

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, October 26, 2015, 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
- VI. Items for Discussion and /or Reports.
 1. Improvement Plan Presentations – Area Learning Center and Community Services.
- VII. Superintendent's Report
 - A. Items for Individual Action
 - B. Items for Consent Grouping
 1. Financial Reports – August and September 2015.
 2. Overnight Student Field Trip Proposal.
 3. Personnel Items.
- VIII. Items for Information
 1. Master Facilities Planning Update.
- IX. Future Meetings
Monday, November 9, 2015, 6:30 PM, Public Hearing, Northfield High School Media Center
Monday, November 9, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, November 23, 2015, 6:15 PM, Reception for National Merit Scholars, Northfield High School Cafeteria
Monday, November 23, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, October 26, 2015, 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 October 26, 2015, 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 meetings held on October 12, 2015, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Improvement Plan Presentations – Area Learning Center and Community Services.
On Monday night the Area Learning Center and Community Services will present their continuous school improvement plans to the Board. The presentations will include a progress report on the goals set for the 2014-15 school year as well as the new goals set for the 2015-16 school year.
- VII. Superintendent's Report
 - A. Items for Individual Action
There are no items at this time.
 - B. Items for Consent Grouping
Superintendent's Recommendation: Motion to approve the following items listed under the Consent Grouping.
 1. Financial Reports – August and September 2015.
Director of Finance Val Mertesdorf requests that the Board approve the following financial reports:
 - Paid bills totaling \$1,196,009.53, payroll checks totaling \$730,460.54 and the financial reports for August 2015. There were no bond payments made in August 2015.
 - Paid bills totaling \$1,531,241.19, payroll checks totaling \$2,654,985.67 and the financial reports for September 2015. No bond payments were made in September 2015.
 2. Overnight Student Field Trip Proposal.
The Board is being asked to approve the 12th annual Area Learning Center trip to the Boundary Waters Canoe Area June 13-17, 2016. The trip proposal is included in the packet of materials.
 3. Personnel Items.
 - a. Appointments.*
 1. Sonya Ehmer, Targeted Services PLUS Site Assistant at Bridgewater for 1.5 hours/day (M-Th) beginning 11/05/2015 – 05/18/2016; Step 1, \$12.19/hour.
 2. Elaine Grafelman, Targeted Services PLUS Site Assistant at Sibley for 1.5 hours/day (M-Th) beginning 11/05/2015 – 04/07/2016; Step 1, \$12.19/hour.
 3. Stephanie Lindenfesler, Middle School Youth Center Site Assistant at the Middle School for 6-8 hours/week (M-Th) beginning 10/27/2015 – 05/22/2016; Step 1, \$12.19/hour.
 4. Joyce Lindstrom, 1.0 FTE Long-Term Substitute EL Teacher at Greenvale Park Elementary beginning 10/22/2015 through 06/08/2016; BA +60, Step 10.
 5. Jennifer Route, Targeted Services PLUS Site Assistant at Sibley for 1.5 hours/day (M-Th) beginning 11/05/2015 – 05/18/2016; Step 1, \$12.19/hour.

6. Bill Seeberg, Homebound Instructor for Special Education beginning 10/12/2015 – to a date to be determined; BA60, Step 14.
- b. Increase/Decrease/Change in Assignment.
1. Katie Bakke, Special Education Educational Assistant-PCA (6.75 hours/day) at the MS; add SpecEd Bus EA-PCA for .5 hours/day at Bridgewater beginning 10/9/2015 – 06/08/2015 (6.75 hours/day to 7.25 hours/day).
 2. Tyla Christensen, Special Education Educational Assistant-PCA (6.75 hours/day); Bus EA-PCA (.75 hours/day); decrease Bus EA-PCA from .75 hours/day to .50 hours/day (SpecEd-EA-PCA from 7.50 hours/day to 7.25 hours/day) beginning 10/9/2015 – 06/08/2015.
 3. Lori Christopherson, Administrative Assistant at the High School, add Junior Class Co-Advisor at the HS (50% stipend) beginning 10/20/2015; Level J, Step 1 (50 %).
 4. Rachael Hudson, Co-Advisor for Musical/Play at the Middle School, change from 3/5 stipend to 50% stipend beginning 12/01/2015 – 02/29/2016.
 5. Tyler Hudson, Co-Advisor for Musical/Play at the Middle School, change from 2/5 Stipend to 50% stipend beginning 12/01/2015 – 02/29/2016.
 6. Robyn Jessen, Targeted Services PLUS Site Assistant, change from 1.25 hours/day to 1.5 hours/day (M-Th) beginning 10/12/2015 – 05/18/2016; Step 2, \$12.52/hour.
 7. Rustianna Mechura, Child Nutrition Associate at Bridgewater Elementary (18.75 hours/week); Community School Club Leader (5 hours/week); KidVentures Site Assistant (2.5 hours/week); TS PLUS Club Leader (4 hours/week); change PLUS Club Leader 4 hours/week to TS PLUS Site Lead/Club Leader for up to 6 hours/week beginning 11/10/2015 – 04/07/2016; Site Lead Step 3, \$15.83/hour; Club Leader \$19.50/hour.
 8. Kari Prestemon, .8 FTE School Social Worker at the High School, increase to 1.0 FTE School Social Worker at the High School beginning 10/26/2015 – 06/08/2016.
 9. Correction: Shari Setchell, High School Musical Assistant Director (Fall) beginning 09/25/2015 – 11/30/2015; change from Level I, Step 6 to Level I, Step 7.
- c. Leave of Absence.
1. Jeanne Mahoney-Hanzlik, Family/Medical Leave of Absence beginning 10/19/2015 to be used on an intermittent basis as needed for up to 60 work days.
- d. Resignations.
1. Emileana Grapumann, Junior Class Co-Advisor, resignation effective 10/12/2015.
 2. Tammie Warner, EarlyVentures Site Assistant, resignation effective 10/30/2015.

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

VIII. Items for Information

1. Master Facilities Planning Update.

Director of Administrative Services, Matt Hillmann, and Superintendent Richardson will provide an update to the Board about the staff, parent and community listening sessions held this fall. They will review the independent and interdependent master facilities approaches, as well as additional steps to gather feedback from staff, parents and community members concerning how the district should address future facilities needs.

IX. Future Meetings

Monday, November 9, 2015, 6:30 PM, Public Hearing, Northfield High School Media Center
Monday, November 9, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, November 23, 2015, 6:15 PM, Reception for National Merit Scholars, Northfield High School Cafeteria
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X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
October 12, 2015
Northfield High School Media Center

- I. Call to Order.
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 PM. Present: Hardy, Maple, Pritchard, Quinnell and Stratmoen. Colangelo and Iverson were absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was no public comment.
- IV. Approval of Minutes
On a motion by Quinnell, seconded by Maple, minutes of the Regular School Board meeting held on September 28, 2015 were unanimously approved.
- V. Announcements and Recognitions
 - The Greenvale Park Community School Inaugural Annual Report highlights the many activities, participants and community partners who were a part of the Greenvale Park Community School last year. This report was distributed to all households within a one-mile radius of Greenvale Park Elementary, regardless of whether the household had students attending the school. In addition, the report will be distributed to all households who have students who attend Greenvale Park and live outside the one-mile radius, households who have children in the Greenvale Park boundary and their children do not attend Greenvale Park and households with children ages 3 and 4 who live in the Greenvale Park boundary. The report will also be shared with our community partners and funders. Many thanks to our funders, Greenvale Park parents, teachers, and administrators, and more than 30 community partners who serve on the Greenvale Park Community School Advisory Council. Funding for the Greenvale Park Community School is provided by the Minnesota Department of Education 21st Century Community Learning Centers - Cohort 6 grant, Women in Northfield Giving Support (WINGS) inaugural "Dare to Dream" award, Rice County Public Health's "Healthy Rice County" initiative and the Northfield Area United Way.
- VI. Items for Discussion and / or Reports
There were no items for discussion or reports.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. 2016-2017 School Year Calendar.
On a motion by Maple, seconded by Quinnell, the Board unanimously approved the 2016-2017 School Year Calendar as presented.
 2. Cannon Valley Special Education Cooperative (CVSEC).
On a motion by Stratmoen, seconded by Hardy, the Board unanimously approved the Resolution Leaving the Southeast Minnesota Special Education Cooperative Joint Powers Agreement. Voting 'yes' was Hardy, Maple, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Colangelo and Iverson were absent.

On a motion by Stratmoen, seconded by Hardy, the Board unanimously approved the Resolution Entering Into Joint Powers Agreement creating the Cannon Valley Special Education Cooperative (CVSEC). Voting 'yes' was Hardy, Maple, Quinnell, Stratmoen and Pritchard. No one voted 'no.' Colangelo and Iverson were absent.

B. Items for Consent Grouping

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

1. Personnel Items.

a. Appointments*

1. Tricia R. Christopherson, .5 FTE Long-Term Substitute Grade 3 Companeros Teacher at Sibley beginning on or about 11/19/2015 and continuing for 33 work days; BA, Step 6.
2. Betsy McLaughlin, .5 FTE Long-Term Substitute Grade 3 Companeros Teacher at Sibley beginning on or about 11/19/2015 and continuing for 33 work days; MA, Step 5.
3. Deanna Rasmussen, Special Education Educational Assistant-PCA at the Middle School beginning 10/12/2015 – 06/08/2016 for 28.15 hours/week; SpecEd EA-PCA Step 1, \$13.98/hour.
4. Pamela Rivera, Special Education Educational Assistant-PCA at Bridgewater Elementary for 6.75 hours/day beginning 10/05/2015; SpecEd EA-PCA Step 1, \$13.98/hour.
5. Karl Tise, Long-Term Substitute English Teacher at the High School beginning 10/8/2015 – 11/06/2015; MA60, Step 6.
6. Event Worker – beginning 10/12/2015: Mark Johnson

b. Increase/Decrease/Change in Assignment.

1. Tracy Closson, District Grounds Coordinator, add Assistant Alpine Ski Coach at the High School beginning 11/09/2015 – 02/10/2016; Level G, Step 2.
2. Correction: Bob Gregory-Bjorklund, High School Musical Director (Fall) beginning 09/25/2015 – 11/30/2015; change from Level F, Step 7 to Level F, Step 11.
3. Kelly Hebzynski, Math Teacher at the Middle School, add Targeted Services BLAST Teacher at the Middle School for up to 5 hours/week (M-Th) beginning 10/19/2015 – 05/26/2016; Year 1, \$27.11/hour.
4. Rhea Mehrkens, Writing Teacher at the Middle School, add Targeted Services BLAST Teacher at the Middle School for up to 5 hours/week (M-Th) beginning 10/19/2015 – 05/26/2016; Year 1, \$27.11/hour.
5. Laurie Noonan, Special Education Educational Assistant at Bridgewater (6.75 hours/day), change to SpecEd EA-PCA at BW for 6.75 hours/day beginning 09/06/2015. (GenEd EA .50 hours/day; SpecEd EA-PCA 6.75 hours/day).
6. Anna Rubin, Grade 2 Companeros Teacher at Bridgewater, Add Targeted Services PLUS Teacher at Bridgewater for 1.25 hours/day (M-Th) beginning 11/10/2015 – 04/07/2016; Year 2, \$27.11/hour.
7. Micah Schultz, Social Studies Teacher at the ALC, add Targeted Services BLAST Teacher at the Middle School for up to 5 hours/week (M-Th) beginning 10/19/2015 – 05/26/2016; Year 2, \$27.11/hour.
8. Chris Scoville-Riazi, Art Teacher at the ALC, add Targeted Services BLAST Teacher at the Middle School for up to 5 hours/week (M-Th) beginning 10/19/2015 – 05/26/2016; Year 1, \$27.11/hour.
9. Correction: Shari Setchell, High School Musical Assistant Director (Fall) beginning 09/25/2015 – 11/30/2015; change from Level I, Step 7 to Level I, Step 6.
10. Geoffrey Staab, Math Teacher at the High School, add Assistant Wrestling Coach at the High School beginning 11/16/2015 – 02/27/2016, Level E, Step 6 (1/2 stipend).
11. Correction: Shari Bridley, SpecEd EA-PCA (7.0 hours/day) at Longfellow, add SpecEd Bus EA-PCA at Longfellow for .6 hours/day – change to .67 hours/day beginning 09/08/2015 – 06/08/2016 (7.0 hours/day to 7.67 hours/day).
12. Correction: Shelly Kruger, SpecEd EA-PCA (6.75 hours/day) at the High School; add SpecEd Bus EA-PCA at the HS for 1.25 hours/day – change to 1.42 hours/day beginning 09/08/2015 – 06/08/2016 (6.75 hours/day to 8.17 hours/day).
13. Correction: Jacqueline Meyer, SpecEd EA-PCA (6.75 hours/day) at the High School; add SpecEd Bus EA-PCA at the HS for 1.25 hours/day – change to 1.42 hours/day beginning 09/08/2015 – 06/08/2016 (6.75 hours/day to 8.17 hours/day).
14. Mark Auge, Science Teacher at the High School, add Head Baseball Coach at the High School beginning 03/21/2016 – 06/17/2016; Level C, Step 11.

15. Kiwi Bielenberg, .55 FTE PHD at LF; .15 DAPE at MS; .30 DAPE at Sibley; change to .55 PHD at LF and .45 DAPE at Sibley beginning 08/31/2015.
16. Ryan Driscoll, .80 FTE Phy. Educ. and .20 DAPE at GVP, change to .875 PE and .125 DAPE at GVP beginning 08/31/2015.
17. Andy Jaynes, .919 FTE Phy. Educ. And .081 DAPE at Sibley, change to .90 PE and .10 DAPE at Sibley beginning 08/31/2015.
18. Robyn Jessen, SpecEd EA-PCA (5.5 hours/day); GenEd EA-Supv. 1.55 hours/day at Greenvale Park, change to SpecEd EA-PCA (5.5 hours/day); GenEd EA-Supv. to 1.3 hours/day at GVP beginning 10/12/2015 – 06/08/2016 (7.05 hours/day to 6.8 hours/day).
19. Tony Mathison, .975 FTE Phy. Educ. And .025 DAPE at Bridgewater, change to .940 PE and .060 DAPE at Bridgewater beginning 08/31/2015.
20. Rustianna Mechura, KidVentures Site Assistant for 2 hours/day at Bridgewater, change to KidVentures Site Assistant for 2.5 hours/week at BW beginning 09/07/2015.
21. Heather Ryden, 1.0 FTE MTSS Coach at Greenvale Park, change to .75 FTE MTSS Coach/.25 ADSIS Tutor at GVP beginning 08/31/2015.
22. Diane Torbenson, 1.0 FTE MTSS Coach at Greenvale Park, change to .75 FTE MTSS Coach/.25 ADSIS Tutor at GVP beginning 08/31/2015.

c. Leave of Absence.

1. Brittany Ellerbusch, Family/Medical Leave of Absence beginning on or about 02/01/2016 and will extend for 8 work weeks.
2. Dana Jans, Child Nutrition Associate I at the High School, Childcare Leave of Absence beginning on or about 11/04/2015 and extending for 4 work weeks from first day of leave.

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

VIII. Items for Information

1. Enrollment Report – October 2015.

2. “Thoughtexchange” – Engaging Communities. Informing Decisions.

Administration shared information about the Thoughtexchange process that will be implemented over the next three years to engage the Northfield Public Schools community in providing regular and thoughtful feedback about our current school district programs and operation while allowing the community to inform us about the important questions and proposals that the Board must decide upon over the next several years. For further information about Thoughtexchange and to view additional testimonials by districts currently using their program, visit their website at: <https://thoughtexchange.com>

IX. Future Meetings

Monday, October 26, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, November 9, 2015, 6:30 PM, Public Hearing, Northfield High School Media Center
Monday, November 9, 2015, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. On a motion by Stratmoen, seconded by Maple, the Board adjourned at 8:15 PM.

Noel Stratmoen
School Board Clerk



2014-15 Site Progress Report and 2015-16 Site Improvement Plan Northfield Area Learning Center (ALC)

Site Vision Statement:

The Area Learning Center staff is committed to providing an effective and responsive education to our students while meeting their diverse needs.

Site Statement of Collective Commitments:

- 1) We will provide an inviting school environment for students; safe environment with clear & consistent expectations, and specific academic goals.
- 2) We will promote a positive school climate by modeling the qualities and characteristics that we hope to instill in our students.
- 3) We will collaborate with one another and our students so that we can achieve our mission more effectively.
- 4) We will work collaboratively in developing instructional strategies.
- 5) We will hold students accountable for their educational achievement; thus empowering students to succeed.
- 6) We will continue to have weekly progress monitoring meetings for staff members.
- 7) We will involve parent(s)/guardian(s) in the education of their children by keeping them informed.
- 8) We will demonstrate our commitment to ongoing professional development and continuous improvement.

Site Improvement Team Members:

<i>Eric Swan McDonald</i>	<i>Elizabeth Pfeiffer</i>
<i>Burt Bemmels</i>	<i>Renee Burnham</i>
<i>Cheryl Mathison</i>	<i>Micah Schultz</i>
<i>Sherri Goehring</i>	<i>Chris Riazzi</i>
<i>Daryl Kehler</i>	

Reviewed by Staff: Signature  Date 10-8-15

Final Approval by Site Improvement Team: Signature  Date 10/8/15

Final Approval by Superintendent: Signature  Date 10/9/15

Northfield Area Learning Center

Site Improvement Objective #1:

The Northfield Area Learning Center will increase attendance rates of students.

New/Continuing Objective:

Continuing

Length of Objective:

3 years

Which Year:

1st year

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable)

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

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

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

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

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

DEPAC 2014-15 Assessment - 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.

DEPAC 2014-15 Teaching and Learning - The District will continue the implementation of a system of academic and behavioral interventions (RtI) at the elementary level, and begin implementing that system at the secondary level in 2014-15.

DEPAC 2014-15 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-regulations.

DEPAC 2014-15 Student Services - The District will foster school connectedness amongst students, families, and staff promoting mutual respect and enhancing emotional health.

Measurable Evidence of Need:

Our reality is that a number of students demonstrate poor attendance throughout the course of the year, as is documented in Skyward, which is the main reason why they struggle to gain credits towards graduation.

Student SMART Achievement Goal:

The ALC will have 60% of students achieve an 85% or better attendance rate per grading period for the 2014-15 school year.

2014-15 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	<i>Collect and review current attendance %</i>	X		Students met goal in grading period 1 & 5. In grading period 1 67.57% of students were at 85% attending. In grading period 5 61.7% of students were at 85% attending.
2	<i>Weekly PLC meetings to discuss interventions</i>	X		Discussed interventions and the one we thought most effective was assigning a group of students to each teacher as "advisees". The teachers would check in and monitor progress as well as fill them in on attendance issues.
3	<i>Staff meeting reviews and discussions</i>	X		We monitored specific student issues and discussed policy changes. If there were outside issues, we tried to give the student resources to help so they could still attend as much as possible.
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Which of these steps were especially powerful: Collecting the data and reviewing it was powerful as we were able to see what interventions that we had tried that grading period seemed to be effective.

What implications do this year's results have for 2015-16:

For 2015-16 we are going to try some of the same interventions, but also going to try some new interventions to try and increase attendance rates. We have also changed the attendance policy as we received feedback from students on the effectiveness of the previous one.

Site Improvement Objective: # 2

Increase academic performance of all ALC students.

New/Continuing Objective:

Continuing

Length of Objective:

3 years

Which Year:

1st year

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable)

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

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

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

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

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

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

DEPAC 2014-15 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.

DEPAC 2014-15 Assessment - 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.

DEPAC 2014-15 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-regulations.

DEPAC 2014-15 Student Services - The District will foster school connectedness amongst students, families, and staff promoting mutual respect and enhancing emotional health.

Measurable Evidence of Need:

Data indicates that a percentage of students continue to gain little to no credits each grading period.

Student SMART Achievement Goal:

Of the total credits attempted, there will be a 5% increase in credits earned per grading period when compared to the same grading period from the previous school year.

2014-15 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	Data collection and analysis	X		Spreadsheets created for data analysis
2	PLC discussions of interventions	X		EOP documentation, interventions implemented
3	Staff meeting updates	X		Interventions used, advisors
4	Attend Professional Development opportunities	X		Staff attended staff development opportunities like MAAP conference, PBIS coaches training, and PBIS trainings
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Which of these steps were especially powerful: The combination of data analysis and interventions we created to attempt to get students to earn credits. We looked at the data every grading period to see trends and target specific students to intervene with. We created advisor groups where teachers checked in with students and filled them in on progress, Daryl also updated students regularly with credit completion.

What implications do this year's results have for 2015-16: We met the goal in 2 of the 8 grading periods; 3rd grading period went up by 9% and 7th grading period increased by 24%. We increased the amounts of credits earned in 5 of 8 grading periods from the previous year.

Site Improvement Objective: #3

Increase post-secondary awareness and planning of the ALC students.

New/Continuing Objective:

New

Length of Objective:

3 years

Which Year:

1st year

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable)

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

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

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

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

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

DEPAC 2014-15 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.

DEPAC 2014-15 Assessment - 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.

DEPAC 2014-15 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-regulations.

DEPAC 2014-15 Student Services - The District will foster school connectedness amongst students, families, and staff promoting mutual respect and enhancing emotional health.

Measurable Evidence of Need:

Our reality is some students from the ALC are unsure if they will attend college, join the military, or enter the workforce upon completion of the high school graduation requirements. Our staff will strive to have a post-secondary plan in place for every student that graduates from the ALC.

Student SMART Achievement Goal:

All graduating seniors will have a post-secondary life plan including; being currently employed, enrolled (or in process) in college, or enlisted in the military.

2014-15 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	<i>Talk with seniors to develop life plan</i>	X		Every senior had an exit interview with Promise Fellow to determine life plan.
2	<i>Have military recruiters visit ALC</i>	X		Recruiters visited and were guest speakers in business classes.
3	<i>Have workforce visit ALC</i>	X		Workforce made weekly visits to check in with students
4	<i>Have college visits assessable for ALC students</i>	X		We made college visits to McNally, South Central, Riverland, and also had students go with High School TORCH group.
5	<i>Provide support to students in any of the life plan choices they make</i>	X		Met with Promise Fellow, Workforce, business teacher, military recruiters, and other resources when identified.
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Which of these steps were especially powerful: Having the exit interview was helpful because it allowed the staff to formally identify those that needed a plan and those that already had a plan in place. This allowed us to talk amongst ourselves and identify the resources each student needed.

What implications do this year's results have for 2015-16: Continue to have Promise Fellow conduct exit interviews of those graduating.

Northfield Area Learning Center (ALC)

Site Improvement Objective: #1

The Northfield ALC will increase attendance rates of students.

<u>New/Continuing Objective:</u>	<u>Length of Objective:</u>	<u>Which Year:</u>
Continuing	3 years	2 nd year

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable.)

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

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

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

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

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

DEPAC 2015-16 Assessment – The District will partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the “cradle to career” continuum.

DEPAC 2015-16 Assessment – Every Professional Learning Community will have a comprehensive formative assessment framework.

DEPAC 2015-16 Teaching and Learning – Northfield Pubic Schools will develop continuous, accurate, and separate measurement of each student’s progress toward academic mastery, work habits, and behavior standards.

DEPAC 2015-16 Teaching and Learning - Staff will foster meaningful classroom relationships by increasing awareness of diversity and developing instruction that addresses multiple learning styles and promotes engagement. Leadership will create structures that support this effort.

DEPAC 2015-16 Student Services – Northfield Public Schools will continue the implementation of the Multi-Tiered Systems of Support (MTSS) for academic and behavioral interventions.

DEPAC 2014-15 Student Services – Northfield Public Schools will implement integrated systems of practice and services that provide comprehensive supports for social emotional learning and children’s mental health.

DEPAC 2015-16 Student Services – Northfield Public Schools will foster school connectedness amongst students, families, and staff, promoting mutual respect and responsibility in order to enhance engagement.

Measurable Evidence of Need:

Our reality is that a number of students demonstrate poor attendance throughout the course of the year, as is documented in Skyward, which is the main reason why they struggle to gain credits towards graduation.

Student SMART Achievement Goal:

The ALC will have 60% of students achieve an 85% or better attendance rate per grading period for the 2015-16 school year.

2015-16 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	Collect and review current attendance percentage	9/8	6/8	ALC Staff	Time	End of each grading period	Data from Skyward
2	Weekly PLC meetings to discuss interventions	9/8	6/8	ALC Staff	Time	Weekly	Data collection and analysis
3	Staff meeting reviews discussions	9/8	6/8	ALC Staff	Time	Weekly	Data analysis
4							
5							
6							
7							
8							
9							
10							

Site Improvement Objective: #2

Increase academic performance of all ALC students.

New/Continuing Objective:

Continuing

Length of Objective:

3 years

Which Year:

2nd year

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable.)

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

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

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

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

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

DEPAC 2015-16 Assessment – Every Professional Learning Community will have a comprehensive formative assessment framework.

DEPAC 2015-16 Teaching and Learning – Northfield Public Schools will develop continuous, accurate, and separate measurement of each student's progress toward academic mastery, work habits, and behavior standards.

DEPAC 2015-16 Teaching and Learning - Staff will foster meaningful classroom relationships by increasing awareness of diversity and developing instruction that addresses multiple learning styles and promotes engagement. Leadership will create structures that support this effort.

DEPAC 2015-16 Student Services – Northfield Public Schools will continue the implementation of the Multi-Tiered Systems of Support (MTSS) for academic and behavioral interventions.

DEPAC 2014-15 Student Services – Northfield Public Schools will implement integrated systems of practice and services that provide comprehensive supports for social emotional learning and children's mental health.

DEPAC 2015-16 Student Services – Northfield Public Schools will foster school connectedness amongst students, families, and staff, promoting mutual respect and responsibility in order to enhance engagement.

Measurable Evidence of Need:

Data indicates that a percentage of students continue to gain little to no credits each grading period.

Student SMART Achievement Goal:

Of the total credits attempted, there will be a 5% increase in credits earned per grading period when compared to the same grading period from the previous school year.

2015-16 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	<i>Data collection and analysis</i>	<i>9/8</i>	<i>6/8</i>	<i>ALC Staff</i>	<i>Time</i>	<i>End of each grading period</i>	<i>Data from Skyward</i>
2	<i>PLC discussions of interventions</i>	<i>9/8</i>	<i>6/8</i>	<i>ALC Staff</i>	<i>Time</i>	<i>weekly</i>	<i>Data from Skyward</i>
3	<i>Staff meeting updates</i>	<i>9/8</i>	<i>6/8</i>	<i>ALC Staff</i>	<i>Time</i>	<i>weekly</i>	<i>Data from Skyward</i>
4	<i>Attend Professional Development opportunities</i>	<i>9/8</i>	<i>6/8</i>	<i>ALC Staff</i>	<i>Time/Staff Dev \$</i>	<i>ongoing</i>	<i>Materials/Resources collected</i>
5							
6							
7							
8							
9							
10							

Site Improvement Objective: #3

Increase post-secondary awareness and planning of the ALC students.

New/Continuing Objective:

Continuing

Length of Objective:

3 years

Which Year:

2nd year

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable.)

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

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

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

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

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

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

DEPAC 2015-16 Assessment – The District will partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the “cradle to career” continuum.

DEPAC 2015-16 Teaching and Learning – Northfield Public Schools will develop continuous, accurate, and separate measurement of each student’s progress toward academic mastery, work habits, and behavior standards.

DEPAC 2015-16 Teaching and Learning - Staff will foster meaningful classroom relationships by increasing awareness of diversity and developing instruction that addresses multiple learning styles and promotes engagement. Leadership will create structures that support this effort.

DEPAC 2014-15 Student Services – Northfield Public Schools will implement integrated systems of practice and services that provide comprehensive supports for social emotional learning and children’s mental health.

DEPAC 2015-16 Student Services – Northfield Public Schools will foster school connectedness amongst students, families, and staff, promoting mutual respect and responsibility in order to enhance engagement.

Measurable Evidence of Need:

Our reality is some students from the ALC are unsure once graduated if they will attend college, join the military, or enter the workforce upon completion of the high school graduation requirements. Our staff will strive to have a post-secondary plan in place for every student that graduates from the ALC.

Student SMART Achievement Goal:

All graduating seniors will have a post-secondary life plan including; being currently employed, enrolled (or in process) in college, or enlisted in the military.

2015-16 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	<i>Talk with seniors to develop life plan</i>	<i>9/8</i>	<i>6/8</i>	<i>Promise Fellow</i>	<i>Time</i>	<i>ongoing</i>	<i>Exit interview with Promise Fellow, staff</i>
2	<i>Have military recruiters visit ALC</i>	<i>9/8</i>	<i>6/8</i>	<i>ALC Staff</i>	<i>Time</i>	<i>ongoing</i>	<i>Staff documentation</i>
3	<i>Have workforce visit ALC</i>	<i>9/8</i>	<i>6/8</i>	<i>ALC Staff</i>	<i>Time</i>	<i>ongoing</i>	<i>Staff documentation</i>
4	<i>Have college visits assessable for ALC students</i>	<i>9/8</i>	<i>6/8</i>	<i>ALC Staff</i>	<i>Time/\$</i>	<i>ongoing</i>	<i>Promise Fellow arrangements of tours</i>
5	<i>Provide support to students in any of the life plan choices they make</i>	<i>9/8</i>	<i>6/8</i>	<i>ALC Staff</i>	<i>Time/materials</i>	<i>ongoing</i>	<i>Discussions with staff</i>
6							
7							
8							
9							
10							



2014-15 Site Progress Report and 2015-16 Site Improvement Plan Community Services Division

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

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

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

Site Improvement Team Members:

Clarice Grabau	Niki Kolb	Linda Oto	Melissa Bernhard	Sara Line
Erin Bailey	Breezy Barrett	Judy Becker	Mary Hanson	Sara Boran
Claudia Kinville	Laura Berdahl	Kathryn Schmidt	Heather Kuchinka	Martha Donahoe

Reviewed by Staff: Signature  Date 10/13/15

Final Approval by Site Improvement Team: Signature  Date 10/13/15

Final Approval by Superintendent: Signature  Date 10/20/15

Community Services Division

Site Improvement Objective: #1

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

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

District or DE PAC Strategy/Strategies Supported: (Delete all strategies that are not applicable)

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

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

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

Measurable Evidence of Need:

1. Locally, the Northfield Promise initiative is being led by the Northfield Healthy Community Initiative, of which the school district is a partner.
2. Collective Impact has gained a great deal of attention due to the measureable results communities have seen.
3. The Early Childhood Initiative Coalition is convening the action team around one benchmark.

2014-15 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	CSD Director serves on the HCI Collective Impact Steering Committee	X		Community Services Director has attended monthly Collective Impact Steering Committee meetings since July 1, 2014.
2	CSD staff facilitates action team around "Ready for K" benchmark	X		Community Services Director has facilitated a monthly "Ready for K" action team meeting since March 2014. The "Ready for K" action team is now part

				of the Early Childhood Initiative Coalition (ECIC). The Early Childhood Coordinator, Ventures Coordinator and the Community Services Director are members of this action team.
3	CSD Director attends the Strive National Conference	x		The Community Services Director attended the Strive National Conference October 15-17, 2014 in San Diego.
4	Expand early learning scholarships to the most at-risk children	x		<ul style="list-style-type: none"> - On October 1, 2014 Community Services hosted a lunch attended by 8 community organizations to inform them about the additional early learning scholarships available in the Northfield community. - Through Pathway I early learning scholarships, Community Services supported an additional 18 children attending Hand in Hand Preschool. Through Pathway II early learning scholarships, Community Services supported an additional 14 children attending Hand in Hand Preschool. - 862 children/families attended early childhood parent/family events during the year. - Through the Pathway II early learning scholarship dollars, Community Services purchased Mother Goose curriculum for Early Ventures wrap-around childcare preschool rooms. - On January 20 and May 19, 2015, Community Services hosted meetings among early childhood teachers and kindergarten staff
5	Additional staff serving on action teams	x		<ul style="list-style-type: none"> - Community Services had 7 staff serving on two action teams – “Ready for K” and “Connectedness”

Which of these steps were especially powerful:

1. The ability to serve additional students at Hand in Hand Preschool through Pathway I and Pathway II early learning scholarships.
2. Participation in and support of the continued launch and development of Northfield Promise.

What implications do this year’s results have for 2015-16:

1. Continue to serve more children through Pathway I and Pathway II early learning scholarships.
2. Continue and expand the teaming and partnerships with Kindergarten staff to smooth transitions from early childhood to Kindergarten.
3. Continue collaboration and involvement in the community wide Northfield Promise initiative.

Community Services Division

Site Improvement Objective: #2

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

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

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable)

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

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

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

Measurable Evidence of Need:

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

2014-15 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	Develop security plans for CSD programs.	X		<ul style="list-style-type: none"> - 4 hand-held radios purchased and in use at the Middle School Youth Center. - Ventures safety drills were conducted as follows: <ul style="list-style-type: none"> o BW - Fire drill 4/20/15 and Tornado 4/21/15 o GVP - Fire drills 4/14/15 and 4/20/15; Tornado 4/16/15 and Lockdown 4/17/15

				<ul style="list-style-type: none"> ○ SB – Fire drill 4/17/15; Tornado 4/14/15 and Lockdown 4/14/15 ○ SummerVentures – Fire drill 7/1/15; all other drills completed the week of “Rescue 911” 7/6/15-7/9/15 - Middle School Youth Center safety drills were conducted as follows: Fire drill 4/9/15 and Tornado 4/23/15 - Participants contact information was reviewed when registering in person or by phone. - One additional ABE evening staff person was hired.
2	Secure NCRC youth wing during programming	x	X	<ul style="list-style-type: none"> - Installing blinds on ECFE classrooms was moved to the 2015-16 SIP. - In the winter of 2015, all NCRC exterior building doors were numbered on the inside and outside. - In October 2014, Community Services piloted many different approaches to closing NCRC wing doors during programming. The most effective for parents and staff was to have the doors remain closed, but not locked.
3	Increase familiarity among staff in NCRC organizations	X		<ul style="list-style-type: none"> - The NCRC worksite wellness committee was formed in August 2014 with representation from NCRC organizations. - Three building wide worksite wellness events were held for NCRC staff; Building Walking Challenge March 1 – April 1, 2015, Wellness Kickoff on April 17, 2015 (lunch and building wide bingo) and July 29, 2015 Summer Sherbet Social in the Senior Center courtyard. - NCRC staff directory was maintained through Google Docs.
4	Continue to revisit out-of-school time programming security plans	X		<ul style="list-style-type: none"> - On April 7, 2015, S. Line spoke with Bethel Church regarding their process for out-of-school time activities. This information was shared at the May CSD staff meeting. - As the Region 5 Representative on the MCEA Board, E. Bailey continued to monitor safety and security information discussed by the state-wide organization. - On May 5, 2015, Community Services hosted a meeting with the Director of Buildings and Grounds, Activities Director, Middle School Principal and Community Services Leadership team to discuss out-of-school time security. - Updates to the security document on the Google Drive have been reviewed and changed as necessary. The last update was made in May 2015.

Which of these steps were especially powerful:

1. The numbering of the NCRC exterior doors (and sharing that information with police and fire) provides increased safety and security for the building.
2. Maintaining an updated security document for instructors and staff that also includes a building map.
3. The radios at the MSYC improve staff communication and student safety.

What implications do this year's results have for 2015-16:

1. The importance of continuing to practice safety drills; new and returning staff need to know what to do and where to go in each building.
 2. Continue to determine how best to provide safety and security for out-of-school time programs both onsite and offsite.
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2014-15 Site Progress Report

Community Services Division

Site Improvement Objective: # 3

Site Improvement Objective: Engage the Ventures childcare sites in a continuous improvement model.

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

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable)

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

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

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

Measurable Evidence of Need:

1. Research supports that programs that operate in a strategic, continuous improvement design are more effective.
2. In today's market, parents seek valid assurance of high quality program standards.

2014-15 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	Administer assessments in the fall and spring at Ventures sites and the MSYC	x		<ul style="list-style-type: none"> - Ventures Coordinator, Youth Development Coordinator and 2 MSYC staff attended Youth Program Quality Assessment training (YPQA) on 10/15/14. - Ventures Coordinator observation using YPQA tool – SB 10/10/14; BW 11/6/14 and GVP 11/23/14 - Ventures Site Leaders observation of own sites using YPQA tool – SB, BW and GVP – completed by 11/25/14 - Middle School Youth Center – external observation 12/8/14; review

				<p>with HCI YPQA trained external evaluator 12/12/14; review with MSYC Site Leader 12/15/14; review with MSYC staff 12/18/14</p> <ul style="list-style-type: none"> - Ventures spring YPQA observations completed – SB 5/18/15; GVP 5/19/15 and BW 5/20/15 - Middle School Youth Center – external observation 4/27/15; review with HCI YPQA trained external evaluator 4/29/15; review with MSYC Site Leader 4/30/15; review with MSYC staff 5/5/15
2	Determine and implement plan for ongoing continuous improvement in Ventures program and MSYC	x		<ul style="list-style-type: none"> - Reviewed assessment findings with KidVentures staff and MSYC staff - Between December 8 and December 18, 2015, all three KidVentures sites and the MSYC developed improvement plans for each site and prioritized improvement schedule - In June 2015, the Youth Development Coordinator completed a year-end reflection for the MSYC
3	Develop tracking system for Ventures participants	x		<ul style="list-style-type: none"> - On November 7, 2014, the Ventures Coordinator and 2 Site Leaders observed 3 school-age care sites in Minneapolis specifically looking at tracking systems, measures of safety and measures of quality - On November 11, 2014, the Ventures Coordinator and Site Leaders met regarding tracking systems and attendance - On November 17, 2014, attendance procedures were implemented at all three KidVentures sites - Between November 24 and December 8, 2014, a tracking system was implemented at all three KidVentures sites - Between December 1 and April 15, 2014, calendars of activities indicating learning areas were implemented at all three KidVentures sites
4	Market continuous improvement work	x		<ul style="list-style-type: none"> - Brochure content pieces included: <ul style="list-style-type: none"> o Early Ventures parent testimonial published and the 4-star Parent Aware Award Rating information updated and explained in Fall 2014 Community Services brochure o New KidVentures advertisement produced in Youth Section of Winter/Spring 2014-15 Community Services brochure o Early Ventures photo advertisement featuring an inside cover of Summer 2015 Community Services brochure and newly designed SummerVentures page created. - Facebook messages posted <ul style="list-style-type: none"> o October 31, 2014 – Halloween costumes at EarlyVentures o January 27, 2015 – Fantastic literacy movie night o April 2, 2015 – SummerVentures registration promotion

				<ul style="list-style-type: none"> ○ April 16, 2015 – Mother Goose Time curriculum explained at EarlyVentures ○ April 23, 2015 – Parent Aware star rating information ○ April 29, 2015 – Ocean Commotion at Early Ventures ○ May 27, 2015 – Growing Gardens at Early Ventures ○ Summer (June – August, 2015) – The weekly theme and Friday field trip was announced once a week - Newly designed and developed SummerVentures brochure was created and shared at Open House and online.
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Which of these steps were especially powerful:

1. The YPQA external observations provided valuable feedback from someone outside the program.

What implications do this year's results have for 2015-16:

1. Continue to explore implementing a participant tracking system at the MSYC.
2. Continue to allow time for, and stress the importance of, self-reflection within out-of-school time programming, which improves intentionality (why we do it).



2015-16 Site Continuous Improvement Plan

Community Services Division

Site Improvement Objective: # 1

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

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

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable.)

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

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

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

Measurable Evidence of Need:

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

2015-16 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	CSD Director serves on the HCI Collective Impact Steering Committee	Aug. 15, 2015	On-going	E. Bailey	Time	Sept. 1, Oct. 1, Nov. 1, Dec. 1, Jan. 1, Feb. 1, Mar. 1, Apr. 1, May 1,	- Director on Northfield Promise Steering Committee

						June 1, July 1	
2	Additional staff serving on action teams	Sept. 1, 2015	On-going	L. Oto B. Barrett S. Line E. Bailey Early Childhood staff	Time	Sept. 30, Dec. 30, Mar. 30, June 30	- 8 staff participating on action teams around at least 3 benchmarks
3	CSD staff helps to facilitate the work of the "Ready for K" action team	Sept. 15, 2015	On-going	S. Line B. Barrett E. Bailey Early Childhood Initiative Coalition Northfield Promise staff	Time	Sept. 30, Dec. 30, Mar. 30, June 30	- Develop roadmap that pairs developmental needs with local opportunities throughout the child's first five years - Partner with the United Providers Association to make two additional trainings available to local daycares - Develop and implement survey to assess opportunities/needs in the local early childhood field for bilingual staff
4	Promote existing early childhood programming opportunities	Aug. 15, 2015	On-going	S. Line E. Bailey N. Kolb	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	- Host a lunch to explain and inform community partners about Pathway I and Pathway II scholarships - Develop and distribute postcards regarding Pathway I and Pathway II

							<ul style="list-style-type: none"> - scholarships - Promote existing early childhood programming opportunities through the developed roadmap
5	CSD staff helps to facilitate the work of the "Reading Team," working on the benchmarks around reading by grade level in 3 rd and 6 th grade	Sept. 15, 2015	On-going	S. Line Northfield Promise staff	Time	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Continue book collection for free, local bookshelves - Develop database of local bookshelves with contact information for each location - Develop tracking system to count the number of books distributed - Add "1-2-3 Read with Me" stickers to all books distributed through free, local bookshelves - Create and distribute 4 free libraries through the Teen Outreach Program at the MSYC
6	CSD staff provides general support to the Northfield Promise initiative	Aug. 15, 2015	On-going	J. Becker M. Hansen S. Boran B. Barrett S. Line E. Bailey	Time	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Provide meeting space for steering committee and action team meetings - Provide childcare staff for action team meetings - Community Services Director helps to facilitate Council of

							Champions meetings
7	Share the work of Northfield Promise in the Northfield community and beyond	Sept. 15, 2015	June 30, 2016	L. Oto S. Line B. Barrett M. Bernhard N. Kolb E. Bailey	Time Mileage	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Present on Northfield Promise at the National Community Education Conference - Present on Northfield Promise to the Big 9 Community Education Directors - Present on Northfield Promise to the Community Services staff - Present on Northfield Promise to the Community Services Advisory Council



2015-16 Site Continuous Improvement Plan

Community Services Division

Site Improvement Objective: #2

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

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

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable.)

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

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

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

Measurable Evidence of Need:

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

2015-16 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	Continue to monitor and improve security measures at the Northfield Community Resource Center (NCRC)	Aug. 15, 2015	On-going	L. Oto S. Line B. Barrett M. Bernhard N. Kolb E. Bailey	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	- Install blinds on interior ECFE classroom windows - Stripe the NCRC parking lot and include a large crosswalk to the Community Services

							<p>entrance</p> <ul style="list-style-type: none"> - Add 6 parking signs near the Community Services entrance (“parking for families with small children” and “15 minute parking”) - Invite police/fire to a meeting with CSD staff and building partners
2	Improve building signage at the NCRC	Sept. 15, 2015	June 30, 2016	E. Bailey S. Line C. Grabau	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Explore the possibility of an electronic sign outside the NCRC - Improve directional signs inside and outside the NCRC - Develop directional signs for early childhood screening - Add room number to ABE classroom
3	Improve signage and security at Community Services Division programs	Sept. 15, 2015	On-going	E. Bailey S. Line B. Barrett	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Explore signage recognizing Hand in Hand and Early Ventures Parent Aware status - Explore the potential for a permanent 2nd finger print reader at Longfellow - Invite the Director of Buildings and Grounds to a CSD staff meeting - Pilot tracking volunteers at the

Community Services Division

Site Improvement Objective: # 3

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

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

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable.)

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

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

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

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

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

Measurable Evidence of Need:

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

2015-16 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	Explore, modify and expand programming spaces for early childhood learners	Aug. 15, 2015	June 30, 2016	S. Line B. Barrett E. Bailey M. Donahoe M. Hansen Hand in Hand Staff ECFE Staff Early Ventures Staff	Time Money Space in the district Space in the NCRC	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Add a Hand in Hand preschool classroom at Longfellow (to include set-up, needed supplies/furniture/technology, staff and marketing to families) - Determine a location for an additional Early Ventures preschool room - Add an Early Ventures preschool room (to included set-up, licensure, needed supplies/furniture, staff and marketing to families) - Move ECFE Family School programming to Emmaus Church - Determine an appropriate location for early childhood screening - Relocate early childhood screening
2	Explore space options for afterschool elementary and middle school programming	Sept. 1, 2015	June 30, 2016	B. Barrett L. Oto E. Bailey	Time Money Space in the district	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Explore space options for KidVentures programming at Greenvale Park Elementary - Have a conversation

							with the Middle School Principal to explore additional space options for the Middle School Youth Center
3	Expand programming at Greenvale Park Community School	Sept. 15, 2015	June 8, 2016	L. Berdahl K. Lozada E. Bailey S. Line	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Review days and times for Adult Enrichment programming - Expand early childhood offerings by 2 offerings - Develop 2 new offerings with community partners
4	Increase access and awareness of Community Services programs	Sept. 1, 2015	June 30, 2016	N. Kolb M. Bernhard B. Barrett S. Line L. Oto C. Grabau E. Bailey	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Provide access to Hand in Hand Preschool for 15 new students through scholarships - Review the sliding fee scale for ECFE - Increase the use of the link space at the NCRC by providing family literacy spaces that include books and furniture - Provide 2 opportunities to showcase Community Services Division programming - Explore early bird rate option - Increase awareness of programs through

							more promotional signage throughout the Northfield community
5	Explore additional locations in the Northfield community for Community Services programs	Oct. 1, 2015	June 30, 2016	N. Kolb M. Bernhard B. Barrett S. Line L. Oto C. Grabau E. Bailey	Time	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Review 2 other communities' community education programming spaces - Explore additional space options for programs within the Northfield community

TO: L. Chris Richardson, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: October 26, 2015
RE: Board Approval of Financial Reports – August 2015

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of August 2015.

Bills totaling \$1,196,009.53 were paid in August 2015.

Payroll checks totaling \$730,460.54 were issued in August 2015.

No bond payments were paid in August 2015.

At the end of August 2015 Total Cash and Investments amounted to \$27,240,613.02.
All funds ended August with positive cash balances.

No wire transfers were initiated by the district during August 2015:

The following financial reports for August 2015 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

August 2015 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	6,758,729.82	4,903,160.45	1,266,340.68	(431,866.36)	9,963,683.23 *
FOOD SERVICE	496,267.78	38,946.36	22,336.01	(1,108.26)	511,769.87
COMMUNITY ED	567,111.87	129,575.62	204,289.07	(4,095.15)	488,303.27
CONSTRUCTION ACCOUNT	-	-	-	-	-
DEBT SERVICE	4,208,232.86	16,677.07	-	-	4,224,909.93
TRUST	140,205.98	2,730.75	27,475.00	-	115,461.73
SELF INSURANCE	3,920,147.93	916.55	406,029.31	439,428.67	3,954,463.84
TOTALS	16,090,696.24	5,092,006.80	1,926,470.07	2,358.90	19,258,591.87
CERTIFICATE OF DEPOSIT	7,982,021.15	-	-	-	7,982,021.15
GRAND TOTALS	24,072,717.39	5,092,006.80	1,926,470.07	2,358.90	27,240,613.02

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

August 2015

Disbursements:

Bills Paid:

General Fund	\$ 719,185.21	
Food Service Fund	7,216.01	
Community Services Fund	36,104.00	
Construction Fund	-	
Trust & Agency Fund	27,475.00	
Self Insurance Fund	<u>406,029.31</u>	
Total Bills Paid		1,196,009.53

Payroll:

General Fund	547,155.47	
Food Service Fund	15,120.00	
Community Services Fund	168,185.07	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		730,460.54

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$1,926,470.07</u></u>

TO: L. Chris Richardson, Superintendent

FROM: Val Mertesdorf, Director of Finance *VM*

DATE: October 26, 2015

RE: Board Approval of Financial Reports – September 2015

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of September 2015.

Bills totaling \$1,531,241.19 were paid in September 2015.

Payroll checks totaling \$2,654,985.67 were issued in September 2015.

No bond payments were paid in September 2015.

At the end of September 2015 Total Cash and Investments amounted to \$27,766,400.04.
All funds ended September with positive cash balances.

No wire transfers were initiated by the district during September 2015:

The following financial reports for September 2015 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

September 2015 Treasurer's Report

	BALANCE BEGINNING			JOURNAL	BALANCE
FUNDS	OF MONTH	RECEIPTS	DISBURSEMENTS	ENTRIES	END OF MONTH
GENERAL FUND	9,963,683.23	4,330,422.35	3,332,775.61	(507,010.61)	10,454,319.36 *
FOOD SERVICE	511,769.87	199,615.43	145,457.37	6,923.41	572,851.34
COMMUNITY ED	488,303.27	171,855.49	217,285.65	(6,279.69)	436,593.42
CONSTRUCTION ACCOUNT	-	-	-	-	-
DEBT SERVICE	4,224,909.93	5,530.94	-	-	4,230,440.87
TRUST	115,461.73	128.50	1,500.00	-	114,090.23
SELF INSURANCE	3,954,463.84	175.10	489,208.23	510,652.96	3,976,083.67
TOTALS	19,258,591.87	4,707,727.81	4,186,226.86	4,286.07	19,784,378.89
CERTIFICATE OF DEPOSIT	7,982,021.15	-	-	-	7,982,021.15
GRAND TOTALS	27,240,613.02	4,707,727.81	4,186,226.86	4,286.07	27,766,400.04

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

September 2015

Disbursements:

Bills Paid:

General Fund	\$ 894,299.01	
Food Service Fund	86,051.02	
Community Services Fund	60,182.93	
Construction Fund	-	
Trust & Agency Fund	1,500.00	
Self Insurance Fund	<u>489,208.23</u>	
Total Bills Paid		1,531,241.19

Payroll:

General Fund	2,438,476.60	
Food Service Fund	59,406.35	
Community Services Fund	157,102.72	
Trust Fund	-	
Self Insurance Fund	-	
Total Payroll	<u>2,654,985.67</u>	

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$4,186,226.86</u></u>

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

Date of Proposal: October 13, 2015

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

Destination: Tofte, MN and BWCA

Dates: June 13th - June 17th

Itinerary:

June 13th - 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 14th - We will go to Sawbill outfitters, get our gear and hopefully be on the water by 10:a.m.

June 15th - Canoe all day, finding a site for the evening.

June 16th - Canoe for a second full day, finding another site for evening.

June 17th - 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 12th 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:

Supplies		Instructional Salary
Gas	\$ 175.00	
Groceries	\$ 275.00	Appx \$4200
Sawbill Outfitter	\$ 950.00	
Film Development	\$90.00	
<u>BWCA & 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.