

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, September 23, 2013, 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 members of the 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 himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
  - Marnie Thompson – Rice County Project Prevention Champion Award
- VI. Items for Discussion and /or Reports.
  1. “Our Story: A Guide to the History of Northfield Minnesota”
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Proposed 2013 Pay 2014 Property Tax Levy.
    2. Annual Report on Curriculum, Instruction and Student Achievement.
    3. Revision to School Board Policy 613 – Graduation Requirements and Policy 616 – School District Accountability.
  - B. Items for Consent Grouping
    1. Overnight Student Field Trip Proposal.
    2. Appointment of Federal Programs Administrator.
    3. Personnel Items.
- VIII. Items for Information
- IX. Future Meetings
  - Monday, October 14, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
  - Monday, October 28, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

September 23, 2013, 7:00 PM  
Northfield High School Media Center

TO: Members of the Board of Education  
FROM: L. Chris Richardson, Ph. D., Superintendent  
RE: Explanation of Agenda Items for the September 23, 2013, 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 September 9, 2013, are enclosed for your review and comment.
- V. Announcements and Recognitions
  - Rice County Project Prevention Champion Award – Marnie Thompson
- VI. Items for Discussion and / or Reports
  1. “Our Story: A Guide to the History of Northfield Minnesota”.  
Middle School Social Studies Teacher Earl Weinmann and student representatives of the Northfield Middle School SCOPE program will be presenting the results of their latest published project, a Northfield History book written specifically for 3<sup>rd</sup> graders. Working under the skilled direction of Mr. Weinmann and with significant support from the Northfield Historical Society and its archives, SCOPE students researched, developed and wrote a textbook that will be made available for use by every 3<sup>rd</sup> grade student in the Northfield Public Schools this fall. Mr. Weinmann and his students will share this project and the details of its completion with the Board and answer questions that the Board may have about the work that went into the book’s creation.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. Proposed 2013 Pay 2014 Property Tax Levy.  
The amount of the proposed levy for 2014 is \$15,284,232.00 and represents a .47% decrease from the prior year. The proposed property tax levy for 2014 is required to be certified to the district’s home county auditor no later than October 1, 2013. Matt Hillmann, Director of Administrative Services, will review the levy certification timelines, legislative changes, and analysis of proposed levy.  
  
**Superintendent's Recommendation:** Motion to certify to County Auditors the 2013 Payable 2014 Proposed Certified Net Tax Levy in the amount of \$15,284,232.00.
    2. Annual Report on Curriculum, Instruction and Student Achievement.  
At the September 9<sup>th</sup> meeting of the Board of Education, the Board was given a draft of the 2012-2013 Annual Report on Curriculum, Instruction and Student Performance. Several additional elements were added to the Annual Report this year as required by the 2013 Education Omnibus Bill. Enclosed is the final draft of the Annual Report, which is now ready for Board approval.  
  
**Superintendent’s Recommendation:** Motion to approve the Annual Report on Curriculum, Instruction and Student Achievement.

3. Revision to School Board Policy 613 – Graduation Requirements, and Policy 616 – School District Accountability.

The Minnesota School Boards Association (MSBA) is recommending revisions to Policy 613 and Policy 616. The revisions to these policies are in bold and underlined. Since the suggested revisions are non-substantive and directed by State statute, the Board is asked to approve these revisions at the first reading.

**Superintendent's Recommendation:** Motion to approve revisions to School Board Policy 613 – Graduation Requirements, and School Board Policy 616 – School District Accountability.

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 10<sup>th</sup> annual Area Learning Center trip to the Boundary Waters Canoe Area June 9-13, 2014. The trip proposal is included in the packet of materials.

2. Appointment of Federal Programs Administrator.

The School Board is being asked to appoint Director of Teaching and Learning Mary Hanson as the Federal Programs Administrator. Previously, Dr. Gary Lewis had the authority to submit Federal Title applications, manage the Title budgets and oversee the disbursement of Title funds on behalf of the District. This authority and responsibility is simply being transferred to Ms. Hanson since Dr. Lewis is retiring.

3. Personnel Items.

a. Appointments\*

1. Tiffany Malecha, 7<sup>th</sup> Grade Volleyball Coach at the Middle School beginning 9/10/2013 – 10/11/2013; Level H, Step 1.
2. Kristin Mikula, Student Support Services Secretary – Long Term Substitute at the Middle School beginning 9/25/2013 - 11/29/2013 - \$12.59/hour.
3. Paul Stanaway, Middle School Weight Room Supervisor (Winter) beginning 10/21/2013 - 3/22/2014; Level K, Step 1.
4. Rolf Tollefson, High School Class IV EA for 6.75 hours/day beginning 9/23/13 - 6/6/14, Class IV, Step 3 - \$14.32/hour.
5. Community Services Fall/Winter Recreation Positions:
  - a) Erik Burton, CS Flag Football Supervisor beginning 9/10/2013 – 04/01/2014, \$10.25/hour.
  - b) Cody Crowley, CS WSI Instructor beginning 9/26/2013 – 04/01/2014, \$10.25/hour.
  - c) Mike Hachfeld, CS Floor Hockey Instructor beginning 9/10/2013 – 04/01/2014, \$7.50/hour.
  - d) Hannah Hartz, CS WSI Instructor \$10.00/hour, and Lifeguard \$8.00/hour beginning 9/23/2013 – 04/01/2014.
  - e) Zeebo Kuroso, CS Basketball Scorekeeper beginning 9/23/2013 – 04/01/2014, \$7.50/hour.
  - f) Easton Martin, CS Floor Hockey Instructor beginning 9/10/2013 – 04/01/2014, \$7.50/hour.
  - g) Anna Pownell, CS Swim Aide beginning 9/17/2013 – 04/01/2014, \$7.50/hour.
  - h) Jacqueline Radke, CS WSI Instructor \$10.00/hour and Lifeguard \$8.00/hour beginning 9/23/2013 – 04/01/2014.
  - i) Kaylyn Robinson, CS WSI Instructor beginning 9/26/2013 – 04/01/2014, \$10.50/hour.

- b. Increase/Decrease/Change in Assignment
1. Sheila Atkinson, Class III EA/Class IV EA at Bridgewater, change to only Class IV EA for 7.92 hours/day at Bridgewater beginning 9/3/2013.
  2. Tyla Christensen, Class IV EA at Bridgewater for 6.5 hours/day, change to Class IV EA for 6.67 hours/day at Bridgewater beginning 9/3/2013.
  3. Kelly Edwards, Class II EA/Class I EA at Greenvale Park (6.0 hours/day), change to Class II EA for 4.50 hours/day and Class I EA for 2.25 hours/day (6.75 hours/day) at GVP beginning 9/9/2013.
  4. Jessica Grisim, Class IV EA/Class I EA at Bridgewater, change to Class IV EA for 6.25 hours/day, and Class I EA for .50 hours/day at Bridgewater beginning 9/3/2013.
  5. Karna Hasse, Class I EA at Sibley, change to Class I EA for 2.25 hours/day, and Class II EA for 4.0 hours/day at Sibley beginning 9/3/2013.
  6. Laurie Noonan, Class III EA/Class I EA at Bridgewater, add Class IV EA for 1.75 hours/day at Bridgewater beginning 9/3/2013.
  7. Terri Quint, Class II EA/Class IV EA at Bridgewater, change to Class III EA for 3 hours/day, and Class IV EA for 3.75 hours/day (6.75) at Bridgewater beginning 9/3/2013.
  8. Lindsay Schacht, Class IV EA at Bridgewater for 4.88 hours/day, change to Class IV EA at Bridgewater for 6.67 hours/day beginning 9/3/2013.
  9. Kathryn Stordahl, Class IV EA at Longfellow, add Class IV Bus EA at Longfellow for additional 1.0 hour on Wednesdays in addition to her regular contracted hours, beginning 9/3/2013 – 6/6/2014.
  10. Angie Timperley, Class III EA at Bridgewater, change to Class III EA for 1.33 hours/day, and Class IV EA for 2.67 hours/day (4.0) beginning 9/3/2013.
  11. Taylor Traeder, Class III EA/Class IV EA at the Middle School, change to Class IV EA at the Middle School for 6.5 hours/day beginning 8/26/2013.
  12. Elizabeth Valentine, 1.0 FTE EL Instructor in the district, change to .2 FTE EL Instructor at Bridgewater, and .8 FTE EL Instructor at Sibley for the 2013-2014 school year.
  13. Andrea Waldock, Class IV EA at Head Start, add Class IV Bus EA at Longfellow Monday, Tuesday and Thursday for .83 hours/day (7:30-8:20 a.m.), and Monday-Thursday for 1.42 hours/day (2:35-4:00 p.m.) in addition to her PCA duties at Head Start beginning 9/3/2013 – 6/6/2014.
- c. Resignations
1. Kathie Smestad, Class II EA at the Area Learning Center, resignation effective 10/4/13.
  2. Avanel Young, Custodian at the High School, resignation effective Monday, September 30, 2013
- d. TRA Part-Time Teacher Program  
The Board is requested to authorize Mary Harrity-Davidson 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.

\*Conditional offers of employment are subject to successful completion of a criminal background check.

- VIII. Items for Information  
There are no items for information at this time.
- IX. Future Meetings  
Monday, October 14, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 28, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# School Board Minutes

School Board Minutes

September 9, 2013

Northfield High School Media Center

- I. Call to Order.  
Board Chair Ellen Iverson called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. 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 Maple, seconded by Stratmoen, the minutes of the Regular School Board meeting held on August 26, 2013, were unanimously approved.
- V. Announcements and Recognitions
  - Northfield Middle School hosted its 6th annual WEB orientation day for incoming 6th graders on August 29. The average participation during the first five years has been 95%. This year, 285 new 6th graders participated setting a new record of 97% attendance.
  - The Northfield Education Association approved the 2013-2015 Agreement with Independent School District #659 last Tuesday. The NEA ratified the Agreement that the Board approved at its August 26 meeting.
  - Iverson complemented the custodial staff for getting the buildings in shape for the opening of school.
- VI. Items for Discussion and / or Reports
  1. Update on Building Security, Construction Projects and Johnson Controls Contract.  
Paul Bell, Director of Buildings and Grounds, provided the Board with an update on the security upgrades that have been completed at several buildings over the summer as well as the additional work to be completed. He also provided an update on other construction projects completed during the 2013 summer break. Finally, Mr. Bell reviewed the long-term contract with Johnson Controls that will be concluding at the end of the 2013-14 school year. This contract provided for oversight of the major modification and updating of the District's Heating/Ventilation/Air Conditioning (HVAC) system in multiple buildings over several years as well as the ongoing monitoring of these systems for efficiency and function.
  2. Initial Discussion of Revisiting the District Strategic Plan.  
Board Chair Ellen Iverson led a discussion of the possibilities of revisiting the District Strategic Plan during the 2013-14 school year. Overall, Board members feel that the existing strategic plan has enduring value and is still relevant. Several Board members had a hard time imagining how the Board would come up with something different. The current strategic plan provides the overarching mission, beliefs and core strategies while the school or site improvement plans and Professional Learning Communities provide the specific goals and action plans that support increased student achievement and enhanced school climate.  
  
Even though this strategic plan has been in existence for ten years, the Board doesn't have a strong need or desire to start over, unless the District receives some direction from the State. The current strategic plan works very well, operationally, for the District. The Board views the goal setting done by the District Educational Program Advisory Committee (DEPAC) as one of the vehicles for aligning District operations with community interests. The Board may want to have a work session in the future to reflect on this more, but there doesn't seem to be an immediate urgency to do so.
- VII. Superintendent's Report
  - A. Items for Individual Action  
There were no action items.

B. Items for Consent Grouping

On a motion by Fossum, seconded by Stratmoen, the Board unanimously approved the items under the Consent Grouping.

1. Personnel Items.

a. Appointments\*

1. Norine Bell, Supervisory Educational Assistant/Building Greeter at the High School beginning 9/9/2013 – 6/6/2014 for 5 hours/day – Class I, Step 1, \$12.59/hour.
2. Erin Carson, .90 FTE Social Studies Teacher at the High School beginning 8/28/2013 – 6/6/2014. MA60, Step 6.
3. Mary Coyne, 1.0 FTE School Psychologist at Bridgewater/Special Ed. beginning 9/4/2013 – MA 30, Step 6.
4. Michelle Gaertner, 6<sup>th</sup> Grade Assistant Volleyball Coach at the Middle School beginning 9/3/2013 – 10/11/2013; \$14.00/hour.
5. Rich Guggisberg, Assistant Football 9<sup>th</sup> Grade Coach (hourly) beginning 8/29/2013 - 11/1/2013; \$14.00/hour.
6. Dean Huschle, Educational Assistant-Supervisory/Building Greeter at Longfellow for 6 hours/day beginning 9/5/2013 – 10/18/2013 – Class I, Step 1, \$12.59/hour.
7. Jessica Neubauer, Early Ventures Site Assistant at Longfellow/Community Services for 8 hours/day beginning 9/9/2013 – Step 3, \$11.84/hour.
8. Ross Robinson, Community Services WSI Instructor \$10.00/hour, Lifeguard \$8.00/hour beginning 9/4/2013 – 6/1/2014.
9. Community Services Instructors in the Brochure for Fall 2013 were approved.
10. Community Services Flag Football Coaches beginning 9/10/2013 – 4/1/2014; \$9.00/hour: Bryan Aviles, Kade Cronin, Theodore Deitz, Coleman Foley, Guenther (Jake) Geranol, Keenan Gladd-Brown, Nicholas Golberg, Ryan Iverson, Keegan Kelly, Samuel Kuss, Spencer Malick, Brice Peterson, Magnus Schlyer, Justin Schmid, John Stone, Tyler Vajdic, Oliver West, Stephen Womack, and Colten Yahn.
11. Jill Bohlen, Special Ed PCA/Supervisory 7.08 hours/day at Sibley beginning 9/9/2013; Class IV-Step 1 \$13.49/hour (6.75 hours/day); Class I-Step 1 \$12.59/hour (.33 hours/day) beginning 9/9/2013.
12. Heather Kuehl, .40 FTE English Teacher at the Middle School beginning 9/6/2013 – 6/6/2014 – BA, Step 1.
13. Scott Stanina, Yearbook Assistant at the High School beginning 9/6/2013 – 6/6/2014; \$14.00/hour.

b. Increase/Decrease/Change in Assignment

1. Sheila Atkinson, Special Ed PCA at Bridgewater, add Special Ed Bus PCA at BW Mon.-Friday for .92 hours/day beginning 9/3/2013 – 6/6/2014.
2. Kristin Basinger, Special Ed PCA at Bridgewater, add Special Ed Bus PCA at BW Mon.-Friday for 1.42 hours/day beginning 9/3/2013 – 6/6/2014.
3. Laura Berdahl, Parent Liaison at Greenvale Park for 3.2 hours/day, change to Parent Liaison at GVP for 5.2 hours/day beginning 8/26/2013 (26 hours/week).
4. Kiwi Bielenberg, DAPE & POHI Teacher at the High School, change to .25 FTE Dape at Sibley, .2 FTE DAPE at the Middle School and .55 FTE POHI district wide beginning 9/3/2013.
5. Mary Boyum, Special Ed PCA 6.75 hours/day, Supervisory .17 hours/day at Sibley, change to PCA 6.53 hours/day, plus Special Ed Bus PCA at Sibley for 1.42 hours/day (total 7.95 hours/day) beginning 9/3/2013 – 6/6/2014.
6. Elizabeth Brewer, Special Ed PCA at the Middle School, add Special Ed Bus PCA at the MS Mon.-Friday 1.17 hours/day beginning 9/3/2013 – 6/6/2014.
7. Shari Bridley, Special Ed PCA at Longfellow, add Special Ed Bus PCA at LF Mon.-Friday for 1.25 hours/day beginning 9/3/2013 – 6/6/2014.
8. Mark Johnson, 1.0 FTE PE Teacher at the Middle School, add .2 FTE overload lifetime sports section at the Middle School (1.2 FTE) beginning 8/26/2013 – 6/6/2014.
9. Shelly Kruger, Special Ed PCA at the High School, add Special Ed Bus PCA at Sibley Mon.-Friday for .67 hours/day beginning 9/3/2013 – 6/6/2014.

10. Lindsay Mehrhoff, Correction to Special Ed PCA/Supv. EA 6.92 hours/day at Sibley beginning 8/26/2013; Class I, Step 1 \$12.59/hour (.17 hours/day), Class IV, Step 1 \$13.49/hour (6.75 hours/day).
  11. Jackie Meyer, Special Ed PCA at the High School, add Special Ed Bus PCA at the HS Mon.-Friday for .83 hours/day beginning 9/3/2013 – 6/6/2014.
  12. Marilyn Neuville, 1.0 FTE English Teacher at the middle school, voluntary reduction to .60 FTE English Teacher at the middle school beginning 8/27/2013.
  13. Amy Pantze, PCA at Greenvale Park for 4.0 hours/day, change to PCA 6.5 hours/day and Supervisory .50 hours/day (7.0 hours/day total) beginning 8/26/2013.
  14. Molly Peterson, Special Ed PCA at the Middle School, add Special Ed Bus PCA at the MS Mon.-Friday for 1.42 hours/day beginning 9/3/2013 – 6/6/2014.
  15. Rhonda Stanley, Resource Room EA at Greenvale Park for 2.25 hours/day, change to Resource Room EA at GVP for 3.5 hours/day beginning 8/26/2013.
  16. Brian Stevens, .8 FTE Social Studies Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School beginning 8/28/2013 for the 2013-2014 school year.
  17. Jane Streitz, PCA/Resource Room EA at Greenvale Park for 6.5 hours/day, change to PCA at GVP for 6.25 hours/day beginning 8/26/2013.
  18. Andrea Waldock, Special Ed PCA at Head Start, add SPED Bus PCA at Longfellow Mon.-Thurs. for 2.25 hours/day beginning 9/3/2013 – 6/6/2014.
  19. Sara Webster, .5 FTE Speech Language Pathologist at Longfellow, add .2 FTE Speech Language Pathologist at Sibley for a total of .7 FTE beginning 9/3/2013 – 6/6/2014.
  20. Angela Callahan, SummerVentures Site Leader at Greenvale Park for 40 hours/week, change to KidVentures Site Leader at GVP for 29.5 hours/week beginning 9/3/2013.
  21. Elliott Courchainé, SummerVentures Site Assistant at Greenvale Park for 27.5 hours/week, change to KidVentures Site Assistant at Sibley, Bridgewater & GVP for 12 hours/week beginning 9/3/2013.
  22. Julie Erickson, SummerVentures Site Assistant at Greenvale Park for 27.5 hours/week, change to EarlyVentures Site Assistant at Longfellow for 40 hours/week beginning 8/26/2013.
  23. Angie Frawley, Early Ventures Site Assistant at Longfellow for 32 hours/week, change to EarlyVentures Site Assistant at LF for 40 hours/week beginning 8/26/2013.
  24. Tyler Grave, SummerVentures Student Site Assistant at Greenvale Park for 16.5 hours/week, change to KidVentures Student Site Assistant at Sibley, Bridgewater and GVP for 12 hours/week beginning 9/3/2013.
  25. Vanessa Grave, SummerVentures Site Leader at Greenvale Park for 40 hours/week, change to KidVentures Site Leader at Bridgewater for 29.5 hours/week beginning 9/3/2013.
  26. Reece Line, SummerVentures Student Site Assistant at Greenvale Park for 27.5 hours week, change to KidVentures Student Site Assistant at Sibley for 12 hours/week beginning 9/3/2013.
  27. Nicole Miner, SummerVentures Site Assistant at Greenvale Park for 35 hours/week, change to KidVentures Site Assistant at Bridgewater for 21.5 hours/week beginning 9/3/2013.
  28. Sue Nelson, Special Ed PCA at Longfellow, change to 5.75 hours/day Monday-Thursday, and 4.75 hours/day on Fridays beginning 9/4/2013 – 6/6/2014.
  29. Brianna Spittle, SummerVentures Site Assistant at Greenvale Park for 27.5 hours/week, change to EarlyVentures Site Assistant at Longfellow for 40 hours/week beginning 8/26/2013.
  30. Anne VanderMartin, EA-PCA/Supervisory at Sibley for 6.92 hours/day, change to EA-PCA at Sibley for 6.50 hours/day, and Supervisory for .17 hours/day (6.67 hours/day) beginning 9/6/2013.
  31. Tammy Warner, EarlyVentures Site Assistant at Longfellow for 30 hours/week, change to EarlyVentures Site Assistant at Longfellow for 40 hours/week beginning 8/26/2013.
- c. Leaves of Absence
1. Vicky Shimota, Leave of Absence from August 26, 2013 through October 8, 2013.
  2. Hillary Graves, Building Nurse at St. Dominic School & Prairie Creek Community School, Childcare Leave of Absence beginning on or around 11/11/2013 extending for 12 weeks.

- d. Resignations
  1. Katherine Barnes, 9<sup>th</sup> Grade Girls Basketball Coach, resignation effective 8/28/2013.
  2. Candace Thielen, Special Education PCA at Sibley Elementary, resignation effective 8/28/2013.
  3. Adam Danielson, Assistant Boys Basketball Coach at the High School, resignation effective 9/9/2013.
  4. Paul Eddy, 9<sup>th</sup> Grade Boys Basketball Coach, resignation effective 9/6/2013.
  5. Josh Maus, 9<sup>th</sup> Grade B-Team Boys Basketball Coach and 9<sup>th</sup> Grade Baseball Coach, resignation effective 9/6/2013.
  6. Rolf Tollefson, Supervisory EA at Greenvale Park, resignation effective 9/6/2013.
- e. TRA Part-Time Teacher Program  
The Board authorized Amy Moeller 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.
- f. Superintendent Contract Provisions for the 2013-2014 Contract Year of the Three Year 2013-2016 Superintendent's Contract  
The Board approved the following Superintendent contract provisions for the 2013-2014 contract year, in accordance with the following contract addendum:
  - A one and one-half percent (1.5%) increase in the annual salary;
  - An additional \$2,700 contribution to the Superintendent's elected annuity.

\*Conditional offers of employment are subject to successful completion of a criminal background check.

2. Additional Co-Curricular Overnight Trip.

The Board approved an overnight trip to Brainerd on November 8 and 9 for the Girls Hockey Team.

VIII. Items for Information

1. Draft of Annual Report on Curriculum, Instruction and Student Achievement.

A draft of the 2012-2013 Annual Report was distributed to the Board. New requirements detailed in the 2013 Education Omnibus Bill call for adding additional elements to the annual report document. This report will be provided in a web-based online format. The community will be notified when it is available on the website.

2. Northfield Area Chamber of Commerce and TORCH Advisory Group Appointments.

School Board member Julie Pritchard has agreed to represent the Northfield Board of Education on the Board of Directors of the Northfield Area Chamber of Commerce. Board member Rob Hardy will replace Julie as the liaison to the TORCH Advisory Group. These appointments by Board Chair Ellen Iverson are effective immediately.

IX. Future Meetings

Monday, September 23, 2013, Regular School Board Meeting, Northfield High School Media Center  
Monday, October 14, 2013, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Nelson, seconded by Maple, the Board adjourned at 8:43 PM.

Noel Stratmoen  
School Board Clerk

## Preliminary Levy Certification Pay 2014

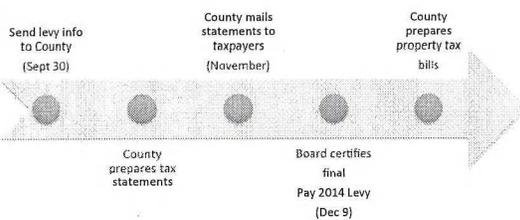
Northfield Public Schools  
September 23, 2013

### What is the levy? What does it do for us?

- Provides 23% of our overall budget
- Includes voter approved levies as well as state-authorized levies
- Allows the District to provide quality educational programming



### Truth in Taxation Timeline



### Tax Levy and Budgeting



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*Pay 2014 includes adjustments from previous years (up to three years)*

### Authority vs. Certified

	Pay 2013	Pay 2014
Authority	\$15,436,276.97	\$15,284,232.00
Certified (proposed for P14)	\$15,356,900.97	\$15,284,232.00
Authority less Certified	(\$79,376)	\$0

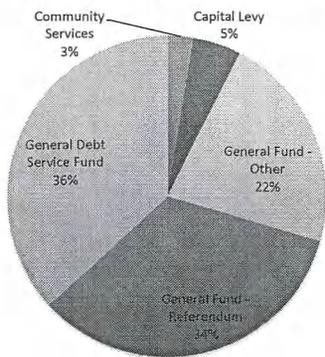
- Pay 2014 is proposed to be levied at our full level of authority
- Pay 2014 levy reflects a .47% reduction in our levy compared to Pay 2013

### Pay 2014 Notable Changes

- Change in pupil weights begin in Pay 2014 (including All-Day Kindergarten)
- Local Equity Allocation impacts levy categories
- Changes in which pupils are counted



### Proposed Pay 2014 Property Tax Levy



Subtotals by Fund	Pay 2013 Certified Levy	Pay 2014 Proposed Levy	Increase (Decrease)	Percent Change
General Fund	\$9,315,210.73	\$9,291,904.86	\$(23,305.87)	(.25%)
Community Services Fund	\$387,755.90	\$398,990.64	\$11,234.74	+2.90%
General Debt Service Fund	\$5,653,934.34	\$5,593,336.50	\$(60,597.84)	(1.07%)
<b>Total</b>	<b>\$15,356,900.97</b>	<b>\$15,284,232.00</b>	<b>\$(72,668.97)</b>	<b>-.47%</b>

Subtotals by Truth in Taxation Category	Pay 2013 Certified Levy	Pay 2014 Proposed Levy	Increase (Decrease)	Percent Change
Voter Approved	\$11,589,672.87	\$10,289,428.00	\$(1,300,244.87)	(11.22%)
Other	\$3,767,228.10	\$4,994,804.00	\$1,227,575.90	32.59%
<b>Total</b>	<b>\$15,356,900.97</b>	<b>\$15,284,232.00</b>	<b>\$(72,668.97)</b>	<b>(.47%)</b>

Subtotals by Tax Base	Pay 2013 Certified Levy	Pay 2014 Proposed Levy	Increase (Decrease)	Percent Change
Referendum Market Value*	\$6,815,388.23	\$6,923,232.06	\$107,843.83	1.58%
Net Tax Capacity	\$8,541,512.74	\$8,360,999.94	\$(180,512.80)	(2.11%)
<b>Total</b>	<b>\$15,356,900.97</b>	<b>\$15,284,232.00</b>	<b>\$(72,668.97)</b>	<b>(.47%)</b>

\*Includes Operating Referendum and Equity Revenue

### Analysis

- Pay 2014 levy: Down .47% compared to Pay 2013 but levied at full authority level
- Local Equity Revenue (allowance) modifies the categorization of the overall levy, modification of student weights, and other changes to the State-level calculations make comparisons to previous years less than 'apples to apples'

*Questions?*

**Pay 2014 Preliminary Levy Certification Narrative | September 23, 2013**  
**Matt Hillmann, Director of Administrative Services**

**What is the levy? What does it do for the District?**

We are asking for preliminary certification of the Pay 2014 property tax levy tonight. The levy is the local portion of taxes that are authorized, either by the State or by local voters, and eventually provide us with funding. Our local levy provides approximately 23% of our overall budget. Obviously, our budget supports the resources needed – human and capital – to provide quality educational programming for students in our schools. Our proposed levy will be .47% less than last year’s levy.

**Truth in Taxation Timeline**

After we certify this proposed levy, the District will send the information to the county auditors by October 7th. At that point, the County begins preparing tax statements that are mailed to taxpayers in November. We will then hold our Truth in Taxation hearing during the regular School Board meeting on December 9<sup>th</sup> and ask the Board to finalize certification of the Pay 2014 levy.

**Tax Levy and Budgeting**

You most likely recall that the State’s tax year and our budget year don’t quite match up. The Pay 2014 levy covers a span from January 2014 through December 2014. Property taxes are paid in May and October each year while our budget year runs from July 2014-June 2015. These levy dollars will eventually provide a portion of our funding for that budget year.

Each year’s pay levy can also include budget adjustments from previous levy years – both positive and negative. These adjustments can be made for a period of up to three years. For example, this year we have a negative Health and Safety adjustment and a positive Operating Capital adjustment.

**Authority vs. Certification**

We are provided a maximum levying authority by the Minnesota Department of Education. We are proposing levying at our full authority. This year’s levying authority is less than last year. You may recall that we did not levy our full authority last year. Despite proposing that we levy the full authority for Pay 2014, we will still levy slightly less (.47%) than last year’s. Remember, this is the local levy. We still anticipate an increase in overall funding from the State based on the actions of the 2013 legislature.

**Pay 2014 Changes**

The Pay 2014 levy represents some major changes in how the State calculates annual levies.

A major change is the way that pupil weights are determined as a result of the State funding all day, every day Kindergarten.

<b>Age Level</b>	<b>Former Weighting</b>	<b>New Weighting (2014-15)</b>
Kindergarten	.612	1.0
Grades 1-3	1.115	1.0
Grades 4-6	1.060	1.0
Grades 7-12	1.3	1.2
Pre-Kindergarten	1.25	1.0
Handicapped Kindergarten	1.0	1.0

We also have some adjustments being made in this proposed levy. Some examples:

- Health & Safety (\$111,541.30)
- Lease/Levy \$16,749.76
- Operating Capital +\$4,081.00

In addition, there is a noticeable difference in how the proposed Pay 2014 levy categories appear in comparison to previous years. This is a result of the Local Equity Allowance, a feature of this year's State budget that moves dollars (\$424 per pupil) from the General Fund – Referendum (voter approved) to the General Fund – Other category.

The State is implementing many changes to the calculation models and is also using a 'hold harmless' strategy to offset any adverse effects of the new calculations. Changes make the comparison of this year's levy to previous year's levies challenging. MDE is generating new levy 'runs' nearly every day. Our current levy document from the State spans 34 pages. To make matters more challenging, the levy certification site didn't even open until August 21<sup>st</sup> with initial data due to the State by August 30<sup>th</sup>.

### **Proposed Pay 2014 Property Tax Levy**

This pie graph demonstrates (see PowerPoint file) the different categories that comprise our overall proposed levy. This year, the General Fund – Referendum category is a smaller percentage of the overall levy than it was last year and the General Fund – Other is a larger than percentage of the overall levy compared to last year. This is the manifestation of the shift of the Local Equity Allowance from 'Referendum' to 'Other.'

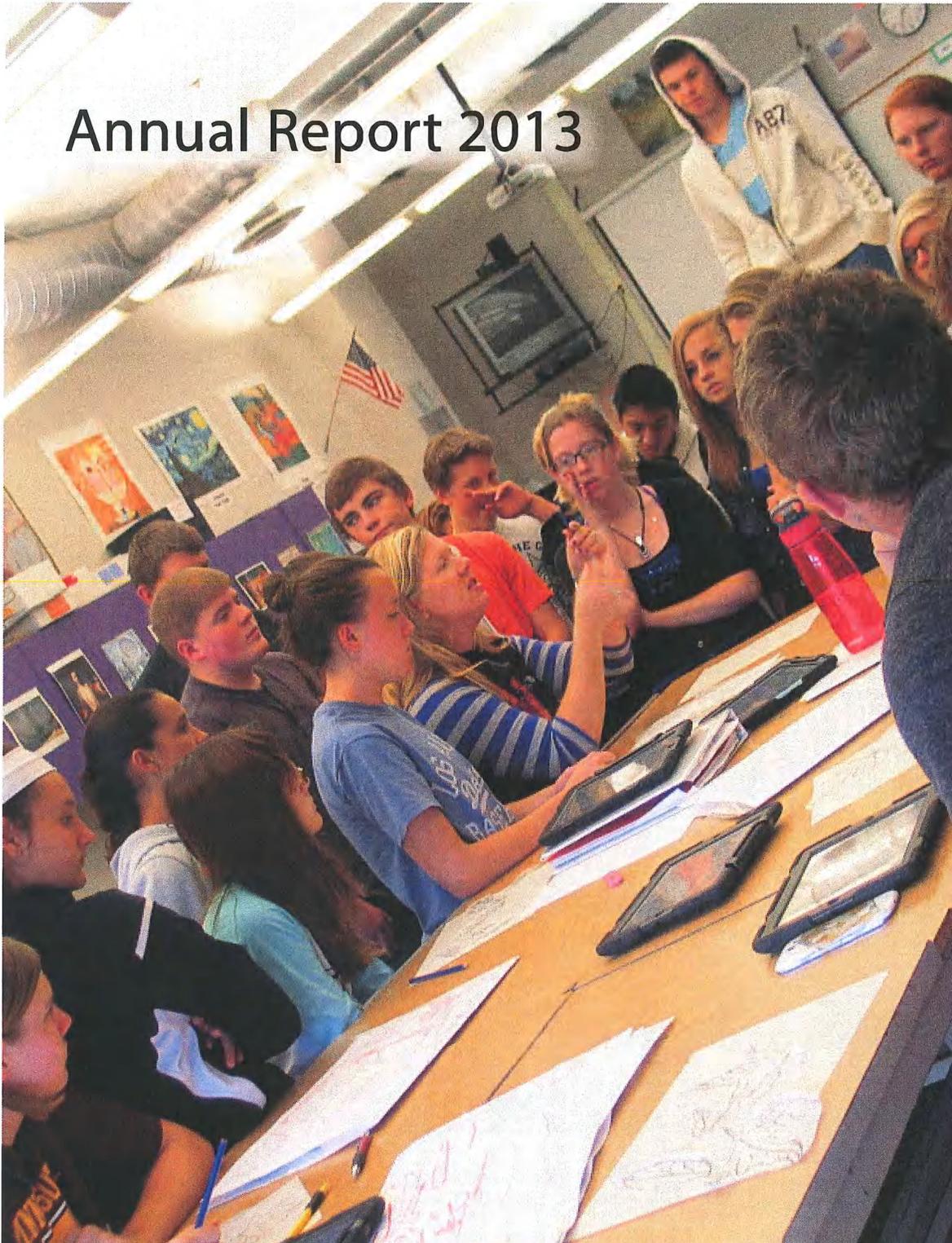
The table (next slide) illustrates the subtotals of the levy by fund, by Truth in Taxation category, and by tax base.

You'll notice a decrease on the General Debt Service Fund. This is the practical application of the two bond refunding completed in December 2012 and January 2013. We should continue to see this kind of savings as we move forward. It isn't huge, but it is an example of the stewardship we focus on in Northfield.

### **Summary**

This District is proposing the Pay 2014 levy at \$15,284,232.00 which represents a .47% decrease compared to last year.

## Annual Report 2013



*Teacher Katherine Norrie demonstrates how to create a graphite transfer with a contour line leaf drawing in Art I - Foundation.*

### Our Mission

The mission of Northfield Public Schools is to deliver educational excellence that empowers all learners to participate in our dynamic world.

2012 - 2013

**Annual Report on Curriculum, Instruction  
and Student Achievement for ISD #659.**

# Superintendent's Letter

**Dear District Patrons:**

## **Northfield Public Schools focuses on Delivering Educational Excellence and Financial Accountability**

While facing challenges in the 2012-13 school year, the Northfield Public Schools continued to succeed by:

- Continuing our existing operating levy and capital projects levy, through the ongoing support of our community. The district faces the 2013-14 school year without the need to make additional cuts.
- Maintaining a positive fund balance that sustains current staff and programs despite limited state funding increases and significant delays in state aid payments to schools during 2012-13.
- Continuing to spend more than 70% of all district expenditures on direct classroom instruction by enhancing administrative efficiencies including restructuring and combining departments and maintaining self-insured health and dental plans.
- Sustaining Professional Learning Communities (PLCs) that support increased student achievement through strengthened teaching, with flexible grouping allowing students to learn at their instructional level.
- Implementing Response to Intervention (RtI) in all elementary buildings, providing support to PLCs and direct interventions for students who are having difficulty learning.
- Implementing staff training on curriculum and instruction using technology.
- Implementing Phase I of the iPad 1:1 initiative giving all staff members the skills and technology they need to successfully use that technology to enhance student instruction.
- Preparing for Phase II of the Transformational Technology initiative with a 1:1 iPad implementation for students by upgrading technology and wireless connectivity to provide fast and reliable information access for students and staff.
- Continuing Bridges to K, Where Everyone Belongs (WEB), Link Crew, and the 9th Grade Academy to support communication and connections between incoming students and caring adults as they enter a new building.
- Improving student achievement as measured by increased performance on site improvement goals, MAP and MCA tests and other assessments.

## **Teamwork Results in Student Success**

Northfield Public Schools students continued to achieve at high levels. In 2012-13:

- On the Measures of Academic Progress (MAP tests), Northfield students scored above national averages.
- Middle school students outperformed national averages on every section of the EXPLORE Grade 8 Exam.
- High school students outperformed Minnesota on every section of the American College Test (ACT) and PLAN Test, leading the state that leads the nation in ACT and PLAN test results. We had 1 National Merit semi finalist and 6 Commended students in 2013.
- More high school students took Advanced Placement (AP) tests than the previous year, and 85% achieved scores of 3, 4 and 5, earning them college credit for AP classes taken in high school.
- The TORCH program (Tackling Obstacles, Raising College Hopes) increased high school graduation and college entrance for Latino and first generation college-bound students.

## **District and Schools "No Child Left Behind" Sanctions Lifted for 2012-13**

In February 2012 the U.S. Department of Education granted Minnesota an NCLB waiver, including the provision that Minnesota schools would reduce the academic proficiency gaps among their demographic groups by 50% within the next five years. In Northfield, we used the data from 2011 and 2012 to set targets for each of the academic school years from 2013 to 2017 to respond to and achieve this goal. Northfield Public Schools has made excellent strides in 2013 to increase the overall proficiency rate of students performing at grade level, based upon Minnesota academic standards, and to close the proficiency gaps among the demographic groups.

Northfield Public Schools outperformed the state in all categories of the 2013 MCA math test and the new MCA reading test. While the scores dropped for both the district and the state on the new MCA reading test, it is important to understand that the test is now based on new national Common Core standards and

included longer, more rigorous, non-fiction passages in place of the shorter, fiction passages provided in testing the year before. Because the standards, passages and questions are different on the 2013 tests we cannot compare scores with previous years. Instead, the 2012-13 scores will provide baseline data going forward.

We were also very pleased that the Northfield Public Schools 2013 Adequate Yearly Progress (AYP) report continues to show gains in the number of subgroups in each building making adequate yearly progress. This year only the Free and Reduced Price Lunch subgroup at Greenvale Park did not make AYP. This is the smallest number of subgroups not making AYP since the implementation of No Child Left Behind in 2001. In comparison in 2010, we had 12 subgroups in various buildings that did not make AYP. The number of subgroups has continued to drop to 9 subgroups in 2011 and 6 subgroups in 2012.

### **Committed To Success in 2013-14**

While facing challenges in the 2013-14 school year, we have wonderful opportunities to continue our district's success by:

- Managing our financial resources to maximize the time we can maintain our current staff and programs despite limited increases in state funding for the 2012-13 school year.
- Continuing the Response to Intervention (RtI) problem solving model with the support of RtI coaches in each elementary building. Providing scientifically based interventions to students who need more support to reach proficiency in the classroom. Implementing RtI programming including Positive Behavior Intervention System (PBIS) at the secondary level.
- Implementing Phase II of the iPad 1:1 initiative that will provide a tablet computer for every secondary student and a pod of 4-6 tablet computers in every elementary classroom.
- Continuing Wednesday morning Professional Learning Community time that directly supports teacher collaboration in improving instruction for their students.
- Continuing to implement district and building plans to address the needs of subgroups that are not making adequate yearly progress on MCA tests.
- Completing building improvement projects and continuing to upgrade our security at building entrances in order to make our facilities safer for our students, parents and staff.

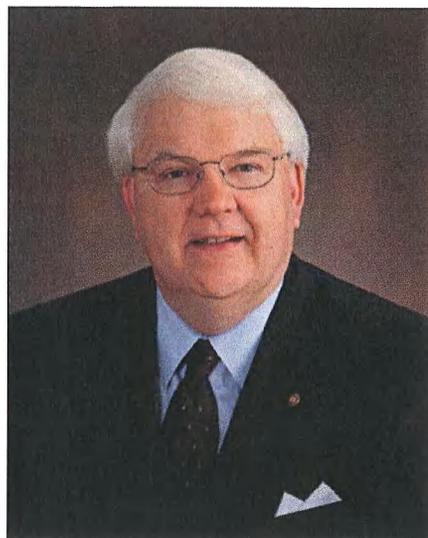
Despite a variety of challenges, Northfield Public Schools remains committed to excellence and ready to help every child be successful. The credit for our success belongs to the staff and community members who support the district's work each day in providing high quality education for all of our students. As we face these new challenges at the local and state level, everyone's collective efforts will be needed to accomplish what lies ahead. The successes we have achieved and will continue to achieve in the future are a testimony to the power of working together.

Have a great year!

Respectfully,



L. Chris Richardson, Ph.D.  
Superintendent



# Goals

Administrators, faculty and staff work together to help **Northfield Public Schools to deliver educational excellence that empowers all learners to participate in our dynamic world.** Major components in this continuous improvement process are included below and in the following pages. These components include: the district's strategic plan, the goals of the District Educational Program Advisory Council (DEPAC), the district's staff development goals, and the student achievement goals of each school.

## District Strategic Plan

*The strategic plan was created by the district and the community, and provides strategic direction for the entire district.*

**Quality Education** - We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.

**Stewardship** - We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.

**Climate** - We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.

**Communication and Partnerships** - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

**Curricular Outcomes** - We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.

**Diversity** - We will implement plans and practices that foster full participation by all learners and that address issues that include but are not limited to race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

## District Educational Program Advisory Council (DEPAC) Goals

*The Northfield Board of Education adopted these goals at the recommendation of the District Educational Program Advisory Council (DEPAC), identifying further areas of focus for district and building-level initiatives. The purpose of DEPAC is to assure community-school cooperation in setting improvement goals, evaluating progress toward meeting annual objectives, and in the reporting of findings and recommendations to the entire community. DEPAC is comprised of district administrators, staff, school board members, parents and community members, and it is chaired by a community member. DEPAC's work focuses on three areas: assessment, teaching and learning, and student services. Applications for open positions are accepted in the fall of each year.*

### DEPAC Goals 2012-13

#### Assessment

Students, teachers and parents will collaborate by using data to select individual approaches for personal growth, aligned to student strengths and challenges.

#### Teaching and Learning

The district will implement Response to Intervention (RtI) at the elementary level during the 2012-13 school year, and at the secondary level by the 2014-15 school year.

The district will implement consistent standards-based grading strategies and procedures at the elementary level by the 2013-14 school year, and at the secondary level by the 2014-15 school year.

The district will continue to explore the K-12 implementation of a 1:1 tablet computer initiative.

#### Student Services

The district will ensure the success of the new roles of Student Services personnel and the implementation of Response to Intervention (RtI).

The district will begin investigating Schoolwide Positive Behavior Interventions and Supports (SPBIs).

The district will foster school connectedness among students, families and staff, promoting mutual respect and responsibility to enhance emotional and social development.

## DEPAC Goals 2013-14

### Assessment

We will partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the 'cradle to career' continuum.

Students, teachers and parents will collaborate by using a broad range of student information to select individual approaches for personal growth aligned with student strengths and challenges.

### Teaching and Learning

The district will continue implementation of a system of academic and behavioral interventions (RTI) at the elementary level and begin implementing that system at the secondary level in 2013-14.

The district will implement consistent standards-based grading strategies and procedures at the elementary level and continue studying standards-based grading at the secondary level in 2013-14.

The district will provide curricular and staff development support in the implementation of the tablet initiative using the Substitution, Augmentation, Modification, and Redefinition (SAMR) model.

### Student Services

The district will establish specific behavioral expectations, train staff, and teach pro-social behaviors to all students that promote respect, responsibility, and self-regulation.

The district will foster school connectedness among students, families and staff, promoting mutual respect and enhancing emotional health.

## District Educational Program Advisory Council Membership 2012-13

### Administrative Representatives

Nancy Antoine, Principal  
David Craft, Principal  
Mary Hanson, Director  
(Teaching and Learning)  
Matt Hillmann, Director  
(Administrative Services)  
Roger Jenni, Coordinator  
(Testing and Assessment)  
Gary Lewis, Director  
(Student Services)  
Jeff Pesta, Principal  
Chris Richardson, Superintendent  
Marnie Thompson, Assistant Principal

### Staff Representatives

Carrie Duba, high school (2013)  
Amanda Heinritz, elementary (2013)  
Anne Jarvis, middle school (2013)  
Ellen Mucha, high school (2015)  
Amanda Schrader, elementary (2013)  
Amy Sieve, middle school (2013)  
Amy Tacheny, elementary (2013)  
Amanda Tracy, high school (2015)

### SEAC Representative

Brenda Kragseth (2014)

### Community Representatives

Angie DeNardo Meagher (2013)  
Helena Kaufman (2016)  
Helen Sanders (2013)  
Krista Sorenson (2014)  
Merri Swanson (2013)  
Kyle Willkomm (2016)

### School Board Representatives

Ellen Iverson  
Rob Hardy  
Julie Pritchard

## District Staff Development Goals

*The District Staff Development Goals identify district-wide strategies that support building efforts to reach their Student Achievement Goals.*

- Support and guide the implementation of the district's curriculum frameworks for each content area
- Support and guide the implementation of concepts and practices essential to Professional Learning Communities (PLCs)
- Support and guide the implementation of the district's Multi-Tiered Systems of Support through Response to Intervention (RTI) and Positive Behavioral Intervention Supports (PBIS)
- Support and guide the implementation of the Transformational Technology Plan

# Student Achievement

*The Student Achievement Goals, included in each building's Continuous Improvement Plan, identify specific building and Professional Learning Communities (PLC) team efforts to increase student achievement within each building.*

## **Bridgewater Elementary School**

**1. Goal: All students will demonstrate growth toward grade level proficiency or above in math as measured by MCA\* and MAP\* assessments.**

- Ninety percent of all students in grades K-5 will meet their individual growth target on the spring 2013 math MAP.
- The proficiency level on the MCA will be as follows: grade 3 - 80%, grade 4 - 85%, and grade 5 - 70%.
- All subgroups will meet AYP\* standards.

**Progress:**

- 84.2% of all students met their individual growth target on the spring 2013 math MAP measuring from fall to spring.
- 81.9% of 3rd grade students were proficient on the 2013 MCA math assessment.
- 87.3% of 4th grade students were proficient on the 2013 MCA math assessment.
- 61.4% of 5th grade students were proficient on the 2013 MCA math assessment.
- All subgroups did make AYP.

**2. Goal: All students will demonstrate growth toward grade level proficiency or above in reading as measured by the MCA and MAP assessment.**

- 85% of all students in grades K-5 will meet their individual target on the spring 2013 reading MAP.
- The proficiency level on the MCA will be as follows: grade 3 - 80%, grade 4 - 80%, and grade 5 - 80%.
- All subgroups will meet AYP standards.

**Progress:**

- 72.8% of all students met their individual target on the spring 2013 reading MAP measuring from fall to spring.
- 71.6% of 3rd grade students were proficient on the 2013 MCA reading assessment.
- 64.6% of 4th grade students were proficient on the 2013 MCA reading assessment.
- 73.5% of 5th grade students were proficient on the 2013 MCA reading assessment.
- All subgroups did make AYP.

**3. Goal: All students and staff will contribute to a respectful, safe and welcoming environment.**

- Conference attendance will be at or above 96% participation by one or both parents in fall and spring.
- In completing the fall and spring survey, 95% of parents agree that they are informed about their child's progress.
- In completing the fall and spring survey, 93% of students agree that they follow the Bridgewater guidelines of work, respect, belong and safety.
- In completing the fall and spring survey, 95% of staff agree that they are supportive of their colleagues.
- In completing the fall and spring survey, 95% of staff agree that they contribute to a positive climate at Bridgewater.
- Reduce the number of fix-it plans by 10%.

**Progress:**

- Ninety-six percent of families attended fall and spring conferences.
- In completing the spring survey, 95% of the parents agreed that they are informed about their child's progress.
- In completing the fall and spring survey, 95% of students agree that they follow the Bridgewater guidelines of work, respect, belong and safety.
- In completing the fall and spring survey, 97% of staff agreed that they are supportive of their colleagues.
- In completing the fall and spring survey, 100% of staff agreed that they contribute to a positive climate at Bridgewater.
- Fix-it plans were reduced by 23%.

\*(MCA) Minnesota Comprehensive Assessments; \*(MAP) Measure of Academic Progress; \*(AYP) Adequate Yearly Progress

Northfield Public Schools surveyed parents in the spring of 2013. (Based on 62 parent responses)

Bridgewater Elementary	Strongly Disagree	Disagree	Agree	Strongly Agree	Rating Average*
I feel welcome and respected at this school.	3.2%	8.1%	21%	67.7%	3.53
I am informed about my student's progress.	0%	4.9%	27.9%	67.2%	3.62
I know what the teacher(s) expect(s) of my student.	0%	0%	31.1%	67.2%	3.68
There is an atmosphere of trust and mutual respect at this school.	0%	11.5%	31.1%	57.4%	3.46
I trust the teachers in this school.	0%	3.3%	19.7%	75.4%	3.73
Teachers show respect for students.	0%	3.3%	29.5%	65.6%	3.63
Students show respect for other students.	0%	6.6%	49.2%	39.3%	3.34
My child is safe at this school.	1.7%	5%	40%	53.3%	3.45
There is adequate supervision before and after school.	5%	3.3%	36.7%	40%	3.31
Student conduct policies are clearly understood by students, parents, and faculty.	0%	3.3%	34.4%	57.4%	3.57
Overall, the school meets my student's academic and social needs.	0%	8.2%	36.1%	55.7%	3.48

\*The **Rating Average** reflects the average score received on a four-point scale with 4 being Strongly Agree and 1 being Strongly Disagree.

## Sibley Elementary School

- Goal:** By the spring of 2013, 65% of Sibley 2nd graders will meet or exceed 125% of their typical growth based on MAP reading growth from fall to spring assessments.  
**Progress:** 68.4% of Sibley 2nd graders met or exceeded 125% of their typical growth based on MAP reading growth from fall to spring assessments.
- Goal:** By the spring of 2013, 65% of Sibley 3rd graders will meet or exceed 125% of their typical growth based on MAP reading growth from fall to spring assessments.  
**Progress:** 49.5% of Sibley 3rd graders met or exceeded 125% of their typical growth as based on MAP reading growth from fall to spring assessments.
- Goal:** By the spring of 2013, 65% of Sibley 4th graders will meet or exceed 125% of their typical growth based on MAP reading growth from fall to spring assessments.  
**Progress:** 44% of Sibley 4th graders met or exceeded 125% of their typical growth based on MAP reading growth from fall to spring assessments.
- Goal:** By the spring of 2013, 65% of Sibley 5th graders will meet or exceed 125% of their typical growth based on MAP reading growth from fall to spring assessments.  
**Progress:** 50.5% of Sibley 5th graders met or exceeded 125% of their typical growth based on MAP reading growth from fall to spring assessments.
- Goal:** 20 of 20 classrooms in grades 1 through 5 will meet 100% or more of the classroom target growth scores on the reading portion of the spring 2013 MAP test.  
**Progress:** 12 of 20 classrooms in grades 1 through 5 met 100% or more of the classroom target growth scores on the reading portion of the spring 2013 MAP test.

continues on next page

6. **Goal:** By the spring of 2013, 65% of Sibley 2nd graders will meet or exceed 125% of their typical growth based on MAP math growth from fall to spring assessments.  
**Progress:** 71.1% of Sibley 2nd graders met or exceeded 125% of their typical growth based on MAP math growth from fall to spring assessments.
7. **Goal:** By the spring of 2013, 65% of Sibley 3rd graders will meet or exceed 125% of their typical growth based on MAP math growth from fall to spring assessments.  
**Progress:** 58.7% of Sibley 3rd graders met or exceeded 125% of their typical growth based on MAP math growth from fall to spring assessments.
8. **Goal:** By the spring of 2013, 65% of Sibley 4th graders will meet or exceed 125% of their typical growth based on MAP math growth from fall to spring assessments.  
**Progress:** 65.7% of Sibley 4th graders met or exceeded 125% of their typical growth based on MAP math growth from fall to spring assessments.
9. **Goal:** By the spring of 2013, 65% of Sibley 5th graders will meet or exceed 125% of their typical growth based on MAP math growth from fall to spring.  
**Progress:** 71.9% of Sibley 5th graders met or exceeded 125% of their typical growth based on MAP math growth from fall to spring assessments.
10. **Goal:** 20 of 20 classrooms in grades 1 through 5 will meet 100% or more of the classroom target growth scores on the math portion of the spring 2013 MAP test.  
**Progress:** 10 of 20 classrooms in grades 1 through 5 met 100% or more of the classroom target growth scores on the math portion of the spring 2013 MAP test.

Northfield Public Schools surveyed parents in the spring of 2013. (Based on 138 parent responses)

Sibley Elementary	Strongly Disagree	Disagree	Agree	Strongly Agree	Rating Average *
I feel welcome and respected at this school.	2.9%	2.9%	30.9%	62.5%	3.54
I am informed about my student's progress.	2.2%	6.5%	48.6%	42.8%	3.32
I know what the teacher(s) expect(s) of my student.	1.5%	8%	48.2%	42.3%	3.31
There is an atmosphere of trust and mutual respect at this school.	2.2%	2.9%	33.8%	54.4%	3.50
I trust the teachers in this school.	2.2%	2.9%	37.7%	57.2%	3.50
Teachers show respect for students.	1.5%	1.5%	37.2%	56.9%	3.54
Students show respect for other students.	1.4%	10%	53.6%	28.3%	3.16
My child is safe at this school.	1.5%	2.2%	43.1%	52.6%	3.48
There is adequate supervision before and after school.	1.5%	9.5%	38%	32.8%	3.25
Student conduct policies are clearly understood by students, parents, and faculty.	1.5%	3.6%	44.9%	44.9%	3.40
Overall, the school meets my student's academic and social needs.	2.9%	3.6%	42%	50%	3.41

\*The **Rating Average** reflects the average score received on a four-point scale with 4 being Strongly Agree and 1 being Strongly Disagree.

## Greenvale Park Elementary School

1. **Goal:** We will increase the percent proficiency for grades 3 through 5 in reading from 75.9% in spring 2012 to 80% in spring 2013 as measured by the MCA reading assessment.  
**Progress:** We saw a 19% decrease in proficiency in grades 3 through 5 in reading by spring 2013 using the MCA reading assessment. The MCA test was significantly modified for 2013 testing.
2. **Goal:** We will increase the percentage of students who meet the median on the MAP reading test in grades 1 through 3 from 54.0% in fall 2012 to 75.0% in spring 2013 as measured by the MAP growth assessment.  
**Progress:** We saw an increase of 7% in the students who met the median on the MAP reading test in grades 1 through 3 by spring 2013 using the MAP growth assessment.
3. **Goal:** We will reduce the gap in achievement between our white (not of Hispanic origin) subgroup and our FRPL\* subgroup from 30.7 percentage points on the MCA reading assessment in spring 2012 to 25.7 percentage points on the MCA reading assessment in the spring of 2013.  
**Progress:** The achievement gap increased 7.37 percentage points between our white (not of Hispanic origin) subgroup and our FRPL subgroup in percent proficient on the MCA reading assessment in spring 2013.
4. **Goal:** Sixteen and one-tenth percent (16.1%) of fifth grade students (fourth graders in spring 2012) will show growth and become proficient on the MCA reading assessment in spring 2013.  
**Progress:** We saw a 13.97% increase in the number of fifth grade students who were not proficient between spring 2012 (when they were fourth graders) and spring 2013 on the MCA reading assessment.
5. **Goal:** We will increase the percentage of all students in grades 3 through 5 who met benchmark in oral fluency in fall 2012, from 61.0% to 85.0% by spring 2013.  
**Progress:** Seventy-two percent of all students in grades 3 through 5 met benchmark in oral fluency by spring 2013.
6. **Goal:** We will increase the percent proficiency for grades 3 through 5 in math from 70.04% in spring 2012 to 75.0% in spring 2013 as measured by the MCA math assessment.  
**Progress:** We saw a 6% decrease in proficiency in grades 3 through 5 in math by spring 2013 using the MCA math assessment.

Northfield Public Schools surveyed parents in the spring of 2013. (Based on 77 parent responses)

Greenvale Park Elementary	Strongly Disagree	Disagree	Agree	Strongly Agree	Rating Average*
I feel welcome and respected at this school.	1.3%	2.6%	13%	83.1%	3.78
I am informed about my student's progress.	1.3%	9.1%	28.6%	59.7%	3.49
I know what the teacher(s) expect(s) of my student.	1.3%	13.2%	26.3%	57.9%	3.43
There is an atmosphere of trust and mutual respect at this school.	5.2%	1.3%	26%	66.2%	3.55
I trust the teachers in this school.	3.9%	2.6%	27.3%	63.6%	3.55
Teachers show respect for students.	3.9%	1.3%	28.9%	61.8%	3.55
Students show respect for other students.	1.3%	14.5%	47.4%	34.2%	3.18
My child is safe at this school.	2.6%	7.8%	33.8%	53.2%	3.41
There is adequate supervision before and after school.	3.9%	6.6%	36.8%	44.7%	3.33
Student conduct policies are clearly understood by students, parents, and faculty.	0%	5.2%	37.7%	54.5%	3.51
Overall, the school meets my student's academic and social needs.	5.2%	3.9%	36.4%	53.2%	3.39

\*The **Rating Average** reflects the average score received on a four-point scale with 4 being Strongly Agree and 1 being Strongly Disagree.

\*(FRPL) Free and Reduced Price Lunch

## Northfield Middle School

- Goal:** We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities (PLCs). These will be measured by June 5, 2013.

**Progress:** All 16 of the middle school PLCs posted Evidence of Practice in Action documents on the district website for both the first and second semesters. Fifteen of our PLCs selected smart goals aligned with this first academic goal. One 6th grade PLC developed a school climate smart goal and recorded a 90% student and 86% parent satisfaction rating of their efforts to create a welcoming learning environment.
- Goal:** We will provide increased opportunities for students to apply oral communication skills, to include expanding student-led conferences to both 6th and 7th grades by April 2013.

**Progress:** Four staff training sessions were conducted during the year to prepare for the expansion of the student-led conference format. For the second year in a row, more than 99% of the 6th grade students led a conference with one or more parents in attendance. In the first year of its implementation, 92% of 7th grade students hosted their conference at school. All students participating in the Will Program presented three quarterly progress reports on their individual goals to the principal.
- Goal:** We will maintain a school-wide disciplinary referral level that is 50% below the 2008-09 baseline end-of-year Skyward discipline tracker for the remaining two years of this six-year plan. We will develop a companion campaign to teach and acknowledge pro-social skills.

**Progress:** All three grades were fully phased into this plan by the 2011-12 school year. After five years of progressive implementation, the school-wide disciplinary referral level during the 2012-13 school year was 72 % below the baseline level set in the first year. This included a record low number of only 32 bottom-line referrals accumulated by the 6th graders. A team of staff members was trained by the Minnesota Department of Education to begin piloting a system of Positive Behavioral Interventions and Strategies (PBIS) this year. The system is designed to teach and continue to reinforce pro-social skills.
- Goal:** We will promote school energy efficiency by applying for national Green Ribbon Schools recognition by February 2013.

**Progress:** A new Green Ribbon Schools application was released during the year with additional requirements which must be completed by a task force comprised of students, staff, the building engineer, and the Director of Buildings & Grounds. The application was delayed one year to identify a task force leader, recruit student and staff volunteers, and set a schedule for completion of all required tasks in the new application format.
- Goal:** We will continue to support the parent communication, lunch-time experience, and classroom sound distribution systems goals that were first set four years ago with the following new or extended initiatives during the 2012-13 school year.

**Progress:**

Parent Communication:

  - Continued the transition to value-added conference formats based on a parent survey.
  - The Skylert messaging system was utilized for timely family updates in both English and Spanish.
  - School newsletter features and other priority communications were custom-translated into Spanish.

*continues on next page*

### Lunch Time Experience:

- Continued a 6th grade only lunch module with extended serving time.
- Continued to offer an earned recess period and class mini-assembly programs at the end of lunch modules.
- Utilized a noise level database to support a successful request from the district capital projects budget to install sound absorption equipment in the cafeteria.

Northfield Public Schools surveyed parents in the spring of 2013. (Based on 104 parent responses)

Northfield Middle School	Strongly Disagree	Disagree	Agree	Strongly Agree	Rating Average*
I feel welcome and respected at this school.	1%	1.9%	41.7%	51.5%	3.49
I am informed about my student's progress.	1%	11.7%	46.6%	40.8%	3.27
I know what the teacher(s) expect(s) of my student.	2%	13.7%	52%	31.4%	3.14
There is an atmosphere of trust and mutual respect at this school.	7.8%	13.6%	43.7%	25.2%	2.96
I trust the teachers in this school.	0%	8.8%	50%	39.2%	3.31
Teachers show respect for students.	2.9%	3.9%	54.9%	34.3%	3.26
Students show respect for other students.	2%	8.8%	62.7%	13.7%	3.01
My child is safe at this school.	2%	2.9%	58.8%	35.3%	3.29
There is adequate supervision before and after school.	2%	4%	34.7%	12.9%	3.09
Student conduct policies are clearly understood by students, parents, and faculty.	4.9%	1%	54.9%	33.3%	3.24
Overall, the school meets my student's academic and social needs.	2.9%	2.9%	58.3%	34%	3.26

\*The **Rating Average** reflects the average score received on a four-point scale with 4 being Strongly Agree and 1 being Strongly Disagree.

### Sound Distribution Systems:

- All full-sized instructional spaces continue to be equipped and maintained with functional sound distribution systems.
- A replacement schedule has been engaged to systematically upgrade all sound distribution systems.

## Area Learning Center

1. **Goal:** Improve overall attendance rate of students enrolled at the Area Learning Center (ALC) to 90% by the end of the 2013-14 school year.

#### Progress:

- Average attendance for the 2012-13 school year was 82.5%.
- The ALC will track individual students' attendance at the end of each grading period and develop individual attendance plans for students whose attendance is under 82%.

2. **Goal:** To increase the percentage of ALC students passing the MCA math, reading and GRAD writing tests.

#### Progress:

- One 9th grade student took the GRAD writing test and was not proficient, although fifty percent of 10th grade students were proficient on the MCA reading test. This is an increase of 14% from the previous year.
- Eleventh grade students declined 8% on their proficiency on the MCA math test.
- The ALC continues to offer Read 180 class for additional reading support; and remedial math curriculum is implemented for struggling students as well.

## Northfield High School

### 1. Goal: To improve student achievement.

**Progress:** This goal is designed to increase the percentage of students who remain on track for graduation, or graduate in the allotted four years, and decrease the number of students who fail a class or more in a given year.

- The key action steps for this goal are embedded in our Professional Learning Communities (PLCs). Teams of teachers continue to meet weekly to review student progress, develop common formative assessment, establish SMART goals, and alter content delivery based on the data they gather in their PLCs toward accomplishing their SMART goals.
- In 2013-14, high school staff will further implement systematic interventions, including 3 intensive pull-out reading interventions, and initial steps of Positive Behavior Intervention Systems (PBIS).
- Each PLC has a SMART goal, the progress of which is reviewed twice annually in January and June.
- Northfield High School students continue to significantly outperform their state and national counterparts in standardized tests across the disciplines - including the ACT test, on which the class of 2013 recently averaged 23.6 for a composite score.
- The 9th Grade Academy, now in its 5th year, was implemented to reduce failure rates among 9th graders. The failure rate among 9th graders was 11% in 2010-11 - down from 25%, the five-year average prior to the implementation of the academy. In 2011-12, that rate decreased further to approximately 7%. In 2012-13, the failure rate held at 7%.
- In addition, the Read 180 program continues to serve the part of our student population most in need of reading support but not currently receiving other support services. Reading 10, Reading 11, and Academy Reading will further broaden our reading interventions systems.
- We've come to expect

our test scores and other performance indicators to outpace state and national averages, but we still continue to work toward the goal of a 100% graduation rate and a 0% failure rate.

### 2. Goal: To improve school climate.

**Progress:** Student connections data demonstrated that fewer than 5 of our 1,230 students felt they had less than 2 adult connections in our building. School campaigns, such as "We Stand United" against bullying, and new policies have made our school environment a more comfortable place. Ninety percent of students said they feel emotionally and physically safe, compared to 89% in the fall of 2012.

Northfield Public Schools surveyed parents in the spring of 2013. (Based on 191 parent responses)

Northfield High School	Strongly Disagree	Disagree	Agree	Strongly Agree	Rating Average *
I feel welcome and respected at this school.	0.5%	4.2%	40%	53.7%	3.49
I am informed about my student's progress.	1.6%	5.8%	48.7%	42.9%	3.34
I know what the teacher(s) expect(s) of my student.	1.1%	12.4%	55.9%	29%	3.15
There is an atmosphere of trust and mutual respect at this school.	3.2%	8%	41.5%	38.3%	3.26
I trust the teachers in this school.	1.1%	8.5%	43.4%	42.9%	3.34
Teachers show respect for students.	2.1%	7.4%	50.3%	35.4%	3.25
Students show respect for other students.	2.1%	7.9%	56.6%	18.5%	3.07
My child is safe at this school.	2.7%	3.7%	46.3%	44.7%	3.37
There is adequate supervision before and after school.	1.6%	6.4%	37.8%	20.2%	3.16
Student conduct policies are clearly understood by students, parents, and faculty.	0.5%	4.3%	45.7%	36.2%	3.36
Overall, the school meets my student's academic and social needs.	1.6%	8%	46.8%	42%	3.31

\*The **Rating Average** reflects the average score received on a four-point scale with 4 being Strongly Agree and 1 being Strongly Disagree.

# Testing Results

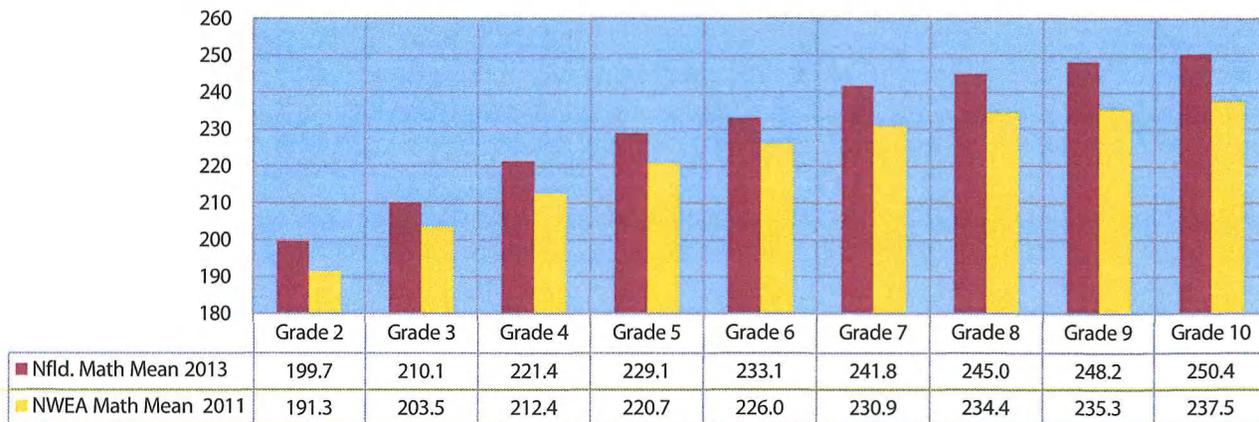
## MAP Testing

Northwest Evaluation Association Measures of Academic Progress (MAP) directly relates to the Minnesota Standards in Math and the Common Core Standards in Reading. The MAP test is optional for fall and winter progress monitoring and administered to all students in the spring to measure individual student growth from year to year.

### Mean Scores Mathematics

In 2013, Northfield mean math scores exceeded NWEA mean norms\* at all grade levels placing one full year ahead of national norms at grade 4, 5 & 6, and two or more years ahead of national norms at grades 7, 8, and 9.

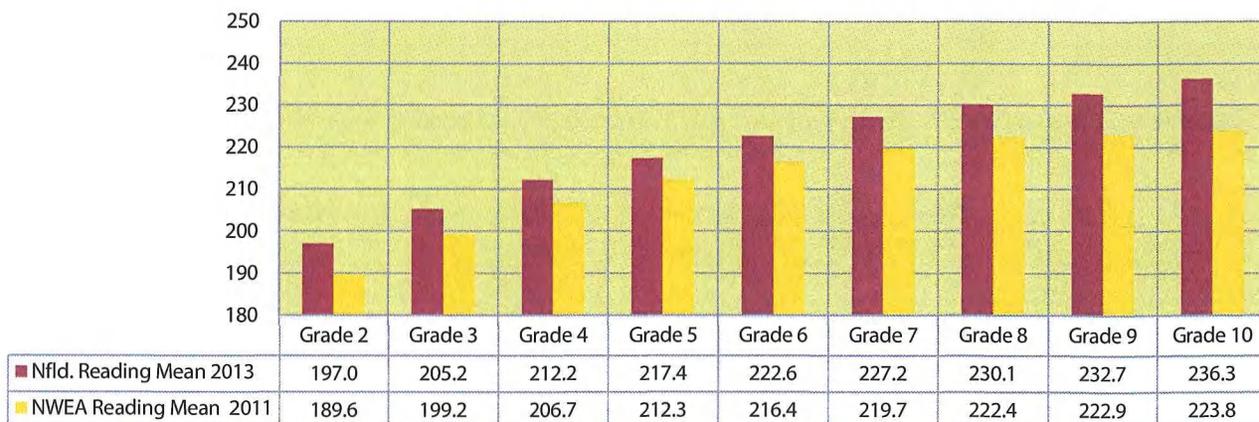
**NORTHFIELD / NWEA MAP MATH MEAN COMPARISON SPRING 2013**



### Mean Scores Reading

In 2013, Northfield mean reading scores exceeded NWEA mean norms at all grade levels placing one full year ahead of national norms at grade 4 and two or more years ahead of national norms at grades 6, 7, 8 and 9.

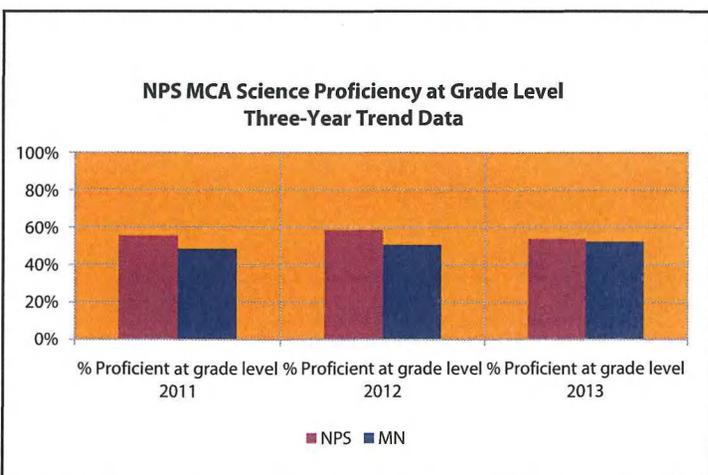
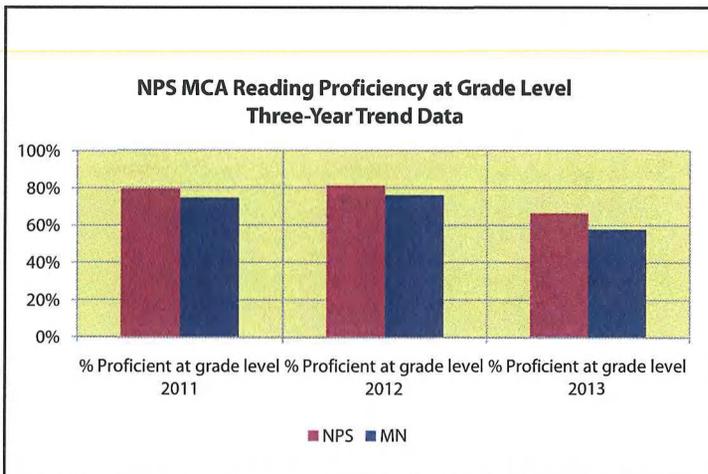
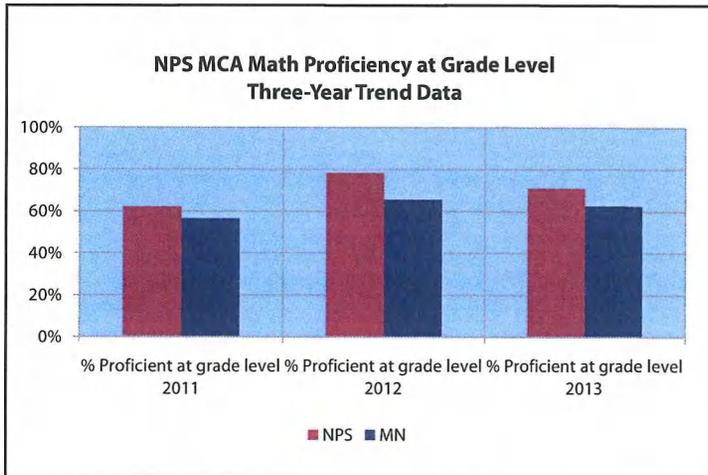
**NORTHFIELD / NWEA MAP READING MEAN COMPARISON SPRING 2013**



\*NWEA 2011 norms were generated from over five million students nationwide.

## MCA Proficiency

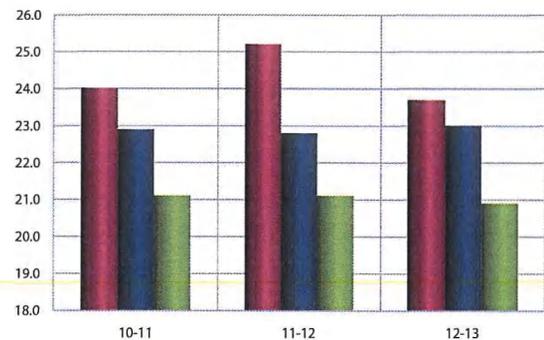
In 2013, students at Northfield Public Schools exceeded the Minnesota state average proficiency percentages on the Minnesota Comprehensive Assessments at all grade levels in math and reading and in science at grades 5 and 9 through 12.



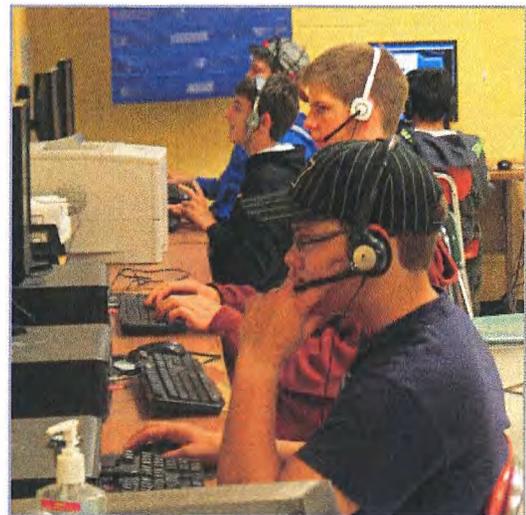
## Grades 9 - 12 Demographic Data

- 2012-13 Student Enrollment: 1405
- Passing MN GRAD writing exam on first attempt: 94.7%
- Passing MN GRAD writing exam on first attempt under IEP or 504 plan: 63.16%
- Passing MN GRAD writing exam on first attempt with ESL designation: 68.4%
- Exempt from basic tests: 0.5%

## Northfield High School Composite ACT Scores 2011-2013



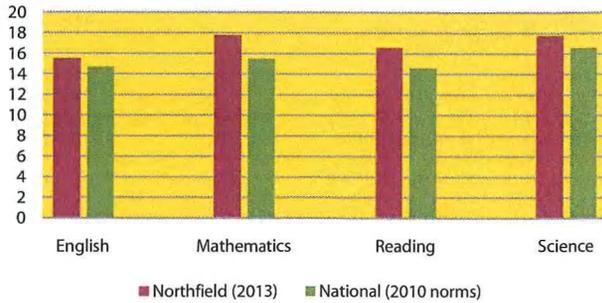
	10-11	11-12	12-13
Northfield	24.0	25.2	23.7
Minnesota	22.9	22.8	23.0
National	21.1	21.1	20.9



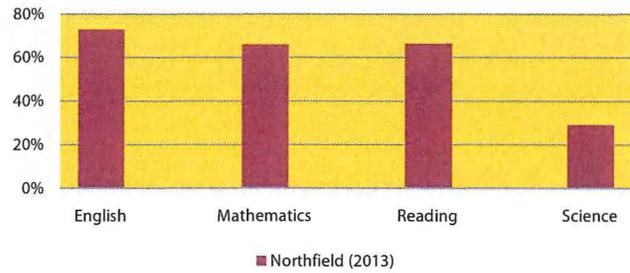
Northfield High School students have a consistent track record of outperforming both state and national mean scores on high school ACT tests. The Northfield High School four-year graduation rate for 2012 was 96.42%.

Students take the EXPLORE in eighth grade, the PLAN in tenth grade and the ACT in eleventh grade. The test results in the first column below compare the average district scores to national or state and national results, while the tables in the second column identify the percentage of students with potential college readiness in the areas of English, math, reading and science.

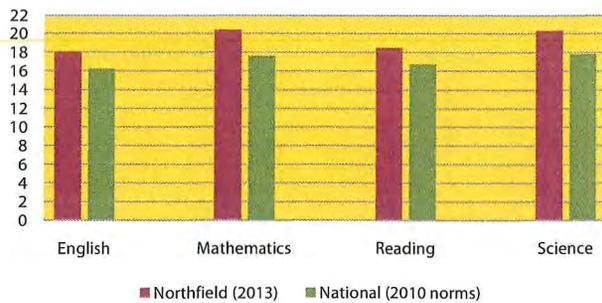
**2013 Average EXPLORE Score Comparison**



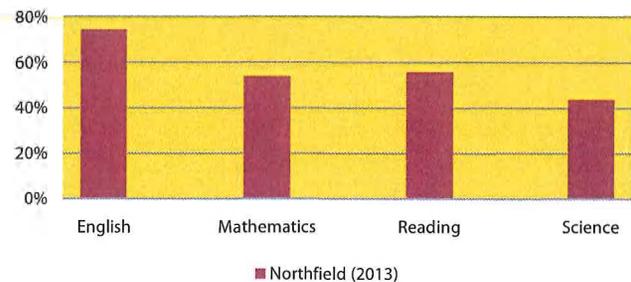
**2013 Northfield EXPLORE-Tested Students Ready for College-Level Coursework**



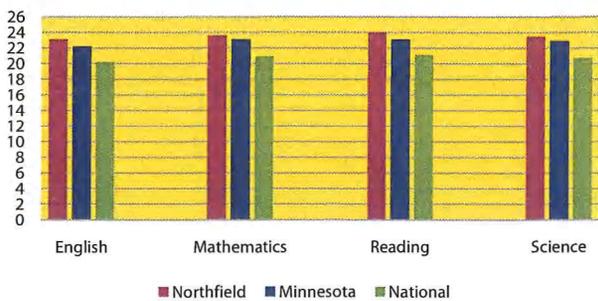
**2013 Average PLAN Score Comparison**



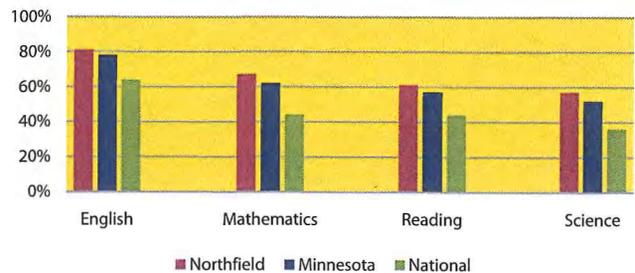
**2013 Northfield PLAN-Tested Students Ready for College-Level Coursework**



**2013 Average ACT Score Comparison**



**2013 ACT-Tested Students Ready for College-Level Coursework**



# Testing Schedule

Northfield Public Schools will use assessments and testing to measure student growth, identify student needs, inform parents, guide curriculum and communicate district performance.

## July 2013

- ◆ MODEL to incoming Kindergarten English Learners

## September 2013

- ◆ DIBELS retests Grades K-5 September 4 - September 20
- ◆ MAP Math and Reading (optional) all Grades September 16 – September 27
- ◆ MCA (OLPA) Mathematics Online (optional) Grades 3 - 8 September 30 – February 21
- ◆ WIDA-APT for income English Learners grades 1 and above

## October 2013

- ◆ EXPLORE Grade 8 October 16
- ◆ PLAN Grade 10 October 28

## November 2013

- ◆ GRAD Writing retests Grades 10-12 November 6; makeup November 12

## January 2014

- ◆ MAP Winter Math and Reading (optional) All Grades January 5 - 17
- ◆ DIBELS Grades K-5 January 13 - January 31

## February 2014

- ◆ ACCESS for ELLs February 3 - March 14

## April 2014

- ◆ MCA Reading paper/pencil Grades 3 - 8 & 11, April 15 - 17; make-ups through May 2
  - MCA Reading Online (if chosen) Gr. 3 - 8 & 11, April 14 - 18; make-ups through May 9
- ◆ MCA Math Online, Grades 3 - 8 & 11 April 21 - 25; make-ups through May 9
- ◆ MCA Science Online Grades 5, 8, HS, April 28 - May 2; make-ups through May 16
- ◆ MCA MOD, MTAS, Reading, Math, Science, & Math Script April 7 - May 9

## May 2014

- ◆ DIBELS May Grades K-5 May 1 - May 30
- ◆ MAP Spring Math and Reading All Grades May 5 - 23

### A note from the Minnesota Department of Education regarding GRAD retests:

The offering of Reading and Mathematics GRAD retests the first Tuesday through Wednesday of the following week each month, is subject to change based on demand.

\*OLPA Optional Local Purpose Assessments - consult your school newsletter for schedule updates

For more information or to become involved in our schools, contact one of these officials.

## School Board Members

Ellen Iverson, <i>Chair</i>	507.663.1023
Kari Nelson, <i>Vice Chair</i>	507.663.1833
Anne Maple, <i>Treasurer</i>	507.645.8501
Noel Stratmoen, <i>Clerk</i>	507.645.4506
John L. Fossum	507.645.0002
Rob Hardy	507.403.1238
Julie Pritchard	507.645.1365

## Building Administrators

Longfellow School	
Mary Hanson, <i>Principal</i>	507.645.3436
Bridgewater Elementary	
Nancy Antoine, <i>Principal</i>	507.664.3301
Greenvale Park Elementary	
David Craft, <i>Principal</i>	507.645.3501
Sibley Elementary	
Scott Sannes, <i>Principal</i>	507.645.3471
Northfield Middle School	
Jeff Pesta, <i>Principal</i>	507.663.0651
Greg Gelineau, <i>Asst. Principal</i>	507.663.0680
Northfield High School	
Joel Leer, <i>Principal</i>	507.663.0630
Jeff Eckhoff, <i>Asst. Principal</i>	507.663.0635
Marnie Thompson, <i>Asst. Principal</i>	507.663.0635

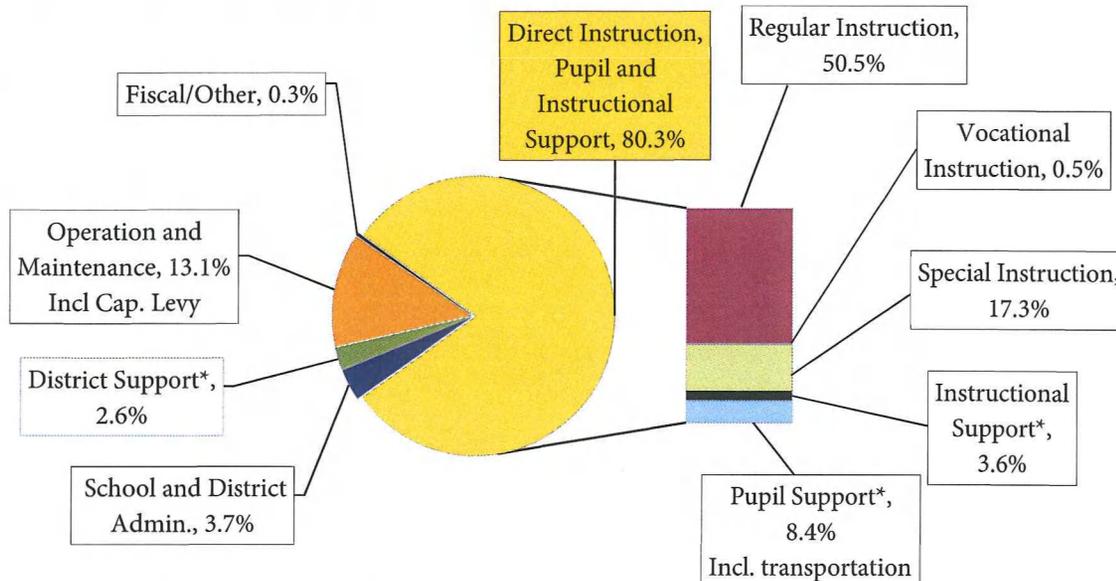
## District Administration

<b>Superintendent of Schools</b>	
L. Chris Richardson	507.663.0629
<b>Director of Administrative Services</b>	
Matt Hillmann	507.645.3458
<b>Director of Buildings &amp; Grounds</b>	
Paul Bell	507.663.0618
<b>Director of Child Nutrition</b>	
Pam Haupt	507.663.0618
<b>Director of Community Services</b>	
Erin Mayberry	507.664.3650
<b>Director of Finance</b>	
Valori Mertesdorf	507.663.0620
<b>Director of Human Resources</b>	
Molly Viesselman	507.663.0624
<b>Director of Special Services</b>	
Cheryl Hall	507.645.3410
<b>Director of Teaching and Learning</b>	
Mary Hanson	507.645.3436

www.nfid.k12.mn.us

## General Fund Expenditures 2012-13

**Total Expenditures: \$40,965,359**



\*Instructional Support: curriculum & staff development and media centers:

\*Pupil Support: counseling, guidance, health, and transportation services;

\*District Support: business, human resources, and technology

## 613 GRADUATION REQUIREMENTS

### I. Purpose

The purpose of this policy is to set forth requirements for graduation from the school district.

### II. Minimum Graduation Requirements for Students Entering Ninth Grade In or After 2004

A. The minimum credit requirements for high school graduation are:

<u>Subject</u>	<u>Full Year Credits</u>
English <b>Language Arts</b>	4
Social Studies <b>(including all State requirements)</b>	3.5
Mathematics <b>(including all State requirements)</b>	3
Science <b>(including all State requirements)</b>	3
Physical Education	1
Art	1
Health	.5
Electives	7
TOTAL	23 credits

These twenty-three (23) graduation credits may be earned in grades nine, ten, eleven and twelve during the regular school year or during summer school sessions.

All students must meet Minnesota graduation **and graduation assessment** requirements in accordance with the timeline established by the School Board and /or the State. Exemptions to this requirement will be granted in accordance with State Rule and Law.

### III. Early Completion of High School Requirements

As provided in M.S. 120B.07 - Early Graduation, early completion of graduation requirements will be permitted, but there will be only one graduation ceremony in May or June of each year.

### IV. Granting of Diploma

A. Upon completion of graduation requirements specified in this Policy 613 - Graduation Requirements, a student will be granted a standard high school diploma.

B. Upon completion of high school or the equivalent, a student with a disability who satisfactorily attains the objectives in the student's Individual Education Plan (IEP) will be granted a high school diploma that is identical to the diploma granted to a student without a disability, as required by M.S. 125A.

Policy 613 - Graduation Requirements

Adopted: 1/14/08

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

*Legal References:*

Minn. Stat. § 120B.02  
Minn. Stat. § 120B.018  
Minn. Stat. § 120B.021  
Minn. Stat. § 120B.023  
Minn. Stat. § 120B.024  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11  
Minn. Stat. § 120B.125  
Minn. Stat. § 120B.128  
Minn. Stat. § 120B.30  
Minnesota Rules: Chapter 3501  
20 U.S.C. 6301, et seq. (No Child Left Behind Act)

*Cross References:*

Policy 104 (School District Mission Statement)  
Policy 614 (Mandated Testing)  
Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP, Section 504, and ELL Students)  
Policy 616 (School District System Accountability)

## Policy 616 - School District System Accountability

### I. General Statement

In accordance with M.S. 120B.11, the District will implement a system to review and improve curriculum, instruction, and assessment. The system will include opportunity for involvement, input and feedback from students, parents/guardians, and community. The District will be accountable to the public and the State through annual reporting. The system will be congruent with Policy 603 - Curriculum Development, Implementation, and Delivery, Policy 649 - Dissemination of Information about Required Instructional Programs, Policy 650 - Community Involvement in Education Program Development: Site Councils, Policy 651 - Community-School Cooperation in Setting Goals, Evaluating Progress and Planning Improvements in the Instructional Program: District Educational Program Advisory Council, and Policy 652 - Instructional Materials, Selection and Production.

### II. District Goals

The District system for review and improvement of curriculum, instruction, and assessment will establish program **and student achievement** goals that incorporate the state graduation standards.

### III. System for Reviewing Curriculum, Instruction and Assessment

- A. The Program Improvement Process of assessment, development, implementation, and measurement will cyclically review and plan for improvement of curriculum, instruction, and assessment, including state graduation standards (Policy 603 - Curriculum Development, Implementation, and Delivery).
- B. The District Educational Program Advisory Council, with a majority membership of students, parents, and community members, will annually submit recommendations for improvement of curriculum, instruction and assessment, including state graduation standards. These recommendations will be reported annually to the community. (Policy 651 - Community School Cooperation in Setting Goals, Evaluating Progress and Planning Improvements in the Instructional Program: District Educational Program Advisory Council; Policy 649 - Dissemination of Information About the Required Instructional Program).
- C. Each school site will establish a School Site Council to advise on building level improvement plans **and site goals**. (Policy 650 - Community Involvement in Education Program Development: Site Councils.)
- D. **Reporting. Consistent with Minn. Stat. 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its summary report to the Commissioner.**

Policy 616 Adopted: 9/27/04  
Policy Revised:

School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, Minnesota

*Cross References:*

Policy 104 – School District Mission Statement  
Policy 613 – Graduation Requirements  
Policy 614 – School District Testing Plan and Procedure  
Policy 615 – Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504  
Plans, and LEP Students  
Policy 619 – Staff Development for Standards  
Policy 620 – Credit for Learning

*Legal References:*

M.S. 120B.02  
M.S. 120B.018  
M.S. 120B.11  
M.S. 120B.128  
M.S. 120B.35  
M.S. 120B.36  
M.S. 122A.40, Subd. 8  
M.S. 122A.41, Subd. 5  
M.S. 123B.04  
M.S. 123B.147, Subd. 3  
Minn. Rules Parts 3501.0640-3501.0655  
Minn. Rules Parts 3501.0700-3501.0745  
Minn. Rules Parts 3501.0800-3501.0815  
Minn. Rules Parts 3501.0900-3501.0955  
Minn. Rules Parts 3501.1300-3501.1345  
20 U.S.C. 6301, et seq. (No Child Left Behind Act)

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

**Date of Proposal:** September 9, 2013

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

**Destination:** Tofte, MN and BWCA

**Dates:** June 9<sup>th</sup> - June 13<sup>th</sup>

**Itinerary:**

June 9<sup>th</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 10<sup>th</sup> - We will go to Sawbill outfitters, get our gear and hopefully be on the water by 10:a.m.

June 11<sup>h</sup> - Canoe all day, finding a site for the evening.

June 12<sup>th</sup> - Canoe for a second full day, finding another site for evening.

June 13<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 either Eric McDonald or Greg Sumner.

**Time Commitment for Planning:** This will be our 10<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	\$ 175.00	
Groceries	\$ 275.00	Appx \$4200
Sawbill Outfitter	\$ 950.00	
Film Development	\$90.00	
<u>BWCA &amp; campground fees</u>	<u>\$150.00</u>	
	\$1640.00	

**Funding Sources:** Bagging groceries, donations and other grants we will be pursuing to cover the cost of supplies. 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.