

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, January 8, 2018 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment  

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and Reports.
  - 1. Prairie Creek Community School and Arcadia Charter School Annual Report.
  - 2. Literacy Update.
  - 3. Network Administration Budget Coding
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Additional .2 FTE for a High School English Language Learner Teacher.
  - B. Items for Consent Grouping
    - 1. Gift Agreements.
    - 2. Personnel Items.
- VIII. Items for Information
  - 1. Enrollment Report - January 2018.
- IX. Future Meetings  

Monday, January 22, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center  
*(closed session for negotiations strategy to follow Board Meeting)*  
Monday, February 12, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- X. Adjournment

**NORTHFIELD PUBLIC SCHOOLS**  
**MEMORANDUM**  
Monday, January 8, 2018, 7:00 PM  
Northfield High School Media Center

**TO:** Members of the Board of Education  
**FROM:** Matthew Hillmann, Ed. D., Superintendent  
**RE:** Explanation of Agenda Items for the January 8, 2018, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of the Regular School Board meeting held on December 11, 2017, are enclosed for your review and comment.
- V. Announcements and Recognitions.
- VI. Items for Discussion and Reports
  1. Prairie Creek Community School and Arcadia Charter School Annual Reports.  
Simon Tyler, Director of Prairie Creek Community School, and Barb Wornson, Director of Arcadia Charter School, will be doing a joint presentation of the programs being provided in their two charter schools. Simon will be presenting a review of Prairie Creek's fifteenth year of operation as a charter school under the sponsorship of Northfield Public Schools, and an overview of this current school year. Prairie Creek's 2016-2017 Annual Report is enclosed for your review. Barb will review Arcadia's program and present their 2016-2017 Annual Report, which is enclosed. Arcadia, formerly ARTech, is in its fourteenth year of operation.  
  
These reviews and written reports fulfill state requirements for annual reporting as well as our District's request that each charter school authorized by Northfield Public Schools present an annual report to the School Board.
  2. Literacy Update.  
Director of Teaching and Learning Mary Grace Hanson will provide an update on the process and timelines for implementation of the District's new Kindergarten through 5th Grade reading curriculum.
  3. Network Administration Budget Coding 2018-19  
Director of Finance Val Mertesdorf will explain a possible change in how the District's Network Administrator and Assistant Network Administrator salaries are coded within the District's budget.
- VII. Superintendent's Report.
  - A. Items for Individual Action
    1. Additional .2 FTE for a High School English Language Learner Teacher.  
Director of Teaching and Learning Mary Grace Hanson is requesting the Board approve an additional .2 FTE to High School ELL teacher Lisa Kruger Robb's contract for the

remainder of the 2017-2018 school year. Ms. Hanson's rationale for this request is outlined in the attached memo.

**Superintendent's Recommendation:** Motion to approve an additional .2 FTE for a High School English Language Learner Teacher at a cost of \$9,646.

B. Items for Consent Grouping

**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.

1. Gift Agreements.

The School Board is asked to approve the \$1500 gift agreement from the Northfield Fine Arts Boosters and the Theater Department at Northfield Middle School. This donation is to be used to purchase a spotlight for the Northfield Middle School Auditorium.

The School Board is also asked to approve the \$501 gift agreement from the Northfield Golf Club to Sibley Elementary School to support funding for a special education field trip.

2. Personnel Items.

a. Appointments

1. Samuel Gainey, Fast Assessor for 2-4 days at the Elementary Buildings, beginning 1/8/2018-1/31/2018; \$17.00/hr.
2. Michael Garlitz, Supervisory EA for 2 hours/day at Bridgewater, beginning start date TBD-6/7/2018; Gen Ed EA Step 1-\$14.74/hr.
3. Stacey Garry, Instructional EA-Literacy Support for 5.5 hours/day at Sibley, Beginning 1/2/2018-6/7/2018; Gen Ed, Step 1-\$14.74/hr.
4. Sydney Heil, Fast Assessor for 2-4 days at the Elementary Buildings, beginning 1/8/2018-1/31/2018; \$17.00/hr.
5. Margaret Kennedy, Fast Assessor for 2-4 days at the Elementary Buildings, beginning 1/8/2018-1/31/2018; \$17.00/hr.
6. Kyle Korynta, Assistant Boys and Girls Track Coach at the High School, beginning 03/12/2018-06/09/2018; Level F, Step 2
7. Alysha Lundquist, 1.0 FTE Long Term Substitute Grade 6 Writing Teacher at the Middle School, beginning 1/2/2018-6/7/2018; BA, Step 1
8. Amy McBroom, Volunteer Coordinator for 12 hours/wk at the Middle School, beginning 12/18/2017; Step 2-\$16.39/hr.
9. Rachel Morrison, Community School Evening Club Leader for up to 4 hours/day for 2 days/wk at Greenvale Park, beginning 12/27/2017; \$20.49/hr.
10. Krista Sorenson, Instructional EA-Media Center for 5.5 hours/day at Sibley, beginning 12/18/2017. Gen Ed Step 1-\$14.74/hr.
11. Laurissa Wendling, Special Education EA-PCA for 7.05 hours/day at Sibley, beginning 01/08/2018-06/07/2018; Spec Ed EA-Step 1-\$15.31/hr. Gen Ed EA Step 1-\$14.74/hr.
12. Fall/Winter/Spring Recreation Positions #2556, Effective Jan. 1, 2018 – May 31, 2018:
  - i. Mark Welinski – Tennis Supervisor \$10.75/hour
  - ii. Sarah Will – Tennis Instructor \$9.50/hour
  - iii. Abby Borene – Tennis Instructor \$9.50/hour
13. Community Services Winter/Spring 2018 Brochure Instructors-See Attached.

b. Increase/Decrease/Change in Assignment

1. Gertrude Bauer, EA-NB Room for 6.75 hours/day at Sibley, change to EA-NB Room for 6.75 hours/day and Supervisory for .33 hours/day for a total of 7.08 hours/day at Sibley, effective 11/27/2017-06/07/2018.
2. Troy Cohrs, English Teacher at the High School, add an overload for second semester, effective 1/29/2018-06/07/2018.
3. Jennifer Link, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 5 hours/wk Mon-Thur. at the Middle School, effective 12/13/2017-5/10/2018. Year 1-\$27.11/hr.
4. Lauren Murtha, Substitute, change to Long Term Short Call Substitute Teacher at the Middle School, effective 01/02/2018-01/9/2018 and 1/11/2018-1/17/2018;
5. Anna Ochs, Site Assistant at Greenvale Park, add Club Leader with Community School at Greenvale Park, effective 12/27/2017-06/07/2018; \$20.49/hr.
6. Brianna Peterson, Community Services Recreational Staff, add Community School Student Site Assistant for up to 4 hours/day and up to 3 days/wk at Greenvale Park, effective 12/27/2017-06/07/2018; \$9.50/hr.
7. Jerry Smuda, Custodian Engineer with License at the High School, change to Custodian Engineer with License at Bridgewater, effective 1/2/2018.
8. Krista Sorenson, Media EA for 5.5 hours/day at Sibley, change to Media EA for 7 hours/day and .25 hours/day Supervisory at Sibley, effective 12/18/2017-On going.
9. Arlene Tuma, Site Assistant with ECFE, add Community School Site Assistant for 3 hours/day 2 days/wk at Greenvale Park, effective 01/4/2018-6/7/2018; Step 4-\$13.78/hr.

c. Leave of Absence Requests

1. Jann Deim - medical leave of absence beginning December 1, 2017 through the end of the 2017-18 school year.
2. Frances Garvey, EA at the High School, Leave of Absence beginning 04/03/2018-05/18/2018.
3. Kris Harstad, Leave of Absence extended through 1/29/18.
4. Paul Ousley, FMLA leave of absence beginning 12/20/17 through January 17, 2018.

d. Retirement/Resignations

1. Bridgette Doerr, Special Ed EA at Longfellow, resignation effective 01/08/2018.
2. Bruce Dybvik, Technology Specialist at the High School, retirement effective 8/31/2018.
3. Elizabeth Schmidt, Special Ed EA at Sibley, resignation effective 01/8/2018.

\* Conditional offers of employment are subject to successful completion of a criminal background check and pre-work screening (if applicable).

VIII. Items for Information

1. Enrollment Report - January 2018.

IX. Future Meetings

Monday, January 22, 2018, 7:00 PM, Regular School Board Meeting, Northfield High School  
Media Center (*closed session for negotiations strategy will follow the Board meeting*)

Monday, February 12, 2018, 7:00 PM, Regular School Board Meeting, Northfield High School  
Media Center

X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

December 11, 2017

Northfield High School Media Center

- I. Call to Order  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Colangelo, Goerwitz, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. No one was absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was none.
- IV. Approval of Minutes  
On a motion by Quinnell, seconded by Goerwitz, minutes of the Public Hearing and Regular School Board meeting held on November 27, 2017, were unanimously approved.
- V. Announcements and Recognitions
  - Poetry Slam - Superintendent Hillmann had the opportunity to judge the third annual high school Poetry Slam on December 8. A sizeable crowd heard 21 students perform various kinds of poetry. Chris Lazaro was the winner. Many thanks to Jennifer Lompart for organizing this event.
  - Traditions Concert - The Northfield High School choir performed its annual Traditions Concert this past weekend in Skinner Chapel on the campus of Carleton College. It was an excellent concert and positively represented our choral musicians. We appreciate the continued partnership with our two local colleges in allowing our students to perform in awe-inspiring locations such as Skinner and Boe Chapels.
- VI. Items for Discussion and Reports
  1. Truth in Taxation Presentation for the Payable 2018 Property Tax Levy followed by Public Comment.  
The amount of the proposed levy for 2018 is \$19,256,128.89 and represents a 23.62% increase from the prior year. Director of Finance Val Mertesdorf reviewed the levy and the current year's revised general fund budget. The public was invited to speak following the presentation. Victoria Roller urged the Board to rethink authorizing the final property tax levy because of the tax impact it will have on people who live on fixed incomes.
  2. Energy Efficiency Report.  
Director of Buildings and Grounds Jim Kulseth shared information about the District's participation in the Xcel Energy Renewable\*Connect program and cost savings as a result of installation of LED lighting at Northfield Middle School.
  3. Recap of the December 4<sup>th</sup> Work Session.  
Superintendent summarized what was discussed at the December 4 work session and proposed next steps:
    - It is necessary to engage the community in determining next steps.
    - A Facilities Committee will be established in January to discuss facilities issues, including the Master Facilities Plan.
    - A workgroup would be formed. The workgroup would consist of a cross section of the community. Its task would be to analyze the Master Facilities Plan and chart the course for how the District moves forward.
    - The community would then be invited to review the proposed modifications to the approved building projects.
    - Staff would take the community feedback and prepare a report, including a timeline, that would be presented to the Board, probably in late Spring 2018.

VII. Superintendent's Report

A. Items for Individual Action

1. Certify Final 2017 Payable 2018 Property Tax Levy.

On a motion by Colangelo, seconded by Iverson, the Board unanimously certified to County Auditors the 2017 Payable 2018 Final Certified Levy Limitation and Certification Report in the amount \$19,256,128.89.

2. Fiscal Year 2017-2018 General Fund Budget Revision.

On a motion by Iverson, seconded by Goerwitz, the Board unanimously approved the revised 2017-18 general fund budget of revenues of \$50,388,093 and expenditures of \$51,418,052.

3. Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours during which the Polling Places will Remain Open for Voting for School District Elections not Held on the Day of a Statewide Election.

On a motion by Stratmoen, seconded by Hardy, the Board unanimously to approved the Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours during which the Polling Places will Remain Open for Voting for School District Elections not Held on the Day of a Statewide Election. Voting 'yes' was Goerwitz, Hardy, Iverson, Colangelo, Quinnell, Stratmoen and Pritchard. No one voted 'no.'

B. Items for Consent Grouping

On a motion by Colangelo, seconded by Goerwitz, the Board unanimously approved the following items listed under the Consent Grouping.

1. Personnel Items.

a. Appointments

1. Rachael Hibbs, Special Education EA-PCA for 6 hours/day at the Middle School, beginning 12/4/2017-06/07/2018; Spec Ed, Step 1-\$15.31/hr.
2. Gerald Johnson, Third Grade Reading Intervention Teacher for 15 hours/wk at Bridgewater, beginning 12/4/2017-3/23/2018; MA+30, Step 8.
3. Paul Bernhard, Assistant Girls Gymnastics Coach (hourly) at the High School, beginning 12/6/2017-2/24/2017; \$18.00/hr.

b. Increase/Decrease/Change in Assignment

1. Stephanie Balma, Early Venture Teacher-Step 2, \$15.81/hr. at Longfellow, change to Early Venture Teacher-Step 4, \$16.83/hr. at Longfellow, effective 07/01/2017.
2. Bonnie Johnson, Media EA at Sibley, change to 1.0 FTE Administrative Support Assistant with Community Services, effective 12/18/2017; Step 4-\$19.86/hr.
3. Daniel Lewis, Soccer Coach at the Middle School, add Knowledge Bowl Advisor at the Middle School, effective 12/6/2017-02/24/2018. Level L, Step 1.

c. Leave of Absence Requests

1. Correction: Mark Johnson, Teacher at the Middle School, FMLA beginning 12/01/2017-12/15/2017.

d. Resignations / Retirement

1. Bonnie Johnson, Media EA at Sibley, resignation from EA position and transferring to a position with Community Services, effective 12/18/2017.
2. Cindy Keogh, Supervisory EA at Bridgewater, resignation effective 12/18/2017. Cindy will continue employment with KidVentures.
3. Jeffrey Jasan, Custodian Engineer at Bridgewater, retirement effective 12/30/2017.

e. Seniority Lists

The Board approved the 2017-18 Principals/Assistant Principals Seniority List and the 2017-18 Teacher Seniority List.

\* Conditional offers of employment are subject to successful completion of a criminal background check and pre-work screening (if applicable).

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IX. Future Meetings

Monday, January 8, 2018, 7:00 PM, Organizational School Board Meeting followed by Regular School Board Meeting, NHS Media Center  
Monday, January 22, 2018, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Board Chair Pritchard acknowledged that this was the last School Board meeting for Donita Delzer since she is retiring December 31, 2017. She thanked her for her service.

- X. On a motion by Stratmoen, seconded by Colangelo, the Board adjourned at 9:05 PM.

Noel Stratmoen  
School Board Clerk

January 8, 2018  
Simon Tyler & Barbara Wornson

# Northfield Charter Schools

## Northfield Charter Schools

Presentation Focus:

Prairie Creek - Play

Arcadia - Social Curriculum

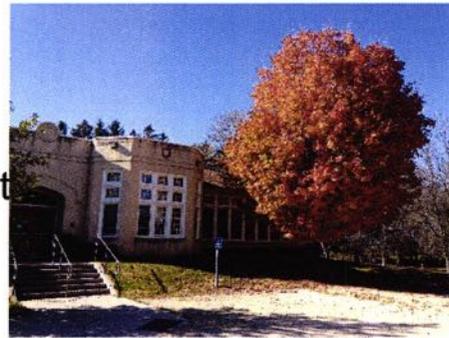
# Prairie Creek Community School

## Mission

- ❑ PCCS is a community school
- ❑ PCCS is a child-centered school
- ❑ PCCS is a progressive school
- ❑ PCCS aims to make the world a better place



**PRAIRIE CREEK**  
COMMUNITY SCHOOL



## Data Sheet Review

- ❑ World's Best Workforce Plan
- ❑ Standardized Data Benchmarks
- ❑ Contractual Goals
- ❑ Finance
- ❑ New Initiatives! Arts, Outreach, Strategic Planning

## Arts' Residency Cycle

2015 Heart of the Beast theater

2016 Clay Artist Residency

2017 Opera  
(with St. Olaf students)

2018 *Beyond Words*: Poetry  
and Book Illustration



## **2018 *Beyond Words* Residency**

A study of poetry and book illustration

Supported by a MN State Arts' board grant

Poet in Residency - Rachel Moritz

Northfield Poet Laureate Rob Hardy

Field Trips for all students to Minnesota Center  
for Book Arts

# Strategic Planning Process

❑ Year Four of current strategic plan cycle

❑ Action Plan Areas:

- Education Programming
- Outreach
- Community Engagement and Sustainability



## Strategic Planning - New Cycle

### August 2017 PCCS Board Retreat

- ❑ review progress
- ❑ celebrate successes



### November 2017 Board / Faculty Retreat

- ❑ Grounding in Progressive Education mission
- ❑ Consensus process to identify future plan areas

### Spring 2018 Board/Faculty Steering Committee

- ❑ Guide development of new cycle
- ❑ Engage community

## Progressive Education Networking and Outreach

- ❑ Faculty delegation to the PEN conference

- ❑ Site-visit day

- ❑ Commitment to hosting  
student teachers and visiting educators



- ❑ PEN conference 2019!

## *Imagine Conference*

The 2016 conference was a big success!

A second conference is  
Already scheduled for  
November 5, 2018



Join us!

# Key Characteristics of Progressive Education

- ❑ Flexible Learning Spaces
- ❑ Environmental Education
- ❑ Multi-Age Groupings
- ❑ Interdisciplinary Projects / Themes
- ❑ Authentic Assessment
- ❑ Creativity
- ❑ Inquiry
- ❑ Play



## Play at Prairie Creek

“The truth is that play seems to be one of the most advanced methods nature has invented to allow a complex brain to create itself.”

— **Stuart Brown**

Author of *Play: How it Shapes the Brain, Opens the Imagination, and Invigorates the Soul*

## Recess at Prairie Creek

- ❑ “Guided Recess” - first six weeks of school
- ❑ 30 minutes each day
- ❑ All children and teachers together
- ❑ Multi-age
- ❑ Open options for play



## Play in the Woods

- ❑ Fort building
- ❑ Exploration
- ❑ Risk-taking
- ❑ Community Building
- ❑ Student leadership



## Teaching Social and Emotional Skills through Play

### Prairie Creek



### Bird Watchers' Guide

- ❑ Peer Mediation
- ❑ Empathy
- ❑ Self-Awareness
- ❑ Awareness of others
- ❑ Self Control

## Academic Play

- ❑ Science and Engineering ingenuity
- ❑ Awareness of perspective in history and cultural studies.
- ❑ Math risk-taking and exploration



# Arcadia Charter School

Tonight's Presentation will include:

- WBWF Data and Accountability Data
- Finance Update
- Social Curriculum
- Other initiatives

## World's Best Work Force (WBWF) Goals

### MCA

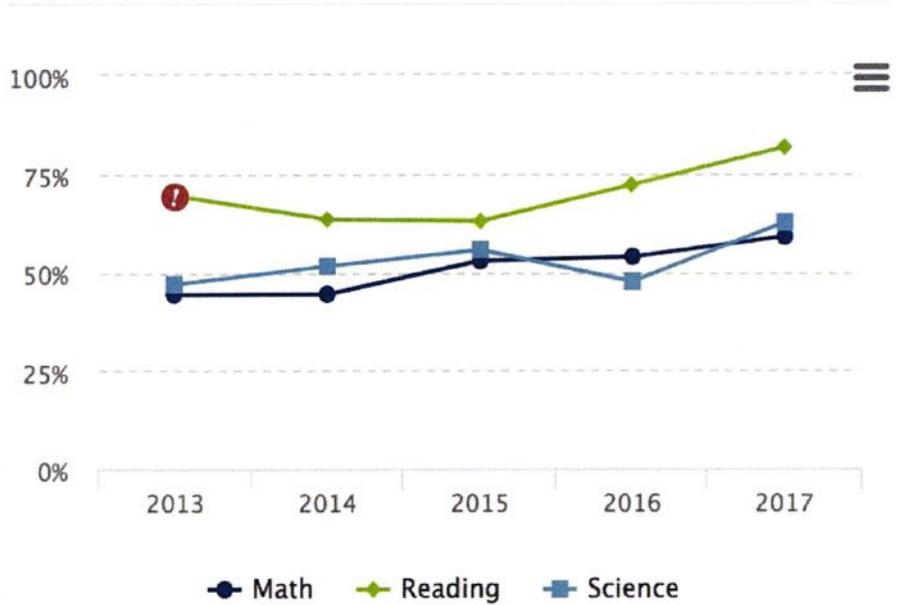
Reading: Increase percentage of students achieving proficiency by 5% over previous year.

Science: Increase percentage of students achieving proficiency by 2% over previous year

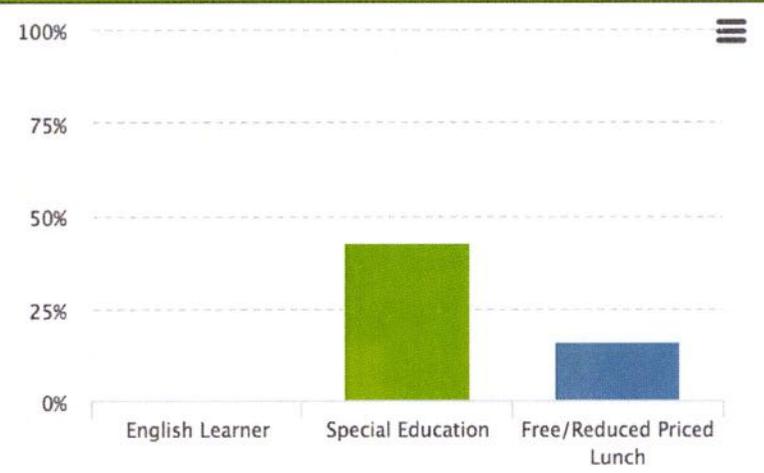
Math: Increase percentage of students achieving proficiency by 2% over previous year

# MCA Proficiency Results

## Proficiency Trends



## 2017 Enrollment by Special Population



	Count	Percent
English Learner	0	0.0%
Special Education	53	42.7%
Free/Reduced Priced Lunch	20	16.1%

# Enrollment

School year	6	7	8	9	10	11	12	Total	ADM
2012-13	21	14	22	20	11	20	30	138	121.02
2013-14	19	21	14	23	21	14	17	129	117.89
2014-15	13	22	22	19	18	23	14	131	119.85
2015-16	17	14	22	19	19	11 (5.17 PSEO)	12 (6.13)	132	124.49
2016-17	21	18	18	21	20 (1 PSEO)	17 (3 PSEO)	15 (6)	130	123.25

# FINANCES

	2012-13	2013-14	2014-15	2015-16	2016-17
Revenue	1,453,521	1,480,966	1,590,961	1,722,177	1,984,803
Expenditure	1,405,999	1,429,233	1,588,672	1,686,091	1,986,582
Fund Balance	173,668	201,167	203,143	237,771	239,943

## Arts and Residencies

Stuart Pimsler Dance theater

Vocalescence  
Witness Program

Printmaking

Cowles Center for  
Dance



## Social Curriculum and Critical Thinking

- Designs for Learning
- Restorative justice circle
- ABS curriculum
- Support for special needs students

## Community partnership

- YMCA partnership
- YPT, NAG
- Senior Center
- Curbside Composting
- Eagles, VFW
- Local churches



## Arts for Martin Community Celebration

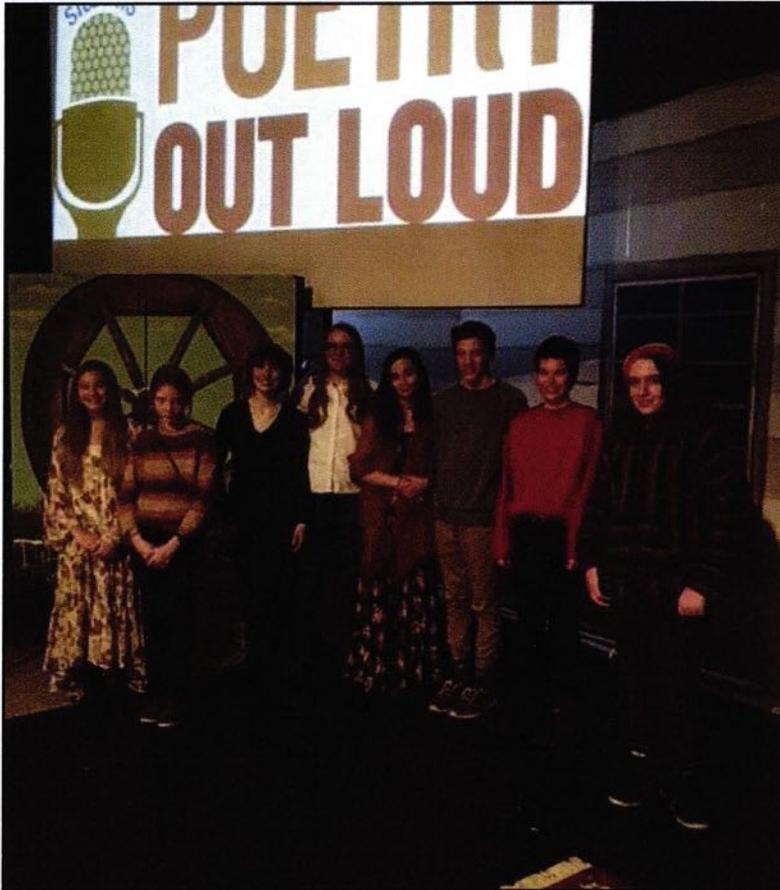




Experiential Learning;  
May Term and the importance of field trips (Mpls, May Term, Europe)

**We're going to Europe!**





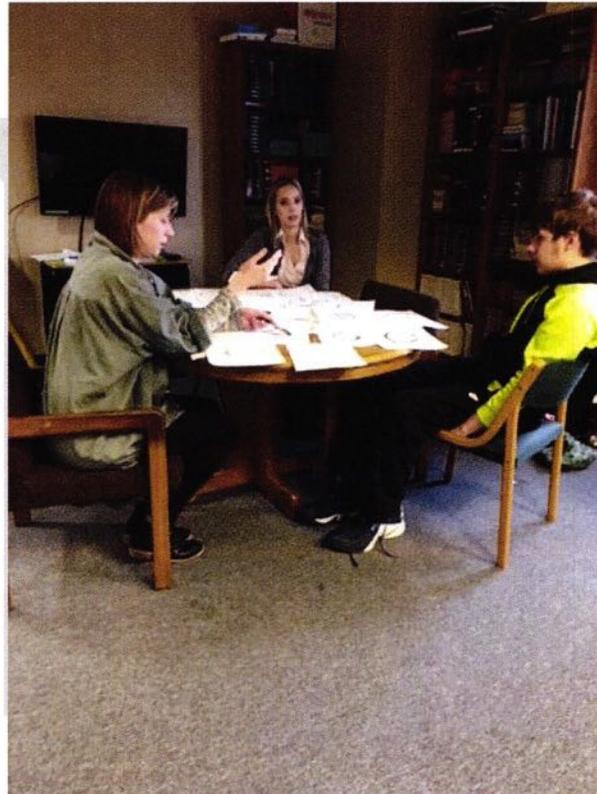
**Student**  
**Achievements**

**Anna  
Kochevar,  
Poetry Out  
Loud  
National  
Finalist**

**College Bound**

**1.  
Differentiation**

By the end of  
the school year  
every student  
will be  
successful in  
meeting their 3  
individualized  
goals





**2.**  
**Innovation in  
Projects:** Every  
student will  
complete four  
projects/year  
demonstrating  
innovation and  
depth

### **3.** **Behavioral Expectations**

There will be 10% fewer behavior incidents as measured by incident reports

Students will be involved in setting guidelines and consequences



#### **4. Resources, money, and capital expenses**

Financial stability will continue with a 2% annual increase in the fund balance



#### **5. Core Course Inspiration**

By the end of 2017-18, each teacher will have a clearly developed course description as a result of collaboration across disciplines



**Arcadia is  
Recognized by  
MDE for  
Student  
Academic  
Growth,  
Financial  
Responsibility,  
and overall  
Excellence**

2014

MDE awarded High Quality Charter School

2015

MDE awarded High Quality Charter School

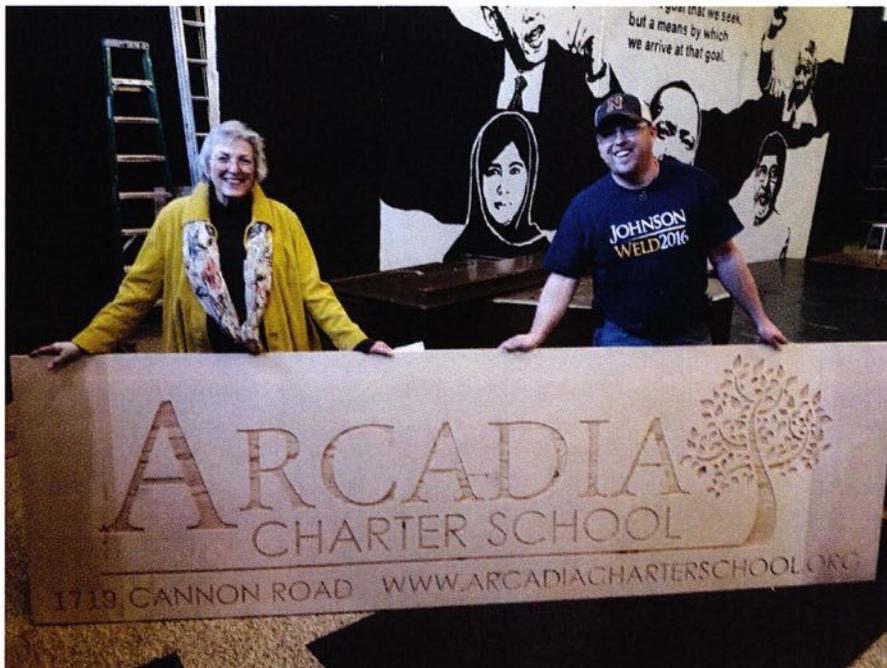
2016

MDE awarded High Quality Charter School

2017

MDE awarded High Quality Charter School

**Thank you Northfield Public Schools**



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**Northfield  
Charter  
Schools**

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Questions?



**PRAIRIE CREEK**  
COMMUNITY SCHOOL

# Northfield Charter Schools Data Sheet

## World's Best Workforce Plan Goals

(Five year goals established for 2016 –2021 contractual agreement with authorizer , Northfield Public Schools)

### All Students Ready for Kindergarten

By the conclusion of FY2021, 75% of incoming kindergarten students will be academically and behaviorally ready for kindergarten

### All Students in Third Grade Achieving Grade-Level Literacy

By the conclusion of FY2021, 77% of 3rd grade students will attain Level O (Fountas & Pinnell reading assessment)

### Achievement Gap Reduction

By the conclusion of FY2021, proficiency index for Special Education students in reading and math will be: [one-third of (100-2016 Special Education proficiency index)] + 2016 Special Education subgroup proficiency index

### All Students Career and College Ready by Graduation

By the conclusion of FY2021, 100% of fifth graders will complete and present an honors project each spring

## PCCS Strategic Plan Highlights / New Initiatives

### Arts Residency

- A month-long study of poetry and book illustration
- Supported by a MN State Arts Board grant
- Poet in Residence Rachel Moritz with a guest appearance by Rob Hardy!
- Field Trips to the Minnesota Center for Book Arts

### Progressive Education Networking and Outreach

- Faculty delegation to the PEN conference in Boston
- Site visits to learn from schools in MN that have a progressive education focus
- Planning for the second *Imagine* conference to be hosted at Prairie Creek in fall of 2018



### Strategic Planning

- This year is the last year of a four-year cycle
- Board and faculty retreats to reflect on progress and consider future direction
- A board designated steering committee will guide a new cycle starting this spring



## Prairie Creek

### Community School Mission

- PCCS is a community school.
- PCCS is a child-centered school.
- PCCS is a progressive school.
- PCCS aims to make the world a better place.

## Minnesota Comprehensive Assessments

### 2017 MCA Scores

	2015	2016	2017
PCCS Reading	70.0%	73.0%	72.2%
State Reading	60.6%	60.9%	60.2%

PCCS Math	66.7%	66.3%	66.7%
State Math	61.6%	60.9%	58.7%

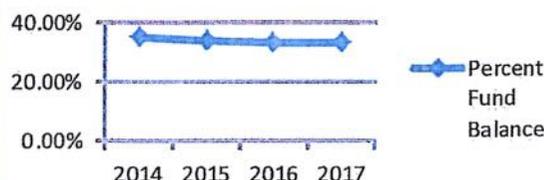
PCCS Science	80.6%	66.7%	70.0%
State Science	60.2%	56.2%	60.0%

MCA Assessment—Medium or High Growth	2015-2016	2016-2017
PCCS		
Reading	81.1%	74.1%
Math	60.0%	63.8%
State of Minnesota		
Reading	72.1%	73.1%
Math	72.0%	71.3%

## Finance Update

Prairie Creek continues to maintain a healthy fund balance reserve, finishing FY17 with a fund balance of \$650,253 (32.8% of annual expenditures).

### Percent Fund Balance



### Arcadia School Mission:

It is the mission of Arcadia Charter School to prepare our students to transition intellectually, emotionally, and ethically to higher education and future employment. Arcadia envisions a learning community that encourages and assists students to:

- Express themselves artistically
- Use technology responsibly, creatively, and with innovation
- Develop critical thinking and creative problem-solving skills
- Construct knowledge and meaning for themselves
- Understand and strive for wellness of their whole person
- Recognize and act upon their responsibilities as local citizens within our global context
- Achieve proficiency in project-based learning

### Arcadia Highlights

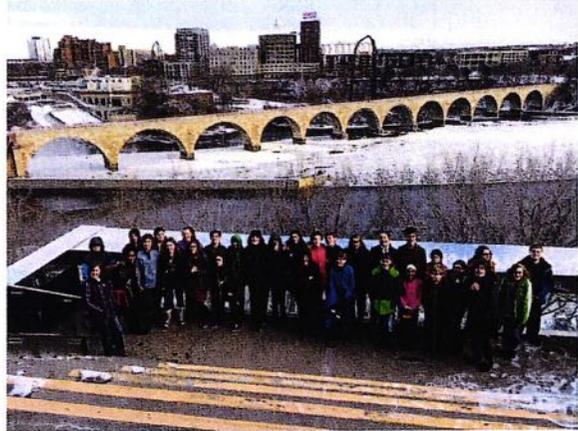
Arcadia is a progressive school with a project-focused/classroom hybrid model. Like PCCS, Arcadia has flexible learning spaces, environmental education, multi-age groupings, interdisciplinary projects, authentic assessment, creativity, inquiry, and a focus on the whole child.

### Arcadia Arts Residencies

- Thanks to our donors, we were able to offer several arts residencies and a number of field trips. The residencies included the Stuart Pimsler Dance and Theatre
- Karla Ndjewe, teaching artist for Vocal Essence's Witness
- Dance distance residency with The Cowles Center for Dance

### Students Attended four theatre and arts productions in the Twin Cities during 2016-17

(including this trip to the Guthrie Theatre)

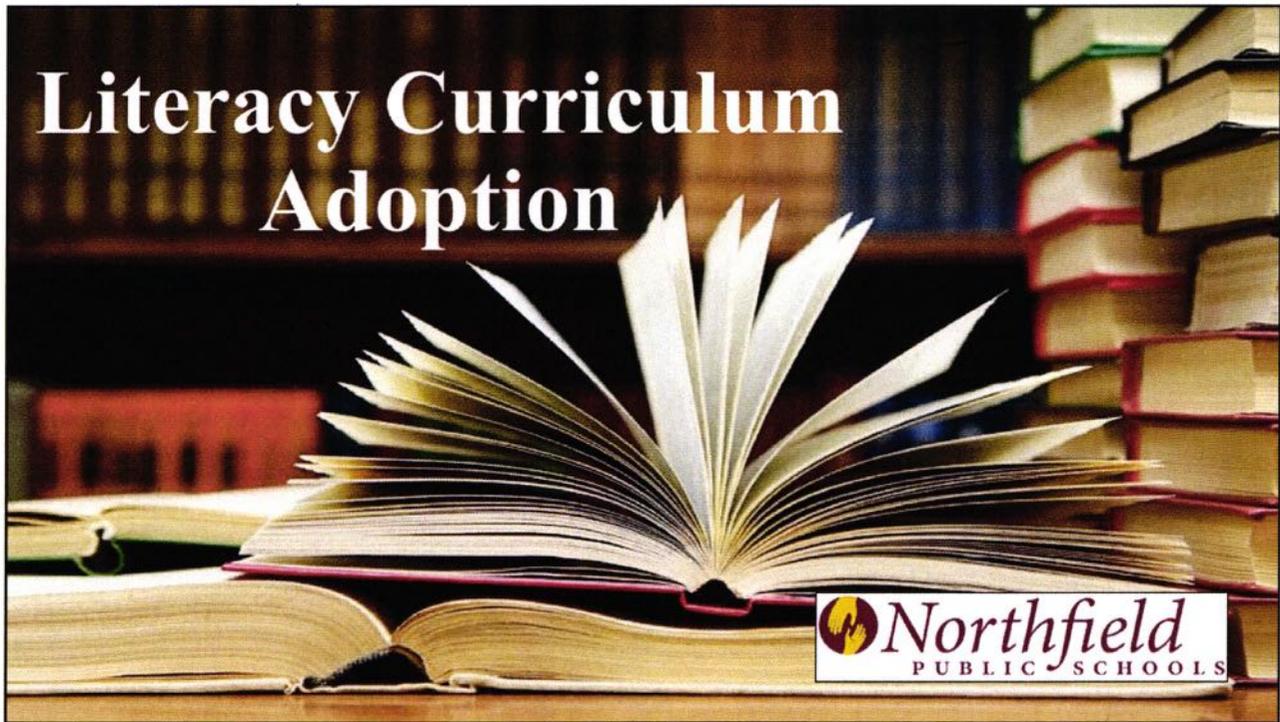


### Minnesota Comprehensive Assessments 2017 scores

	2015	2016	2017
Arcadia Reading	62.9%	72.9%	81.6%
State Reading	59.5%	59.9%	60.2%
Arcadia Math	52.8%	53.8%	58.9%
State Math	60.2%	59.5%	58.7%
Arcadia Science	55.6%	47.5%	62.5%
State Science	53.4%	55.0%	54.2%

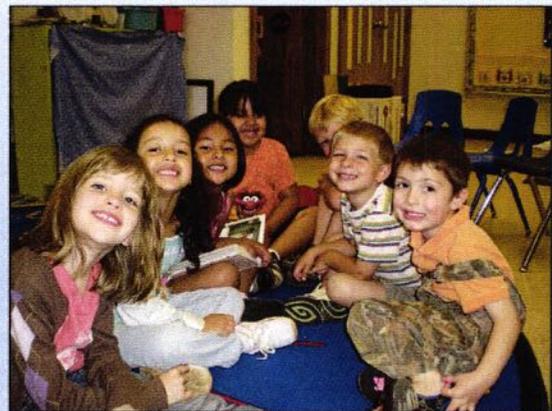
### Finances

	2014-15	2015-16	2016-17
Revenues	1,590,961	1,722,177	1,984,803
Expenditures	1,588,672	1,686,091	1,986,582
Fund Balance	203,143	237,771	239,943

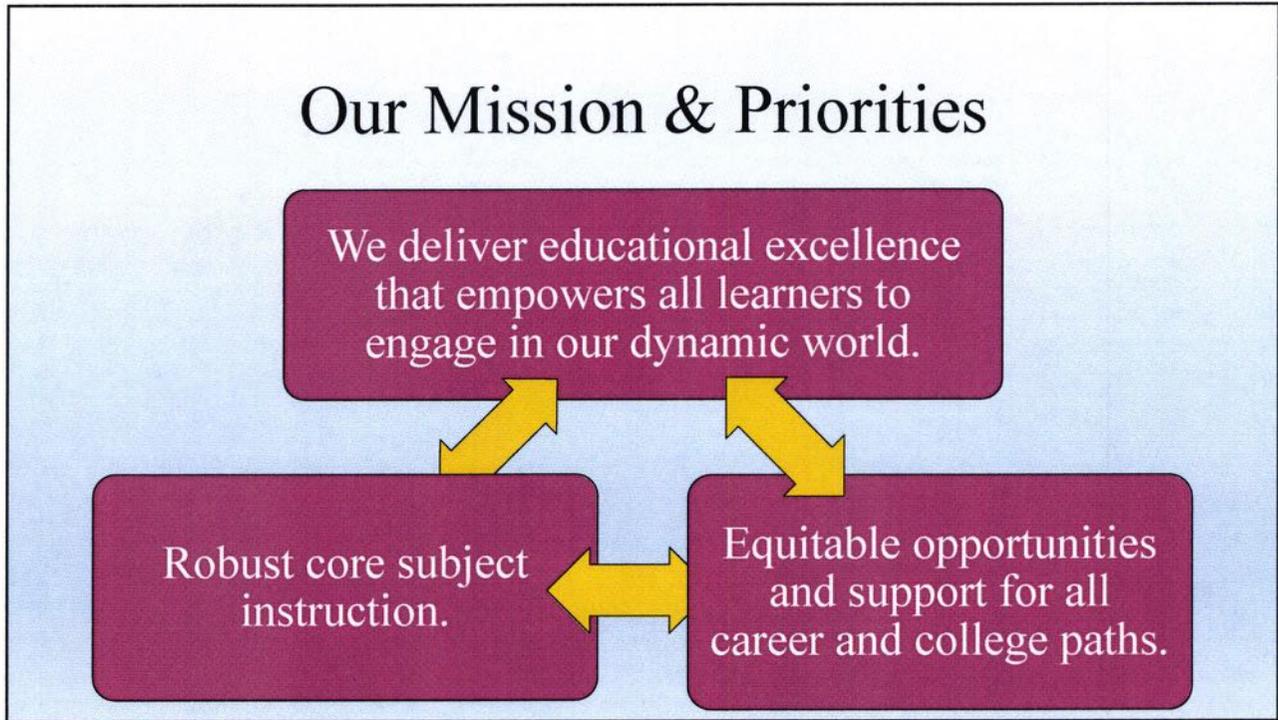


## Strategic Alignment: Our Vision

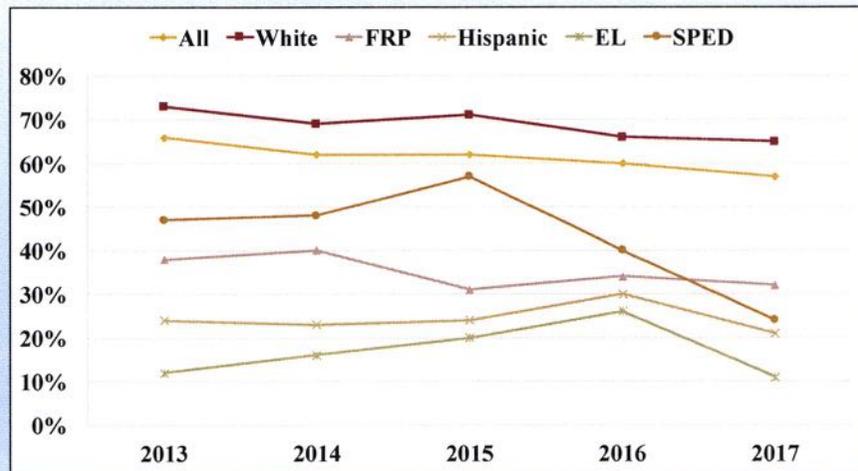
We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability.



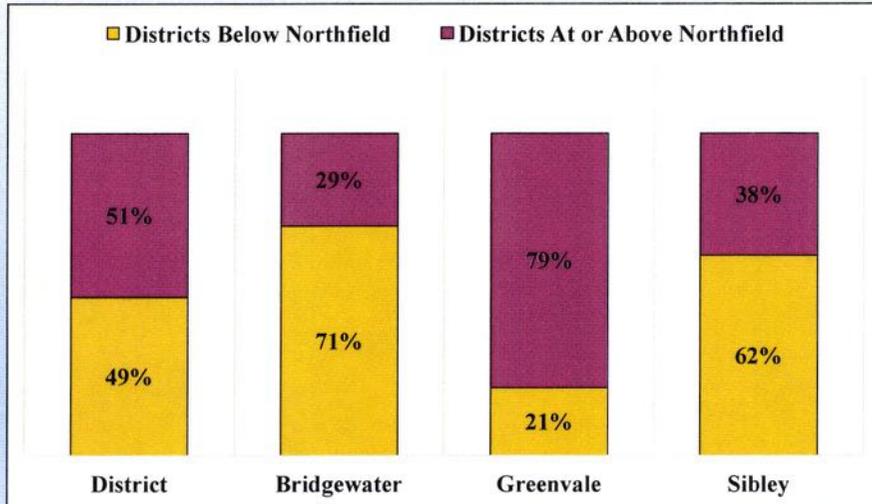
## Our Mission & Priorities



## World's Best Workforce Results



## State Context for Grade 3 Reading

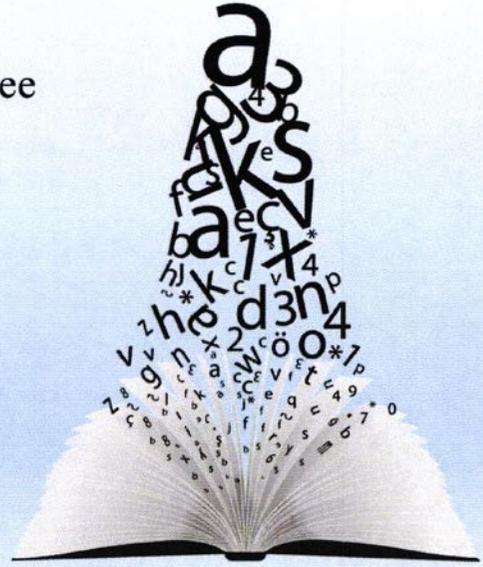


## MTSS Fidelity Grant

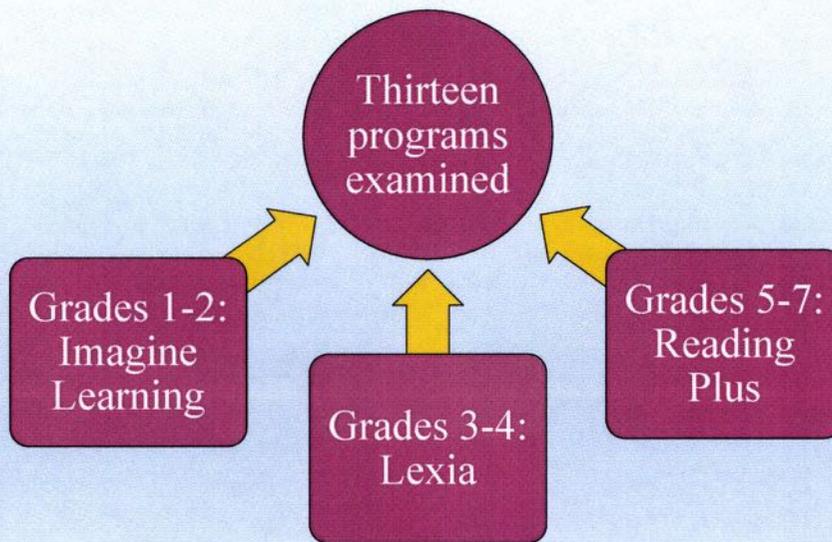


## Timeline

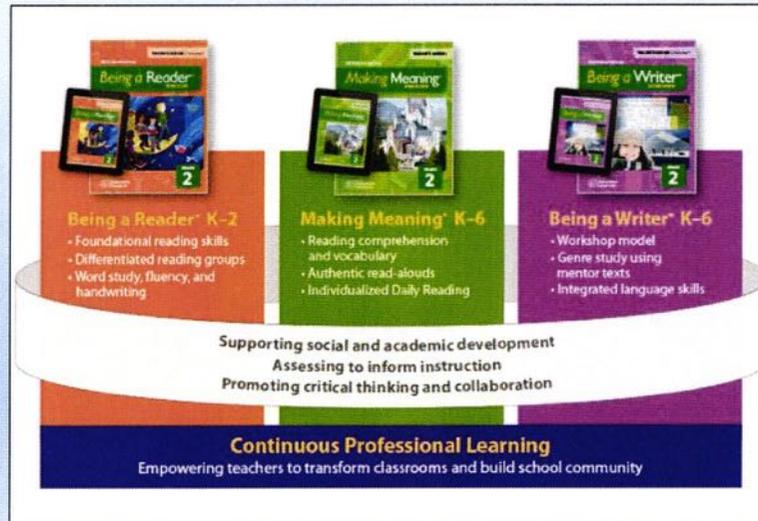
- June 2017: District Literacy Committee selected Collaborative Classroom
- December 2017: Materials arrived
- January 2018-August 2018: Professional learning and training
- September 2018: Implementation of Collaborative Classroom



## Online Literacy Curricula



## Collaborative Classroom



## Professional Learning 2017-2018

- September-June: Literacy coaches meet weekly
- January 10: Webinar with Collaborative Classroom and all classroom teachers
- February 19: In-person training with Collaborative Classroom
- February 20: Six teachers and coaches attend literacy forum
- June 11-12: Two-day training with Collaborative Classroom
- August 20-21: Two-day training for new teachers
- Fall 2018: Classroom training

Thank you

Questions?



Literacy Curriculum Adoption  
Board Presentation: Monday, January 8, 2018

The most important function of a school district is to prepare students for their future, and one of the most important aspects of that preparation is to ensure that every student is literate. This is accomplished through a comprehensive literacy curriculum and by providing many opportunities for success. The goal is to have every student able to read, write, and speak at a high level. The elementary schools are in the process of adopting a literacy curriculum to help meet that goal.

This process is directly aligned to our strategic plan that states that we will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability. It also fulfills our commitment to ongoing and near-term priorities of robust core instruction and equitable opportunities for all career and college paths.

As reported in the World's Best Workforce report, our results on the Minnesota Comprehensive Assessments (MCAs) in the reading assessment, Northfield School District scores on the reading assessment have been flat or declining over the past five years. Our third grade MCA results in reading have not reached the level we would expect or want for our students. The MCA results also mirror what the data tell us in other assessments such as MAP and DIBELS. We have highly educated and experienced teachers. Our students are great! So we need to examine WHAT we teach: the curriculum materials we are using. The curriculum in place is Literacy by Design, adopted in 2007. This was not updated to reflect the standards change in English Language Arts that occurred in 2012.

Therefore, to put the strategic plan into action, respond to the data, and to update curriculum materials, we are moving through the process of adopting a new literacy curriculum.

This work has been helped by the Minnesota Department of Education's (MDE) Multi-Tiered System of Supports (MTSS) grant to examine the fidelity of implementation of Tier 1 (core instruction), Tier 2 (intervention process), and Tier 3 (specialized and individualized instruction). We received one of three statewide grants to participate in this examination. We began our process in 2016-17 when we took a close look at four areas of implementation of core instruction: teams, implementation, resources, and evaluation. As a result, we have a district elementary literacy team and literacy teams at each school building. These teams then began the process of examining the implementation of our resources. The elementary district literacy team met throughout last year to discuss our beliefs and practice about literacy instruction. This culminated in two days this past June when the team examined three curricular options in depth: Benchmark Literacy, Next Gen from Pearson, and Collaborative Classroom. We used a rubric to rate all three curricula in the areas of building knowledge, foundational skills, high quality text, and evidence based discussion and writing. We had presentations by representatives from each company before examining and rating the materials. Collaborative Classroom rose to the top in every area.

To highlight some of the important dates: The materials have been ordered, arrived, and delivered to the classroom teachers. We will spend the next eight months in training and staff development with full implementation for the start of the 2018-19 school year.

As part of our literacy program, we are implementing online, web based literacy curricula this year. We spent the summer reviewing 13 different programs, and decided on three for implementation this past fall of 2017. Imagine Learning is used in grades 1 and 2; Lexia in grades 3 and 4; Reading Plus is used in grades 5 through 7. Lexia and Reading Plus have received high ratings from What Works Clearing House. Imagine Learning is too new to have a review on What Works Clearing House; however, the MS has used their math program for the past two years and has been pleased with the service and the student outcomes. Three products were chosen to avoid student burnout and to allow teachers the flexibility to move students to another program if the one for their grade level is not producing positive results. We have two-year contracts with these companies so we have time to implement the programs with fidelity and determine after review of the data, if we want to continue to use them with Collaborative Classroom.

Collaborative Classroom consists of three components: Being a Reader in grades K-2; Making Meaning in grades K-5; and Being a Writer in Grades K-5. Social emotional components are embedded in the curriculum that will support and supplement our adoption of the Second Step curriculum. There are 12 sets of readers included in the K-2 Being a Reader portion. The first five sets are phonetic readers and sets 6-12 are authentic literature. Each of the three parts of Collaborative Classroom has embedded authentic literature as part of the instruction. Critical thinking and collaboration, 21<sup>st</sup> century essential skills, are part of each lesson. Professional Learning is embedded and a critical part of the Collaborative Classroom model.

Every classroom teacher has opened an account on the Learning Hub: Collaborative Classroom's web based center. On January 10<sup>th</sup>, we have a live webinar for classroom teachers to receive training on how to use the Learning Hub. One of the tenets of Collaborative Classroom is to build local capacity and to individualize professional learning. There are videos to help teachers when and where they need support rather than waiting. We continue our training on February 19<sup>th</sup> with representatives from Collaborative Classroom. On February 20<sup>th</sup>, 7 teachers, the literacy coaches, our assessment coordinator, and I will attend a Collaborative Classroom Summit in Edina. Edina adopted Collaborative Classroom two years ago-and they have been very helpful with suggestions for our implementation. We will have two days of training in June for all classroom teachers provided by Collaborative Classroom. This will be followed by the same two days provided by Collaborative Classroom and our local coaches and teachers for all new elementary classroom teachers in August. English Language (EL) and Compañeros teachers will have an additional day in June to determine how the new curriculum will fit in their programs.

We would like to extend a public "thank you" to members of Northfield Promise. The Read Well by Third Grade Team has provided support through many community programs to help students and families with reading. The Move 5 Initiative is providing extra materials and personnel to help our third graders improve their MCA reading scores. With school and community working together, our students will be poised for success.

## Collaborative Classroom Timeline

Date	Who	Activity/Task	Time	Place
June 12-13, 2017	District Literacy Committee	Review and rate literacy curricula: <b>Collaborative Classroom</b> rose to the top	8:00-3:30	HS Media Center
August 8, 2017	Elementary Principals	Review and update	2:00-3:00	GVP conference room
August 17, 2017	Elementary Literacy Coaches	Review, update, plan	8:00-3:00	HS Media Center
August 31, 2017	Elementary Teachers	Updates to teachers	7:30-8:30	Buildings
September 21, 2017	District Literacy Committee	Meeting	3:45-5:00	HS Media Center
Wednesday afternoons, 2017-18	Elementary Literacy Coaches	Planning for implementation of Collaborative Classroom	12:30-3:30	St. John's Church
November 22, 2017	Elementary Teachers	BW & GVP: PRESS training SB: Patti Green-Guided Reading	10:00-3:30	Buildings
November 30, 2017	District Literacy Committee	Book study of best practices (K-1; EL and 2-3); Collaborative Classroom	3:45-5:00	HS Media Center
December 11, 2017	Nancy Kliver and Mary Grace Hanson	Collaborative Classroom materials arrive		Buildings
January 10, 2018	Elementary Classroom Teachers	Webinar with Collaborative Classroom for Learning Hub	7:30-8:30	In each building
January 10-31	Elementary Classroom Teachers	Making Meaning online course	Finish course; print certificate	Pay for 2 hours

February 15, 2018	District Literacy Committee	Book study of best practices; (4-5; Sp Ed and Rdg Support) Collaborative Classroom	3:45-5:00	HS Media Center
February 19, 2018	Elementary Teachers	Training: Collaborative Literacy, morning; Dr. Tim Shanahan, literacy expert, afternoon	7:30-11:30 12:30-3:30	AM: TBD PM: HS Auditorium
February 20, 2018	Literacy Coaches; Several elementary classroom teachers	Collaborative Literacy Forum; Edina, MN	7:30-3:30 Details to follow	Edina
March 1-31, 2018	Being a Writer	Online course	Finish course; print certificate	Pay for two hours
April 19, 2018	District Literacy Committee	Book study of best practices; (Lit Coaches) Collaborative Classroom	3:45-5:00	HS Media Center
June 11-12, 2018	Elementary Classroom Teachers; Literacy Coaches	Professional Learning with Collaborative Classroom	7:45-3:30	HS Media Center
August 20-21, 2018	New Elementary Teachers	Training for Collaborative Classroom	7:30-11:30	TBD
August 27-31, 2018	Elementary Teachers	Updates for Collaborative Classroom	TBD	Buildings
September 20, 2018 December 6, 2018 February 21, 2019 April 18, 2019	District Literacy Committee	Meetings	3:45-5:00	HS Media Center
October, 2018 January, 2019 April/May, 2019	Common/joint Elementary PLCs	3 common PLCs	7:30-8:30	Buildings

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Board Presentation: Monday, January 8, 2018

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To: Dr. Matt Hillmann, Superintendent  
From: Val Mertesdorf, Director of Finance  
Date: January 4, 2018  
RE: Network Administration Expenditure Reassignment

At the time the Board of Education approved the addition of the Behavior Coaches (PALS) positions at all three elementary schools, Administration proposed moving the assistant network administrator's salary and benefits to the capital budget as an offset to the additional general fund cost.

There are two positions funded by the capital budget that total approximately \$206,170. During our annual capital committee meeting there were requests for \$1.2 million dollars and we are projecting available funding of \$400,000. With the voter approved increase to the operating referendum we have additional general fund support to reclassify the network administrator's salary and benefits from the capital fund to the general fund. This would allow the committee an additional \$200,000 to make needed purchases.

I am recommending this reclassification for the 2018-19 budget. We can reassess during our next capital committee meeting if the needs still outweigh the funding available.

December 20, 2017

To: Members of the School Board; Dr. Hillmann

From: Mary Grace Hanson

Re: Additional EL instructor time at the High School

**Request:** We are requesting an addition of .2 to Lisa Kruger Robb's contract until the end of the 2017-18 school year (June 7, 2018).

**Alignment to Strategic Plan:**

Ongoing Priority: Robust core instruction

Near-Term Priority: Equitable opportunities and support for all career and college paths

**Rationale:**

- We have several Students with Limited Interrupted Formal Education (SLIFE) in grades 9 and 10 who are currently enrolled in two math classes: Algebra and MTSS/ADSIS math.
- Neither of these classes is meeting the math needs of these students. (They are currently working on addition and subtraction with regrouping.)
- Having two math classes severely limits other elective or class options for these students.
- Ms. Kruger Robb would offer a class with appropriate English and math language support and development and appropriate math skills.
- Ms. Kruger Robb would monitor the progress of these students.

**Outcome:**

- Students will receive language support in mathematics.
- Students will learn math skills.
- Students will experience success with math and be ready for more advanced classes (Algebra) next year.

Cost: \$9, 646

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 14 day of November, 2017, by and between Northfield Fine Arts Boosters and NMS theater dept, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

Spotlight for NMS Auditorium  
~~\$1500~~ \$1500  
donation

**TERMS**

NEFAB, Amy Allin  
Donor  
president

By:

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 22 day of Dec, 2017 by and between Northfield Golf Club, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

**TERMS**

\$501.00 To be used for NB field trips.

Northfield Golf Club  
Donor

By:

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk

**COMMUNITY SERVICES**  
**Winter 2018 Brochure Instructors**

Victor Albrecht	Robert Knutson
American Red Cross	Kris Layman
Paula Baragary	Mad Science of Minnesota
Doug Bengtson	Patrick Mader
Carly & John Born	Karen Madsen
Sebastian Bursset	Stephen May
John Campion	Rachel Gordon Mercer
Kathryn Clements	Michelle Michaud
Community Services Staff	North Star Haidong Gumdo
Kevin Dahle	Northfield Arts Guild
Laura DeGroot	Nfld Basketball Association
LaVergne Dickerson	Northfield Senior Center Staff
Doorway to College	Northfield Skating School Staff
Sheriff Troy Dunn	Prairie Fire Children's Theatre
Shahar Fearing	Gam Prathueng
Kristen Felegy	Project ABLE Staff
Arlette Gerber	Renee Reinardy
Cynthia Gilbertson	Kevin Strauss
Girls on the Run	Susan Shirk
Tracy Giza	Pat Swenson
Gary Greenlund	Tom Tidrick
Mary Hahn	Carey Tinkelenberg
Lori Hameister	Nate Truman
Steve Hatle	Vicki Tyler
Heartwork Yoga Studio	Bettina Waldman
Emily Heinis	Watch Me Draw
Tom Jacobson	Waterford Warriors Snowmobile Club
Naomi Jirele	Mark & Sarah Wurdeman
Brent Kivell	Youth Enrichment League Staff