of the job description and achievement of individual and/or school performance/development goals (see Section 3.10, Performance Review/Planning Sessions).

2. TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job(s) performing assigned duties.

The School does not pay for *extended* breaks or time spent on personal matters.

The time records are a legal instrument. Altering, falsifying, tampering with time records, or recording time on another team member's time record will result in disciplinary action, including termination of employment.

Authorized personnel will review time records each week. The payroll person or appropriate person must approve any changes to an employee's time record. Questions regarding the payroll should be directed to the payroll member at Avalon School.

Time Sheet – Non-exempt/hourly employees will be given instructions on how to record their time and instructions on what to do should a problem occur.

3. OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 per week at a rate of one and one-half times the non-exempt employee's regular hourly rate. Paid-Time-Off, personal time, holidays, or any other leave of absence will not be considered hours worked when calculating overtime.

All overtime work performed by an hourly employee must receive the administrative team's prior authorization. Overtime worked without prior authorization may result in disciplinary action. The payroll coordinator's signature/email on a time record authorizes pay for hours worked and overtime.

4. PAYDAYS

Salaried employees are paid on the 15th and last day of each month based on the agreed upon rate.

Hourly employees are also paid on the 15th and last day of each month based on the number of hours worked. Hourly employees are expected to submit their hours on the 10th and 25th of each month.

The first pay period of the month begins on the 1st of each month and ends on the 15th of the month. The second pay period of the months begins on the 16th of the month and ends on the last day of the month. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will usually receive pay on the day of operation before the weekend or holiday according to the Direct Deposit Electronic processing schedule.

Avalon School processes payroll through a direct deposit or paycheck system. Employees receive an "advice of deposit" or check stub indicating the paid hours and deductions.

SECTION 6

BENEFITS AND SERVICES

Avalon School offers a substantial benefits program for its full-time employees (see Definitions, Full-time, Section 2). However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

1. GROUP INSURANCE

Avalon School offers the following insurance programs for employees working 20 or more hours per week and employed for 30 days. For specific information regarding the plans *see the individual Summary Plan Description*.

HEALTH INSURANCE

This Plan is a fully insured medical plan. Coverage is subject to all terms and conditions of the Plan.

- Coverage begins on the first of the month following 30 days of employment
- Avalon School currently pays 100% of the employee's premium and provides its employees with: Health partners Open Access or Health Partners Health Savings Account. The amount of premium to be paid by the employee and the school will be determined each school year and is subject to change on February 1st, 2016 for the 2015-2016 school year.

DENTAL

- Coverage begins on the first of the month following 30 days of employment
- Avalon School offers its employees a dental plan by Delta Dental. The employee pays 100% of the employee's premium. The amount of premium to be paid by the employee and the school will be determined each school year.

VISION

- Avalon School provides VSP Vision Program to employees who elect coverage. The employee pays 100% of the premium. The amount of premium to be paid by the employee and the school will be determined each school year.

LIFE INSURANCE

Avalon School provides a Life Insurance benefit for all full-time (20 hours or more per week) employees. The School will cover 100% of the premium for a basic \$50,000 policy. Additional Dependent Life Coverage is available. The employee pays 100% of the premium. Coverage is subject to all terms and conditions of the Plan.

SHORT TERM DISABILITY INSURANCE

This plan provides for disability pay (approximately 60% of covered wage) after a 15 day absence due to illness or injury.

LONG TERM DISABILITY INSURANCE

This benefit plan provides for continuation of part of your income during a major illness or injury. The premium is paid by the employer. If an employee is unable to perform substantially all of his/her essential duties because of a physical or mental condition, illness or injury, for a period of more than 90 days, then long-term disability benefits may apply. See the Long-Term Disability Summary Plan Description for details.

The employee's portion of any premium deduction of health and disability insurance begins on the pay period prior to coverage start date. Premiums will be deducted on a pre-taxed basis.

This Manual does not contain the complete terms and/or conditions of any of Avalon's current insurance benefit plans. It is intended only to provide general explanations. If there is ever any conflict between the Manual and any documents issued by one of Avalon's insurance carriers, the carrier's guideline regulations will be regarded as authoritative.

2. COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Avalon School health plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Avalon School's group rates plus an administration fee. Avalon School provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Avalon School's health insurance plan. The notice contains important information about the employee's rights and obligations.

6.3 SOCIAL SECURITY/MEDICARE

Avalon School withholds income tax from all employees' taxable earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

1. TEACHERS RETIREMENT PLAN-TRA (Licensed Teachers Only)

All full-time, part-time, and temporary teachers contribute 7.5% of their gross income on a pre-tax basis to the Teacher's Retirement Plan and the employer matches the 7.5%. A teacher may also contribute an additional amount into the TSA Plan (see 6.6, Tax Sheltered Annuity Plan). The additional contribution is **not** matched by the employer.

2. PUBLIC EMPLOYEE RETIREMENT ASSOCIATION (Non-licensed Employees)

All full time, part-time, and temporary employees contribute 6.5% of their gross income on a pre-tax basis to the Public Employee Retirement Association (PERA) and the employer contributes 7.5% of the employees gross income. An employee may also contribute an additional amount into the TSA plan (see 6.6, Tax Sheltered Annuity Plan). The additional contribution is **not** matched by the employer.

3. TAX SHELTERED ANNUITY-TSA

The TSA plan provides an option for additional Tax Sheltered Annuities savings above the Teacher Retirement Plan (TRA) and Public Employment Retirement Association (PERA). Any amount the staff member contributes in this plan is **not** matched by the employer. The TSA plan is administered through Valic.

4. HOLIDAYS

Avalon Charter School observes the following eight (7) paid holidays per year for all employees:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Day
President's Day	Martin Luther King Jr's. Day
Labor Day	

If an employee has another day they would like to celebrate in lieu of one of the above notify the administrative team at time of hire for approval.

5. RECORD KEEPING

The assigned Personnel team member maintains Personal/Sick Leave Days earned and used. The Personnel Team will track leave used on the staff absent days google calendar. Each employee is responsible for verifying his/her available Personal/Sick Leave Days prior to taking the requested time off. An employee must consider the co-op's needs when making personal day requests. If an employee wants to use personal days during the first two weeks or last two weeks of the year or the day before or after a vacation day, the employee should request approval by personnel at least two weeks ahead of time.

6. EDUCATIONAL ASSISTANCE, TRAINING AND PROFESSIONAL DEVELOPMENT

Avalon School offers educational assistance programs to encourage personal development, improve job-related skills, and enhance an employee's ability to compete for reasonably attainable jobs. If you are interested, gather the information and contact the Learning Program for approval. The maximum amount per year will be set each year, and will be subject to modification or cancellation at any time without notice.

Educational Assistants who have worked at Avalon for three or more consecutive years are eligible to request up to \$500 of professional development funds each school year to be used toward paying for educational expenses and workshops.

7. FLEXIBLE SPENDING ACCOUNT PLAN

The Flexible Spending Account Plan is an employee benefit plan that offers participants a choice of where their benefit dollars will be spent. All premiums paid by the employee for group health insurance plans will be deducted on a pre-tax basis. Employees can also elect "flexible spending" for out-of-pocket medical expenses and dependant care on a pre-taxed basis. The plan year is September 1 through August 31. The amounts deducted for the flex plan are for services incurred during that plan year.

8. LEAVES OF ABSENCE

1. Personal/Sick Leave

All salaried full-time staff will earn 10 paid personal/sick leave days per year. Full-time staff working less than 40 hours will earn personal/sick leave days based on a percentage of time they work. (Example: If an employee works 60% time they will earn 6 personal/sick days per year.)

An EA who works 30 hours per week but works every day would be considered under the 1 FTE, but one full day off would be 6 hours instead of 8. Therefore, an EA who works 30 hours per week, would take 1 day off whenever they miss 6 hours or a ½ day when they miss 3 hours. All other full time staff would take 1 day when they miss 8 hours or a ½ day when they miss 4 hours.

Unused Leave days may accrue up to 30 days.

Staff will not be compensated for unused leave days at any time.

Staff may not use leave days to extend paid employment at Avalon.

Days carried over beyond the 10 days given each year should be considered "emergency" days, and

are to be used with personnel approval.

A request for medical leave of absence of more than three (3) consecutive days under this section shall be accompanied by a written doctor's statement outlining the condition of health and an estimated date for which the teacher is expected to be able to resume normal responsibilities. (See 6.10, #7 Child Care/Family Medical Leave)

2. **Voting**

Employees will be granted time-off on Election Day to vote in any statewide general election or to fill a vacancy in Congress. Employees are encouraged to vote prior to or after normal working hours if it is at all possible.

3. **Absences for Child's School Activities (Minnesota State Law)**

Under Minnesota Law regarding working-parent rights, every employee is entitled to take up to 16 hours unpaid leave a year to attend their children's school conferences, classroom activities, child care or other early childhood program. Employees may use vacation time. The employee should try to give his/her supervisor reasonable notice of the upcoming absence.

4. **Absences for Sick Child Care**

Under Minnesota Law regarding working-parent rights, if you work at least half time, you are allowed to use your accrued sick leave to care for your sick dependent child. Dependent child is defined the same as the Employer's Health Insurance Policy.

5. **Jury Duty**

An employee who has completed 90 days of employment and has been summoned for jury duty will be allowed time off with pay for jury duty. The employee will need to show evidence of selection and any fees received are to be given to the Employer except for allowance for transportation to and from jury duty.

The employee is expected to work as much of the regularly scheduled assigned day as possible when not actually on jury duty. You are required to work before and after jury duty if able to work a minimum of two consecutive hours. It is necessary for you to give the Employer as much advance notice as possible.

Employees who are already off work and receiving Disability Leave pay are not eligible to receive additional paid time due to serving on jury duty.

6. **Military Leave**

Time off *without pay* will be granted to employees who are required to report for military duty, including Reserve and National Guard duty. Disability Leave will be used during this time off.

7. **Child Care/Family and Medical Leave**

Child Care/Family Medical Leaves are to affirm Avalon School's commitment to children and families. This parenting/child care leave and family medical leave policy is hereby created to provide all staff with a clear understanding and interpretation of the use and administration of Minnesota Statutes (Parenting/Child Care Leave) and Federal Public Law (Family and Medical Leave Act)

Furthermore, the staff will provide its members with support and assistance in reviewing and selecting the most appropriate options available to them. For the purposes of this policy, "parent"

shall be an eligible staff member who is a natural or adoptive parent or guardian.

All leaves covered by this policy, except as provided for in Federal Law, Minnesota Statute and/or the school's Personal/Sick Leave policy shall be **unpaid** leave. The statutory leaves set forth benefits that must be provided to all staff members who are eligible for the leaves. Attached are the details of the statutory guidelines/procedures and the Request for Family Medical Leave Form to be prepared and submitted to the Personnel team for consideration.

Six-Week Leave

A staff member who does not qualify for leave under the Family Medical Leave Act (see below – 12 week leave) will be allowed up to a six week unpaid leave for birth or adoption of a child. The length of the leave shall be determined by the employee but may not exceed six weeks. The employee should request the leave at least 30 days in advance of the day the leave begins. Any insurance benefit will continue to be offered during the leave at the same rates/premiums as the normally are covered. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs.

#405

Revised: 12/13/2011

Avalon Leave Policy-policy as addition to Employee Handbook

If a staff member takes a Family Leave (as defined below) during the school year and is not able to return to work for the remainder of the year and plans to return the following year, the staff member may choose to be paid for the number of sick/personnel days accumulated up to 15 days or choose to have their sick/personnel days frozen until the following year. This benefit extends to all employees eligible for benefits. Family Leave defined:

- Birth of the staff member's child or partner's child.
- Placement of an adopted or foster child with the staff member or partner of a staff member.
- To care for the staff member's partner, son, daughter, or parent with a serious health condition.
- The staff member's serious health condition makes the person unable to perform the functions of the staff member's job.

Family Medical Leave Act (12 Week Leave)

Regular full-time staff members who have been employed by the School for at least 12 months and have worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave are entitled to a total of 12 work weeks of unpaid family or medial leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:

- Birth of the Staff Member's child;
 - Placement of an adopted or foster child with the staff member;
 - To care for the staff member's spouse, son, daughter, or parent with a serious health condition;
- and/or

- The staff member's serious health condition makes the person unable to perform the functions of the staff member's job.
1. For the purposes of this policy, "year" is defined as a rolling 12 month period measured backward from the date the staff member uses any leave.
 2. A "serious health condition" typically requires either inpatient care, an absence of 3 or more days for a serious health condition or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short term conditions for which treatment and recovery are very brief.
 3. Eligible spouses employed by the school are limited to an aggregate of twelve weeks of leave during any 12-month period for the birth or adoption of a child, the placement of a child for foster care or to care for a parent. This limitation for spouses employed by the school does not apply to leave taken by one spouse to care for the other spouse who is seriously ill, to care for a child with a serious health condition, or because of the staff member's own serious health condition.
 4. Depending on the type of leave, intermittent or reduced schedule leave may be granted at the discretion of the school site or when medically necessary. However, part-time staff members are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week.
 5. If a staff member requests a leave for a serious health condition of the staff member or the staff member's spouse, child or parent, the staff member will be required to submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
 6. Requests for leaves shall be made to the Site Administrative team. Staff members must give **30 days written notice** of a leave of absence where practicable. Staff members are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school site, subject to and in coordination with the health care provider.
 7. During the period of a leave permitted under this policy (which does not exceed a total 12 work weeks in the applicable 12 month period), the school will provide health insurance under its group health plan under the same conditions coverage would have been provided had the staff member not taken the leave. The staff member will be responsible for the payment of the staff member contribution to continue group health insurance coverage during the leave. A staff member's failure to make necessary and timely contributions may result in a termination of coverage.
 8. The staff member may be allowed to substitute earned paid Personal/Sick Leave for unpaid leave: the eligible PTO days must have been earned in the months prior to the implementation of the unpaid leave.
 9. Staff members returning from leave permitted under this policy (which does not exceed 12 weeks in the applicable 12-month period) are eligible for reinstatement in the same or equivalent position as provided by law. However, the staff member has no greater right to reinstatement of other benefits and conditions of employment if the staff member had been continuously employed during the leave.
 10. A staff member who does not return to work after leave or does not return for at least 30 working days, may, in some situations, be required to reimburse the school for the cost of the health plan premiums paid by it.
 11. The provisions of this policy are intended to comply with applicable law, including the Family and Medical Leave Act of 1993 (FMLA) and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by that ACT and/or applicable regulations. To

the extend that this policy is ambiguous or contradicts applicable law, that language of the applicable law will still prevail

Family Medical, Personal, and Sick Leave will not be used to extend vacations or employment at the school.

Extended Leave of Absence (1 school year):

The district (4075) shall provide a leave of absence for employees for one year according to the following provisions:

1. The school board must approve proposed leaves. One or two staff members per year may be granted leave depending on circumstances. In order to be granted a one-year leave, the employee must have five (5) years of continuous service with Avalon School.
2. Requests for such leave must be made as follows: leaves may only occur for a school year; staff must give notice of a leave by March 1 with approval by the board by March 30th.
3. While on leave, there will be no increased move on the salary schedule, although there will be no interruption of continuous career service.
4. While on leave, sick/personal days will not accrue, although all previously earned sick/personal days will be frozen. Health insurance benefits may be continued while on leave if the premiums are paid by the employee. If employee does not elect to pay premiums through the approved leave, the health benefits will be suspended until the employee resumes work at Avalon School.
5. Staff returning from a one-year leave of absence shall be returned to an equal position they held prior to the leave.
6. Any staff member on long-term leave must on or before March 1 commit to return or resign beginning the following school year.

Contact the appropriate Personnel Team member for the Leave Request Form.

SECTION 7

EMPLOYEE COMMUNICATIONS

1. STAFF MEETINGS

All full time staff are required to attend staff meetings that are held once per week at 7:45 am on Thursdays. These informative meetings allow employees to be informed about all aspects of the school. If staff is unable to attend the meeting, staff are expected to review the minutes.

2. STAFF EMAIL

Staff email provides employees access to important posted information and announcements. The employee is

responsible for reading necessary information posted via email.

3. **PROCEDURE FOR HANDLING COMPLAINTS**

Under normal working conditions, employees who have a job-related problem, question, or complaint should first discuss it with the appropriate person or school committee. We encourage employees to seek out mediation whenever necessary. Employees may contact any Personnel Team member for recommendations for mediation. At this level, employees usually reach the simplest, quickest, and most satisfactory solution. If mediation is unsuccessful, the employee may talk with the Personnel Team. The Personnel Team will either resolve the situation or, if not possible, may bring recommendations to the whole staff. At that time, a final decision will be made.

Appendix 1

Teacher	*cap at 10 years			
	15-16-BA	15-16-MA	15-16-MA +60	
1	\$32,285	\$33,941	\$37,252	
2	\$34,217	\$36,424	\$39,735	
3	\$36,148	\$38,907	\$42,629	
4	\$38,080	\$41,392	\$44,702	
5	\$40,011	\$43,874	\$47,185	
6	\$41,943	\$46,358	\$50,152	
7	\$43,874	\$48,842	\$52,152	
8	\$45,806	\$51,325	\$54,636	
9	\$47,737	\$53,807	\$57,673	
10	\$49,670	\$56,293	\$59,603	
11	\$51,601	\$58,775	\$62,086	
12	\$53,532	\$61,258	\$65,197	
13	\$55,463	\$63,074	\$67,052	
14	\$57,396	\$66,226	\$69,537	
15	\$59,326	\$68,709	\$72,719	
16-19	\$61,258	\$71,193	\$74,504	
20-25	\$63,192	\$73,677	\$76,988	
Office Manager	*Cap at 10 years			
	AA	BA	MA	
1	\$24,558	\$27,318	\$30,618	
2	\$25,938	\$29,250	\$32,550	
3	\$27,318	\$31,182	\$34,482	
4	\$28,698	\$33,112	\$36,412	
5	\$30,077	\$35,045	\$38,345	
6	\$31,457	\$36,976	\$40,276	
7	\$32,837	\$38,908	\$42,208	
8	\$34,216	\$40,838	\$44,138	

9	\$35,596	\$42,771	\$46,071
10	\$36,976	\$44,702	\$48,002
11	\$38,355	\$46,634	\$49,934
12	\$39,735	\$48,566	\$51,866
13	\$41,115	\$50,497	\$53,797
14	\$42,494	\$52,429	\$55,729
15	\$43,874	\$54,361	\$57,661
16-20	\$45,254	\$56,293	\$59,593
20-25	\$46,633	\$57,946	\$61,246
Educational Experience (hourly)	*Cap at 10 years		
	AA	BA	MA/License
1	\$15.03	\$16.08	\$17.13
2	\$15.55	\$16.60	\$17.65
3	\$16.08	\$17.13	\$18.28
4	\$16.60	\$17.65	\$18.81
5	\$17.13	\$18.18	\$19.33
6	\$17.65	\$18.81	\$19.86
7	\$18.18	\$19.33	\$20.38
8	\$18.81	\$19.86	\$20.91
9	\$19.33	\$20.38	\$21.43
10	\$19.86	\$20.91	\$21.96
11	\$20.38	\$21.43	\$22.48
12	\$21.96	\$21.86	\$23.01
13	\$21.43	\$22.48	\$23.54
14	\$21.96	\$23.01	\$24.16
15	\$22.48	\$23.54	\$24.69
16-20	\$23.01	\$24.16	\$25.21
20-25	\$23.54	\$24.79	\$25.75

Appendix 2

Avalon School Benefits Package 2015-2016

Below is a short description of each benefit as detailed in the contracts with each provider. You need to refer to the summary plan description for specific information on the plans. Full-time employees working 20 hours or more a week are eligible for these benefits following 30 days of employment and the first of the month. Benefits are subject to change upon our renewal date of February 1, 2016

Benefits

Retirement Plans

Teacher's Retirement Association (TRA)

This is a defined benefit plan providing coverage to Minnesota educators. Licensed teachers deduct 7.5% of their gross wages and Avalon School will match with 7.5%

Public Employee Retirement Association (PERA)

This is a defined benefit plan providing coverage to Minnesota public employees. This covers all non-licensed employees at Avalon School. Non-licensed employees deduct 6.5% of their gross wages and Avalon School contributes 7.5% of the employee's gross wages.

Tax Sheltered Annuity (TSA)

Licensed Teachers and non-licensed employees may contribute an additional amount above the TRA or PERA deduction into a Tax Sheltered Annuity. 403(b) However, Avalon School will not match this amount.

Short Term Disability (STD) and Long Term Disability (LTD)

You are eligible the 1st of the month following one month of employment. After a disability period of 14 days the benefit pays up to 60% of your monthly pay. If the disability continues after 90 days then Long Term Disability starts and continues to pay 60% of your monthly pay subject to a maximum of \$5,000 per month.

Short Term Disability Rates and Long Term Disability Rates: Avalon School covers the premium.

Life, Accidental Death and Dismemberment Insurance

\$50,000 of Life Insurance is provided for all full-time employees (this includes Accidental Death and Dismemberment). This insurance is provided through UNUM.

Optional Life Insurance for Dependents.

Dental Insurance

Coverage for dental care is provided by Delta Dental. Dental Coverage is paid for by the employee. Optional dental coverage is also available for Dependents.

Health Insurance

Coverage for Health Care is provided through Health Partners. Avalon School offers employees a choice of health plans including Health Partners Open Access Choice deductible plan or a Health Savings Account. Health Coverage is paid for by Avalon School for the employee. Optional health insurance is available for Dependents.

Flexible Spending Account

Avalon School has established the Flexible Spending Account Plan to allow you to use before-tax dollars (Federal and State Income Tax and Social Security Tax) to pay for certain out-of-pocket expenses not covered by other employer-sponsored insurance. Avalon School offers employees a Medical and/or Dependent Day Care Expense Reimbursement.

To participate in the Flexible Spending Account, employees elect an amount that you would like deducted on a pre-tax basis. You turn in your receipts and are reimbursed from your flex account. This will save you tax dollars. Please note that you must turn in a receipt for reimbursement and will not get the money returned if it is not used. Only deduct what you know will be used during the year.

Additional Employer Costs:

Workers Compensation TBD

Social Security/Medicare (7.65%)

State Unemployment Tax (.21%)

Appendix 3

AVALON DISTRICT NO. 4075

INTERNET, COMPUTER AND EQUIPMENT USAGE POLICY

I. INTRODUCTION

The Internet offers a wealth of information resources for employees and students of Avalon District No. 4075 ("District"). Like any tool, the Internet may be misused. Although there are many valuable resources on the Internet that can improve the services and productivity of the District, there are many forms of inappropriate material that are unrelated to the educational purpose of the District. Proper use of the District's Internet access and computer use is the responsibility of the individual user. Misuse of the Internet, computer or equipment may lead to revocation of the employee, student or agent's Internet access and possible discipline, including suspension, expulsion, loss of credit, reduction of grade or discharge and/or criminal prosecution.

II. SCOPE

This policy shall apply to all users of the District's Internet access, computers and equipment, including but not limited to students, faculty, administrators, support staff, agents and board members. This policy shall apply to the use of the District's Internet access provided by any means.

III. SYSTEMS/PROPERTY RIGHTS

The information, communication, processing, and storage resources provided by the District are the sole property of the District. Files, data, and other communication created, originating from, or stored on the District's hardware, software, computer disks or other electronic systems are also the property of the District. Equipment and software leased from others by the District are considered the District's property for the purposes of this policy. The District's ownership and control over its systems shall apply regardless of how and where a user accesses the District's systems.

IV. Privacy

The District can and will inspect information and files stored, processed, or communicated by or through its information systems without further notice to users. Users of the District's computers, equipment and Internet access through the District shall have no expectation of privacy related to such use.

V. UNACCEPTABLE USE

All District systems, equipment and Internet access must be used for business-related and/or educational purposes.

Limited Personal Use Exception for Employees: De minimis personal use by employees during non-duty hours may be authorized in advance by their supervisor upon written request. Personal use of a more substantial nature (e.g. masters degree thesis, etc.) may be authorized by the Staff upon written request.

Users shall not use the District's computers, equipment, internal or external E-mail or Internet access for any of the following purposes:

1. To access, upload, download, transmit, receive or distribute pornographic, Obscene, abusive, or sexually explicit materials of any type
2. To transmit or receive obscene, abusive or sexually explicit language or profanity.
3. To violate any local, state or federal law or engage in any type of illegal activities.
4. To vandalize, damage or disable the property of another person or organization.
5. To access the materials, information or files of another person or organization without permission.
6. To violate any applicable state, federal and international copyright, trademark or intellectual property laws and regulations or otherwise use another person or organization's property without prior approval or proper attribution consistent with copyright laws, including unauthorized downloading or exchanging or pirated or otherwise unlawful software or copying software to or from any District computer.
7. To engage in any form of gambling.
8. To engage in any type of harassment or discrimination, including but not limited to sexual harassment and harassment or discrimination based upon race, gender, sexual orientation, religion, national origin, marital status, status with respect to public assistance, disability or any other type of harassment or discrimination prohibited by law and District policy.
9. To engage in any type of commercial enterprise unrelated to the specific purposes and needs of the District.
10. To engage in any form of solicitation without the consent of their supervisor/teacher.
11. To promote any political or private causes, or other activities that are not related to the business purpose of the District.
12. To enter into financial or contractual obligations without the prior express written consent of the Board. Any financial or contractual obligation entered into by a user without the express prior consent of the Board shall be the sole responsibility of the user.
13. To review or access any materials related to obtaining or using any controlled substances or products such as alcohol which may not lawfully be used or consumed by minors, without the express written permission of their supervisor/teacher.
14. To advocate or access information advocating any type of unlawful violence, vandalism or illegal

activity, without the express prior written consent of their supervisor/teacher.

15. For employees to engage in job search activities outside of the District.

VI. ACCESS RULES

1. Users shall not use any Internet access or service provider other than the access or service provider that is supplied and made available to the user by the District.

2. Users shall only use software, including but not limited to E-mail applications and web browsers, that is supplied by the District.

3. Employee users shall not install hardware or software on the District's systems without the express prior permission of their supervisor. Students may not install hardware or software.

4. Users shall not access, modify, or delete the files belonging to other users. Users shall use only the user names provided by the District.

5. Users may not receive E-mail with attached files or enclosures greater than two megabytes in size without the permission of their immediate supervisor/teacher. Users may not forward E-mail chain letters. Users may not subscribe to receive E-mail from news groups or list services without the permission of their immediate supervisor/teacher.

6. FTP(File Transfer Protocols)

a. Users shall not open files received from the Internet without first conducting a virus scan of the file.

b. Users shall not transfer files using the District's Internet access without the approval of the District.

7. All use of the computers, equipment and Internet access of the District shall be in compliance with all other District policies.

8. Student Access shall be subject to such additional rules, limitations and conditions as may be set by their instructor(s).

9. Employee Access shall be subject to such additional rules, limitations and conditions as may be set by their supervisor(s).

VII. SECURITY

Every user must maintain the security of the District information systems. Users shall not divulge passwords or security protocols to anyone outside the District.

Users shall not permit non-employees/unauthorized users to use their passwords or the District's Internet access.

E-mail communications are vulnerable to interception. Confidential information shall not be transmitted via E-mail.

VIII. ENFORCEMENT

Violations of this policy shall result in discipline up to and including discharge, suspension, expulsion, loss

of credit and/or reduction of grade. Additionally, violations of this policy may subject the violator to criminal prosecution under federal and/or state law and civil liability. The District reserves the right to limit or remove any user's access to the District's Internet access at any time for any reason.

IX. DISCLAIMER/USER LIABILITY

1. While the District has adopted and shall enforce this policy to the extent practicable, it does not have the resources or technical capability to ensure complete compliance by its users, who shall be responsible for following the terms of this policy.
2. The District shall not assume and hereby expressly disclaims liability for the misuse of its computers, equipment or Internet access, which violates this policy or any law.
3. The District expressly disclaims any liability resulting from any of the following:
 - a. Financial obligations resulting from the use of the District accounts to access the Internet or any other financial obligation entered into on behalf of the District by an unauthorized individual;
 - b. Damage to property used to access District computers, networks, equipment or online resources;
 - c. Information received through District computers, equipment, online resources or networks.
 - d. Damages, injures or improper communications resulting from contact between individuals, including students, through the Internet, E-mail or use of District equipment, computers or systems.

X. INTERNET USE AGREEMENT

All users of the District's Internet Access must read this policy and agree to the terms of the applicable District Internet, Computer and Equipment Use Agreement as indicated by their signature on the applicable Use Agreement. (Student sign a separate agreement). The Agreement signed by each user shall be kept in the personnel file and/or student file of each user.

XI. LAPTOP USE POLICY

Students are allowed to bring laptop computers from home and use them during the school day. Non-Avalon computers are not allowed to connect to our network (wirelessly or otherwise) without the permission of advisor and parent, and must sign the wireless internet agreement. Student laptops cannot be stored at Avalon overnight. Avalon is not responsible for theft or damage to laptops by/from students. Avalon staff is prohibited from performing maintenance on student laptops (except for installing District monitoring software). Parent and advisor permission is required on a separate form to use a laptop at school, and either party can revoke this privilege at any time. Laptops will have monitoring software installed on them. Student laptops may be brought to seminars with instructor permission.

During the school day a student laptop shall be considered District equipment and is subject to the stipulations contained in this document.

XII. DISTRICT SAFETY TRAINING

Students will participate in annual District safety training as it pertains to Internet safety, including appropriate online behavior, interacting with other individuals on social networking sites and chat rooms, and cyberbullying

awareness and response.

Staff will be trained annually in Internet safety, including appropriate online behavior, interacting with other individuals on social networking sites and chat rooms, and cyberbullying awareness and response, and will train students as appropriate.

Appendix 4

Job Descriptions

High School Advisor (Gr. 9 – 12)	Pg. 35
Middle School Advisor (Gr. 7 – 8)	Pg. 36
High School Math Advisor	Pg. 37
Language Advisor (part time)	Pg. 38
Special Education Coordinator/Teacher	Pg. 39
Special Education Assistant (EA)	Pg. 40
Program Coordinator (Carrie)	Pg. 41
Program Coordinator (Gretchen)	Pg. 43
Office Manager	Pg. 43
Social Worker	Pg. 44
Middle School Math Advisor	Pg. 45
Program Coordinator (Tim)	pg. 46
Personnel	pg 48

High School Advisor (Grades 9 – 12) Job Description

- Be a self-starter and be resourceful
- **Be an owner of the Avalon coop; actively participate in and support cooperative decisions**
- Apply a dedicated work ethic, willing to help and take on additional duties as needed
- Support mission of the school: “Avalon School prepares students for college and for life in a strong nurturing community that inspires active learning, engaged citizenship, and hope for the future.”
- Write and follow a professional development plan
- **Responsibility with Students**
 - Maintain paperwork for all advisees (Project Foundry, Transcripts, Project Proposals, Suspension Records)
 - Attend Project Proposal meetings
 - Mentor independent projects
 - Meet with advisees frequently to assess progress
 - Monitor student behavior and redirect students who need it
 - Maintain advisory as a safe, respectful environment that cultivates learning
 - Aid students in creating short and long-term goals
 - Work with advisees to develop project and time management skills necessary to be successful at Avalon
 - Maintain the school and advisories as a respectful learning community and an environment that cultivates learning
 - Advise students about projects, seminars, and grad standards
 - Encourage appropriate behavior, communication and conflict resolution
 - Assess papers and reports
 - Prepare and send evaluation packets in a timely manner
 - Meet deadlines
 - Attend IEP meetings and coordinate services with Special Education staff
 - Write letters of recommendation for colleges, programs, and scholarships and send college application information (transcripts, GPA, etc.) to the appropriate institutions.

- **Participate in Q-Comp meetings, observations, etc.**
- **Prepare for and lead a bookclub/Problem of the Week with students**
- **Responsibility with Parents**
 - Coordinate parent conferences
 - Communicate with parents and serve as their main contact with the school
 - Keep a phone log and meeting notes
- **Responsibility with Community**
 - Help find community contacts
 - Attend open houses when appropriate for prospective students, assist with recruiting efforts
 - Attend presentation nights when appropriate and preview all presentations from your advisory prior to presentation night
 - Help prepare school spaces for open houses, presentation nights, etc. and help keep the school clean each day
 - Present yourself in a professional manner, speaking positively of Avalon, especially in the community
- **Administrative Responsibilities**
 - Create, enforce, and revise school policy
 - Attend all staff meetings; facilitate and take notes on a rotating basis
 - Record daily attendance in the a.m. & p.m. and report to office manager on a regular basis; contact parent when a student is absent (recording message in phone log)
 - Be a member of at least one administrative committee; duties run twelve months long
 - Support other advisors
 - **Be present each schedule day for the entirety of your contracted time**
 - **Supervise lunch in the cafe along with other staff members**
 - **Communicate workload to colleagues in order to balance administrative, teaching, and advising roles**
- **Content Responsibilities**
 - Plan, organize, and teach one seminar each block (except in the case of the instruction of foreign languages or when job description specifies otherwise); on average be out of advisory for seminars no more than five hours per week
 - Order materials and find resources
 - Act as a content support specialist and resource to advisors and students in your specific areas of expertise.
- **Ethics:**
 - Maintain confidentiality of all information regarding students.
 - Report suspected child abuse according to the law, policies, and procedures.

Middle School Advisor (Grades 6 – 8) Job Description:

- Be a self-starter and be resourceful
- **Be an owner of the Avalon coop; actively participate in and support cooperative decisions**
- Apply a dedicated work ethic, willing to help and take on additional duties as needed
- Support mission of the school: “Avalon School prepares students for college and for life in a strong nurturing community that inspires active learning, engaged citizenship, and hope for the future.”
- Write and follow a professional development plan
- **Responsibility with Students**
 - Maintain paperwork for up all students in your advisory (Block Reports, Suspension Records)
 - Meet with advisees and other students frequently both in and out of classes to assess progress
 - Aid students in creating academic and non-academic short and long-term goals
 - Work with students to develop project and time management skills necessary to be successful at Avalon
 - Work with students to develop self-control and self-advocacy

- Maintain the school as a respectful learning community and an environment that cultivates learning
- Advise students about classes, projects, and school/state requirements
- Encourage appropriate behavior, communication and conflict resolution
- Create behavior plans with students and families as necessary
- Assess assignments, papers, and reports
- Prepare and send progress reports and block reports in a timely manner
- Meet deadlines
- **Participate in Q-Comp meetings, observations, etc.**
- **Responsibility with Parents**
 - Coordinate parent conferences
 - Communicate with parents and serve as their main contact with the school
- **Responsibility with Community**
 - Help find community contacts
 - Attend open houses when appropriate for prospective students, assist with recruiting efforts
 - Attend Avalon events and support Avalon sponsored groups and/or activities
 - Help prepare school spaces for open houses, etc.; help keep the school clean each day
 - Present yourself in a professional manner, speaking positively of Avalon, especially in the community
- **Administrative Responsibilities**
 - Create, enforce, and revise school policy
 - Attend all staff meetings; facilitate and take notes on a rotating basis
 - Record daily attendance in the a.m. and report to office manager on a regular basis; contact parent when a student is absent
 - Be a member of at least one administrative committee; duties run twelve months long
 - Support other advisors
 - **Be present each schedule day for the entirety of your contracted time**
 - **Supervise lunch time in the cafe with other staff members**
 - **Communicate workload to colleagues in order to balance administrative, teaching, and advising roles**
- **Content Responsibilities**
 - Plan, organize, and teach three to four classes each block (part time staff teach a minimum of one class each block) using the Minnesota State Academic Standards as a reference for each class.
 - Mentor independent projects
 - Maintain paperwork for each class, including attendance, grades, and behavior.
 - Communicate with other staff and parents regarding the content of each class.
 - Work with other staff to create interdisciplinary projects and classes.
 - Order materials and find resources
 - Act as a content support specialist and resource to advisors and students in your specific areas of expertise.
- **Ethics:**
 - Maintain confidentiality of all information regarding students.
 - Report suspected child abuse according to the law, policies, and procedures.

High School Math Advisor/Teacher Job Description

- Be a self starter and be resourceful
- **Be an owner of the Avalon coop; actively participate in and support cooperative decisions**
- Apply a dedicated work ethic, willing to help and take on additional duties as needed
- Support the mission of the school: “Avalon School prepares students for college and for life in a strong nurturing community that inspires active learning, engaged citizenship, and hope for the future.”
- Write and follow a professional development plan.

Responsibilities with students

- Plan lessons, assignments, and assessments for Algebra I, Geometry, Algebra II, and Advanced Topics/Pre-Calculus.
- Be aware of the MN State graduation standards for 9 – 12 math and vary activities to reflect those standards.
- Maintain paperwork/grades and provide feedback for students in each class.
- Manage a classroom to create a healthy group learning environment.
- Keep advisors, Special Education supervisors, students and parents informed about problems/issues facing students in math class.
- Fully introduce new material and give the students opportunities to practice new skills before being tested on it.
- Give students who are not grasping the material extra help on homework assignments, and by giving them extra materials to improve their skill.
- Work with math students' advisors to help reinforce appropriate advisee behavior and effort and to foster advisee success in math seminars and elsewhere at school.
- Supervise and finalize projects with students who are working on math independently.
- Encourage appropriate behavior, communication, and conflict resolution.
- Assess homework, projects, and homework assignments.
- Meet deadlines.
- Participate in Q-Comp meetings and observations
- Prepare for and lead a book club/**Problem of the Week** with students

Responsibilities with parents

- Communicate with parents about their students' performance in math class.
- Attend conferences when requested by parents and/or advisors.

Responsibilities with Community

- Attend Open Houses, assist with recruiting.
- Attend presentation nights when needed.
- Present your self in a positive manner, speaking positively about Avalon School, especially in the community.

Administrative responsibility

- Attend all staff and learning program (LP) meetings; facilitate and take notes on a rotating basis.
- Track attendance in seminars and contact advisor if a problem arises with attendance.
- Create, enforce, and revise school policy.
- Be present each schedule day for the entirety of your contracted time
- Supervise lunch in the cafe along with other staff members
- Communicate workload to colleagues in order to balance administrative and teaching roles

Other responsibilities

- Order necessary materials/find resources
- Act as a content support specialist and resource to advisors and students doing math related projects.

Ethics

- Maintain confidentiality of all information regarding students
- Report suspected child abuse according to the law, policies, and procedures.

Language Advisor (part time) Job Description:

- Be a self starter and be resourceful
- Be an owner of the Avalon coop; actively participate in and support cooperative decisions
- Apply a dedicated work ethic.
- Support the mission of the school: "Avalon School prepares students for college and for life in a strong nurturing community that inspires active learning, engaged citizenship, and hope for the future."
- Write and follow a professional development plan.

Responsibility with Students

- Plan lessons for Spanish I, II, and III for grades 7-12
- Be aware of the ACTFL standards of Language Acquisition and vary activities to reflect those standards.
- Maintain paperwork/grades for students in each class.
- Manage a classroom to create a healthy group learning environment.
- Keep students and parents in the know about problems/issues facing students in Spanish class.
- Fully introduce new material and give the students opportunities to practice new skills before being tested on it.
- Give students who are not grasping the material extra help on homework assignments, and by giving them extra materials to improve their skill.
- Work with the students advisors to keep them in line and caught up in the seminar.
- Encourage appropriate behavior, communication, and conflict resolution.
- Assess homework, projects, and homework assignments.
- Meet deadlines.

Responsibility with Parents

- Communicate with parents about their students' performance in Spanish class.

Responsibility with Community

- Present yourself in a positive manner, speaking positively about Avalon School, especially in the community.

Administrative Responsibilities

- Attend all staff meetings as stated in contract
- Track attendance in seminars and contact advisor if a problem arises with attendance.
- Create, enforce, and revise school policy.
- Be present each schedule day for the entirety of your contracted time.

Content Responsibilities

- Order necessary materials/find resources
- Act as a content support specialist and resource to advisors and students doing Spanish related projects.

Ethics

- Maintain confidentiality of all information regarding students
- Report suspected child abuse according to the law, policies, and procedures.

Special Education Coordinator/Teacher Job Description

- Be a self-starter and be resourceful
- Be an owner of the Avalon coop; actively participate in and support cooperative decisions
- Apply a dedicated work ethic, willing to help and take on additional duties as needed
- Support mission of the school: "Avalon School prepares students for college and for life in a strong nurturing community that inspires active learning, engaged citizenship, and hope for the future."
- Write and follow a professional development plan

Content Responsibilities

- Hold meetings for initial and annual IEP planning.
- Hold meetings for initial and three-year evaluation planning.
- Do testing for the evaluations as determined by the planning meeting.
- Plan and implement learning program as determined by the IEP.
- Develop a behavior plan and assist students and teachers with implementation of plan.
- Work with transition areas of IEP's to help seniors develop a post-secondary plan.
- Create and monitor content modifications, working with regular education teachers and seminar instructors.
- Order and maintain teaching materials.

- Attend workshops to stay abreast of changes in special education services.

Responsibility with Students

- Provide direct and indirect service to students
- Meet with students on your caseload frequently both in and out of classes to assess progress
- Aid students in creating academic and non-academic short and long-term goals
- Work with students to develop project and time management skills necessary to be successful at Avalon
- Work with students to develop self-control and self-advocacy
- Maintain the school as a respectful learning community and an environment that cultivates learning
- Advise students about classes, projects, and school/state requirements
- Encourage appropriate behavior, communication and conflict resolution
- Meet deadlines

Responsibility with Parents

- Provide consultation to parents/guardians.
- Send quarterly progress reports to parents/guardians.
- Communicate with parents and families regularly and as indicated by the IEP team and under the direction of the special education teacher(s). Document such communication.

Responsibility with Community

- Develop and maintain positive relationships with special education and non-special education students.
- Help find community contacts
- Attend open houses when appropriate for prospective students, assist with recruiting efforts
- Attend Avalon events and support Avalon sponsored groups and/or activities
- Help prepare school spaces for open houses, etc.; help keep the school clean each day
- Present yourself in a professional manner, speaking positively of Avalon, especially in the community.

Administrative/SpEd Team Responsibilities

- Maintain and keep due process files up to date.
- Prepare special education reporting data for state and financial reimbursement purposes.
- **Facilitate Child Study/Find team and provide short-term pre-referral consultation to general education instructors and to advisors.**
- Supervise and coordinate services provided to special education students by working with the school's social worker, psychologist, and educational assistants.
- Train, provide orientation for, supervise, and mentor educational assistants.
- Establish daily schedule for educational assistants.
- Provide consultation to staff.
- Communicate with staff, students, and parents/guardians as to progress being made. Attend parent conferences whenever possible.
- Create, enforce, and revise school policy.
- Attend and participate in weekly school meetings, including Learning Program and all staff meetings; facilitate and take notes on a rotating basis. Attend other school meetings on an as-needed basis.
- Be a member of at least one administrative committee; duties run twelve months long.
- Support other advisors.
- Be present each schedule day for the entirety of your contracted time.
- Supervise lunch in the cafe with other staff members.
- Communicate workload to colleagues in order to balance administrative, teaching, and case-management roles.
- Provide in-service to staff on an as-needed basis.

Ethics:

- Maintain confidentiality of all information regarding students.
- Report suspected child abuse according to the law, policies, and procedures.
- Provide accurate information about a student only to those who have the right to know (e.g. team members).

Special Education Assistant (EA) Job Description

- Be a self-starter and be resourceful
- Be an owner of the Avalon coop; actively participate in and support cooperative decisions
- Apply a dedicated work ethic, willing to help and take on additional duties as needed
- Support mission of the school: “Avalon School prepares students for college and for life in a strong nurturing community that inspires active learning, engaged citizenship, and hope for the future.”
- Write and follow a professional development plan.
- Be present each scheduled day from 9:00am to 3:40pm, unless otherwise negotiated. Upon arrival at school, check in with the Special Education teacher

Responsibility with Students

- Provide academic and behavioral support, as well as supervision, in both group and one-on-one settings as defined by each student’s Individualized Education Plan (IEP) and under the direction and supervision of the special education teacher(s).
- Read all IEPs of students on workload in order to provide academic and behavioral support.
- Supervise groups of students in the resource room when necessary.
- Circulate in the classroom to provide behavioral supports where needed as determined by the special education teacher(s) and/or general education teachers.
- Enforce class and school rules as listed in staff handbook.
- Help students develop/self-monitor organization skills as determined by the IEP and special education teacher(s).
- Facilitate appropriate social interactions among students.
- Ensure safety of all students, staff, and visitors in the school.

Administrative/SpEd Team Responsibilities

- Work with the special education teacher(s) and special education director for initial and on-going training and meetings throughout the year.
- Meet with the team as scheduled/directed.
- Communicate with parents and families as indicated by the IEP team and under the direction of the special education teacher(s). Document such communication.
- Participate in team meetings by contributing appropriate information, ideas, and assistance as determined by the special education teacher.
- Attend all staff meetings on time and facilitate on a rotating basis with the rest of the staff; staff meetings start at 7:45am.
- Check school email on a daily basis.

Responsibility with Community

- Help find community contacts
- Help prepare school spaces for open houses, etc.; help keep the school clean each day
- Present yourself in a professional manner, speaking positively of Avalon, especially in the community

Ethics

- Maintain confidentiality of all information regarding students.
- Report suspected child abuse according to the law, policies, and procedures.
- Provide accurate information about a student only to those who have the right to know under the direction of the special education teacher(s) (e.g. team members).

Program Coordinator Job Description(Carrie)

- Support mission of the school: “Avalon School prepares students for college and for life in a strong nurturing community that inspires active learning, engaged citizenship, and hope for the future.”

- Be an owner of the Avalon coop; actively participate in and support cooperative decisions
- Attend appropriate training to support administrative responsibilities.
- Attend weekly staff meetings; facilitate and take notes on a rotating basis.

Compliance:

- Ensure compliance with the legal requirements of government regulations and agencies.
- Complete reports for the Minnesota Department of Education.
- Obtain Licensure Waivers. Review staff licenses.
- Complete/update STARS report
- Help as needed with Special Education Compliance. Attend meetings as needed.
- Participate in conferences and stay up to date on Minnesota Department of Education updates/news.
- Work with Administrative team to follow the AdvancEd accreditation process/review.
- Oversee contract with Novation Educational Opportunities.
- Maintain the educational standards established by Novation Educational Opportunities and by those agencies that examine the school

Business Management Support:

- Work with Business Manager on Banking, Loans, Benefit Programs, and Contracted Services.
- Work with Business Manager on SERVVS Budget as needed.
- Meet with business manager to review budget and ongoing financial needs.

School Board:

- Prepare and email board packet with agenda.
- Meet with Board Chair as needed.
- Maintain Avalon School policy book. Review policies.

Community/Outreach:

- Assist community volunteers.
- Plan, coordinate and host visitors to our school.
- Maintain relationships with MACS, Education Evolving, and EdVisions to support innovative education and Avalon School.

Provide support for the Avalon community by staffing the office for sections of each week.

- Support emergencies
- Supervise ISS when needed

504 Coordinator

- Work with Advisors to identify students.
- Communicate and maintain a list of 504 students.
- Attend meetings and create 504 plans with the team.

Human Rights Coordinator/Safe Schools Contact:

- Hear and investigate complaints regarding harassment and/or discrimination at Avalon. Create an appropriate and timely response as outlined in Avalon School Harassment/Discrimination Policies.
- Investigate incidents of Bullying

Student Groups:

- Participate as an Advisor to Congress
- Assist students in creating new Avalon laws and revisions to the Constitution.
- Participate on Senior Committees.

Content Responsibilities/Teaching/High School Advisor:

- Plan, organize, and teach one seminar during 2 of 4 blocks.
- Act as a content support specialist and resource to advisors and students in your specific areas of expertise.
- Share an Advisory. See Advisor duties.

Human Resources paperwork:

- Create and maintain Letters of Agreements with all Avalon School employees and contracted staff/resources as

necessary.

- Submit payroll to Business Manager.
- Maintain the human resources paperwork/personnel file for each employee and submit paperwork to Business Manager.
- Attend Human Resources training as needed.
- Work with business manager to create budget for salaries and contracted employees.
- Help with the Personnel Committee on an as needed basis regarding salaries and payment. Help determine hiring needs with recommendations from the staff and place hiring ads.

Ethics:

- Maintain confidentiality of all information regarding students.
- Report suspected child abuse according to the law, policies, and procedures.

Prospect Creek Grant

- Support learning for Leadership Charter School one day per week. Meet requirements of Prospect Creek Grant outlined in the Memorandum of Understanding
- Report updates to Avalon School Board, Funders, and Learning for Leadership School Board

High School Advisor (Grades 9 – 12) + GRANT Job Description (Gretchen)

ADDED FOR GRANT PURPOSES

Enrollment:

- Communicate with and track potential students and their families
- Coordinate tours and student shadows with Office Manager
- Maintain School Admin as needed for enrollment.

Community/Outreach

Plan, coordinate and host visitors to our school.

- Maintain relationships with MACS, Education Evolving, and EdVisions to create student involvement in promoting innovative education and Avalon School.

Provide support for the Avalon community by staffing the office for sections of each week.

- Deal with emergencies
- Supervise ISS when needed

Content Responsibilities/Teaching/High School Advisor (See Job Description):

- Plan, organize, and teach one seminar during 2 of 4 blocks.
- Act as a content support specialist and resource to advisors and students in your specific areas of expertise.
- Share an Advisory. See Advisor duties.

Office Manager Job Description

- Be a self-starter and be resourceful
- Be an owner of the Avalon coop; actively participate in and support cooperative decisions
- Apply a dedicated work ethic, willing to help and take on additional duties as needed
- Support mission of the school: “Avalon School prepares students for college and for life in a strong nurturing community that inspires active learning, engaged citizenship, and hope for the future.”
- Write and follow a professional development plan.
- Attend weekly staff meetings; facilitate and take notes on a rotating basis.
- Be present each schedule day for the entirety of your contracted time.

Ethics:

- Maintain confidentiality of all information regarding students.
- Report suspected child abuse according to the law, policies, and procedures.

Office Functions:

- Timely and accurately report MARSS data (monthly).
- Answer phone, sort correspondence, sort and distribute mail, order office supplies and furniture for school staff, and maintain office equipment which includes copier, printer and postage meter (daily).
- Coordinate and maintain bus transportation for students for the school year (maintain enrollment forms for students, order bus passes for students, order temporary, rush, and non-rush passes). Provide bus passes for field trips and order buses for field trips as needed.
- Serve as the school Certified Food Service Manager.
- Monitor and greet visitors at the front door and escort visitor to appropriate staff or students (daily).
- Send out mailings (such as summer packets, community and family correspondences, conference packets, and school newsletter).
- Serve as part of the Administrative Team.
- Complete projects for staff as needed.
- Calculate deposits, create deposit forms and bank deposit slips, and sign off on bank deposits. Collect funds and distribute receipts.
- Post mail daily; monitor the postage meter and refill as needed.
- Write purchase orders and mail invoices as needed.
- Maintain file for PSAT and SAT student scores in the main student files.
- Maintain files for staff workshops and educational opportunities.
- Administer Medication, Coordinate with Nurse and Families Regarding Medication
- Attend professional development for MARSS data updates.
- Issue keys for new staff and monitor keys for all staff.
- Monitor facility needs and communicate facility issues with building manager.
- Communicate cleaning issues to cleaning team.
- Maintain single stall bathroom key.

Student Record Functions:

- Create student database and emergency contacts and maintain accurate data during the school year.
- Use JMC software for MARSS data for state reporting.
- Receive student records and transcripts, record grad. standards, record basic test scores, create and maintain student cumulative folders (during the school year). Use Project Foundry for some of these tasks.
- Send out transcripts, MCA test scores, etc. (during the school year).
- Send requests for school records such as basic standards test scores, grades, and MARSS numbers.

SchoolAdmin Maintenance:

- Maintain SchoolAdmin online registration portal
- Check all student records to ensure timely completion of online forms
- Scan and upload any supplementary hard-copy forms (immunization records, Metro Transit bus pass agreement form, transcripts, student records from previous schools) to SchoolAdmin student record.
- Assist the Enrollment Advisor in managing prospective student inquiries, applications, tour/shadow appointments.

Summer Tasks:

- Mail end-of-year grade packets to families.
- Send requested transcripts to students or schools as requested.
- Fax student records requests.
- Answer phones, greet visitors, provide tours, and answer questions when needed.
- Process incoming and outgoing mail and packages.

- Process purchase orders and send checks.
- Start entering newly enrolled students for upcoming school year into JMC/SchoolAdmin.
- Serve as JMC and School Admin liaison

Social Worker Job Description

· Be a self-starter and be resourceful

- Apply a dedicated work ethic, willing to help and take on additional duties as needed
- Support mission of the school: “Avalon School prepares students for college and for life in a strong nurturing community that inspires active learning, engaged citizenship, and hope for the future.”
- Write and follow a professional development plan
- **Participate in Q-Comp meetings, observations, etc.**
- **Prepare for and lead a bookclub/Problem of the Week with students**

Responsibilities with Students/Content Responsibilities

- Assess student functioning, both formally and informally, incorporating data from multiple sources across settings.
- Provide appropriate social work services to individuals and groups and their families.
- Consult with parents, teachers, and administrators to develop intervention strategies to enhance school success.
- Identify, mobilize, and coordinate family, school and community resources to enable children to receive maximum benefit from their educational program.
- Provide crisis intervention services for students.
- Serve as the school contact person for students who are homeless.
- Consult and collaborate with community agencies and other mental health professionals to coordinate services.
- When serving students in Special Education, engage in proper due process procedures.

Responsibility with Parents

- Help connect families with appropriate community resources.

Responsibility with Community

- Help find community contacts
- Attend open houses when appropriate for prospective students, assist with recruiting efforts
- Help prepare school spaces for open houses, presentation nights, etc. and help keep the school clean each day
- Present yourself in a professional manner, speaking positively of Avalon, especially in the community

Administrative Responsibilities

- Create, enforce, and revise school policy
- Maintain records in a manner consistent with district practices.
- Attend all staff meetings; facilitate and take notes on a rotating basis
- Keep social work license and school social work license up to date.
- Be an active member of the Special Education team; conduct home and family interviews as needed.
- Be a member of at least one administrative committee; duties run twelve months long
- Support other advisors; work with staff to identify students in need of social work services.

- Provide consultation to school personnel regarding home, neighborhood and community conditions affecting student well being.
- Serve as a resource to school staff regarding identification and reporting of child abuse and neglect.
- Participate in multidisciplinary teams.
- Monitor school wide attendance and assist in resolving truancy concerns.
- Be present each schedule day from 8:00am to 4:00pm unless otherwise noted.

Ethics:

- Maintain confidentiality of all information regarding students.
- Report suspected child abuse according to the law, policies, and procedures.
- Uphold the ethical standards of the Social Work profession

Middle School Math Advisor/Teacher Job Description

- Be a self starter and be resourceful
- **Be an owner of the Avalon coop; actively participate in and support cooperative decisions**
- Apply a dedicated work ethic, willing to help and take on additional duties as needed
- Support the mission of the school: “Avalon School prepares students for college and for life in a strong nurturing community that inspires active learning, engaged citizenship, and hope for the future.”
- Write and follow a professional development plan.

Responsibilities with students

- Plan lessons, assignments, and assessments for Foundational Math, PreAlgebra, Algebra A and Algebra B.
- Be aware of the MN State graduation standards for 6-9 math and vary activities to reflect those standards.
- Maintain paperwork/grades and provide feedback for students in each class.
- Manage a classroom to create a healthy group learning environment.
- Keep advisors, Special Education supervisors, students, and parents informed about problems/issues facing students in math class.
- Fully introduce new material and give the students opportunities to practice new skills before being tested on it.
- Give students who are not grasping the material extra help on homework assignments, and by giving them extra materials to improve their skill.
- Work with math students' advisors to help reinforce appropriate advisee behavior and effort and to foster advisee success in math seminars and elsewhere at school.
- Encourage appropriate behavior, communication, and conflict resolution.
- Assess homework, projects, and homework assignments.
- Meet deadlines.
- Participate in Q-Comp meetings and observations
- Prepare for and lead a bookclub/Problem of the Week with students
- Support students' PBL by offering MS and HS seminars/guided projects.

Responsibilities with parents

- Communicate with parents about their students' performance in math class.
- Attend conferences when requested by parents, advisors or SPED case managers.

Responsibilities with Community

- Attend presentation nights when needed.
- Present yourself in a positive manner, speaking positively about Avalon School, especially in the community.

Administrative responsibility

- Attend all staff and learning program (LP) meetings; facilitate and take notes on a rotating basis.
- Track attendance in seminars and contact advisor if a problem arises with attendance.
- Create, enforce, and revise school policy.
- Be present each scheduled day for the entirety of your contracted time
- Supervise lunch in the cafe along with other staff members
- Communicate workload to colleagues in order to balance administrative and teaching roles

Other responsibilities

- Order necessary materials/find resources
- Act as a content support specialist and resource to advisors and students doing math related projects.

Ethics

- Maintain confidentiality of all information regarding students
- Report suspected child abuse according to the law, policies, and procedures.

Program Coordinator Job Description (Tim)

- Support mission of the school: “Avalon School prepares students for college and for life in a strong nurturing community that inspires active learning, engaged citizenship, and hope for the future.”
- Be an owner of the Avalon coop; actively participate in and support cooperative decisions
- Attend appropriate training to support administrative responsibilities.
- Attend weekly staff meetings; facilitate and take notes on a rotating basis.

Content Responsibilities/Teaching:

- Plan, organize, and teach one seminar during 2 of 4 blocks.
- Act as a content support specialist and resource to advisors and students in your specific areas of expertise.
- Share an Advisory. See Advisor duties.

Ethics:

- Maintain confidentiality of all information regarding students.
- Report suspected child abuse according to the law, policies, and procedures.

DISTRICT TECHNOLOGY COORDINATOR

- Coordinate purchasing, downloading, implementation, and routine maintenance of hardware and software to support student learning and data privacy
- Stay abreast in the field of educative technologies to understand and disseminate the most cost-effective strategies for Avalon, including the purchasing/coordination of online or purchased curriculum
- Be the contact person for contracted technology services
- Assess and address staff and student technology literacy needs
- Develop trainings and inservices to assist staff and students in independent use of school technology.
- Maintain inventory of Avalon's hardware and related peripherals, including LCD projectors, DVD and VCR players, and other Audio/Visual systems.
- Provide leadership/recommendation of school technology policies and procedures.
- Work with the long term planning technology committee to create a budget. Makes the technology budget recommendation to the coop/board.

Website:

- Lead website maintenance and technology issues pertaining to the website
- Train other staff to update website

Community/Outreach:

- Assist community volunteers with technology needs as needed.
- Participate in technology conferences and stay up to date in tech news.
- Use professional development funds to further improve technology abilities.

DISTRICT ASSESSMENT COORDINATOR

Assessment Coordinator:

- Coordinate state testing; ordering materials, schedules and returning materials.
- Coordinate Hope Study, PSAT, NWEA, Accuplacer, and ACT.
- Coordinate the GRAD retests throughout the year.
- Update SERVS Student and keep testing records up to date.

Compliance/Authorizer contract:

- Participate in Administrative Team meetings.
- Write and edit the Annual Report
- Maintain the educational standards established by Novation Educational Opportunities and by those agencies that examine the school.
- Coordinate action plan of long range strategic planning (with admin. team)

Personnel Job Description 2012-13

- Lead hiring process and support new staff through orientation
- Coordinate and lead staff evaluation process and collect PDPs
- Mediate staff conflict if conflict can't be resolved in other ways
- Support/address performance concerns
- Recommend staff disciplinary action
- Interpret and support human resources policies
- Review, update, and distribute staff handbook
- Annually Collect Sick/Personal Leave data