

**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

**TO:** Board of Education  
**FROM:** Matt Hillmann Ed.D., Superintendent  
**RE:** Table File Items for February 25, 2019, Regular School Board Meeting

VI. Committee Reports  
Tom Baraniak will provide an update on Northfield Forward.

VII. Consent Agenda

C. Personnel Items

a) Appointments

3. Shelly Sheets, Long Term Substitute Child Nutrition Associate I for 3.75 hours/day at the High School, beginning 03/04/2019-approximately 04/26/2019; CNA I \$17.58/hr. .

b) Increase/Decrease/Change in Assignment

3. James Schreffler, Special Ed EA-PCA at Longfellow/ALC, add an extension of the Special Ed EA-PCA position at Longfellow/ALC through the end of the 2018-2019 school year, effective 02/21/2019-06/07/2019.

4. Rebecca Stoufis, Long Term Substitute Special Education Teacher at Bridgewater, add an extension of the Long Term Substitute Special Education Teacher position at Bridgewater through the end of the 2018-2019 school year, effective 03/11/2019-06/07/2019.

c) Leave of Absence

1. Jen Henriksen, Office Specialist at the Middle School, Family/Medical Leave of Absence, effective on 02/28/2019-03/08/2019.

2. Kristen Johnson, Teacher at Greenvale Park, Family/Medical Leave of Absence, effective 2/25/2019-3/8/2019.

3. James Schreffler, EA at the ALC/Longfellow, Leave of Absence, effective 2/13/2019-03/01/2019.

d) Retirements/Resignations/Terminations

3. Ethan Ellis, Event Worker Speech Judge at the High School, declined position effective 2/21/2019.

4. Matthew Kolstad, Event Worker Speech Judge at the High School, declined position effective 2/21/2019.

5. Claire Mueller, Event Worker Speech Judge at the High School, declined position effective 2/21/2019.

6. Maya Rogers, Event Worker Speech Judge at the High School, declined position effective 2/21/2019.

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

D. Gift Agreement

A \$3,526.60 donation to Bridgewater Elementary: \$1,795 for Kindness Retreat and \$1,731.50 for roller skating PE unit.

IX. Items for Information

E. Bus Driver Appreciation Day. The State of Minnesota will celebrate the third annual School Bus Driver Appreciation Day on Wednesday, February 27, 2019 to highlight the dedication and integrity of these professional drivers.

F. American Indian Parent Meeting. Director of Teaching and Learning Mary Grace Hanson will provide an update on the American Indian Parent meeting held on Thursday, January 24, 2019.



## Committee Report

*Board of Education*

**Name:** Tom Baraniak      **Committee:** Northfield Forward

**Date Submitted:** 2/24/2019 23:19:47

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Northfield Forward met on Monday, February 18. This was my first meeting with this group. Dr. Hillmann welcomed the members which included a brief update on the continuing weather woes. The Greenvale Park Reading Intervention PLC team members Lisa Nelson, Nicole Papke, Deb Thomforde, and Gigi Tisdale presented an update on the strategy and initial results to improve reading scores at Greenvale Park School. Highlights of the report are that this year kindergartners are included in the assessment; there are regular 6 week check-ins to see if the reading plan needs to be tweaked; and the use of DIBELS (Dynamic Indicators of Basic Early Literacy Skills) 1-minute fluency checks more often to get a quick progress update.

According to the DIBELS monitoring 100% of the students are showing growth, 88% show growth at grade level, but only 54% are on or above their target aim line. The PLC team is going to evaluate the lower success with the target aim line goal and make adjustments.

This program is right now unique to Greenvale. The other elementary schools have their own versions optimized for their schools. It was noted that this year it is harder than usual for the elementary school teachers to get together to share ideas for their different programs.

Following the PLC report members of the group paired up and wrote comments in response to the first semester Evidence of Practice documents generated by the Professional Learning Communities. I had the opportunity to work with Bridgewater Elementary kindergarten teacher Lahna Tran and I very much appreciate her insight and perspective as a teacher.

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 15<sup>th</sup> day of February, 2019, by and between Bridgewater Booster Club, 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**

\$3,526.50 donation check # 1280 for \$1,795.00 Kindness Retreat and \$1,731.50 Roller Skating PE Unit at Bridgewater Elementary.

Bridgewater Booster Club  
Donor

By: Received in Bridgewater Elementary office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

# Payment Summary

Bridgewater Booster Club, Northfield MN

Project Description:	
<b>Kindness Retreat</b>	<b>\$1,795.00</b>
<b>Roller-skating PE Unit</b>	<b>\$1,731.50</b>
Payable To:	Bridgewater Elementary School
Total Amount:	\$3,526.50
Check	#1280
Date:	January 26, 2019



Dear Bridgewater Staff,

October 10, 2018

Below is a summary of the Bridgewater Booster Club (BBC) approved budget for school year 2018-19. Funds outlined in Section A have been issued to the school and will be deposited into individual staff accounts soon.

Funds outlined in Section B have been approved and when payment is due for the approved items/events please let the BBC know as early as possible and we will work with you to cut a check.

We understand that unexpected funding needs may come up during the year. If a new opportunity arises please submit a funding request form and we will review it at the following BBC meeting. Additional fund requests are not guaranteed but we will do our best to supporting the school.

Thank you to all of the staff for making Bridgewater an amazing place to learn!  
BBC Team

Fabia Dennison, President (fabiadennison@gmail.com)

Beau Nielson, Vice President (bjonzn54@yahoo.com)

Liz Beckius, Treasurer (liz.beckius@gmail.com)

Erin Hall, Secretary (ehall@northfieldschools.org)

Section A	Amount
\$15 per Student to Homeroom	\$ 9,000
Art	\$ 600
Band	\$ 200
Choir	\$ 200
ESL	\$ 200
Media	\$ 600
Music	\$ 600
Nurse	\$ 100
O/T	\$ 100
Orchestra	\$ 200
Physical Ed	\$ 600
Psychology	\$ 200
Read 180	\$ 200
Social Work	\$ 200
Special Education	\$ 1,000
Speech	\$ 200
Title 1	\$ 200
<b>SUBTOTAL A</b>	<b>\$ 14,400</b>

Section B	Amount
Mounting Projector in Gym	\$ 400
Media Center Flexible Furniture	\$ 12,000
The Works at Learning Fair	\$ 1,200
4th Grade Kindness Retreat	\$ 2,700
5th Grade Breakfast	\$ 200
Maud Hart Lovelace Party	\$ 100
I Love to Read Month	\$ 500
Patrol Party	\$ 140
Roller Skating PE Unit	\$ 2,000
Brain Pop License	\$ 1,800
STEAM Maintenance	\$ 2,000
Field Trip Support (\$100 per classroom)	\$ 2,600
Movie Night Event	\$ 200
Teacher Appreciation Week	\$ 500
Boosterthon Contract Fee	\$ 2,000
Miscellaneous BBC Expenses	\$ 1,500
<b>SUBTOTAL B</b>	<b>\$ 29,840</b>
<b>GRAND TOTAL (A+B)</b>	<b>\$ 44,240</b>

## American Indian Parent Meeting Update for the School Board

Monday, February 25, 2019 | Submitted by Mary Grace Hanson, Director of Teaching and Learning

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**Procedure:** Written invitations were mailed to 26 families to inform them of a meeting to be held on Thursday, January 24, 2019. These were families who self-identified as having American Indian children. Phone calls were made to these same families to allow them to ask any questions before the meeting.

**Report:** The annual meeting of parents of identified American Indian children was held on Thursday, January 24, 2019, at 6:00 pm, with one parent in attendance. The parent stated that the school district does a great job of educating American Indian children. She would like to see more books featuring American Indian characters and more American Indian culture as well as more cultural awareness activities for all cultures in our schools. The second item for discussion concerned how we can get more parents of American Indian children involved.

Because our school district was able to convene a parent advisory committee, Northfield Public Schools became eligible to apply for a grant to improve the educational experience for American Indian children. The grant is for \$9,800. \$9,000 will be used to purchase culturally relevant books for the media centers in our schools. (Minnesota Department of Education publishes a list of books that are recommended. The books will be ordered from this list.) \$800 will be used for food at one additional parent meeting to be held in late April or May and food at a family event to share the books with families.

**What's next:** If Northfield Public Schools has the required number of identified American Indian students (more than 10), a parent meeting will be held in the Fall of 2019. If the Northfield Public Schools has the required number of identified American Indian students (more than 20), the grant process and application will be completed in the Fall of 2019.