



2015-16 Site Progress Report and 2016-17 Site Improvement Plan Community Services Division

Site Vision Statement: Northfield Public Schools Community Services Division supports the learning and participation of adults and children in our community through citizen involvement, access to school and community resources and promotion of collaboration and partnerships.

Site Statement of Collective Commitments: Northfield Public Schools Community Services Division is committed to:

- Lifelong Learning
- Maximizing Community and School Resources
- Maximizing Community and School Facilities
- Promoting Collaboration and Partnerships
- Citizen Involvement

Site Improvement Team Members:

Clarice Grabau	Niki Kolb	Linda Oto	Melissa Bernhard	Sara Line
Erin Bailey	Breezy Barrett	Kathryn Lozado	Hand in Hand Staff	ECFE Staff
Claudia Kinville	Laura Berdahl			

Reviewed by Staff: Signature _____ (Signed by Niki Kolb) Date _____ 10/21/2016

Final Approval by Site Improvement Team: Signature _____ (Signed by Erin Bailey) Date _____ 10/21/2016

Final Approval by Superintendent: Signature _____ (Signed by Matthew Hillmann) Date _____ 10/26/2016

Community Services Division

Site Improvement Objective: #1

Site Improvement Objective: Expand and enhance the Northfield Promise (Collective Impact Initiative) in the community that will focus on supporting ALL Northfield youth from cradle to career

New/Continuing Objective: New **Length of Objective:** 2 years **Which Year:** Year 1 of the plan

District or DEPAC Strategy/Strategies Supported:

- Strategic Plan Communications/Partnerships - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.
- Strategic Plan Curricular Outcomes - We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.
- Strategic Plan Diversity - We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

Measurable Evidence of Need:

1. Locally, Northfield Promise is being led by the Northfield Healthy Community Initiative, of which the school district is a partner.
2. The most recent state budget included money for Northfield Promise because the Collective Impact Framework has gained attention due to measureable results seen in other communities.
3. Community Services convened the action team around one benchmark.

2015-16 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	CSD Director serves on the HCI Collective Impact Steering Committee	X		- Community Services Director has attended monthly Collective Impact Steering Committee meetings since July 1, 2015.
2	Additional staff serving on action teams	X		- 8 Community Services staff are serving on the following action teams – Ready for Kindergarten, Connectedness Team and School-Age Social Emotional Action Team.
3	CSD staff helps to facilitate the work of the “Ready for K” action team	X		- A “Ready for Kindergarten” roadmap was developed and 500 copies were printed. These roadmaps were distributed at the Kindergarten meetings held in March. - In partnership with the United Providers Association, 2 trainings were held for local daycares: - Oct. 19, 2015 – I am Moving I am Learning training - May 16, 2016 – Six Keys of Social Emotional Development

4	Promote existing early childhood programming opportunities	X		<ul style="list-style-type: none"> - On August 21, 2015 Community Services hosted a lunch attended by 9 community organizations to inform them about the additional early learning scholarships available in the Northfield community. - 250 postcards advertising the availability of Pathway I and Pathway II scholarships were distributed throughout the Northfield community. - The “Ready for Kindergarten” roadmap included early childhood programming opportunities.
5	CSD staff helps to facilitate the work of the “Reading Team,” working on the benchmarks around reading by grade level in 3 rd and 6 th grade	X		<ul style="list-style-type: none"> - 3,459 books were distributed through free bookshelves throughout Northfield. Book collection continues. - A database of local bookshelves was developed. This database includes the contact information for each site. - A tracking system was developed to count the number of books distributed through the free bookshelves throughout Northfield. - Since October 22, 2015 all books distributed through the free, local bookshelves have the “1-2-3 Read with Me” sticker inside the cover. - Little libraries were built during Middle School Youth Center (MSYC) time during the school year and are in the process of being placed in Growing Up Healthy neighborhoods.
6	CSD staff provides general support to the Northfield Promise initiative	X		<ul style="list-style-type: none"> - Community Services has provided meeting space for Northfield Promise meetings. - Community Services has provided childcare for Northfield Promise meetings, as needed. - The Community Services Director helped to facilitate 4 Council of Champions meetings in 2015-16.
7	Share the work of Northfield Promise in the Northfield community and beyond	X		<ul style="list-style-type: none"> - On Oct. 1, 2015 the Community Services Director and the HCI Director presented on Northfield Promise at the National Community Education Conference. - On Dec. 11, 2015, the Community Services Director presented on Northfield Promise to the Big 9 Community Education Directors. - On April 5, 2016 the HCI Director presented on Northfield Promise to the Community Services staff. - On Dec. 1, 2015 the Community Services Director presented on Northfield Promise to the Community Services Advisory Council.

Which of these steps were especially powerful?

1. The completion of the “Ready for Kindergarten” roadmap (allows families to pair developmental needs with local opportunities).
2. The increased access to free books throughout the Northfield community.
3. The increased promotion and access to Pathway I and Pathway II Early Learning Scholarships.

What implications do this year’s results have for 2016-17?

1. Continue to disseminate the “Ready for Kindergarten” roadmap.
2. Continue to expand the teaming and partnerships among Early Childhood and Kindergarten staff and continue to work towards Pre-K to Grade 3 alignment.
3. Expand the involvement in various Northfield Promise benchmarks.

Community Services Division

Site Improvement Objective: #2

Site Improvement Objective: To successfully implement security enhancements at the Northfield Community Resource Center and within Community Services Division programs.

New/Continuing Objective: Continuing **Length of Objective:** 3 years **Which Year:** Year 3 of the plan

District or DEPAC Strategy/Strategies Supported:

- Strategic Plan Stewardship - We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.
- Strategic Plan Climate - We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.
- Strategic Plan Communications/Partnerships - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

Measurable Evidence of Need:

1. Every participant deserves to feel safe in Community Services programs
2. Every instructor deserves to feel safe in Community Services programs.

2015-16 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	Continue to monitor and improve security measures at the Northfield Community Resource Center (NCRC)	X		<ul style="list-style-type: none"> - Seven blinds were installed on interior ECFE classroom windows. - NCRC parking lot has a large crosswalk to the Community Services entrance. - Six parking signs (4 for “parking for families with small children” and 2 for “15 minute parking) were added to the Community Services parking lot. - On Mar. 1, 2016 three members of the Northfield Police Department met with CSD staff and building partners.
2	Improve building signage at the NCRC	X		<ul style="list-style-type: none"> - In October 2016, an electronic sign was installed outside the NCRC. This sign will contain information about Community Services programming. - Room signs, that are perpendicular to the hallway, were added to all Community Services rooms - Two direction signs were purchased for early childhood screening. - Room signs were added outside ABE classrooms

3	Improve signage and security at Community Services Division programs	X		<ul style="list-style-type: none"> - A sign recognizing Early Ventures and Hand in Hand's 4-Star Parent Aware status was hung outside the front of Longfellow School in the spring of 2016. - Early Ventures second fingerprint reader was installed in May 2015. It was determined in the fall of 2015 to keep the reader as a permanent fixture outside of door #4. - On June 7, 2016 the Director of Buildings and Grounds attended the Community Services staff meeting. - Piloting tracking volunteers using CitySpan was put on hold due to changes required by the MN Alliance with Youth in Promise Fellow reporting.
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Which of these steps were especially powerful?

1. Many of the improvements at the NCRC were suggested by staff and families as part of the facility conversations and it has been valuable to follow through on these items.
2. Improved signage at the NCRC has helped people find the Community Services Division.
3. The Parent Aware signage at Longfellow increases awareness of early learning scholarships.

What implications do this year's results have for 2016-17?

1. This is the last year of this site improvement plan objective.

Community Services Division

Site Improvement Objective: #3

Site Improvement Objective: Determine appropriate space and programming needs for Community Services programs.

New/Continuing Objective: New **Length of Objective:** 3 years **Which Year:** Year 1 of the plan

District or DEPAC Strategy/Strategies Supported:

- Strategic Plan Quality Education - We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.
- Strategic Plan Stewardship - We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.
- Strategic Plan Climate - We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.
- Strategic Plan Communications/Partnerships - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.
- Strategic Plan Diversity - We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

Measurable Evidence of Need:

1. Participant numbers in Community Services programs continue to grow.
2. We are in the second year of the 21st Century Community Learning Center grant, which provides funding for the Greenvale Park Community School.
3. Northfield’s demographics continue to change and Community Services needs to provide access to programs and services to meet community needs.

2015-16 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	Explore, modify and expand programming spaces for early childhood learners.	X		<ul style="list-style-type: none"> - One additional Hand in Hand preschool classroom was added at Longfellow School. This included purchasing supplies and furniture, setting up technology, hiring staff and marketing the additional classroom to the community. - One additional EarlyVentures preschool room has been added for the 2016-17 school year. The classroom was approved and licensed by the Department of Humans Services (DHS) for 20 preschool students on July 15, 2016. - Materials for the new EarlyVentures preschool room were collected and purchased throughout the spring and early summer of 2016. All materials for licensing were on site by July 11, 2016.

				<ul style="list-style-type: none"> - A new EarlyVentures preschool teacher was hired on August 25, 2016. - In September 2015, ECFE Family School programming moved to Emmaus Church. It has since moved back to the NCRC. - Early Childhood Screening moved to the NCRC to allow for space for the additional EarlyVentures preschool room.
2	Explore space options for afterschool elementary and middle school programming.	X		<ul style="list-style-type: none"> - All KidVentures after school programming took place in the lunchroom, gym, outside and computer lab for the 2015-16 school year. - A conversation was had with the Middle School Principal in spring 2016 regarding MSYC space. The Middle School Principal suggested one additional space on the second floor.
3	Expand programming at Greenvale Park Community School.	X		<ul style="list-style-type: none"> - Days and times of Adult Enrichment programming were reviewed. - November 2015 – May 2016 a bimonthly Kindergarten Club was held. Childcare was offered on Tuesday and Thursday evenings throughout the year. - Dental clinic with HealthFinders and Minds on Theater Club with Carleton College teaching mental and physical health concepts and body awareness through theater.
4	Increase access and awareness of Community Services programs.	X		<ul style="list-style-type: none"> - 35 students accessed scholarships to attend Hand in Hand preschool. - The ECFE sliding fee scale was reviewed and modified. - Books and furniture were added to the link space at the NCRC near the Community Services Division to provide a family literacy space. - Community Services programming was showcased at Healthy Kids Day, the Greenvale Park Community School's Health Fair and the Community Youth Fairs. - An early bird rate option was implemented for the Northfield Skating School and the British Soccer program. - Yard signs advertising Community Services programs were posted around Northfield for 4 months.
5	Explore additional locations in the Northfield community for Community Services programs.	X		<ul style="list-style-type: none"> - On Mar. 3, 2016, five Community Services staff toured the Dakota Valley Educational Center in Apple Valley and the Crystal Lake Educational Center in Lakeville. - Community Services programming was added at the Northfield Skatepark and the outdoor pickleball courts.

Which of these steps were especially powerful?

1. The addition of the Hand in Hand classroom and Early Ventures preschool room allows us to serve more students.
2. Moving Early Childhood Screening created more space for classrooms at Longfellow School.
3. Increasing access and awareness to Community Services programs has allowed us to serve more members of the community.

What implications do this year's results have for 2016-17?

1. Continue to expand programming at the Greenvale Park Community School.
2. Continue to improve Community Services spaces and provide input on the district's Master Facilities Plan.
3. Expand outreach to Early Childhood children and families.

Community Services Division

Site Improvement Objective: #1

Site Improvement Objective: Expand and enhance the Northfield Promise (Collective Impact Initiative) in the community that will focus on supporting ALL Northfield youth from cradle to career

New/Continuing Objective: Continuing **Length of Objective:** 2 years **Which Year:** Year 2 of the plan

District or DEPAC Strategy/Strategies Supported:

- Strategic Plan Communications/Partnerships - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.
- Strategic Plan Curricular Outcomes - We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.
- Strategic Plan Diversity - We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.
- DEPAC 2016-17 Assessment - To support the ongoing measurement of student growth, Northfield Public Schools will partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the “cradle to career” continuum.
- DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will develop and implement continuous, accurate, and separate measurements of each student’s progress toward academic mastery, work habits, and behavior standards.
- DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will utilize assessment data to guide programmatic and instructional decisions.
- DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will collect and implement best practices, collaborate and share successes, challenges and strategies.
- DEPAC 2016-17 Student Services – To ensure student engagement, connectedness and success, Northfield Public Schools will integrate practices and services for social emotional learning and children’s mental well-being.

Measurable Evidence of Need:

1. Locally, Northfield Promise is being led by the Northfield Healthy Community Initiative, of which the school district is a partner.
2. The most recent state budget included an increase in money for Northfield Promise because the Collective Impact Framework has gained attention due to measurable results seen in Northfield and other communities.
3. Community Services convenes the action team around one benchmark and has numerous staff serving on other action teams.

2016-17 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	CSD Director serves on the HCI Collective Impact Steering Committee	July 1, 2016	On-going	E. Bailey	Time	Sept.1, Oct. 1, Nov. 1, Dec. 1, Jan. 1, Feb. 1, Mar. 1, Apr. 1, May 1, June 1	- Director on Northfield Promise Steering Committee
2	CSD staff help to facilitate the work of the “Ready for K” action team	Sept. 15, 2016	On-going	EC Coordinator B. Barrett E. Bailey Early Childhood Initiative Coalition	Time	Sept. 30, Dec. 30, Mar. 30, June 30	- Administer surveys to incoming Kindergarten families at Ready, Set, Go Day - Begin monthly meetings of the Latino Childcare Network - Disseminate the “Roadmap to Kindergarten” to local preschools - Send 10 school district staff members to a “Pre-K to Grade 3” alignment strategy session - Schedule 2 Pre-K and Kindergarten staff meetings
3	CSD staff help to facilitate the work of the “Connectedness” action team	Sept. 15, 2016	On-going	L. Oto M. Bernhard B. Barrett N. Kolb	Time	Sept. 30, Dec. 30, Mar. 30, June 30	- Review CSD registration documents and scholarship information - Conduct registration for MS and HS sports at the Community Youth Fairs - Provide individualized staff feedback sessions to 5 new recreation staff per year - Offer 10 Saturday Science Clubs with 20 girls in attendance - Expand Science Olympiad programming to 2 teams - Develop partnership between KidVentures and St. Olaf’s Creativity for the Community Honor House. Schedule 9 visits (3 per site)

4	CSD staff help to facilitate the work of the “social/emotional development for elementary and middle school” action team	Sept. 15, 2016	On-going	L. Oto M. Bernhard B. Barrett EC Coordinator	Time	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Implement “Vote for Kindness Campaign” at KidVentures and the Middle School Youth Center (MSYC) - Students participate in 1 “Play it Fair” curriculum per week at KidVentures - Administer SEL staff self-assessment to all staff at the MSYC - Update Hand in Hand handbook to include the behavior referral process
5	CSD staff will facilitate the work of the Greenvale Park Community School (which is a flagship initiative of the Northfield Promise.)	Aug. 1, 2016	On-going	L. Berdahl K. Lozada E. Bailey ECFE staff	Time Grant dollars	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - 175 Greenvale students take part in Community School activities - 130 Greenvale students and 28 MS and HS students attend Community School programming 30+ times during the year - Secure funds and volunteers to host 6 grade-level meals - Successfully complete MDE Compliance Visit and Programming Visit - Secure grant funding for years 4 and 5
6	CSD staff provides general support to the Northfield Promise initiative	Aug. 1, 2016	On-going	J. Becker M. Hansen S. Boran B. Barrett E. Bailey EC Coordinator	Time	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Provide meeting space for steering committee and action team meetings - Provide childcare staff for action team meetings - Community Services Director helps to facilitate Council of Champions meetings

Community Services Division

Site Improvement Objective: #2

Site Improvement Objective: Determine appropriate space and programming needs for Community Services programs.

New/Continuing Objective: Continuing **Length of Objective:** 3 years **Which Year:** Year 2 of the plan

District or DEPAC Strategy/Strategies Supported:

- Strategic Plan Quality Education - We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.
- Strategic Plan Stewardship - We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.
- Strategic Plan Climate - We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.
- Strategic Plan Communications/Partnerships - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.
- Strategic Plan Diversity - We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.
- DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will utilize assessment data to guide programmatic and instructional decisions.
- DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will collect and implement best practices, collaborate and share successes, challenges and strategies.

Measurable Evidence of Need:

1. Participant numbers in Community Services programs continue to grow.
2. We are in the third year of the 21st Century Community Learning Center grant, which provides funding for the Greenvale Park Community School.
3. Northfield's demographics continue to change and Community Services needs to provide access to programs and services to meet community needs.

2016-17 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	Expand programming at Greenvale Park Community School	Sept. 20, 2016	June 6, 2017	L. Berdahl K. Lozada E. Bailey ECFE staff	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Offer childcare during evening programming - Develop and offer 1 new early childhood program during the evening - Develop 1 new offering with a community partner - Develop 2 new offerings for Middle School students
2	Explore additional locations in the Northfield community for Community Services programs	Sept. 1, 2016	June 30, 2017	N. Kolb M. Bernhard B. Barrett L. Oto C. Grabau E. Bailey	Time	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Determine appropriate location for pickleball program and equipment - Determine appropriate space for Prairie Fire Children’s Theater - Research and determine appropriate location for Community Services program equipment
3	Explore space and programming needs for KidVentures	Sept. 1, 2016	June 30, 2017	B. Barrett E. Bailey	Time	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Determine “safe spaces” at each elementary school and provide access to Site Leaders - Secure appropriate EA support at each building for Wednesday mornings - Explore space options for KidVentures at each elementary building
4	Continue to improve Community Services spaces and provide input on the district’s Master Facilities Plan	Sept. 15, 2016	June 30, 2017	N. Kolb M. Bernhard B. Barrett L. Oto C. Grabau E. Bailey	Time Money	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Install new wood chips on the Longfellow playground - Explore shade grant opportunities for Longfellow playground - Invite Superintendent Hillmann to discuss Community Services staff visits to other community education programming sites - Explore the use of the kitchen at the NCRC for Enrichment Programming

5	Explore software system options for Community Services programming	July 1, 2016	June 30, 2017	E. Bailey N. Kolb M. Bernhard B. Barrett L. Oto C. Grabau V. Mertesdorf	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Survey program participants regarding their experience with online registration - Determine internal software programming needs - Invite 2 software systems for presentations
6	Review and make any changes necessary to the District Facility Use Policy	Sept. 30, 2016	June 30, 2017	E. Bailey J. Becker S. Boran Principals	Time	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Survey area districts regarding their facility use fees and policies - Review current energy fees - Facilitate work group to review District Facility Use Policy
7	Explore curricula to use across birth – 5 programs	Sept. 1, 2016	June 30, 2017	Hand in Hand staff ECFE staff E. Bailey	Time Money	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Review 5 established curricula - Try 10 sample lessons in the classrooms/homes - Rate and determine curricula for programs
8	Expand outreach to Early Childhood children and families	Sept. 1, 2016	June 30, 2017	Hand in Hand staff ECFE staff E. Bailey	Time Money	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Develop ECFE outreach programming in partnership with the Northfield Library - Explore outreach programming options in the neighborhood around the NCRC - Develop and implement the Latino Childcare Network with at least 7 participants - Develop ECFE class coupons to allow families to try classes. At least 5 coupons will be used - Determine appropriate online presence for ECFE programming. - Support 25 Hand in Hand students receiving scholarships - Expand Bridges to Kindergarten program by one classroom

Community Services Division

Site Improvement Objective: #3

Site Improvement Objective: Expand and enhance professional development opportunities for all Community Services staff.

New/Continuing Objective: New

Length of Objective: 3 years

Which Year: Year 1 of the plan

District or DEPAC Strategy/Strategies Supported:

- Strategic Plan Quality Education - We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.
- Strategic Plan Stewardship - We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.
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- Strategic Plan Diversity - We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.
- DEPAC 2016-17 Assessment - To support the ongoing measurement of student growth, Northfield Public Schools will develop a comprehensive formative assessment framework within each Professional Learning Community.
- DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will collect and implement best practices, collaborate and share successes, challenges and strategies.
- DEPAC 2016-17 Student Services - To ensure student engagement, connectedness and success, Northfield Public Schools will implement and evaluate a multi-tiered system of academic and behavioral interventions.
- DEPAC 2016-17 Student Services - To ensure student engagement, connectedness and success, Northfield Public Schools will integrate practices and services for social emotional learning and children's mental well-being.

Measurable Evidence of Need:

1. The Community Services Division employs a significant number of full-time, part-time and seasonal staff.
2. The Community Services Division needs to meet professional development guidelines for the Department of Human Services, Minnesota Department of Education, Parent Aware ratings and Minnesota Community Education Association.

2016-17 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	Increase opportunities for CSD staff to receive internal and external professional development	Sept. 1, 2016	June 30, 2017	N. Kolb M. Bernhard B. Barrett L. Oto E. Bailey	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Early Ventures staff spend 2% of their hours/year on professional development (DHS license guideline) - KidVentures staff spend 2% of their hours/year or 25 hours (whichever is less) on professional development (an MCEA school-age care guideline) - MSYC staff spend 6 hours/year on professional development (a MCEA guideline) - Review standards for aquatics staff and determine professional development needs - Provide additional training to EA staff from SPED staff - Review programming schedules to provide time for professional development
2	Create and update internal staff documents	Sept. 1, 2016	June 30, 2017	N. Kolb M. Bernhard B. Barrett L. Oto E. Bailey	Time	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Develop MSYC staff manual - Update Hand in Hand staff manual
3	Access and promote existing professional development opportunities for Community Services Coordinators and office staff	Sept. 1, 2016	June 30, 2017	N. Kolb M. Bernhard B. Barrett L. Oto E. Bailey S. Boran J. Becker M. Hansen	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Determine feasibility of sending 1 staff member to the LERN Conference in 2017 - 2 staff members attend the MCEA conference - 1 staff member participates in the MCEA Mentor Experience - 5 staff members participate in program specific networking groups

4	Provide ongoing support and training for Early Childhood staff	Sept. 1, 2016	June 30, 2017	Hand in Hand staff ECFE staff E. Bailey	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Continued early childhood staff representation on DCSDC (2 staff members) - Provide 3 additional Early Childhood professional development opportunities during workshop week - Explore collaborating with other districts for Early Childhood professional development - Determine feasibility of an Early Childhood teacher mentor - Send 2 staff members to the MNAFEE conference
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