

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, September 11, 2017, 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 insure 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 /or Reports.
  - 1. Community Services Site Improvement Plan.
  - 2. State of the District: Celebrations and Challenges.
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Site Improvement Plans.
  - B. Items for Consent Grouping
    - 1. Overnight Student Field Trip Proposal.
    - 2. Gift Agreement.
    - 3. Personnel Items.
- VIII. Items for Information
  - 1. Enrollment Report – September 2017.
  - 2. Referendum Update.
- IX. Future Meetings  
Monday, September 25, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 9, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, September 11, 2017, 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 September 11, 2017, 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 August 28, 2017, are enclosed for your review and comment.
- V. Announcements and Recognitions.
- VI. Items for Discussion and/or Reports
  1. Community Services Site Improvement Plan.  
On Monday night Community Services Director Erin Bailey will present Community Services Site Improvement plan to the Board. This is the last improvement plan to be presented.
  2. State of the District: Celebrations and Challenges.  
Superintendent Hillmann will present an overview of the programs and activities completed during the 2016-17 school year, as well as look ahead to the challenges that the District faces in 2017-18.
- VII. Superintendent's Report.
  - A. Items for Individual Action
    1. Site Improvement Plans.  
Over the last several Board meetings, Board members have had an opportunity to hear presentations for each of the elementary and secondary buildings, the Area Learning Center and Community Services concerning their progress on their 2016-17 school improvement plans as well as their continuous site improvement plan for the 2017-18 school year. Each site identified one or more achievement and climate goals and provided specific activities, benchmarks and evaluation criteria that will be used to chart their progress in supporting increased student achievement and enhanced building climate. The action of the Board is to affirm the work of each site in the development and implementation of these plans.  
  
**Superintendent's Recommendation:** Motion to approve the seven site improvement plans submitted by building or program staffs for the 2017-18 school year.
  - B. Items for Consent Grouping  
**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.
    1. Overnight Student Field Trip Proposal.  
The Board is being asked to approve the 14<sup>th</sup> annual Area Learning Center trip to the Boundary Waters Canoe Area June 11-15, 2018. The trip proposal is included in the packet of materials.

2. Gift Agreement.  
The Sibley PTO has donated \$6,200 to Sibley Elementary School for classroom funding.
3. Personnel Items.
  - a. Appointments
    1. Cynthia Boyum, Assistant Girls Swimming Coach at the Middle and High School, beginning 09/05/2017; Level E, Step 2-20% Stipend.
    2. Paul Fried, 1.0 FTE Long Term Substitute Elementary Music Teacher at Greenvale Park, beginning 08/28/2017-09/25/2017. Short call license-\$116.00/day.
    3. Martell Johnson, Assistant Volleyball Coach 9<sup>th</sup> Grade at the High School, beginning 09/05/2017-10/17/2017. Level E, Step 1 (40% Stipend).
    4. Cindy Keogh, Supervisory Educational Assistant for 2hrs/day at Bridgewater, beginning 09/05/2017-06/07/2018. Gen Ed-Step 4, \$15.87/hr.
    5. Arlette Nelson, Supervisory Educational Assistant for 2hrs/day at Bridgewater, beginning 09/05/2017-06/07/2018. Gen Ed-Step 3, \$15.42/hr.
    6. Kim Norton, Special Education Educational Assistant-PCA for 3.5hrs/day at Longfellow, beginning 09/05/2017; Spec Ed-Step 2, \$15.65.
    7. Sandra Reiman, Reading and Math Support Teacher for 4hrs/day at Bridgewater, beginning 08/29/2017-06/06/2018. MA, Step 6.
    8. Derrick Schroeder, Special Education Assistant Bus PCA for 4hrs/day District Wide, beginning 09/05/2017-06/07/2018; Spec Ed-Step 4, \$16.43/hr.
    9. Brynne Stellner, Assistant Girls Basketball Coach at the High School, beginning 11/13/2017-03/17/2018; Level E, Step 1.
  - b. Increase/Decrease/Change in Assignment
    1. Correction: Garrick Hoekstra, EA at the Middle School, change start date to 10/02/2017.
    2. Nives Bakic, Sped EA for 6.75hrs/day at the Middle School, add Bus EA for the District for a total of 7.83hrs/day, effective 09/05/2017-06/07/2018.
    3. Stephanie Balma, EarlyVentures Teacher for 36hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
    4. Trisha Beacom, EarlyVentures Teacher for 30hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
    5. Kathleen Beck, Sped EA for 7.25hrs/day at Greenvale Park, add Bus EA for the District for a total of 8.42hrs/day, effective 09/05/2017-06/07/2018.
    6. Robert Benson, Kindergarten EA for 2hrs/day and Supervisory for 2.0hrs/day at Sibley, change to Kindergarten EA for 4hrs/day and Supervisory for 2hrs/day at Sibley, effective 09/05/2017-On-going.
    7. Russel Boyington, KidVentures Site Assistant for 40hrs/wk at Sibley, change to KidVentures Site Assistant for 23.5hrs/wk at Bridgewater, effective 09/05/2017-06/08/2018.
    8. Russel Boyington, KidVentures Site Assistant at Bridgewater, add Supervisory EA for 2hrs/day at Bridgewater, effective 09/05/2017-06/07/2018.
    9. Mary Boyum, Sped EA for 6.91hrs/day at Sibley, add Bus EA for the District for a total of 8.08hrs/day, effective 09/05/2017-06/07/2018.
    10. Haanah Braun, EarlyVentures Site Assistant for 14.5hrs/wk at Longfellow, change hours to 36.25hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
    11. Shari Bridley, Sped EA for 6.3hrs/day at Longfellow, add Bus EA for the District for a total of 7.98hrs/day, effective 09/05/2017-06/07/2018.
    12. Jackson Cade, Ventures Site Assistant for up to 40hrs/wk at Sibley, change to Ventures Site Assistant as needed only, effective 09/05/2017-06/08/2018.
    13. Margaret Christensen, CNA1 at the High School, change start date to 09/01/2017.
    14. Anita Corwin, EarlyVentures Site Assistant for 33.5hrs/wk at Longfellow, change hours to 37.5hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
    15. Julie Erickson, EarlyVentures Teacher for 30hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.

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16. Aimee Gerdesmeier, Ventures Site Leader and EarlyVentures Site Assistant for 40hrs/wk at Sibley and Longfellow, change to Ventures Site Leader for 30hrs/wk and as needed for EarlyVentures Site Assistant, effective 09/05/2017-06/08/2018.
17. Sara Gerdesmeier, EarlyVentures Site Assistant for 28.75hrs/wk at Longfellow, change hours to 35hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
18. Courtney Gilomen, EarlyVentures Teacher for 30.25hrs/wk at Longfellow, change hours to 37.75hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
19. Leah Grisim, Special Ed EA and KidVentures Site Assistant for up to 40hrs/wk at Sibley, change KidVentures Site Assistant hours to up to 6hrs/wk at Sibley, effective 09/05/2017-06/08/2018.
20. Kaci Henry, EarlyVentures Teacher for 27.5hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
21. Tiffany Ingham, KidVentures Site Assistant and EarlyVentures Sub for up to 40hrs/wk at Sibley and Longfellow, change to KidVentures Site Assistant and EarlyVentures Sub for 17.5hrs/wk at Sibley, Greenvale Park and Longfellow, effective 09/05/2017-06/08/2018.
22. Bonnie Johnson, Media EA for 5.50hrs/day at Sibley, change to Media EA for 7.00hrs/day and Supervisory for .25hrs/day at Sibley, effective 09/05/2017-On-going.
23. Briana Kane, KidVentures Site Assistant for up to 40hrs/wk at Sibley, change hours to 22.5hrs/wk, effective 09/05/2017-06/08/2018.
24. Shelly Kruger, Sped EA for 6.75hrs/day at the High School, add Bus EA for the District for a total of 9.25hrs/day, effective 09/05/2017-06/07/2018.
25. Quinn Line, Ventures Site Assistant for 31hrs/wk at Sibley, change to Ventures Site Assistant for 26hrs/wk at Bridgewater, effective 09/05/2017-06/07/2018.
26. Nancy Meyers, CNA III for 4.5hrs/day at the Middle School, add Bus EA for the District for a total of 6hrs/day, effective 09/05/2017-06/07/2018.
27. Peggy Mills, KidVentures Site Assistant for 21hrs/wk at Sibley, change to KidVentures Site Assistant for 23.5hrs/wk at Sibley, effective 09/05/2017-06/08/2018.
28. Ruth Morgan-Malecha, Sped EA for 33.75hrs/wk at the High School, add Bus EA for the District for a total of 38.40hrs/wk, effective 09/05/2017-06/07/2018.
29. Carol Nick, EarlyVentures Teacher for 20hrs/wk at Longfellow, change hours to 35hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
30. Jake Odell, Sped EA for 33.75hrs/wk at the High School, add Bus EA for the District for a total of 34.92hrs/wk, effective 09/05/2017-06/07/2018.
31. Deb Pack, Sped EA for 6.5hrs/day at the High School, add Bus EA for the District for a total of 8.67hrs/day, effective 09/05/2017-06/07/2018.
32. Taylor Rahman, EarlyVentures Teacher for 33hrs/wk at Longfellow, change hours to 22.5hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
33. Zack Rasmussen, Ventures Student Site Assistant for up to 40hrs/wk at Sibley, change to Ventures Student Site Assistant for 15-17hrs/wk at Greenvale Park, effective 09/05/2017-06/08/2018.
34. Kathy Roth, EarlyVentures Teacher for 37.5hrs/wk at Longfellow, change hours to 38hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
35. Bobbi Schmidtke, EarlyVentures Site Leader for 30hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
36. Katie Schuman, EarlyVentures Teacher for 30hrs/wk at Longfellow, change hours to 40hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
37. Peggy Sheehy, ECFE EA for 19hrs/wk at the NCRC, add Hand in Hand Early Childhood EA for a total of 35hrs/wk at Longfellow, effective 09/05/2017.
38. Tonya Skluzacek, Ventures Site Leader and EarlyVentures Site Assistant for 40hrs/wk at Sibley and Longfellow, change to Ventures Site Leader and EarlyVentures Site Assistant for 30hrs/wk at Bridgewater and Longfellow, effective 09/05/2017-06/08/2018.



39. Pam Taubman, KidVentures Site Assistant for 17.5hrs/wk at Sibley, change to KidVentures Site Assistant for 23.5hrs/wk at Greenvale Park, effective 09/05/2017-06/08/2018.
  40. Debra Wagner, Educational Assistant at the Middle School, change to Media EA Gen Ed for 2hrs/day at the Middle School, beginning 09/05/2017-06/07/2018.
  41. Debra Wagner, Media EA Gen Ed at the Middle School, add Special Education EA-PCA for 4hrs/day at the Middle School, effective 09/05/2017.
  42. Dylan Warner, Ventures Site Leader for 40hrs/wk at Sibley and Longfellow, change to Ventures Site Leader and EarlyVentures Substitute for 30hrs/wk at Greenvale Park and Longfellow, effective 09/05/2017-06/08/2018.
  43. Julie Wolner, 1.0 FTE Business Teacher at the High School, add an overload for first semester of the 2017-18 school year, effective 08/28/2017-01/26/2018.
  44. Sarah Woodcock, EarlyVentures Teacher for 37.75hrs/wk at Longfellow, change hours to 37.50hrs/wk at Longfellow, effective 08/28/2017-06/08/2018.
- c. Leave of Absence Requests
1. Jacqueline Dulac, Accounting Generalist at the District Office, FMLA beginning 09/05/2017-up to 60 work days.
  2. Peter McGorry, Instructional EA at Sibley, Leave of Absence beginning 08/29/2017-indefinite.
- d. Resignation
1. Elliott Courchaine, Educational Assistant at the High School, resignation effective 9/18/2017.
- e. TRA Part-Time Teacher Program  
The Board is requested to authorize participation for the following teachers to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District – Shelly Hansen and Lisa Krueger Robb.
- f. Superintendent Contract Provisions for the 2017-18 Contract Year  
Enclosed is a memorandum from School Board Chair Julie Pritchard. The memorandum includes a recommendation for a total compensation package increase of 3.38%, which is in line with the settlement the District has negotiated with the Northfield Education Association (NEA). The package includes:
- A 2.9% increase in salary for 2017-2018;
  - The ability to be reimbursed for up to three additional unused vacation days at the current per diem rate that would otherwise be lost at the end of a contract year;
  - All District employees' health insurance contributions are tied to the settlement reached with the Northfield Education Association. Due to the excellent condition of the District's self-funded health insurance program, the agreement calls for a decrease in the District's contribution to health insurance while also reducing the District's health insurance premiums.

\* 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 - September 2017.

The enrollment report will be included in the Table File on Monday evening.

2. Referendum Update.

Dr. Hillmann will provide an update on preparations for the November 7, 2017, referendum.

IX. Future Meetings

Monday, September 25, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 9, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes

August 28, 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: Goerwitz, Hardy, Iverson, Pritchard Quinnell and Stratmoen. Colangelo was absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was no public comment.
- IV. Approval of Minutes  
On a motion by Goerwitz, seconded by Quinnell, minutes of the Regular School Board meeting held on August 14, 2017, were unanimously approved.
- V. Announcements and Recognitions
  - There is great news from the Summer PLUS program. This year the program administered the Dynamic Indicators of Basic Early Literacy Skills (DIBELS). Summer PLUS reviewed the students' spring DIBELS scores and assessed at both the mid-point and ending of the program. 80% of students in Summer PLUS saw an increase in their oral reading fluency abilities. We often talk about the "summer slide," but in this case these students not only did not slide, they actually increased their skills. Thanks to Daryl Kehler and the entire Summer PLUS staff for their work.
  - Pritchard recognized the High School Band. They have been practicing because they will be marching in the DJJD parade as well as being the pep band at the upcoming football games. We appreciate the dedication of these students.
- VI. Items for Discussion and / or Reports
  1. Greenvale Park and Sibley Elementary Schools Improvement Plans.  
Greenvale Park Elementary School Principal Scott Richardson and Sibley Elementary School Principal Scott Sannes presented their continuous school improvement plans to the Board.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Superintendent's 2017-2018 Goals.  
Superintendent Matt Hillmann shared a draft of his proposed goals for 2017-18 at the August 14, 2017, School Board meeting. On a motion by Goerwitz, seconded by Iverson, the Board unanimously approved the Superintendent's 2017-2018 goals as presented.
    2. Proposed 2017-2019 Agreement with the Northfield Education Association (NEA).  
The District has reached a tentative agreement with the Northfield Education Association for a two-year Master Agreement covering July 1, 2017 through June 30, 2019. The Northfield Education Association is voting on the proposed Master Agreement on August 31. On a motion by Stratmoen, seconded by Hardy, the Board unanimously approved the 2017-2019 Master Agreement with the Northfield Education Association as negotiated.
  - B. Items for Consent Grouping  
On a motion by Stratmoen, seconded by Quinnell, the Board unanimously approved the following items listed under the Consent Grouping.
    1. Financial Reports - June 2017.  
The Board approved paid bills totaling \$3,807,489.81, payroll checks totaling \$6,699,152.38 and the financial reports for June 2017. There were no bond payments made in June 2017.

2. Personnel Items.

a. Appointments.

1. Rachel Amerman, Instructional Educational Assistant for 7hrs/day at the High School, beginning 08/29/2017. Gen Ed EA-Step 2-\$15.08/hr.
2. Thomas Barboza, Boys Soccer Coach at the Middle School, beginning 09/05/2017-10/18/2017; Level H, Step 1
3. Kay Bergman, Special Education Educational Assistant-PCA for 6.75hrs/day at the Middle School, beginning 08/29/2017; Step 3-\$15.98/hr.
4. Cory Callahan, Weigh Room Coach-Fall at the High School, beginning 08/17/2017-11/10/2017; Level K, Step 2
5. \*\*Andria Cornell, Hand in Hand Preschool Teacher for 36hrs./wk at Longfellow, beginning 08/28/2017; Year 4-\$25.34/hr.
6. Anna Edwards, Special Education Educational Assistant-PCA for 6.75hrs/day at Sibley, beginning 08/29/2017; Spec Ed Step 3-\$15.98/hr.
7. Kristi Hayes, Special Education Educational Assistant-PCA for 6.75hrs/day Monday-Thursday and 4.5hrs/day on Friday at Longfellow, beginning 08/29/2017; Spec Ed Step 4-\$16.43/hr.
8. \*\*Nicole James, 1.0 FTE Long Term Substitute School Guidance Counselor at the Middle School, beginning 08/28/2017; MA, Step 0
9. Benjamin Lucas, Summer Recreation for 1.5hrs/day Tuesdays/Thursdays with Community Services, beginning 08/15/2017-08/31/2017. \$10.75/hr.
10. Brianna Malecha, Assistant Girls Soccer Coach-hourly at the High School, beginning 08/17/2017-11/02/2017. \$14.00/hr.
11. Jacob Mathison, 8<sup>th</sup> Grade Football Coach at the Middle School, beginning 08/28/2017-10/18/2017; \$14.00/hr.
12. Mallory Nystuen, Special Education Educational Assistant-PCA for 6.75hrs/day at Sibley, beginning 08/29/2017; Spec Ed Step 2-\$15.65/hr.
13. \*Michelle Rene, Special Education Educational Assistant-PCA for 6.5hrs/day at the Middle School, beginning 08/29/2017; Spec Ed Step 3-\$15.98/hr.
14. Terry Rydberg, .4 FTE first semester and .8 FTE second semester Art Teacher at the High School, beginning 08/28/2017-06/07/2018; BA, Step 0
15. Teresa Swenson, 7<sup>th</sup> Grade Volleyball Coach at the Middle School, beginning 09/05/2017-10/18/2017; Level H, Step 1
16. Donna Torgeson, Special Education Educational Assistant-PCA for 6.5hrs/day at the Middle School, beginning 08/29/2017; Spec Ed Step 3-\$15.98/hr.
17. Fall/Winter/Spring Recreation Positions Effective August 29, 2017 through May 31, 2018.  
Larry Sanftner, Building Supervisor \$15.00/hour or \$15.50/hour for hours when building is closed.  
Cindy Keogh, Building Supervisor \$15.00/hour or \$15.50/hour for hours when building is closed.  
Elizabeth Acheson, Track Sampler \$9.50/hour  
Andrew Pahs, Track Sampler \$9.50/hour  
Hannah Breiland, General Recreation, \$9.50/hour  
Emma Lederer, Swim Aide \$9.50, Lifeguard \$10, Class Lead \$10.50  
Christian Heuchert, Aide \$9.50, Lifeguard \$10, Class Lead \$10.50  
Morgan Whyte, Aide \$9.50, Lifeguard \$10, Class Lead \$10.50
18. Community Services Fall 2017 Brochure Instructors.
19. Sohair Abboud, Special Education EA-PCA for 6.05hrs/day at Longfellow, beginning 09/05/2017. Spec Ed – Step 1-\$15.31/hr.
20. Margaret Christensen, Child Nutrition Associate I for 3.75hrs/day at the High School, beginning 09/05/2017; CNA 1-\$16.83/hr.
21. David Moening, Special Education Educational Assistant-PCA for 6.5hrs/day at the High School, beginning 08/29/2017; Step 3-\$15.98/hr.
22. \*\*Caitlin Robertson, 1.0 FTE Hand in Hand Preschool Teacher at Longfellow, beginning 08/28/2017. ECFE-Year 5-\$25.34/hr.
23. Jessica Rushton, Special Education Educational Assistant-PCA for 6.75hrs/day at Sibley, beginning 08/29/2017; Step 3-\$15.98/hr.

24. Savannah Stuckmayer, 1.0 FTE 43wks/year Community School Coordinator with Community Services, beginning 11/15/2017. \$35,385-prorated for number of days worked- Step 1.
  25. Diana Tyutyunnyk, Assistant Girls Soccer Coach at the High School, beginning 09/09/2017-11/02/2017; Level F, Step 1(.67% of Stipend).
- b. Increase/Decrease/Change in Assignment.
1. Danielle Amundson, 2<sup>nd</sup> Grade Compañeros Teacher at Greenvale Park, add Compañeros Teacher Mentor at Greenvale Park, effective 08/28/2017-06/07/2018; Stipend of \$750/yr. for 2017-18.
  2. John Bade, 1.0 FTE Teacher at the Middle School, add an overload of one extra Art Class for the 2017-18 school year, effective 09/05/2017-06/07/2018.
  3. Paula Baragary, 5th Grade Teacher at Sibley, add Teacher Mentor at Sibley, effective 08/28/2017-06/07/2018; Stipend of \$750/yr. for 2017-18.
  4. Natalie Czech, Special Education Teacher at Bridgewater, add Special Education Teacher Mentor at Bridgewater, effective 08/28/2017-06/07/2018; Stipend of \$750/yr. for 2017-18.
  5. Thomas Dickerson, 8<sup>th</sup> Grade Football Coach (hourly) at the Middle School, change to Assistant Football 9<sup>th</sup> Grade coach-hourly at the High School, effective 08/15/2017-11/25/2017.
  6. Jan Ensrud, English/Language Arts Teacher at the Middle School, add Teacher Mentor at the Middle School, effective 08/28/2017-06/07/2018; Stipend of \$750/yr. for 2017-18.
  7. Kelly Foster, General Ed EA for 6hrs and Special Ed EA for 2hrs at the High School, change to General Ed EA for 8hrs/day at the High School, effective 09/05/2017.
  8. Sherri Goehring, Office Generalist (Class II) at the ALC, change to Office Generalist (Class III) at the ALC, effective 07/01/2017; \$19.62/hr.
  9. Rachael Hudson, 1.0 FTE School Psychologist at the Middle School, add an overload of MTSS Coach at the Middle School, effective 08/28/2017-06/07/2018.
  10. Roanne Johnson, Special Education Teacher at Greenvale Park, add Special Education Teacher Mentor at Greenvale Park, effective 08/28/2017-06/07/2018; Stipend of \$750/yr. for 2017-18.
  11. Gail Kohl, 5th Grade Teacher at Bridgewater, add Teacher Mentor at Bridgewater, effective 08/28/2017-06/07/2018; Stipend of \$750/yr. for 2017-18.
  12. Hope Langston, District Assessment Coordinator for the District, change to Director of Assessment Services for the District, effective 07/01/2017.
  13. Dan Meyers, 1.0 FTE Math Teacher at the Middle School, change to .2 FTE Math Teacher + .2 FTE MTSS Coach + .6 FTE ADSIS at the Middle School, beginning with 2017-18 school year, effective 08/28/2017.
  14. Melvin Miller, Recreation Program with Community Ed, add General Ed EA/Door Greeter for 5hrs/day at the High School, effective 09/05/2017-06/07/2018.
  15. April Ostermann, 5th Grade Compañeros Teacher at Sibley, add Compañeros Teacher Mentor at Sibley, effective 08/28/2017-06/07/2018; Stipend of \$750/yr. for 2017-18.
  16. Sara Redetzke, Educational Assistant for 4.0 FTE READ 180 and 3.38 FTE EBD at the Middle School, change to 2.0 FTE READ 180 and 3.38 FTE EBD at the Middle School, beginning with the 2017-18 school year, effective 08/15/2017.
  17. Dan Reisgraf, 1.0 FTE Teacher at the Middle School, add an overload of one extra Health Class for 87 days for the 2017-18 school year, effective 09/05/2017-06/07/2018.
  18. Deb Seitz, Special Education Teacher at the Middle School, add Special Education Teacher Mentor at the Middle School, effective 08/28/2017-06/07/2018; Stipend of \$750/yr. for 2017-18.
  19. Sarah Swan McDonald, Social Studies Teacher at the High School, add Teacher Mentor at the High School, effective 08/28/2017-06/07/2018; Stipend of \$750/yr. for 2017-18.
  20. Rose Turnacliff, 1.0 FTE English Teacher at the Middle School, change to .2 FTE MTSS + .2 FTE MTSS Coach + .6 FTE ADSIS Teacher at the Middle School, beginning with 2017-18 school year, effective 08/28/2017.
  21. Sari Zach, 1st Grade Teacher at Greenvale Park, add Teacher Mentor at Greenvale Park, effective 08/28/2017-06/07/2018; Stipend of \$750/yr. for 2017-18.



22. Amy Dorey, ECSE Teacher at Longfellow, add Special Ed Mentor Teacher at Longfellow, effective 08/28/2017-06/07/2018. Stipend of \$750/yr. for 2017-18.
  23. Curtis Mikkelson, Teacher at the Middle School, add 7<sup>th</sup>/8<sup>th</sup> Grade Football Coach at the Middle School, effective 08/25/2017-10/18/2017; Level H, Step 12.
  24. Curtis Mikkelson, 1.0 FTE Teacher at the Middle School, change to 1.0 FTE + 86 student days Teacher for second semester at the Middle School, effective 09/05/2017-01/24/2018.
  25. Karen Nelson, FACS Teacher .6 FTE 1<sup>st</sup> semester and .4 FTE 2<sup>nd</sup> semester at the High School, change to FACS Teacher 1.0 FTE 1<sup>st</sup> semester and .8 FTE 2<sup>nd</sup> semester at the High School, ongoing beginning with the 2017-2018 school year, effective 08/28/2017.
  26. Kelli Otting, Special Ed Teacher at Sibley, add Special Ed Mentor Teacher at Sibley, effective 08/28/2017-06/07/2018. Stipend of \$750/yr. for 2017-18.
  27. Anna Rubin, Compañeros Teacher at Bridgewater, add Compañeros Mentor at Bridgewater, effective 08/28/2017-06/07/2018. Stipend of \$750/yr. for 2017-18.
  28. Darrell Sawyer, 1.0 FTE Teacher at the Middle School, change to 1.0 FTE + 88 student days Teacher for first semester at the Middle School, effective 09/05/2017-01/24/2018.
- c. Leave of Absence Requests Approved.
1. Andria Cornell, childcare leave of absence beginning on or about 9/27/2017 through 11/22/2017.
  2. Kris Harstad, FMLA leave beginning November 17, 2017 through January 17, 2018.
  3. Arlene Tuma, medical leave of absence beginning 8/29/17 through on or about 11/1/17.
- d. Resignations.
1. Katie Goehring, Hand in Hand Preschool Teacher, resignation effective 08/15/2017.
  2. Tony Rasmussen, KidVentures Site Assistant at Bridgewater, resignation effective 09/05/2017.
  3. Frank Spaeth, Assistant Girls Soccer, resignation effective 08/15/2017.
  4. Jean Volkmuth, Educational Assistant at the Middle School, resignation effective 08/14/2017.
- e. TRA Part-Time Teacher Program.
- The Board authorized participation for the following teachers to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District - Kristen K. Johnson and Anne E. McLoughlin.
- \* Conditional offers of employment are subject to successful completion of a criminal background check and pre-work screening (if applicable).  
\*\* Subject to change upon Board approval of the employee agreement.

VIII. Items for Information

1. School District's New Website.  
Director of Community Services Erin Bailey reviewed with the Board the process that was followed in updating the District's web site with the assistance of Neuger Communications. She highlighted several new features of the web site.
2. Referendum Update.  
Superintendent Hillmann provided a brief update on preparations for the November 7, 2017, referendum, including two community presentations on September 18 and October 16 beginning at 7 PM in the High School Auditorium. The Operating Levy and Referendum Guide will be completed next week and mailed to residents of the Northfield School District the week of September 18.
3. Personnel Supporting Documentation.  
Dr. Hillmann explained changes to the Board packet that will take place beginning with the September 11, 2017, Board meeting. Based on feedback from several Board members and discussion with the Human Resources Department, the meeting packet sent to Board members will no longer include the District's Recommendation for Hire forms for each recommended candidate. This internal change to the Board



member packet will not impact the public version, which has not included the Recommendation for Hire forms. The consent agenda will continue to include the name of the recommended candidate, their proposed position and location, number of hours when applicable, recommended step placement or salary/hourly rate, start date, and an ending date of their employment when applicable.

IX. Future Meetings

Monday, September 11, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, September 25, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:05 p.m.

Noel Stratmoen  
School Board Clerk

**Purpose**

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

**2016-17 School Improvement Plan Goals Review and Key Reflections**

Goal	Results
<p>Expand and enhance the Northfield Promise (Collective Impact Initiative) in the community that will focus on supporting ALL Northfield youth from cradle to career.</p>	<ul style="list-style-type: none"> <li>● Administered surveys to incoming Kindergarten families at Ready, Set, Go Day with an 82% completion rate.</li> <li>● Held 8 monthly meetings of the Latino Childcare Network</li> <li>● Sent 10 district staff members to a “Pre-K to Grade 3” alignment strategy session</li> <li>● Held 2 Pre-Kindergarten and Kindergarten staff meetings</li> <li>● Conducted registrations and physicals for MS and HS sports at the Community Youth Fairs and Promise FAIRS</li> <li>● Provided individualized staff feedback sessions to 5 new recreation staff</li> <li>● Held 10 Saturday Science Clubs with 20 girls in attendance</li> <li>● KidVentures partnered with St. Olaf’s Creativity for the Community Honor House, which led an art or fine art project for KidVentures students on 9 days (3 days at each building)</li> <li>● Administered SEL staff self-assessment to all staff at the Middle School Youth Center (MSYC)</li> <li>● KidVentures and the MSYC participated in the “Vote for Kindness” campaign throughout October and November 2016, encouraging students to participate in random acts of kindness and to be observant of the kindness that they see daily. At the MS 529 pledges were collected and displayed.</li> <li>● Reached MDE attendance goals at the GVP Community School and secured grant funding for years 4 and 5</li> </ul>
<p>Determine appropriate space and programming needs for Community Services programs.</p>	<ul style="list-style-type: none"> <li>● Expanded programming at the Community School to include childcare every Tuesday and Thursday night and monthly early childhood offerings by ECFE staff</li> <li>● A “safe space” was designated for each KidVentures location, which can be used in the case of an emergency</li> </ul>

	<p>during out of school time</p> <ul style="list-style-type: none"> <li>● Installed new wood chips on the Longfellow playground</li> <li>● Community Services staff shared information from visits to other community education programming sites with Superintendent Hillmann</li> <li>● Surveyed 36 districts regarding their facility use fees and policies and developed clearer internal procedures</li> <li>● Reviewed 7 established curricula (Big Day for PreK, Owl, Help, DLM, Creative Curriculum, Handwriting Without Tears, Everyday Math) and tried 10 sample lessons across birth - 5 programs</li> <li>● Developed ECFE outreach programming with the Northfield Public Library. This resulted in 8 visits throughout the year with 75 participants</li> <li>● Developed ECFE class coupons that allowed families to try classes - 8 coupons were used (coupons were not always turned in)</li> <li>● Supported 46 Hand in Hand students receiving scholarships</li> </ul>
<p>Expand and enhance professional development opportunities for all Community Services staff.</p>	<ul style="list-style-type: none"> <li>● All EarlyVentures staff completed the equivalent of 2% of working hours on professional development. All EarlyVentures staff participated in a sensory processing training and positive behavior support training. Two EarlyVentures staff also traveled to Stout and participated in a two-day Early Childhood Conference.</li> <li>● KidVentures Site Leaders completed the equivalent of 2% of working hours on professional development. All three Site Leaders participated in a South Side Out of School Time forum, designed to train and support staff in an Out of School Time leadership position.</li> <li>● MSYC staff participated in 6 hours of staff training</li> <li>● Two Community Services Coordinators attended the Minnesota Community Education Association (MCEA) conference in St. Cloud.</li> <li>● One staff member participated in the MCEA Mentoring Experience.</li> <li>● Five Community Services Coordinators/Director participated in program specific networking groups.</li> <li>● Provided an ECFE teacher mentor for new staff</li> </ul>

Key reflections:

- Northfield Promise has become well established in the community, with more people familiar with the reach and focus of the work and involved on action teams. Additionally, Northfield Promise has secured funding sources to help action teams (some run by and directly impacting the Community Services Division) accomplish their work.
- The data collected from Kindergarten families at Ready, Set, Go Day has provided valuable information for the Ready for Kindergarten action team and the Pre-Kindergarten and Kindergarten teachers.
- The success and growth of the Community School continues and has led to funding for years 4 and 5.
- Space challenges continue to limit some of the Community Services capability to serve all families or serve them in the manner we would prefer.
- Intentional outreach efforts have taken place in all program areas and this is an area we will expand on this year
- Staff at all levels have appreciated the intentional focus on professional development.

2017-18 School Improvement Plan Goals, Strategies, and Evaluation

Goal	Strategies	Evaluation
<p>Determine appropriate space and programming needs for Community Services programs.</p>	<ul style="list-style-type: none"> <li>● Increase focus on STEAM and outdoor education in ECFE</li> <li>● Purchase curriculum to support Early Childhood programming - SEL, Mother Goose, Handwriting Without Tears and Everyday Math</li> <li>● Explore additional locations and services in the Northfield community for Community Services programs</li> <li>● Offer programming to new audiences and/or in new spaces</li> </ul>	<ul style="list-style-type: none"> <li>● Develop outdoor education space at the NCRC and access space during four classes/week, have one lesson a month focus on STEAM, have STEAM bin available in classroom</li> <li>● Late fall review if curriculum is working, ensure continuity throughout the program (self reporting, follow scope and sequence, create schedule of SEL topic each week), update scope and sequence in district curriculum guide, organize and create material library</li> <li>● Explore ABE programming at Emmaus Church, Hand in Hand transportation options, and reconfigure Longfellow spaces to fit needs</li> <li>● Offer or explore KidVentures and EarlyVentures swim lessons, BLAST swim lessons and 1 enrichment class a semester at the MS</li> </ul>
<p>Expand and enhance professional development opportunities for all Community Services staff.</p>	<ul style="list-style-type: none"> <li>● Provide Ventures staff with training necessary to comply with recent legislation in the Health and Human Services bill</li> <li>● Increase opportunities for Community Services Coordinators/Director to receive internal and external professional development</li> <li>● Provide ongoing support and training for Early Childhood staff</li> </ul>	<ul style="list-style-type: none"> <li>● Follow new training requirements to receive CCAP dollars, Ventures staff participate in workshop week, EarlyVentures staff receive SEL training</li> <li>● Half-day CSD leadership team retreat, 3 staff attend MCEA conference</li> <li>● Survey early childhood staff for professional development needs and plan 2 professional development days, overview of early childhood programming at workshop week</li> </ul>
<p>Expand and enhance outreach efforts for community members to access Community Services programs and services.</p>	<ul style="list-style-type: none"> <li>● Expand and enhance home visits in early childhood programs</li> <li>● Increase participation numbers in free/reduced price programming</li> <li>● Continue serving families receiving CCAP dollar at EarlyVentures and KidVentures</li> <li>● Market programs and scholarship opportunities at events</li> </ul>	<ul style="list-style-type: none"> <li>● Increase 0-5 general ed. home visits by 50%, increase 3-5 ECSE home visits by 10%, create plan/structure for home visits, follow up with those who do not attend conferences</li> <li>● Four families attend Tiemp para Bebe, 30 students access Hand in Hand scholarships, increase</li> </ul>

	<ul style="list-style-type: none"><li>● Explore new programming opportunities</li></ul>	<p>MSYC/BLAST participation numbers by 20% over 2016-17</p> <ul style="list-style-type: none"><li>● Adhere to new CCAP guidelines</li><li>● Presence at all 4 Promise FAIRS, purchase new department banner</li><li>● Increase family programming by 2 programs, explore expanding evening recreation opportunities</li></ul>
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# Community Services Division

2017-18 School Improvement Plan Report  
September 11, 2017



## Opportunities for Learning and Recreation for All Ages



- Northfield Public Schools Community Services 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, **Community Services brings the community together**. We offer programs that develop skills, inspire creativity and promote living healthfully.

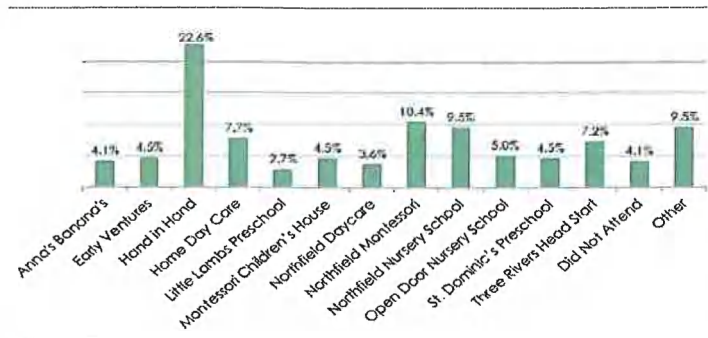


## 2016-17 SIP Goals Review

- Expand and enhance the Northfield Promise Initiative in the community that focuses on supporting ALL Northfield youth from cradle to career.
- Determine appropriate space and programming needs for Community Services programs.
- Expand and enhance professional development opportunities for all Community Services staff.

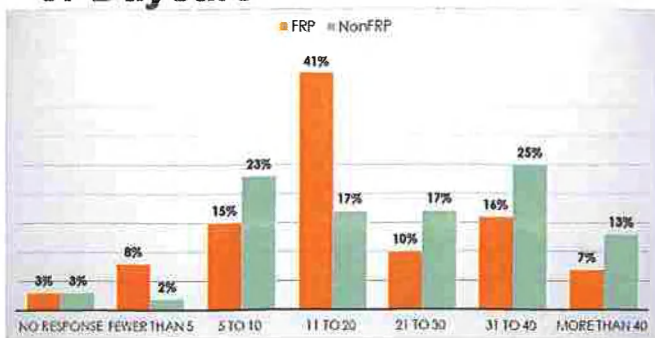
### Pre-K Institutional Breakdown

\*\*In responses with multiple schools, only the first school listed is counted in the totals below.



## Key reflections from 2016-17 SIP

### Hours Spent in Preschool or Daycare



- Northfield Promise has become well established in the community.
- Data collected from Kindergarten families at Ready, Set, Go Day provides valuable information.
- Continued growth and success of the GVP Community School.
- Continued space challenges.
- Intentional outreach efforts are taking place and will continue next year.
- Staff at all levels have appreciated the intentional focus on professional development.

## 2017-18 School Improvement Plan Goals

- Determine appropriate space and programming needs for Community Services programs.
- Expand and enhance professional development opportunities for all Community Services staff.
- Expand and enhance outreach efforts for community members to access Community Services programs and services.

## 2017-18 Strategies and Assessments

- Increase focus on STEAM, outdoor education and purchasing curriculum for early childhood programs.
- Provide training necessary to comply with recent legislation in the Health and Human Services bill to continue serving families receiving Child Care Assistance Program (CCAP) dollars.
- Provide ongoing support and professional development opportunities for all staff.
- Expand and enhance home visits in early childhood programs. Increase birth-5 general education home visits by 50%, increase 3-5 early childhood special education home visits by 10%.
- Increase participation numbers in free/reduced price programming

# Questions and Discussion





## Celebrations | 2016-17

### Teaching and Learning

- Continued implementation of state-mandated World's Best Workforce, identifying alignment with Northfield Promise.
- Supported key student transitions through Bridges to K, WEB, and LINK programs.
- As a District, students continued to outperform the state average on all Minnesota Comprehensive Assessment (MCA) examinations.
- Eighty-four percent (84%) of the 356 Advanced Placement tests taken at Northfield High School resulted in students earning college credit.
- Students continued to outperform averages for both Minnesota and the rest of the nation on the ACT.
- Celebrated with four National Merit finalists and six National Merit commended scholars.
- Celebrated Northfield High School Social Studies teacher Sarah Swan McDonald being named one of 11 finalists for the Minnesota Teacher of the Year program.
- Celebrated Bridgewater Elementary School Principal Nancy Antoine's selection as a Minnesota National Distinguished Principal finalist.
- Selected *Second Step* as the District's K-8 social/emotional learning curriculum and secured a grant to fund training of 26 Northfield High School students in the evidence-based Peer Helper program developed by Hazelden.
- Northfield Public Schools' Orchestra department has been named the 2016 Meritorious Orchestra Program of the Year by the MN String and Orchestra Teachers Association.
- 75% of Northfield High School students participated in Raider activities through athletics, drama, music, and other programming.
- Welcomed two student representatives to the District Education Program Advisory Committee (DEPAC).
- Held 2016 Northfield Grad Summit in conjunction with the Northfield Promise Career and College Ready Action Team. 175 people attended to discuss equitable support for all career and college pathways.
- Held third annual Business and Technical Trades career explorations day at Northfield Middle School with more than three dozen businesses/organizations participating.
- Tackling Obstacles and Raising College Hopes (TORCH) served 432 students in Grades 6-12 provided service to 164 TORCH alumni for post-secondary support.
- Continued progress toward customized learning through 1:1 tablet program in Grades 4-12 and providing K-3 classrooms with approximately one tablet per two students.
- Continued job-embedded professional development for teaching staff through weekly Professional Learning Communities.

Board of Education	Community Services	District Services	Student Services
<ul style="list-style-type: none"> <li>● Approved a new vision statement and strategic plan after a process involving 186 staff and community stakeholders.</li> <li>● Approved the Master Facilities Plan after more than two years of work and input from hundreds of stakeholders.</li> <li>● Continued ThoughtExchange community engagement processes about state of the district (799 participants).</li> <li>● Continued successful participation with Northfield Promise and Chamber of Commerce.</li> <li>● Successfully completed the Minnesota Department of Education process to continue as an official charter school authorizer.</li> </ul>	<ul style="list-style-type: none"> <li>● Community School at Greenvale Park drew over 1,100 total participants (including students, teachers, and family members).</li> <li>● 40,732 children, youth and adults participated in a Community Services program.</li> <li>● 121,969 people had access to a school district facility through Community Services.</li> <li>● Ventures programs served 754 children.</li> <li>● Received two-year grant funding 24 Pathway II Early Learning Scholarships.</li> <li>● Recognized with 2016 MCEA Project Award.</li> </ul>	<ul style="list-style-type: none"> <li>● Conducted successful search process resulting in Mr. Sam Richardson's selection as Greenvale Park Elementary principal.</li> <li>● Celebrated District Grounds Coordinator Tracy Closson's election as the President of the Minnesota Park and Sports Turf Managers Association.</li> <li>● Continued Farm to School initiative, bringing locally sourced foods into our cafeterias on a regular basis.</li> <li>● Maintained cash reserves, student programming, and completed another successful audit.</li> <li>● Received MDE School Finance Award.</li> <li>● Completed contract negotiations or meet and confer processes with 15 employment groups.</li> </ul>	<ul style="list-style-type: none"> <li>● Implemented Cannon Valley Special Education Cooperative (CVSEC) and successfully hired its executive director.</li> <li>● Helped CVSEC transition to administering its own operations beginning with the 2017-18 school year.</li> <li>● Managed and provided specialized instruction for 575 students through Individual Education Plans.</li> <li>● Managed 150 Section 504 plans.</li> </ul>

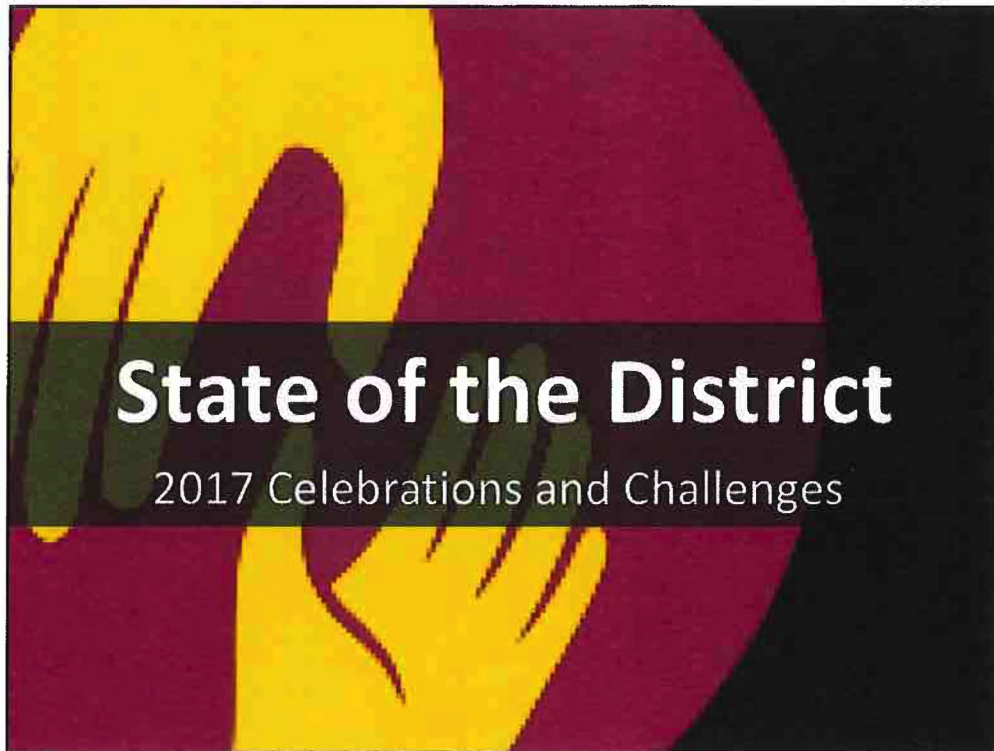


## Challenges 2017-18

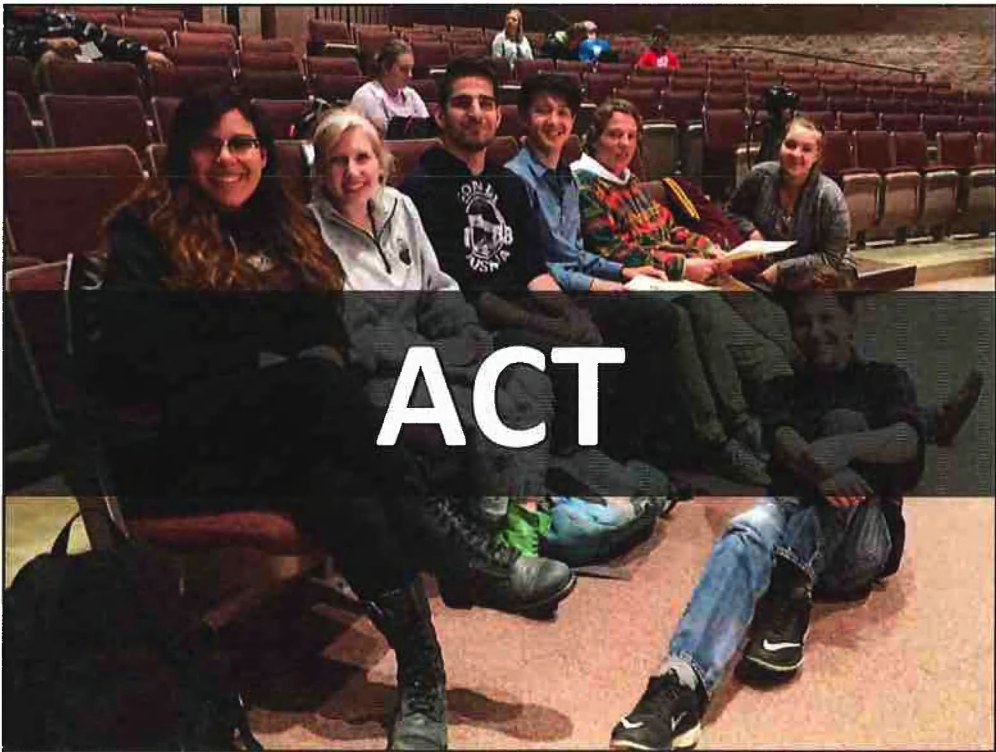
*"Success is due to our stretching to the challenges of life. Failure comes when we shrink from them."*

*John Maxwell*

1. Continue successful academic, social/emotional, and co-curricular performance currently in place.
2. Implement *Second Step* social/emotional learning curriculum.
3. Recruiting and retaining a high quality staff despite the imminent teacher shortage.
4. Increase access to early learning programs, especially for underserved populations.
5. Inform the public about and administer the 2017 operating levy and bond referendum election.
6. Increase the number of students identified as proficient in reading by the end of Grade 3.
7. Finalize K-5 reading curriculum adoption, assessments, and professional development to facilitate implementation in 2018-19.
8. Decrease unacceptable opportunity gaps present across Northfield Public Schools assessment data.
9. Continue to provide a breadth of academic course and program choice while maintaining reasonable class sizes across the District.
10. Increase customization of learning, timely feedback, and academic choice through tight integration of technology within the District's pedagogy.
11. Maximizing the impact of Professional Learning Communities through innovative pedagogy and possible modified goal setting strategies.
12. Ensure successful transition from the District Education Program Advisory Committee (DEPAC) to modified *Northfield Forward* strategy.
13. Influence mindset about what post-graduate success means for Northfield students to emphasize multiple pathways - including traditional four-year college, community/technical college, military, or volunteer service.



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





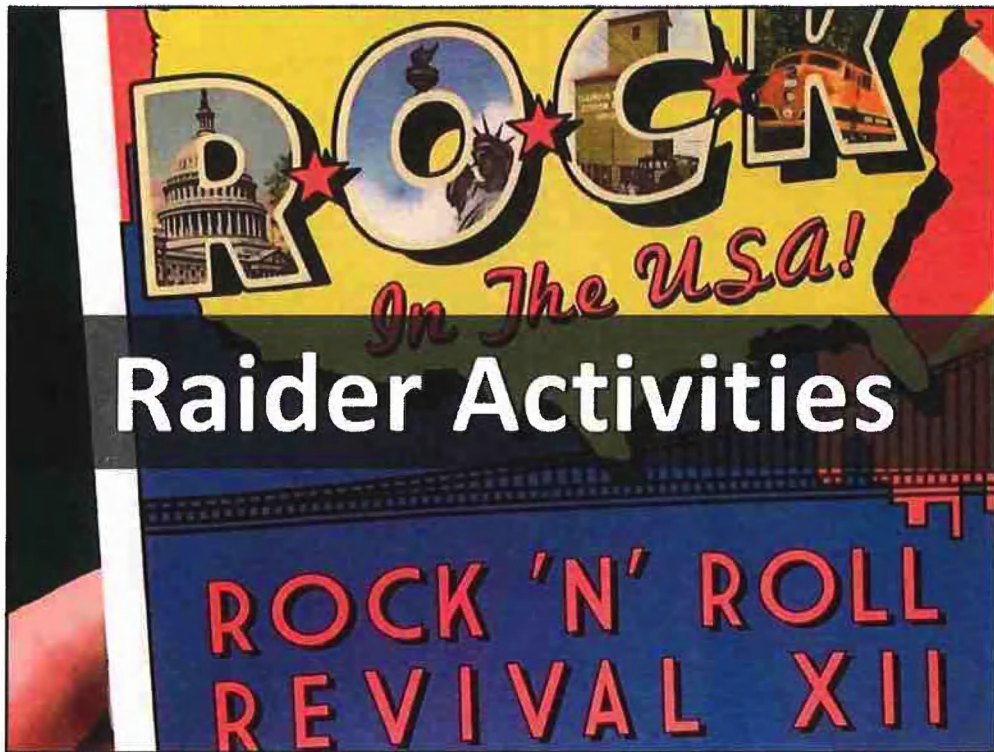
## Teaching and Learning

- Minnesota ToY Finalist
- Minnesota NDP Finalist
- Second Step Curriculum
- Orchestra MPoY



## Raider Activities





## Teaching and Learning

- DEPAC student reps
- Northfield Grad Summit
- CTE Career Fair
- TORCH





- Customized Learning
- PLCs

## Board of Education

- Strategic Plan
- Master Facilities Plan
- ThoughtExchange
- Community Partnerships
- Charter School Authorizer

## Community Services

- Community School
- Access and participation
- Ventures = 754
- Pathway II
- MCEA Award - El Super Barrio

## District Services

- Principal Selection
- President: MN Park & Sports Turf
- Farm to School
- Fiscal Health
- MDE School Finance Award
- Contract Negotiations

# Student Services

- CVSEC
- 575 IEPs
- 150 504 plans

# Challenges







# Recruit...Retain

High Quality Staff Make A Difference!



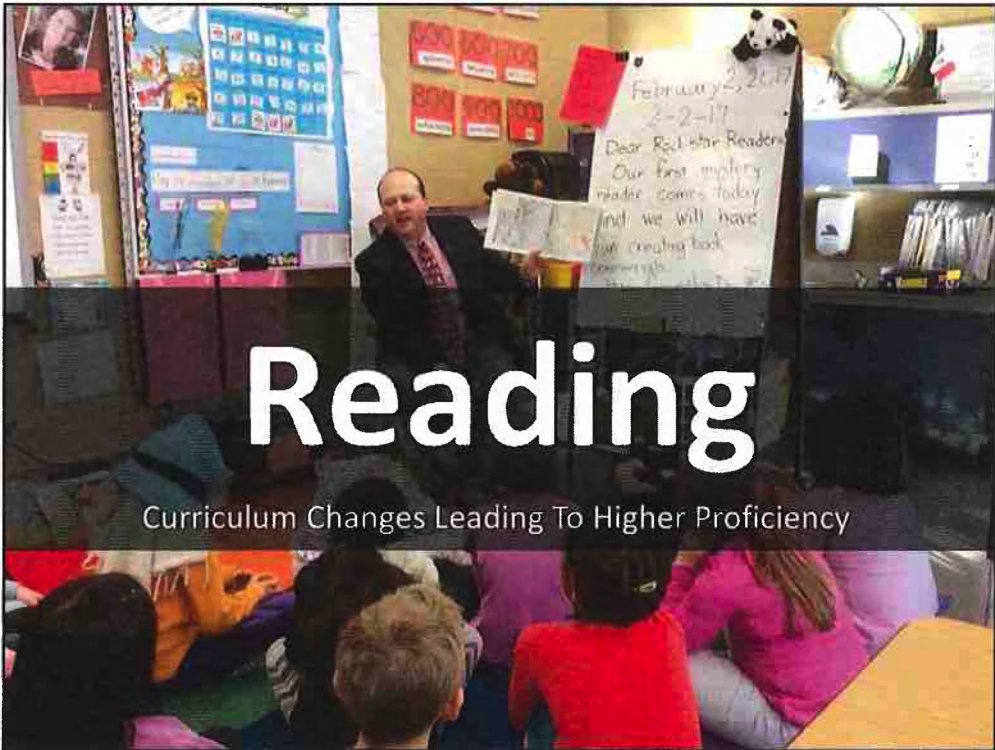
# Access to Early Learning

Addressing The Opportunity Gap Before It Begins

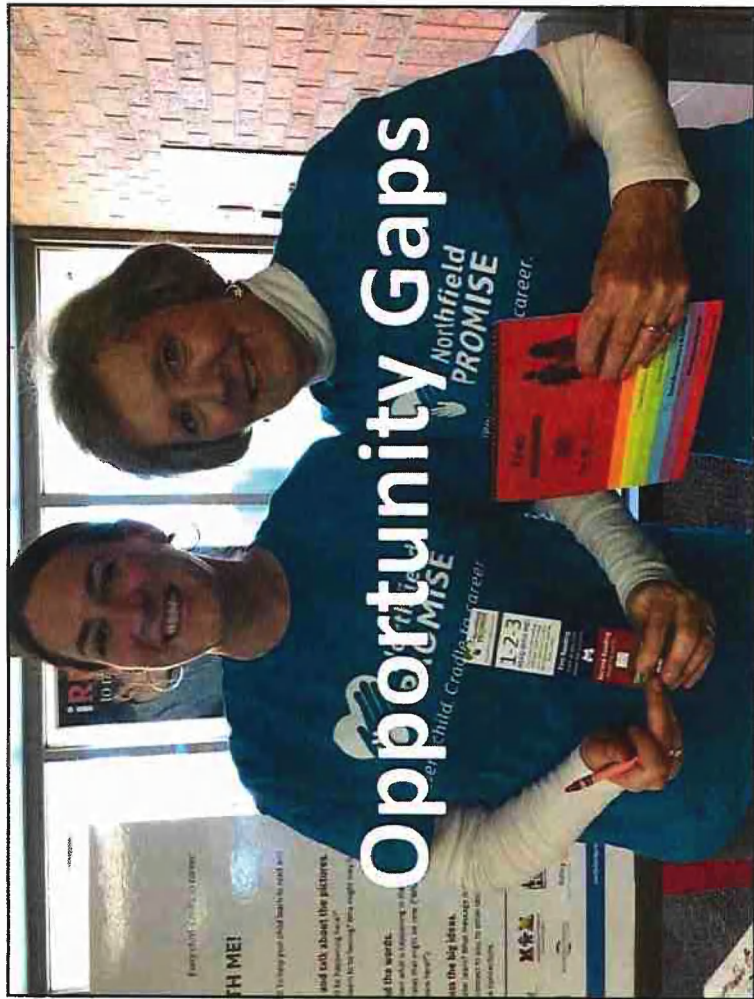


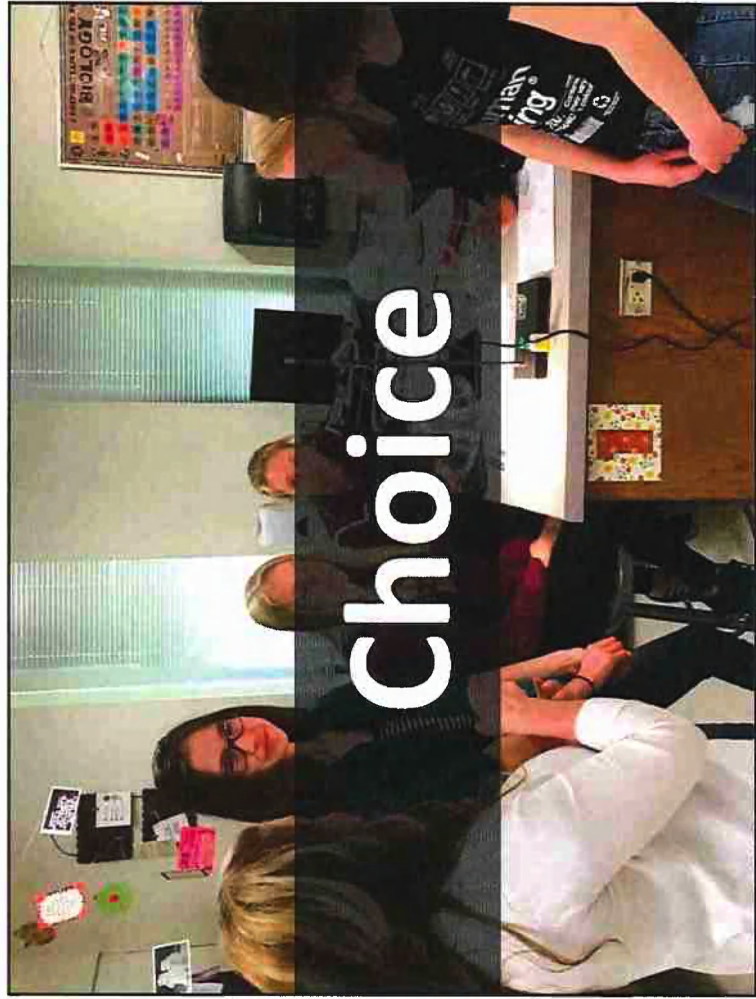
# November 7

Operating Levy and Bond Referendum Election



9/7/17













# STRATEGIC PLAN

Outlining Our Vision, Mission, Beliefs, Strategies and Priorities

Our strategic plan, adopted in October 2016, is comprised of our vision, mission, beliefs, strategies, and priorities. The strategic plan was developed with the help of 186 participants who provided input to the Northfield Board of Education in August and September 2016.

[Download Plan](#) [En Español](#)

# Strategic Plan

## 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

# Discussion

RECEIVED

AUG 31 2017

**Overnight Student Field Trip Proposal  
For the  
Alternative Learning Center**

**Date of Proposal:** September 1, 2017

**Purpose of Trip:** To take 7 Alternative Learning Center students into the Boundary Waters Canoes Area.

**Destination:** Tofte, MN and BWCA

**Dates:** June 11<sup>th</sup>--June 15<sup>th</sup>

**Itinerary:**

June 11<sup>h</sup> - Leave Northfield and drive up to Sawbill Campground, camping there for the night. We stop in Duluth, Gooseberry Falls, Palisade Head and hike up to Carleton Peak and Tofte Overlook on the way.

June 12<sup>h</sup>- We will go to Sawbill outfitters, get our gear and hopefully be on the water by 10:a.m.

June 13<sup>th</sup> -Canoe all day, finding a site for the evening.

June 14<sup>th</sup>- Canoe for a second full day, finding another site for evening.

June 15<sup>th</sup>- We will canoe out of the BWCA and return to Northfield by early evening.

**Educational Benefits:** Students are required to complete a .25 credit class on wilderness camping and survival and research information about Minnesota's Boundary Waters Canoe Area.

The trip itself will address 17 of the 37 SCANS skills identified by the U.S Department of Labor as the competencies needed to span the gap between the world of school and the workplace. These are the skills the students will use for this trip: reading, writing, speaking, listening, decision making, problem solving, responsibility, social skills, self-management, honesty, time management, team member, leadership, negotiation skills, adaptability, manage resources and teaching others. Additional areas that will be affected include self-esteem, self-confidence, perseverance and patience.

**Staff Involved:** Cheryl Mathison and Eric McDonald

**Time Commitment for Planning:** This will be our 14<sup>th</sup> trip up there with students. Due to our experience and knowledge we” have the system down” as far as the planning goes ☺

**Transportation:** Van

**Lodging Arrangements:** We will be making BWCA camping reservations.

**Budget:**

<b>Supplies</b>		<b>Instructional Salary</b>
Gas	\$ 150.00	
Groceries	\$ 275.00	Appx \$4200
Sawbill Outfitter	\$ 900.00	
Film Development	\$100.00	
<u>BWCA &amp; campground fees</u>	<u>\$125.00</u>	
	\$1550.00	

**Funding Sources** Pop machine profits, other grants we will be pursuing and state funding from student credit earned covers the instructional salary.

**Scholarship Availability-** None needed

**Student Participants-** 7

**Staff Chaperones:** 2

**Parent Chaperones-** none

**Activities for non-participating students:** This is part of an elective class. Students not enrolled in the class are not affected.

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 30 day of August, 2017, by and between Sibley PTO, 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**

\$6,200 for classroom funding  
per Kim Cecil 8/31/17

Sibley PTO, (Assim Hilman)  
Donor, Treasurer

Approved by resolution of the School Board on the 11 day of Sept, 2017

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk



## **MEMORANDUM**

TO: Members of Board of Education  
FROM: Julie Pritchard, School Board Chair  
DATE: September 7, 2017  
RE: Superintendent Contract Provisions for the 2017-18 Contract Year

Under our current employment contract (2016-19) with Superintendent Dr. Hillmann, each year we set salary and benefits for the current contract year.

The summary of the Superintendent's evaluation presented at the August 14, 2017, Board of Education meeting described Dr. Hillmann's outstanding performance as recognized by all Board members. Board members cited his impressive accomplishments in updating the District's mission, vision and strategic plan as well as the exceptional progress toward achieving the near-term priorities that were adopted as part of District's strategic planning process. Board members also acknowledged his strong leadership abilities and effective communication skills. It is important that the Board recognizes and rewards Dr. Hillmann's excellent job performance.

With respect to the current 2017-2018 contract, I recommend a total compensation package increase of 3.38%, which is in line with the settlement we have negotiated with the Northfield Education Association. Dr. Hillmann's package would include:

- A 2.9% increase in salary for 2017-18;
- The ability to be reimbursed for up to three additional unused vacation days at the current per diem rate that would otherwise be lost at the end of a contract year;
- All District employees' health insurance contributions are tied to the settlement reached with the Northfield Education Association. Due to the excellent condition of the District's self-funded health insurance program, the agreement calls for a decrease in the District's contribution to health insurance while also reducing the District's health insurance premiums.

This package allows us to recognize the outstanding performance of Dr. Hillmann for this review period. It also ensures that the base compensation we offer for this critical position is in line with those of comparable districts.