

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: L. Chris Richardson, Ph.D., Superintendent
RE: Table File Items for February 24, 2014, Regular School Board Meeting

VI. Items for Discussion and / or Reports.

1. Response to Intervention (RtI) Presentation.

Enclosed in the table file are additional handouts and another power point presentation.

VII. Superintendent's Report

B. Items for Consent Grouping

1. Personnel Items.

a. Appointments *

8. Elliott Courchain, KidVentures Site Assistant at Sibley beginning 02/25/2014 for up to 7.25 hours/week; Step 1, \$11.25/hour.

b. Increase/Decrease/Change in Assignment

7. Janet Amundson, Educational Assistant (Class III) at the Middle School for 7 hours/day; add EA-Bus PCA (Class IV) for .33 hours/Fridays only beginning 02/28/2014 – 06/06/2014.
8. Shari Bridley, Education Assistant Bus PCA(Class IV) at Longfellow for .5 hours on Fridays, decrease Bus PCA .5 hours on Fridays beginning 02/28/2014 – 06/06/2014.
9. Sherri Goehring, ALC Educational Assistant (Class II) at Longfellow, change to ALC Office Generalist (Class II) at Longfellow beginning 02/17/2014, Class II, Step 4; \$16.51/hour.
10. Katherine Klein, Long-Term Substitute Life Science Teacher at the Middle School, add three additional days beginning 02/21/2014 – 02/26/2014.
11. Jane Morrison, Child Nutrition Associate 1 at the High School, change start date to 2/24/2014.

d. Leave of Absence

1. Briana Bulfer, FMLA Leave of Absence beginning 8/25/2014 – 01/04/2015.

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

VIII. Items for Information

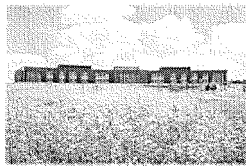
2. Closed Negotiation Strategy Session following the Board Meeting on March 10, 2014.

Multi Tiered Systems of Support: The Beginning

Northfield
Middle School
High School
Area Learning Center

PBIS: Positive Behavioral Interventions and Supports

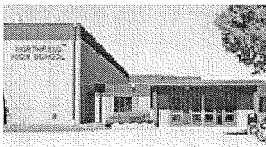
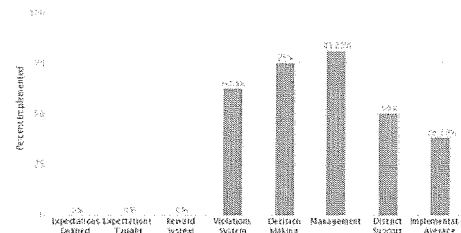
- o MS, HS, ALC
- o Grant to be part of Cohort 9: 2013-15
- o This year: 6 days of training
- o 2014-15: 4 days of training
- o SWIS (School Wide Information System): Behavior tracking system
- o SET (School Evaluation Tool) provided for each school



Northfield Middle
School

SET Report: Middle School

Feature Scores & Implementation Average

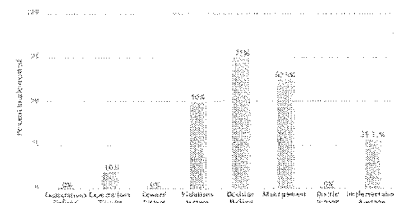


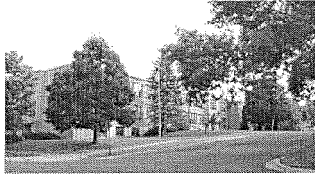
Northfield High School

SET Report: High School

School: Northfield High School
District: Northfield Public Schools
Date of visit: November 14, 2013
School-wide Evaluation Tool—Pre-Evaluation (baseline)
SET Evaluator: Stacy Schultz

Feature Scores & Implementation Average

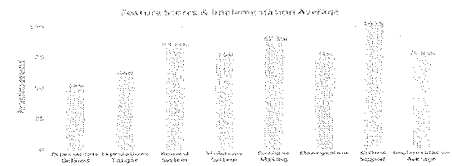




ALC: Longfellow Building

SET Report: Area Learning Center

School: Northfield ALC
 District: Northfield Public Schools
 Date of visit: February 6, 2014
 School-wide Evaluation Tool – Pre-SET
 SET Evaluator: Dianne Bauserman



Moving Forward...

- Continue with Year Two of PBIS Training
- Discussions about MTSS at the secondary level: How we can support academics as well as behavior?
- Comments and Questions
- Mr. Hillmann

	Hallways/Commons	Learning Environments: Classroom, Media Center, Gym, Auditorium, After School Programming	Cafeteria	Restrooms/Locker Rooms	Before and After School/Special Events/ Extracurricular/Bus	Emergency Procedure
Prepared	<ul style="list-style-type: none"> Know your locker number/combo. Have materials ready. 	<ul style="list-style-type: none"> Have materials ready. Be on time and ready to learn. Follow dress code. 	<ul style="list-style-type: none"> Know your lunch number. Wait patiently in line. 	<ul style="list-style-type: none"> Use bathroom/locker room at the appropriate times. 	<ul style="list-style-type: none"> Have what you need with you. Be on time. Find a seat. Follow the dress code. 	<ul style="list-style-type: none"> Know drill expectations. Remain quiet and orderly during emergency procedures. Walk to designated area.
Respect	<ul style="list-style-type: none"> Use appropriate language and volume. Listen to adults on duty. Respect school property and the property of others. 	<ul style="list-style-type: none"> Follow teacher directions. Honor opinions of others. Use appropriate language and volume. Respect school property and the property of others. 	<ul style="list-style-type: none"> Use appropriate language and volume. Listen to adults on duty. Respect school property and the property of others. 	<ul style="list-style-type: none"> Use appropriate language and volume. Honor privacy. Keep area clean. 	<ul style="list-style-type: none"> Listen to adults on duty. Use appropriate language and volume. Respect school property and the property of others. 	<ul style="list-style-type: none"> Remain quiet and follow adult directions. Respect school property and the property of others.
Integrity	<ul style="list-style-type: none"> Use hallway basics. Follow food and drink rules. Follow tech basics. 	<ul style="list-style-type: none"> Use learning environment basics. Do your own work. Follow tech basics. 	<ul style="list-style-type: none"> Use lunchroom basics. Keep your area clean. Follow tech basics. 	<ul style="list-style-type: none"> Use restroom/locker room basics. Practice good hygiene. Follow tech basics. 	<ul style="list-style-type: none"> Leave the area cleaner than when you found it. Report problems to an adult. Follow tech basics. 	<ul style="list-style-type: none"> Show leadership. Wait quietly for adult directions. Follow tech basics.
Dependability	<ul style="list-style-type: none"> Walk. Manage your time efficiently. Communicate concerns to adults. 	<ul style="list-style-type: none"> Be in assigned seat at expected times. Complete work on time. Communicate concerns to adults. 	<ul style="list-style-type: none"> Throw away trash. Wait to be excused. Communicate concerns to adults. Wipe down tables. 	<ul style="list-style-type: none"> Use the restroom/locker room for the appropriate purpose. Communicate concerns to adults. 	<ul style="list-style-type: none"> Arrive and leave on time. Communicate concerns to adults. 	<ul style="list-style-type: none"> Stay with your class.
Excellence	<ul style="list-style-type: none"> Encourage others to move to class quickly and quietly. Enter each class ready to work. Keep hallways/commons clean. 	<ul style="list-style-type: none"> Challenge yourself. Encourage others. Leave it better than when you found it. 	<ul style="list-style-type: none"> Remind others to clean up and recycle. Thank lunch staff. 	<ul style="list-style-type: none"> Try to use restroom/locker room only during passing period, break, or lunch. Return as quickly as possible. 	<ul style="list-style-type: none"> Challenge yourself. Encourage others. Do more than expected. 	<ul style="list-style-type: none"> Be a role model to others. Be mindful of others.

SET Report

School: Northfield Middle School

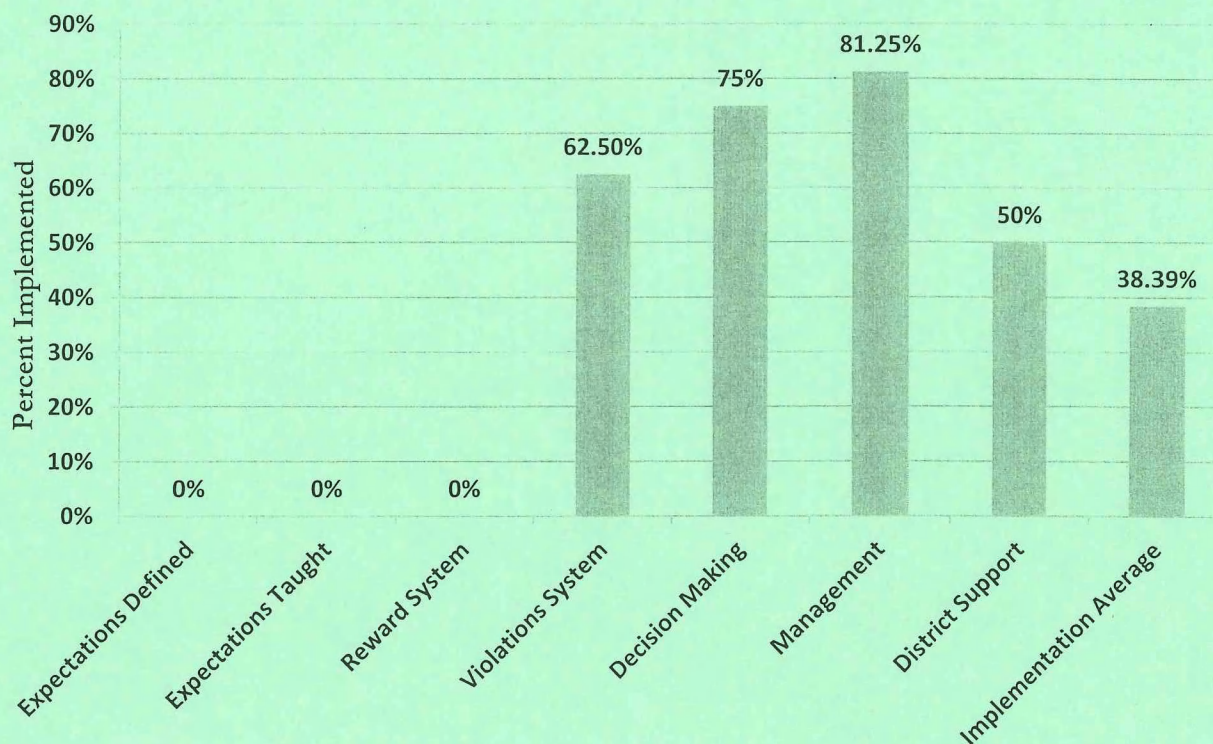
District: Northfield Public Schools

Date of Visit: November 22, 2013

School-wide Evaluation Tool: Version 2.1

SET Observer: Mark Opsahl

Feature Scores & Implementation Average



Grades: 6-8

Enrollment: 954

Administrator: Greg Gelineau, Assistant Principal

Non-Classroom Matrix

	Safe	Respectful	Responsible
Hallway	Remember Body Basics (hands, feet, all objects to yourself) Walk Watch where you're going	Remember Body Basics Use appropriate language Allow others to move freely Use technology appropriately	Obtain needed items for next class Get to destination in timely manner
Cafeteria	Remember Body Basics Walk Place back pack out of way Remain in cafeteria until bell Watch where you are going Push in chairs	Remember Body Basics Use appropriate language Use appropriate volume Bus dishes & garbage Use manners Include others Use technology appropriately	Bus dishes & garbage Leave table clean Use compost and recycling appropriately
Bathrooms	Remember Body Basics Wash your hands Place trash in trash can	Remember Body Basics Use appropriate language Keep bathroom clean Use technology appropriately	Flush the toilet Report needs/problems Use bathroom quickly
Media Center	Remember body Basics Walk Place belongings out of way	Remember Body Basics Use appropriate language Use manners Use appropriate volume Use technology appropriately Use materials appropriately	Use time wisely Show pass on arrival Return materials to appropriate places Allow others to work



SET Report

Within 7 days of completing the SET, please email this report to pbisevalmn@wilder.org and the principal at the school where the SET evaluation was conducted. If you conducted a reliability test, send this report to the person who was reliability tested.

School: Northfield High School

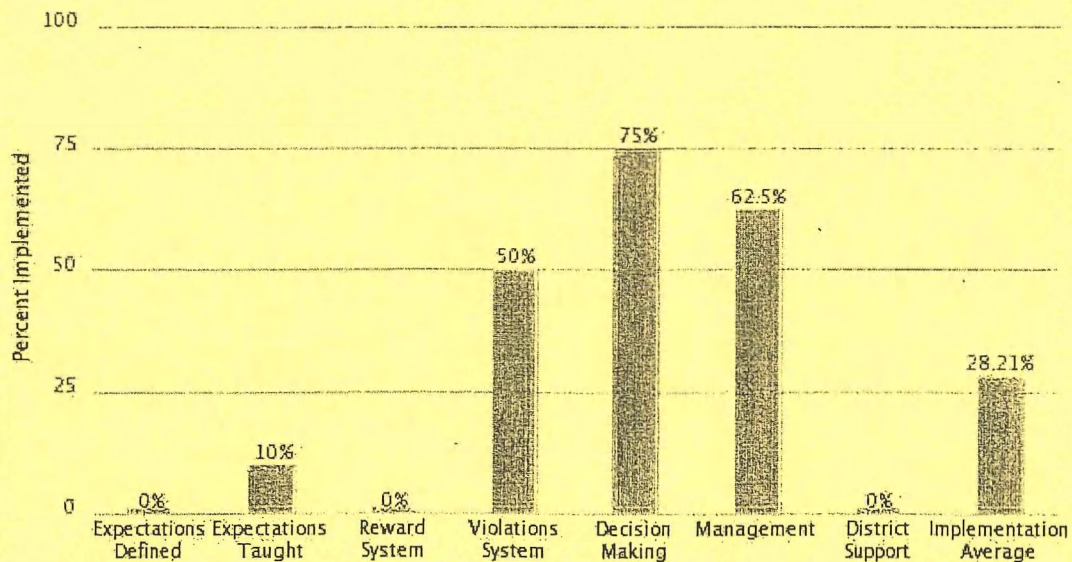
District: -Northfield Public Schools

Date of visit: November 14, 2013

School-wide Evaluation Tool –Pre- evaluation (baseline)

SET Evaluator: Stacy Schultz

Feature Scores & Implementation Average



School-wide PBIS Features

Grades: 9-12

Enrollment:

Principal: Joel Leer

Northfield ALC Expectations	Respect Yourself (physical/emotional)	Respect Others	Respect Property	Respect Learning
Learning Areas Classrooms Computer Labs Gym Office Areas	<ul style="list-style-type: none"> -Stay chemical free -Show self control -Dress appropriately -Shut off phone -Pay attention -Stay on task -Believe in yourself -Maintain good hygiene -Maintain positive attitude -Use proper language 	<ul style="list-style-type: none"> -Staying on task, not disrupting others -Avoid stepping on toes -Use kind words/names -Accept differences -Include everyone -Be kind and polite -Listen -Use self control -Play games only when allowed -Be mindful of others' opinions -Help others if needed -Be truthful 	<ul style="list-style-type: none"> -Leave others' belongings alone -Take care of the school -Keep objects out of the air -Pick up trash -Treat property like it's your own -Keep materials clean -Take care of iPad -Push in chairs -Put things back -Leave others' belongings alone 	<ul style="list-style-type: none"> -Set academic goals -Stay focused -Remain quiet when necessary -Remain on task -Take care of class work first -Avoid being distracted by technology -Use iPad as learning tool -Participate -Ask questions -Stay awake -Complete assigned work -Attend and be on time
Hallways	<ul style="list-style-type: none"> -Act in a safe manner -Use inside voice -Keep hands to self -Keep head up (look out) -Be nice/Smile 	<ul style="list-style-type: none"> -Greet others -Allow space for others -Return lost items -Smile -Include others 	<ul style="list-style-type: none"> -Keep cubbies clean -Pick up & throw away garbage -Keep halls free of graffiti -Clean up after yourself -Leave postings on the wall 	<ul style="list-style-type: none"> -Be considerate of the learning going on in classes -Use appropriate language -Refrain from disrupting others -Remain quiet -Use low volume
Lunch Room Gym	<ul style="list-style-type: none"> -Maintain proper diet -Take your time -Drink your milk -Control bodily functions -Stay active -Keep area clean -Use proper hygiene 	<ul style="list-style-type: none"> -Thank the server/staff -Clean up after yourself -Invite others to join you -Wait patiently -Play nice in the gym -Keep food in appropriate places 	<ul style="list-style-type: none"> -Clean off table when done -Put things where they are supposed to go -Put trays away properly -Food should go in stomachs 	<ul style="list-style-type: none"> -Be kind -Food should go in mouth -Let others study -Catch up on work -Keep yourself well nourished -Choose healthy food
Bus	<ul style="list-style-type: none"> -Stay seated -Follow safety rules -Keep hands/head inside -Keep area clean -Allow driver to maintain focus 	<ul style="list-style-type: none"> -Be respectful of driver -Maintain a quiet voice -Greet others -Keep hands to yourself -Stay seated 	<ul style="list-style-type: none"> -Keep bus clean -Keep bus free of vandalism -Throw away garbage -Keep saliva in your mouth 	<ul style="list-style-type: none"> -Arrive to the bus on time -Be quiet -Follow bus/school rules -Stay seated -Use appropriate language
Restrooms	<ul style="list-style-type: none"> -Wash your hands -Keep area clean -Wash hands -Flush -Use only when needed 	<ul style="list-style-type: none"> -Report inappropriate behavior -Flush -Use facilities appropriately -Clean up your messes -Give others privacy 	<ul style="list-style-type: none"> -Aim carefully -Let someone know if bathroom is dirty -Keep area clean -Flush 	<ul style="list-style-type: none"> -Ask to use restroom only when necessary -Use time efficiently -Keep materials clean (wash hands) -Be respectful of others
School Grounds Surrounding neighborhood	<ul style="list-style-type: none"> -Refrain from smoking -Drive safely -Be a role model -Pay attention to surroundings 	<ul style="list-style-type: none"> -Drive carefully -Be nice to little kids -Be mindful of neighbors -Follow laws 	<ul style="list-style-type: none"> -Use sidewalks instead of lawns -Keep all property clean -Avoid others' vehicles -Throw away trash 	<ul style="list-style-type: none"> -Observe building rules -Arrive to class on time -Follow school rules -Walk on sidewalks
Community Service Learning Volunteering Field Trips	<ul style="list-style-type: none"> -Stay above the influence -Wear seatbelt -Be presentable -Be on time -Be mindful and safe 	<ul style="list-style-type: none"> -Keep area clean -Greet others -Be nice and polite -Use appropriate language -Stay on task -Stay positive 	<ul style="list-style-type: none"> -Return items used -Dispose of garbage -Follow rules of property -If it is not yours, leave it alone -Return with no damage -Keep area clean 	<ul style="list-style-type: none"> -Contribute -Listen to instructions -Stay in expected areas -Treat others kindly -Pay attention -Interact with others positively -Participate and come to school/events

SET Report

Within 7 days of completing the SET, please email this report to pbisevalmn@wilder.org and the principal at the school where the SET evaluation was conducted. If you conducted a reliability test, send this report to the person who was reliability tested.

School: Northfield ALC

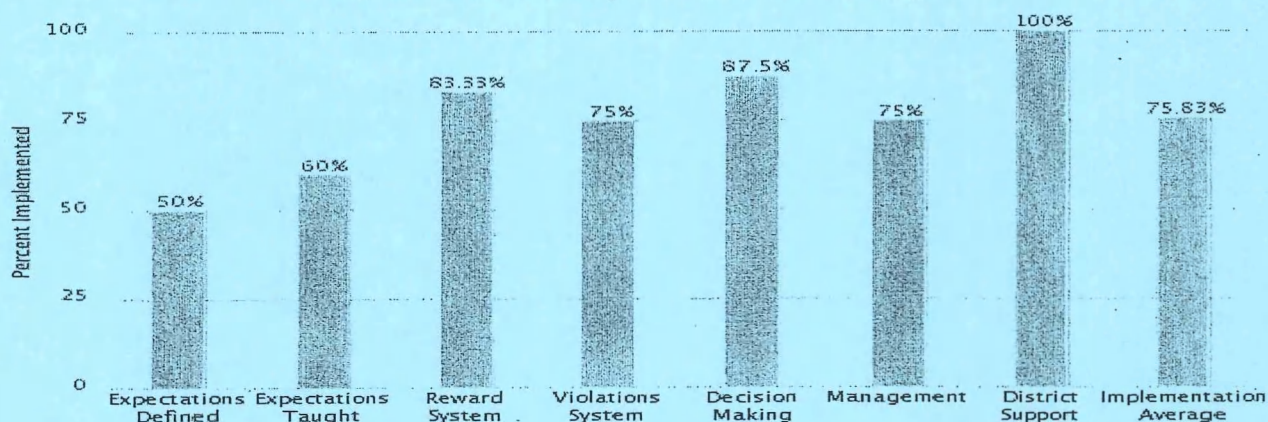
District: Northfield Public Schools

Date of visit: February 5, 2014

School-wide Evaluation Tool – Pre-SET

SET Evaluator: Deanne Bauserman

Feature Scores & Implementation Average



School-wide PBIS Features

Grades: High school

Enrollment: 47

Principal: Daryl Kehler, Director

Expectations defined: Northfield ALC has clearly defined its behavioral expectations: Respect Yourself, Respect Others, Respect Property, Respect Learning. These behavior expectations are posted in 8 out of 10 locations in the school, including locations such as the hallway, classrooms and front office.