

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, January 9, 2017, 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment  
This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments.  
The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel – such as the building principal or superintendent – and not during an open meeting of the School Board.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
  1. Report on Symposium on Continuous Improvement.
- VII. Superintendent's Report
  - A. Items for Individual Action
    1. District Assessment Coordinator Grant Proposal.
  - B. Items for Consent Grouping
    1. Gift Agreement.
    2. Personnel Items.
- VIII. Items for Information
  1. School Board Policy 501 - Weapons.
  2. Enrollment Report – January 2017.
  3. Closed Negotiations Strategy Session following January 23 Regular Board Meeting.
- IX. Future Meetings  
Monday, January 23, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, January 23, 2017, Closed Negotiations Strategy Session, following regular Board meeting, District Office Conference Room.  
Monday, February 13, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, January 9, 2017, 7:00 PM  
Northfield High School Media Center

TO: Members of the Board of Education  
FROM: Matthew Hillmann, Ed. D., Superintendent  
RE: Explanation of Agenda Items for the January 9, 2017, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of the Public Hearing and Regular School Board meeting held on December 12, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions.
- VI. Items for Discussion and/or Reports
  1. Report on Symposium on Continuous Improvement.  
Six District staff members, through the generosity of Northfield Promise, attended a symposium in Menominee Falls, Wisconsin about that District's approach to continuous improvement. This team will present what they learned during the site visit and how the approach could strengthen our continuous improvement process.
- VII. Superintendent's Report.
  - A. Items for Individual Action
    1. District Assessment Coordinator Grant Proposal.  
Superintendent Hillmann will review a proposal to expand the current District Assessment Coordinator position from part-time to full-time for the second semester of the 2016-17 school year. The cost to expand the position will be funded by a \$20,000 grant from Northfield Healthy Community Initiative (HCI).  
  
**Superintendent's Recommendation:** Motion to accept the \$20,000 grant from HCI to fund expanding the District Assessment Coordinator position from part-time to full-time for the second semester of the 2016-17 school year.
  - B. Items for Consent Grouping  
**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.
    1. Gift Agreement.  
Mark Thornton has donated a Pioneer PDP-4360HD 43-inch PureVision Widescreen Plasma HDTV valued at \$2000.
    2. Personnel Items.
      - a. Appointments.
        1. Correction: Tracee Bosch 1.0 FTE Social Worker at CVSEC-STEP beginning 12/12/2016; MA 11
        2. Correction: John McNamara LTS Industrial Tech Teacher at the High School beginning 1/27/2017-approx. 2/17/2017; \$23.20/hr – Sub Hourly Rate
        3. Stephanie Ennis 1.0 FTE Substitute-Northfield District Wide for up to 8 hrs/day beginning 01/03/2017-06/06/2017; \$25.00/hr Sub Hourly Rate
        4. Andrea James Special Educational Assistant – PCA for 6.75 hrs/day at Bridgewater beginning 1/5/2017-06/06/2017; Spec Ed, Step 1 - \$15.08/hr

5. Margaret Kennedy FAST Assessor for 6 hrs/day for 9-12 days for the elementary schools beginning 1/09/2017-1/31/2017; \$17.00/hr
  6. Melanie Klein Long Term Substitute Special Ed EA-PCA for 6.75 hrs/day and Supervisory for .40 hrs/day Monday-Friday at Sibley beginning TBD-06/06/2017; Special Ed, Step 1 - \$15.08/hr
  7. Alison Langston FAST Assessor for 6 hrs/day for 9-12 days for the elementary schools beginning 1/09/2017-1/31/2017; \$17.00/hr
  8. Lynda Maus 1.0 FTE Substitute-CVSEC District Wide for up to 8 hrs/day beginning 01/03/2017-06/06/2017; \$25.00/hr Sub Hourly Rate
  9. Teresa Swenson 1.0 FTE Substitute-Northfield District Wide for up to 8 hrs/day beginning 01/03/2017-06/06/2017; \$25.00/hr Sub Hourly Rate
  10. Sheldon Volkert Assistant Girls Gymnastics Coach for 3 hrs/day at the High School beginning 12/20/2016; \$14.00/hr
  11. Community Services Winter/Spring 2017 Brochure Instructors-See Attached.
  12. Rock N Roll Revival Event workers: Bob Gregory-Bjorklund, Shari Setchell, Craig Wasner, Ethan Freier, Heather Olivier, Lindsay Byhre, and Joe Jorgenson
  13. Speech Event Workers for Northfield Schools beginning 1/03/2017: Kelly Luiten, Erica Ness, Tiffany Malecha, Emery Utevsky, Kari Peterson, Lindsey Bertsch and Wendy Russell
- b. Increase/Decrease/Change in Assignment.
1. Josh Corbin Recreation Intern at Community Services beginning 12/22/2016-02/15/2017;
  2. Briana Kane KidVentures Site Assistant for 10.5-17.5 hrs/wk with Community Services, change hours to 24-32 hrs/wk with Community Services beginning 12/22/2016;
  3. Anna Kelly GYP Community Services Club Leader at Greenvale Park Elementary, add Community School-Site Assistant during our non-school day field trips at Greenvale Park Elementary beginning 12/29/2016-06/06/2017; Step 2 - \$12.77/hr
  4. LaLonnie Moorman CVSEC EA PCA Step 2 \$15.92/hr at CVSEC Alex, change to CVSEC EA PCA Step 4 \$16.69/hr at CVSEC Alex beginning 08/30/2016.
  5. Rachel Morrison Social Worker at Greenvale Park Elementary, add Community School-Club Leader during our non-school day field trips at Greenvale Park Elementary beginning 12/28/2016-06/06/2017; Year 1 - \$27.11/hr
  6. Kim Norton Targeted Services site assistant at Greenvale Park Elementary, add Community School-Site Assistant during our non-school day field trips at Greenvale Park Elementary beginning 12/29/2016-06/06/2017; Step 2 - \$12.77/hr
  7. Ulrika Peterson Educational Assistant at Sibley, add Targeted Services Site Assistant for 1.5 hrs/day for 4 days a week Monday-Thursday at Sibley beginning 12/15/2016-04/05/2017; Step 1 - \$12.43/hr
  8. Linda Rosas Balvin PLUS Site Assistant at Greenvale Park, add Community School Student Site Assistant for up to 17 hours at Greenvale Park beginning 12/27/2016-12/29/2016; \$9.50/hr
- c. Resignations/Retirement.
1. Michelle Cole Assistant Coordinator with the Rice County Family Services Collaborative resignation effective 02/10/2017.
  2. Elizabeth Deen Building Coordinator of Alexander Learning Academy resignation effective 01/02/2017.
  3. Len Kallsen Strength Training Coach at the High School resignation effective 02/14/2017.
  4. Katherine Sandberg Rice County Family Services Collaborative retirement effective 03/31/2017.
- d. Administration is recommending the approval of the following:
- Girls Golf Team-additional coaching position needed. \$600 additional funds allocated for the position (inclusive of salary/benefits) for the 2016-17 school year at an hourly rate.

VIII. Items for Information

1. School Board Policy 501- Weapons.

A copy of a proposed update to School Board Policy 501 is included. The update is needed to align the policy with a recent Minnesota Supreme Court decision as it relates to the definition of a firearm.

2. Enrollment Report – January 2017.

The January 2017 enrollment report will be included in the table file.

3. Closed Negotiations Strategy Session.

There will be a closed session after the January 23rd Board meeting for the purpose of negotiations strategy.

IX. Future Meetings

Monday, January 23, 2017, 7:00 PM, Organizational Meeting followed by Regular School Board Meeting, Northfield High School Media Center

Monday, January 23, 2017, Closed Negotiations Strategy Session, following regular Board meeting, District Office Conference Room

Monday, February 13, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

School Board Minutes  
December 12, 2016  
Northfield High School Media Center

- I. Call to Order  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Bogott, Hardy, Iverson, Pritchard, Quinnell and Stratmoen. Colangelo was absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was none.
- IV. Approval of Minutes  
On a motion by Quinnell, seconded by Hardy, minutes of the Regular School Board meeting held on November 28, 2016, were unanimously approved.
- V. Announcements and Recognitions
  - At the 2016 Community Education Conference, the radio show "El Super Barrio Latino" was awarded a Minnesota Community Education Association Project Award. Project awards are presented to outstanding projects that have exemplified the concept of Community Education. MCEA Region 5 Board representative Annie Platek presented the award to Marlene Rojas, Taide Rodriguez and Lucy Gonzalez-Miron from the radio show and Jeff Johnson from KYMN radio.
  - Congratulations to High School and Middle School School Psychologists Carrie Duba and Rachael Hudson on being selected as Northfield's 2016 TIES Exceptional Teacher honorees. They will be honored during the TIES Education Technology Conference on December 13. Carrie and Rachael were selected because of their ongoing use of technology to support all students in achieving at the highest possible level. The work they do to gather and analyze data, collaborate and communicate with multiple stakeholders, and facilitate programs to support our students is essential to the success of many in our district. Congratulations to Carrie and Rachael on their outstanding work!
  - Northfield Promise's Career and College Readiness Action Team, led by Northfield High School guidance counselor Mark Ensrud and Northfield Middle School Assistant Principal Michael O'Keefe, hosted the 2016 Northfield Grad Summit at Carleton College on Friday, December 9th. 175 people attended to discuss support for students graduating high school on time with an individualized plan for their future. Participants included 70 Northfield high school age students, school personnel, and community and business partners. Participants had an opportunity to engage in two breakout sessions and reflect on their learning through a table exercise. Each participant was asked to submit an "I promise" selfie that demonstrated their commitment to supporting all career and college pathways. Thank you to Healthy Community Initiative, specifically Sandy Malecha and Zach Pruitt, for their organization of this excellent event.
  - Arcadia Charter School was named a 2017 High Quality Charter School by the Minnesota Department of Education. This honor was granted to only 25 charter schools in the state and allows Arcadia to be eligible for Charter School (CSP) grants. Northfield Public Schools serve as Arcadia's authorizer.
  - The second annual TORCH Poetry Slam was held on Friday, December 9th at Northfield High School. More than 20 students performed poetry or spoken word pieces. This was an excellent and well attended event.

VI. Items for Discussion and / or Reports

1. Truth in Taxation Presentation for the Payable 2017 Property Tax Levy followed by Public Comment.  
The amount of the proposed levy for 2017 is \$15,577,064.60 and represents a \$28,962.48 (0.19%) increase from the prior year. Director of Finance Val Mertesdorf reviewed the levy and the current year's revised general fund budget. Doug Oines commented that the valuation of his home is not increasing, but his property taxes are increasing.
2. District Youth Council Update (DYC).  
Berit Hendel, Sophie Bernstorf and Lawson Wheatley, representing the DYC, updated the Board on the Council's progress this year and their plans for the next few months.

VII. Superintendent's Report

A. Items for Individual Action

1. Certify Final 2016 Payable 2017 Tax Levy.  
On a motion by Stratmoen, seconded by Bogott, the Board unanimously certified to County Auditors the 2016 Payable 2017 Final Certified Net Tax Levy in the amount \$15,577,064.60.
2. Fiscal Year 2016-2017 General Fund Budget Revision.  
On a motion by Iverson, seconded by Stratmoen, the Board unanimously approved the revised 2016-17 general fund budget of revenues of \$50,055,505 and expenditures of \$50,084,219.
3. Early Childhood Special Education Request.  
On a motion by Iverson, seconded by Hardy, the Board unanimously approved a 1.5 FTE increase for licensed staff to provide services for Early Childhood Special Education.
4. Contingency Fund - Second Semester 2016-2017.  
On a motion by Quinnell, seconded by Stratmoen, the Board unanimously approved two additional sections for the second semester at Northfield Middle High School and two additional sections at Northfield High School for the second semester not to exceed \$31,388.
5. Site Improvement Plans.  
On a motion by Bogott, seconded by Stratmoen, the Board unanimously approved the seven site improvement plans submitted by building or program staffs for the 2016-17 school year.
6. Contract for Services Agreement with Dr. Gary E. Lewis, Ed.D.  
This item was removed from the Consent Agenda and placed as an Item for Individual Action on the Table File.  
On a motion by Stratmoen, seconded by Iverson, the Board unanimously approved the Contract for Services Agreement with Gary E. Lewis, Ed.D.

B. Items for Consent Grouping

On a motion by Iverson, seconded by Bogott, the Board unanimously approved the following items in the Consent Grouping.

1. Contract for Services Agreement with Gary E. Lewis, Ed.D.  
This item was moved to Item #6 under Items for Individual Action.
2. Personnel Items.
  - a. Appointments.
    1. Stacie Banks 1.0 FTE ECSE Teacher at Longfellow beginning 11/30/2016-06/06/2017; B.A, Step 13.
    2. Tracee Bosch 1.0 FTE Social Worker at CVSEC Alex and STEP beginning 12/12/2016; M.A, Step 8.
    3. Christopher Caron Long Term Substitute Teacher EBD/ASD at Greenvale Park Elementary beginning approximately 01/05/2017-03/28/2017; B.A, Step 0.

4. Tyler Faust Event Worker District Wide beginning 11/30/2016.
  5. Robbin Hedberg Special Ed EA-PCA for 6.75 hrs/day and General Education for .25 hrs/day at the Middle School beginning 12/12/2016.
  6. Amber Helgemo Spec Ed EA – PCA for 7.0 hrs/day at CVSEC SUN beginning 12/12/2016; CVSEC Spec Ed, Step 1-\$15.58/hr.
  7. Crystal Jones Special Ed EA-PCA for 7 hrs/day at CVSEC-STEP beginning 01/09/2017; CVSEC Spec Ed, Step 1-\$15.58/hr.
  8. John McNamara Long Term Substitute Industrial Tech Teacher for 8 hrs/day at the High School beginning 01/03/2017-approx. 01/20/2017; \$116.00/day-daily sub rate.
  9. Stacey White Spec Ed EA – PCA for 7.0 hrs/day at CVSEC STEP beginning 12/19/2016; CVSEC Spec Ed, Step 2-\$15.92/hr.
- b. Increase/Decrease/Change in Assignment.
1. Alyssa Anderson CVSEC EA PCA Step 1, \$15.58/hr at CVSEC-Alex, change CVSEC EA PCA Step 3, \$16.24/hr at CVSEC-Alex beginning 09/28/2016.
  2. Patricia Anderson CVSEC EA PCA Step 1, \$15.58/hr at CVSEC-Alex, change CVSEC EA PCA Step 4, \$16.69/hr at CVSEC-Alex beginning 08/30/2016.
  3. Nina DeBoer EA at (CVSEC) SUN, change to Teacher Long Term Sub at CVSEC SUN beginning 12/1/2016-1/09/2017. Hourly sub rate-\$23.20/hr.
  4. Amber Fredrickson Spec Ed EA-PCA for 7.0 hrs/day at CVSEC STEP, change to 6.5hrs/day at CVSEC STEP beginning 12/06/2016.
  5. April Kalscheuer Spec Ed EA-PCA for 7.0 hrs/day at CVSEC STEP, change to 6.5hrs/day at CVSEC STEP beginning 12/06/2016.
  6. Linda Rosas Balvin PLUS Site Assistant for 1.5 hrs/day at Greenvale Park, add PLUS Site Assistant – Bus supervisor for a total of 1.75 hrs/day beginning 12/5/2016-5/4/2017.
  7. Derrick Schroeder Spec Ed EA-PCA for 7.0 hrs/day at CVSEC STEP, change to 6.5hrs/day at CVSEC STEP beginning 12/06/2016.
  8. Amelia Wendt Spec Ed EA-PCA for 7.0 hrs/day at CVSEC STEP, change to 6.5hrs/day at CVSEC STEP beginning 12/06/2016.
- c. Leave of Absence Requests Approved.
1. Lily Landy Teacher at Greenvale Park FMLA/Childcare leave beginning on or about 4/24/2017-through the end of the 2016-17 school year.
  2. Jessy Nivala Teacher at Greenvale Park FMLA/Childcare leave beginning on or about 05/30/2017-11/20/2017.
  3. Heather Olivier Orchestra Teacher at the Middle School FMLA/Childcare leave beginning 02/23/2017-through the end of the 2016-17 school year.
  4. Mary Wojick Phy Ed Teacher at Greenvale Park FMLA/Medical leave beginning 01/06/2017-01/20/2017.
- d. Resignations.
1. Correction: Rosangely Montanez EA at the Middle School resignation effective 12/08/2016.
  2. Mike Allen Instructional Educational Assistant and Assistant Football Coach at the High School resignation effective 1/26/2017.
  3. Stacie Banks Early Ventures Teacher at Longfellow resignation effective 11/29/2016 in order to move to the ECSE Teacher position effective 11/30/2016.
  4. Tonja Trump Spec Ed EA-PCA at CVSEC-STEP resignation effective 12/20/2016.
  5. Deborah Seitz, Track and Field Coach at the Middle School, resignation effective 12/08/2016.
- e. Seniority Lists.  
The Board approved the 2016-17 Principals/Assistant Principals Seniority List and the 2016-17 Teacher Seniority List.

- f. The Board approved the following:
- Child Nutrition Substitute rate of pay – increase from \$11.78/hour to \$13.06/hour effective July 1, 2016.

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

IX. **Items for Information**

1. Enrollment Report – December 2016.

X. **Future Meetings**

Monday, January 9, 2017, 7:00 PM, Organizational Meeting followed by Regular School Board Meeting, Northfield High School Media Center  
Monday, January 23, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Before the Board adjourned, Chair Pritchard recognized Board Member Fritz Bogott and his contributions to the Board and service to the community. This was Mr. Bogott's last School Board meeting.

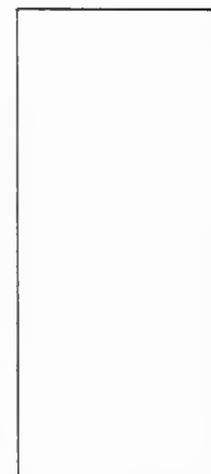
XI. **Adjournment**

On a motion by Stratmoen, seconded by Bogott, the Board adjourned at 8:34 p.m.

Noel Stratmoen  
School Board Clerk

MENOMONEE FALLS CONTINUOUS  
IMPROVEMENT SITE VISIT

NOVEMBER 17&18, 2016

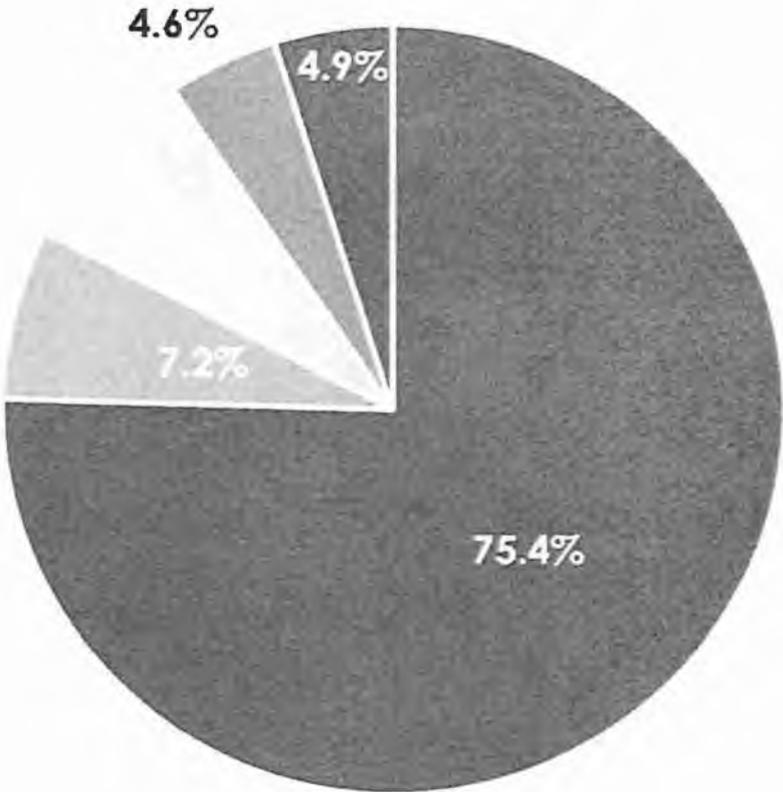


# WHO IS MENOMONEE FALLS?

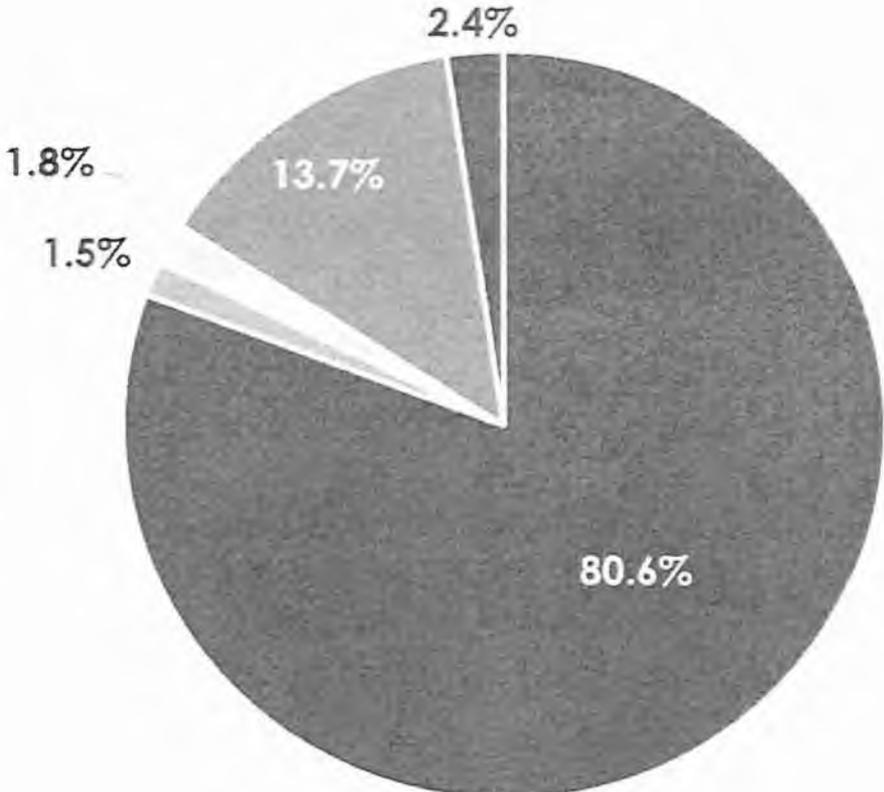
- District of 4,019 students located 20 miles northwest of Milwaukee
- City population is 32,647
- 4 elementary schools, 1 middle and 1 high school along with an early learning center and an alternative high school program

# ETHNIC DEMOGRAPHIC COMPARISON

### Menomonee Falls



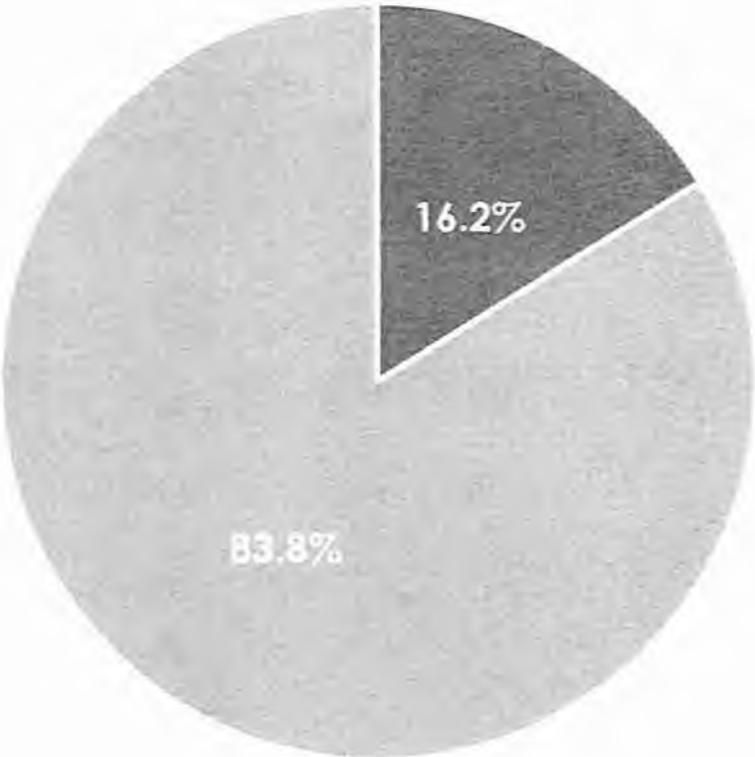
### Northfield



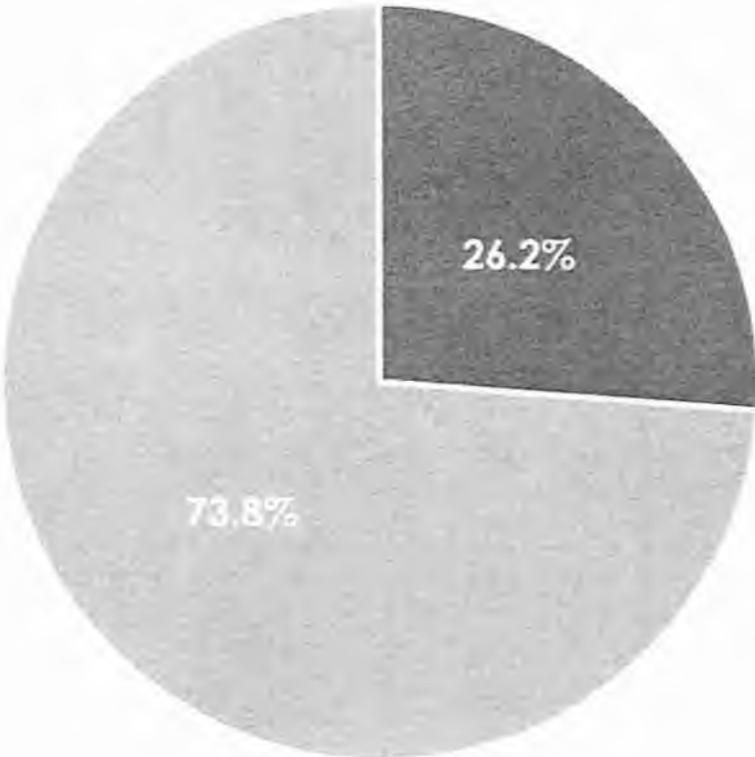
■ White ■ Asian ■ African American ■ Hispanic ■ Other

# SOCIOECONOMIC COMPARISON

**Menomonee Falls**



**Northfield**



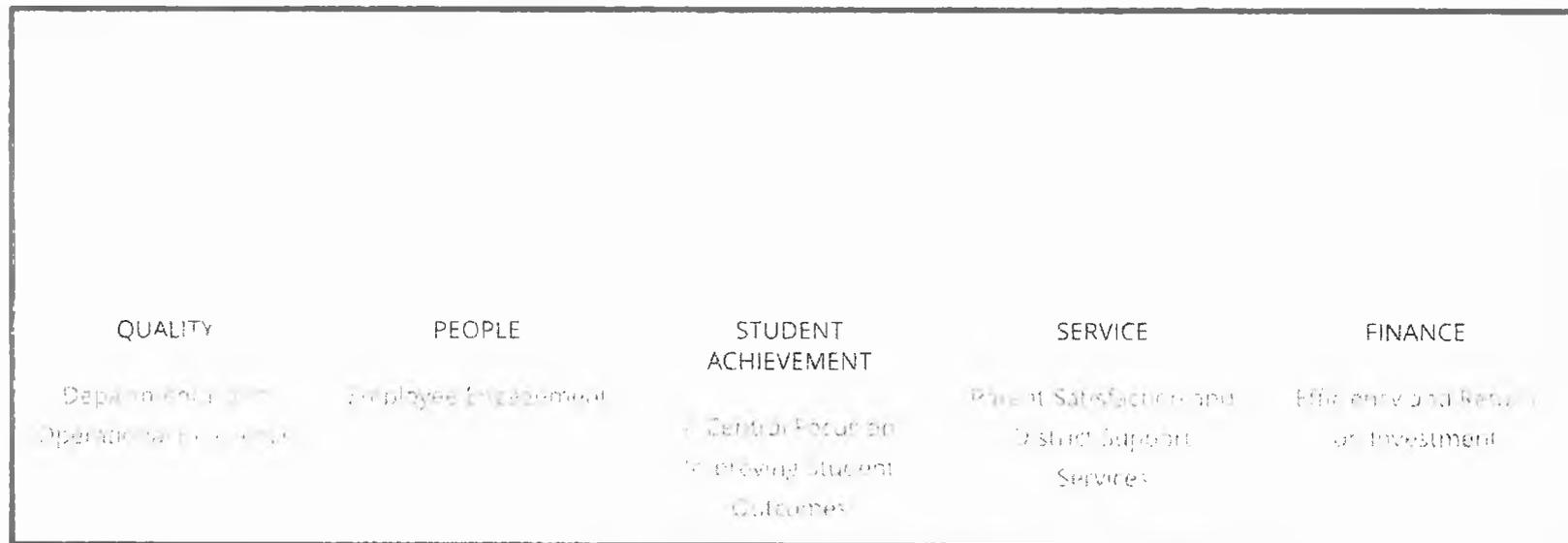
■ FRP ■ NonFRP

# MF SYSTEM OBJECTIVES

- Build a culture for improvement and expert problem solving.
- Build a system of continuous improvement for engagement, learning, support, and performance.
- Network partners focused on improvement, innovation, and quality outcomes.
- Improve outcomes for children, families, and communities.

# MEASURING WHAT MATTERS!

- All goals are aligned to five pillars. **The central pillar towards which all others must contribute is the Student Achievement Pillar**



- Score cards for Superintendent, every department and every school

# HOW HAVE THEY DONE?

## District Reading % at CCR%ile (2015 norms)

Reading % meeting CCR%ile    Special Education Reading % meeting CCR%ile    ELL Reading % meeting CCR%ile

**Measure:** Reading NWEA MAP    % of Students Attaining CCR%ile

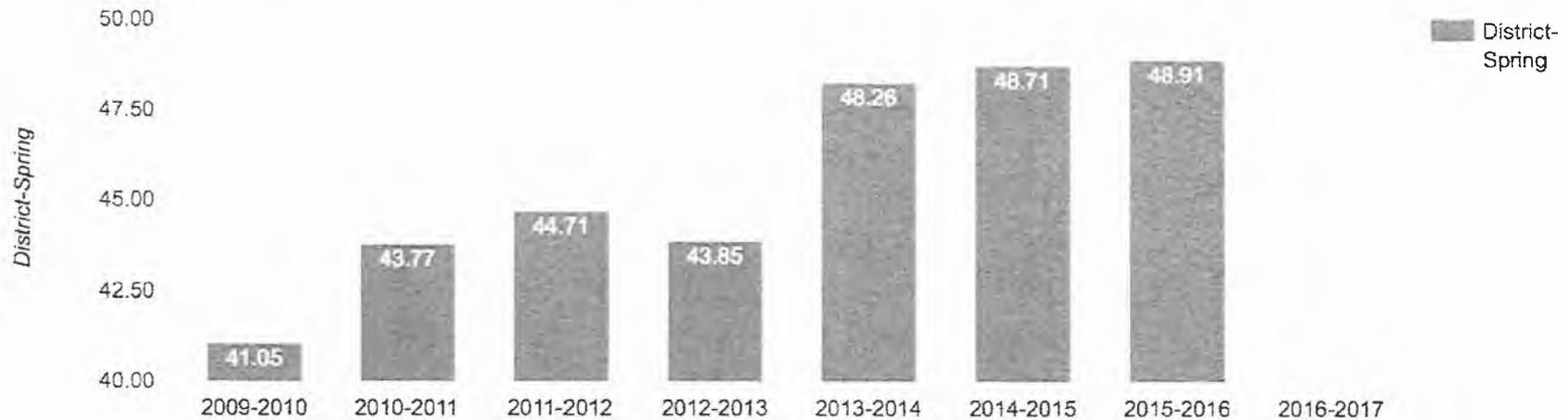
2015 norms    College Readiness Level  
Grades 3-10

### READING CCR

	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
District-Spring	41.05	43.77	44.71	43.85	48.26	48.71	48.91	

19.15% increase since 2009-2010

District-Spring Reading College Readiness Level



*Continuous  
Improvement is  
not a program,  
it is a cultural  
mindset.*

# EXAMINING SYSTEM-WIDE CONTINUOUS IMPROVEMENT

- How do you build the culture, capability & capacity for Improvement and problem solving? **PLCs, MTSS**
- How do you set system measures, goals & monitor progress? **Benchmark testing, progress monitoring**
- How do you refine the work processes so they support parents, students and staff? **Thought Exchange, Student Surveys**
- How do you sustain researched practice? **Board commitment to MTSS, Instructional/Cognitive Coaches**
- How do you sustain the process for innovation?

*Current Northfield practices*

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# NORTHFIELD NOW

## Plus (+)

- PLCs in place
- MTSS system
- NP benchmarks
- District assessment framework
- Thought Exchange

## Delta $\Delta$

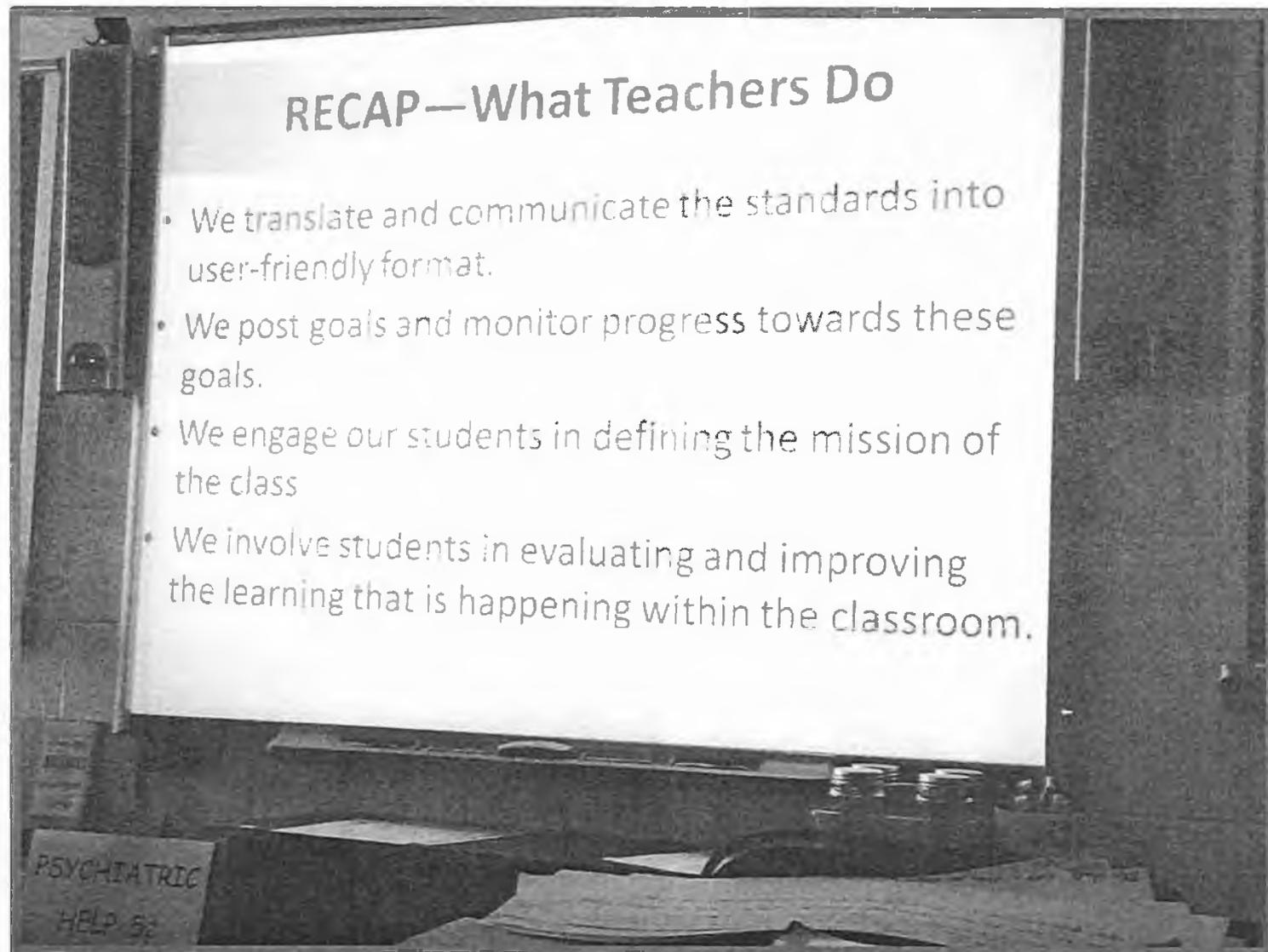
- We need to get serious about ALL kids succeeding
- Systems measures
- Standards-based report cards
- Transparency and use of data
- Common assessment system
- Technology in targeted areas of need

## WHAT WE OBSERVED

### Continuous Improvement in Action

- 10-15 day feedback cycle for students
- 45 day feedback cycle for board reporting
- Transparent measurement of academic standards and district developed benchmarks for other operational areas
- Addressing the results
- Use of surveys for staff, parents, students and community members

# TEACHER ROLE IS WELL DEFINED



# PDSA IN EVERY CLASSROOM

The display board is titled "PDSA IN EVERY CLASSROOM" and is decorated with a border of mathematical symbols like  $+$ ,  $=$ ,  $0$ ,  $1$ ,  $2$ ,  $3$ ,  $4$ ,  $5$ ,  $6$ ,  $7$ ,  $8$ ,  $9$ ,  $+$ ,  $=$ ,  $0$ ,  $1$ ,  $2$ ,  $3$ ,  $4$ ,  $5$ ,  $6$ ,  $7$ ,  $8$ ,  $9$ .

**Today's Focus** (with a question mark icon):  
 Learn the standard algorithm for division.

**PLAN**:  
 6.NB.3  
 Understand addition, subtraction, and multiplication as an unknown in any position.

**DO**:  
 Student guides  
 Student modeling  
 Round robin activities  
 Scoot activity  
 Warm-up problems/math minutes

**CLASS GOAL**:  
 By the end of the year 100% of the students will be able to use numbers and operations to solve real-world problems in order to meet their RFT growth target from fall 2016 to spring 2017.

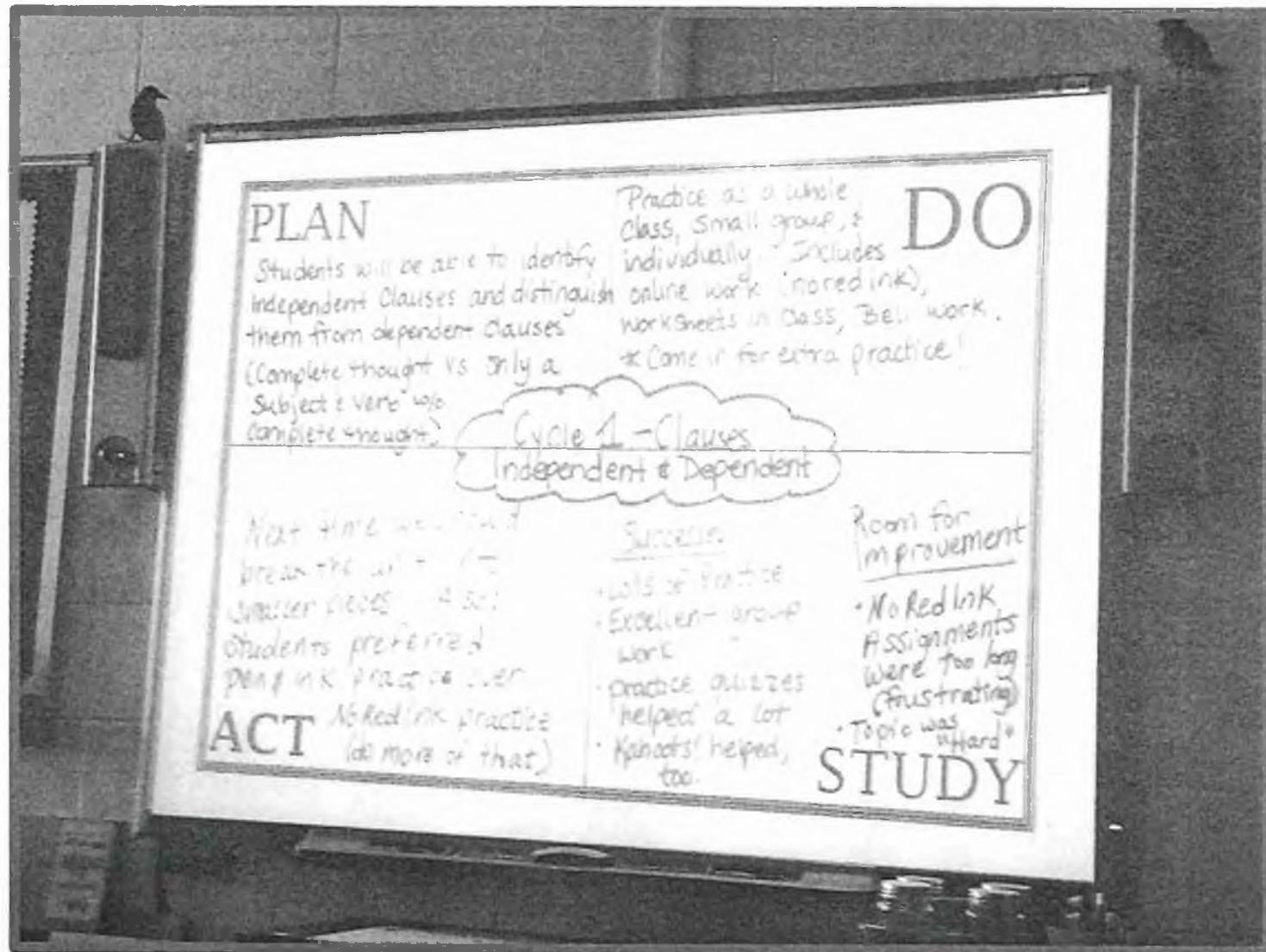
**CLASS MISSION**:  
 We will improve our math skills by actively working together in a respectful way in class, consistently completing homework, and preparing for tests and quizzes.

**ACT**:  
 Round robin  
 Scoot  
 Study guides

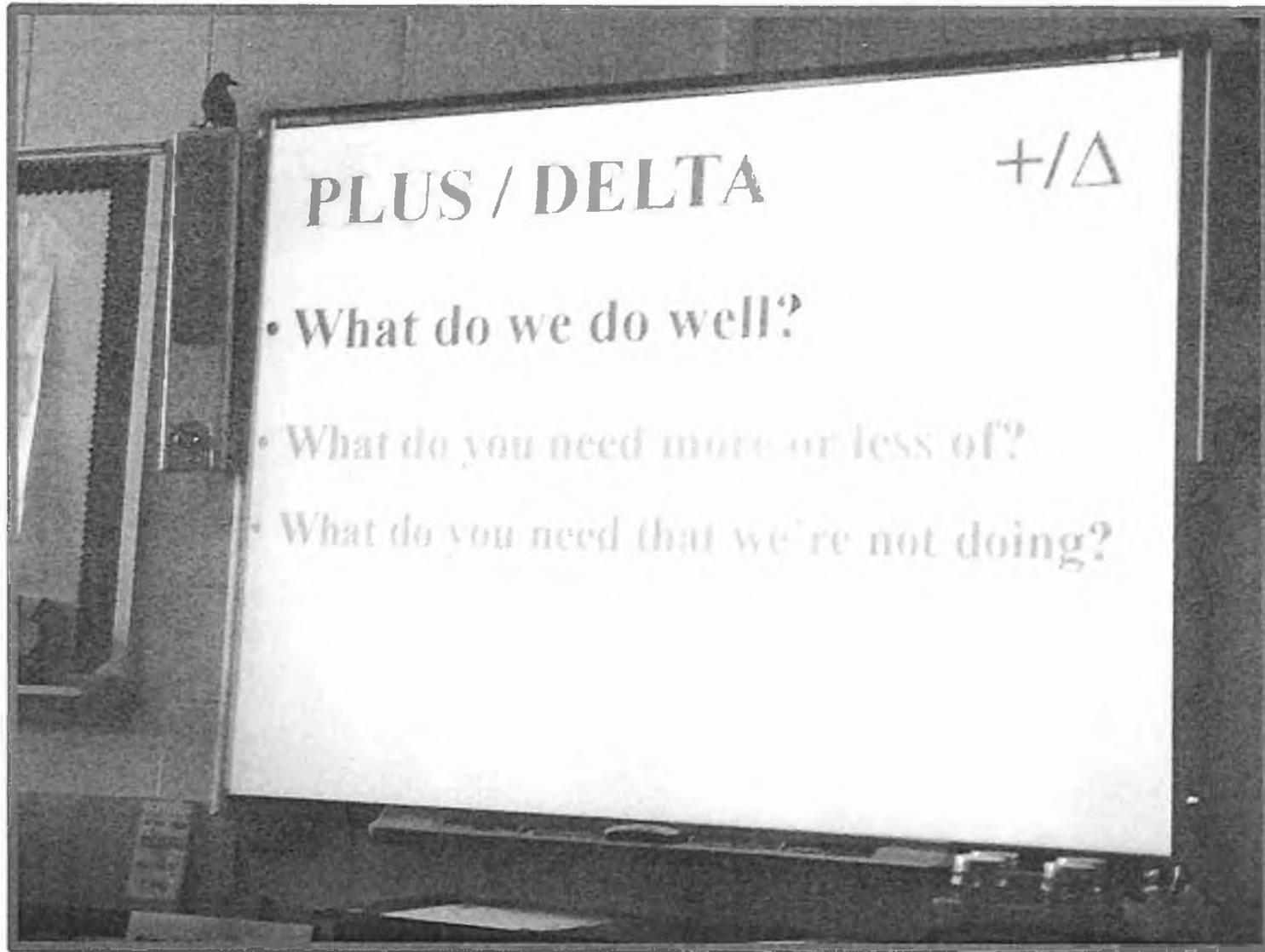
**STUDY**:  
 More student modeling

A bar graph is visible in the STUDY section, titled "Number of Students" on the y-axis and "Social Operations" on the x-axis. The graph shows four bars of equal height, each representing a different social operation.

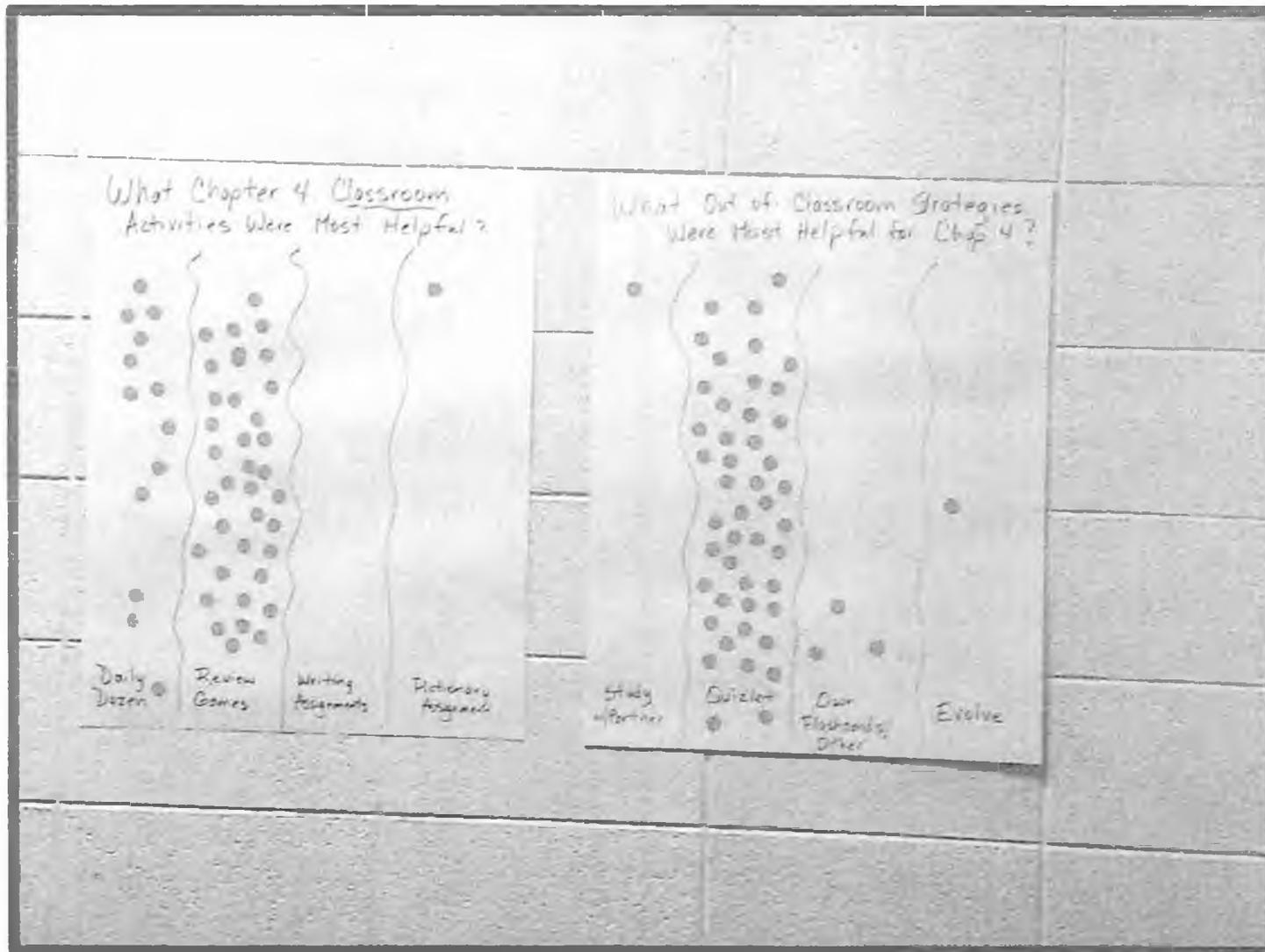
# PDSA FOR LESSONS



# REFLECTION



# DATA, DATA, DATA



# REVELATIONS!!

- Students could articulate their specific learning targets
  - Validity of common assessments
  - Feedback cycle
  - Common and consistent language across the entire district
  - Students are transparent with their learning (data binder)
  - MF CIP is not a hoop – it's ingrained in their culture.
-

January 5, 2017

## DISTRICT ASSESSMENT COORDINATOR | FULL TIME PROPOSAL | SPRING SEMESTER 2016-17

### What?

Administration proposes changing the District Assessment Coordinator position from part-time to full-time for the remainder of the 2016-17 school year. The District has secured a \$20,000 grant from Northfield's Healthy Community Initiative that will fund the entire cost to change the position from part-time to full-time.

### Why?

As the District continues to work in pursuit and measurement of our strategic plan goals, the escalation of assessment analysis from *issue admiration* to an *action plan to address issues* is essential. The District continues to collaborate closely with Northfield Promise. The District's Assessment Coordinator has been instrumental in serving as a conduit between the District and Northfield Promise. Northfield Promise's assessment focus is "measure what matters" and aligns with the District's assessment philosophy. We believe in the "just right" approach to assessment -- avoiding both over-assessing and under-assessing our students' progress toward District goals. A full-time Assessment Coordinator can provide meaningful, ongoing, and timely support for teachers and administrators that will identify breakthrough strategies to increase the core skills every student needs for lifelong success.

### Strategic Plan Alignment

A full-time Assessment Coordinator will support the pursuit of our strategic plan goals, specifically in the near-term priorities:

- Building and fostering relationships - commitment to social/emotional health for all. The position can provide additional support by providing analysis of the Minnesota Student Survey and Developmental Asset Profile data in an effort to identify high-impact strategies for Social/Emotional Instruction. This aligns directly with the Northfield Promise social/emotional benchmarks.
- Equitable opportunities and support for all career and college paths. This aligns directly with the Northfield Promise and World's Best Workforce academic benchmarks - both of which support students' academic progress towards being college and career ready. With the increasing adoption of web-based intervention instruction, the need for both logistical support and data analysis for staff is paramount for effective program implementation.
- Robust core instruction. Providing meaningful and timely feedback loops for core instructional practices will help us "fail faster" so we can spend less time on less effective instructional practices and be quicker to adopt more effective instructional practices.

### The Cost

The estimated cost for expanding the District Assessment Coordinator position is \$16,580. The HCI grant funds the entire amount. This cost assumes that an internal candidate will be selected to fill the part-time instructional coach position currently partnered with the Assessment Coordinator position and then filling that vacancy for the second semester of the 2016-17 school year.

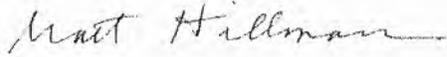
-Over-

### The Future

This would essentially serve as a pilot program for the second semester. The District can evaluate the impact of a full-time Assessment Coordinator and determine if this approach is sustainable.

While HCI has indicated a willingness to partner with the District to continue to fund a portion of a full-time Assessment Coordinator for the 2017-18 school year, it cannot promise funding until they learn about their grant funding status.

A decision would be made prior to June 1, 2017, for the 2017-18 school year.

A handwritten signature in cursive script that reads "Matt Hillmann".

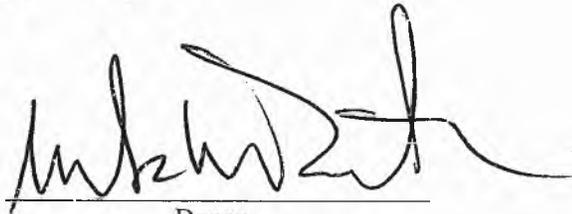
Matthew J. Hillmann, Ed.D.  
Superintendent of Schools

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 4<sup>th</sup> day of Nov., 2016, by and between MARK THORNTON, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

**TERMS**

Pioneer PDP-4360HD 43-in Pure Vision Widescreen Plasma HDTV valued at \$2,000.-



Donor

By:

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

## 501 SCHOOL WEAPONS POLICY

### I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

### II. GENERAL STATEMENT OF POLICY

No one, including any student, teacher, administrator, school employee, volunteer or a member of the public, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against anyone who violates this policy. This policy *does* apply to persons authorized by a permit to carry a firearm, **except as stated below.**

### III. DEFINITIONS

A. A "firearm" is defined as a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive **charge or element, such as gunpowder.** ~~a gas, or compressed air.~~ A firearm as herein defined may cause serious injury or death.

B. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns, pellet guns, and: BB guns, **whether loaded or unloaded;** all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

1. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

2. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

C. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

D. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location, including a vehicle parked on school grounds.

### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and **immediately notifies a school administrator or** takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location. **If a student finds a weapon on the way to school or discovers that he or she accidentally has a weapon in his or her possession, and the student fails to notify a school administrator immediately or to take the weapon immediately to the principal's office, the student will be deemed to have committed a separate violation of the policy prohibiting weapons in school.**
- B. It shall not be a violation of this policy if a non-student, non-employee, student where specified, or situation falls within one of the following categories:
1. active licensed peace officers or military personnel participating in military training, when they are on duty performing official duties;
  2. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
  4. firearm safety or marksmanship courses or activities for students or non-students conducted on school property;
  5. ceremonial color guard in possession of dangerous weapons, BB guns, or replica firearms;
  6. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control

and supervision of the school location.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION, USE, OR DISTRIBUTION OF A WEAPON**

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. possible recommendation to the superintendent of expulsion for a period of time not to exceed twelve months.

B. The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

C. Pursuant to Minnesota law, a student who brings a firearm to school, will be expelled for at least twelve months. The school board may modify this requirement on a case-by-case basis.

**VI. CONSEQUENCES FOR WEAPON POSSESSION, USE, OR DISTRIBUTION BY NON-STUDENTS**

A. Employees

1. An employee, including one authorized by permit to carry a firearm, who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory

authority, collective bargaining agreements, and school district policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Non-students

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location. **In addition, criminal charges may be filed.**

Policy 501 - School Weapons

Adopted: 2/12/07

Updated: 12/2014, 6/13/16

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

***Legal References:*** Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
*In re C.R.M.* 611 N.W.2d 802 (Minn. 2000)

***Cross References:*** Policy 403 - Dismissal of Employees  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)

***Policy Reference:*** Definition of a Firearm:  
Minnesota State Colleges and Universities Policy 5.21, Possession or Carry of Firearms, and  
University of Minnesota Board of Regents Policy Possession and Carrying of Weapons.”