

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, October 28, 2019 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Wold/Knutson Construction Update
 - B. Summary of Public Hearing Regarding the 2019-2020 World's Best Workforce Plan
 - C. District Services Survey Results
- VI. Committee Reports
- VII. Consent Agenda
 - A. Approval of Minutes
 - B. ALC Co-Curricular Overnight Field Trip for 2019-2020
 - C. University of Minnesota Adjunct Proposal
 - D. Personnel Items
- VIII. Superintendent's Report
 - A. Items for Individual Action
 - 1. World's Best Workforce 2019-2020 Annual Report
- IX. Items for Information
 - A. Enrollment Options Report
 - B. Retired Educators' Luncheon is scheduled Wednesday, October 30, 2019 at Ruth's On Stafford.
Doors open at 11:30 a.m.
 - C. National Merit Reception is scheduled Tuesday, November 12, 2019 at 6:00 p.m. in NHS Media Center.
- X. Future Meetings
 - A. Tuesday, November 12, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
 - B. Monday, November 25, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
 - C. Monday, December 9, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- XI. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Monday, October 28, 2019, 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 Monday, October 28, 2019, Regular School Board Meeting

- I. Call to Order
- II. Agenda Approval/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. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. Wold/Knutson Construction Update

Sal Bagley, Architect with Wold Architects and Engineers, and Sr. Project Manager Josh Cooper from Knutson Construction, will provide schematic updates for both Longfellow and Greenvale Park renovation projects, and an update on all construction projects in the district.
 - B. Summary of Public Hearing Regarding the 2019-2020 World's Best Workforce Plan

Director of Teaching and Learning Mary Grace Hanson and District Assessment Coordinator Hope Langston will summarize the 2019-2020 World's Best Workforce Plan and any community feedback received at the Public Hearing that will precede the Regular School Board meeting.
 - C. District Services Survey Results

Superintendent Hillmann will present the Fall 2019 district services survey results.
- VI. Committee Reports
- VII. Consent Agenda

Recommendation: Motion to approve the following items listed under the Consent Agenda.

 - A. Minutes
 - Minutes of the Regular School Board meeting held on October 14, 2019.
 - Minutes of the Special School Board meeting held on October 21, 2019.
 - B. ALC Co-Curricular Overnight Field Trip for 2019-2020

ALC teachers Cheryl Mathison and Eric McDonald are requesting Board approval for a co-curricular overnight trip for the 2019-2020 school year.

C. University of Minnesota Adjunct Faculty Permission Request

Dr. Hillmann is requesting board approval to serve as an adjunct faculty member for the University of Minnesota's College of Education and Human Development. A narrative with additional detail about the request is included in the Board packet.

D. Personnel Items

a) Appointments

1. Madelyn Meyer, Boys Diving Coach for 2 hours/day at the Middle and High School, beginning 11/28/2019; Level E, Step 1
2. Daniel Peterson, Auditorium Technician for up to 15 hours/week with Community Services, beginning 10/25/2019; \$22.74/hr.
3. Warden Lily, Auditorium Technician for up to 19 hours/week with Community Services, beginning 10/23/2019; \$22.74/hr.

b) Increase/Decrease/Change in Assignment

1. Margaret Colangelo, Special Ed EA PCA for 5.75 hours/day at the High School, change to Special Ed EA PCA for 6.25 hours/day and Gen Ed EA Supervision for .5 hours/day at the High School, effective 10/22/2019-6/8/2020.
2. Noreen Cooney, School Social Worker at Sibley, add Required Supervision for a staff member getting a License for Social Work, effective 09/4/2019-6/10/2020; \$1,500 stipend
3. Matt Crase, Special Ed EA PCA at the Middle School, add Assistant Wrestling Coach at the Middle School, effective 11/5/2019-6/6/2020; \$14.00/hr.
4. Natalie Czech, Special Ed Teacher at Bridgewater, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Bridgewater, effective 11/4/2019-03/19/2020; Yr.3-\$27.11/hr.
5. Robbin Hedberg, Special Ed EA PCA at the Middle School, add Targeted Services PLUS Site Lead for up to 1.5 hours/day Mon.-Thurs. at Bridgewater, effective 11/4/2019-03/19/2020; Step 2-\$16.54/hr.
6. Kristin Johnson, Behavior Coach at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.25 hours/day Mon.-Thurs. at Greenvale Park, effective 10/21/2019-05/7/2020; Yr.3-\$27.11/hr.
7. Brigid McCabe, Special Ed EA PCA for 31.75 hours/week at Longfellow, change to Special Ed EA PCA for 30 hours/week at Longfellow, effective 10/22/2019.
8. Joshua Spitzack, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.25 hours/day Mon.-Thurs. at Greenvale Park, effective 10/21/2019-05/7/2020; Yr.6-\$27.73/hr.
9. Brigitte Tisdale, Title I Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.25 hours/day Mon.-Thurs. at Greenvale Park, effective 10/21/2019-05/7/2020; Yr.6-\$27.73/hr.
10. Tania Will, MTSS Instructional Coach at Sibley, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Sibley, effective 11/4/2019-03/19/2020; Yr.1-\$27.11/hr.
11. Sari Zach, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.25 hours/day Mon.-Thurs. at Greenvale Park, effective 10/21/2019-05/7/2020; Yr.1-\$27.11/hr.

c) Leave of Absence

1. Correction: Stefanie Bothun, Music Teacher with the District, Family/Medical Leave of Absence for Childcare, effective on or about March 17, 2020, through the remainder of the 2019-2020 school year.
2. Sebastian Burset, EA at the Middle School, Intermittent Leave of Absence, effective 10/21/2019.
3. Erica Hubers, Special Ed EA at Longfellow, Leave of Absence, effective 10/21/2019-11/8/2019.
4. Anna Kelly, Gen Ed EA at Greenvale Park, Family/Medical Leave of Absence, effective 12/2/2019-12/20/2019.
5. Kim Medin, Special Ed Teacher at Bridgewater, Family/Medical Leave of Absence, effective 10/22/2019 on an intermittent basis.

d) Retirements/Resignations/Terminations

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

VIII. Superintendent's Report

A. Items for Individual Action

1. World's Best Workforce 2019-2020 Annual Report.

Superintendent's Recommendation: Motion to approve the 2019-2020 World's Best Workforce Annual Report as presented.

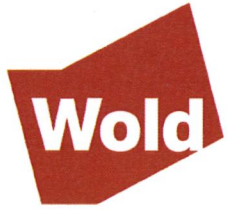
IX. Items for Information

- A. Enrollment Options Report. Student Information Systems Specialist Christine Neset has provided the enclosed 2019-2020 Enrollment Options Report. Superintendent Hillmann will review this report with the Board.
- B. Retired Educators' Luncheon is scheduled Wednesday, October 30, 2019 at Ruth's On Stafford. Doors open at 11:30 a.m.
- C. National Merit Reception is scheduled Tuesday, November 12, 2019 at 6:00 p.m. in NHS Media Center.

X. Future Meetings

- A. Tuesday, November 12, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
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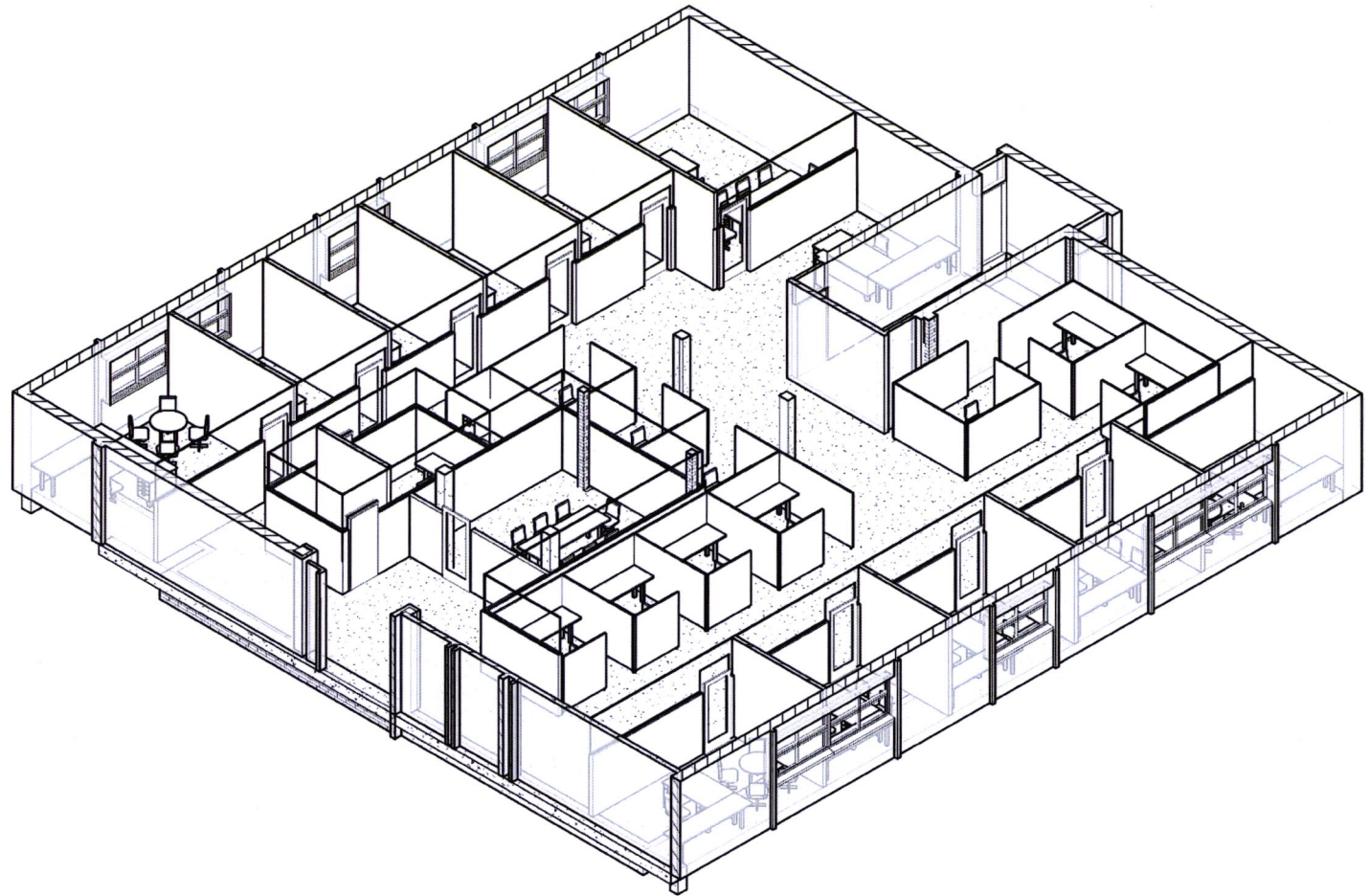
XI. Adjournment



Independent School District 659

Longfellow DO/ALC

Greenvale Community Center



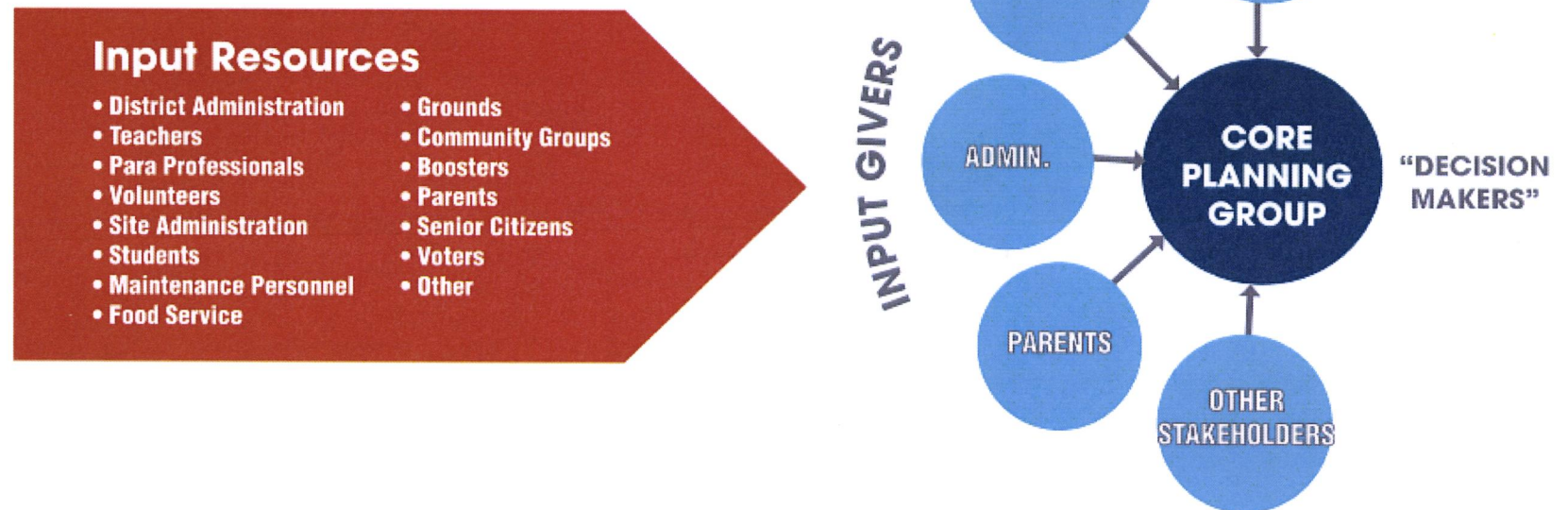
Board Presentation Update
October 28, 2019



Planning / Design Process

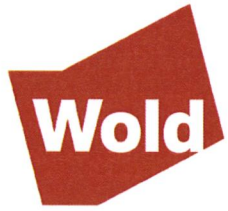


Planning Process



To be successful, a Core Planning Group must:

- » Be empowered to make decisions
- » Be willing to make decisions
- » Request information, not a decision from input givers
- » Be a manageable size to allow for a faster timeline



Design Process

Project Phases:

- » Schematic Design
 - » Putting the Pieces in the Right Locations
 - » Core Planning Groups
- » Design Development
 - » Moving from 2D to 3D
 - » User Group Meetings
 - » Coordination
- » Construction Documents
 - » Drawings / Contracts for Bidding
- » Bidding
- » Construction
- » Occupancy

**Significant
Input**



Longfellow Renovation Design



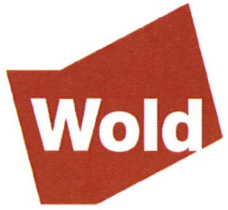
Longfellow Renovation Core Planning Group

Arleene Gallardo, ISD #659
Jordan Streiff, ISD #659
Chris Neset, ISD #659
Hope Langston, ISD #659
Andrea Nelson-Walker, ISD #659
Stephanie DeAdder, ISD #659
Lisa Bethke, ISD #659
Mary Czech, ISD #659
Emily Grote, ISD #659
Dorothy Cohan, ISD #659
Mary Grace Hanson, ISD #659
Stephany Stromme, ISD #659
Jackie Dulac, ISD #659
Matt Hillmann, ISD #659
Anita Aase, ISD #659
Cheryl Hall, ISD #659

- **Met 3 times:**
 - » September 19, 2019
 - » September 26, 2019
 - » October 10, 2019

- **Developed Criteria**

Molly Viesselman, ISD #659
Jim Kulseth, ISD #659
Daryl Kehler, ISD #659
Val Mertesdorf, ISD #659
Kim Briske, ISD #659
Sara Pratt, ISD #659



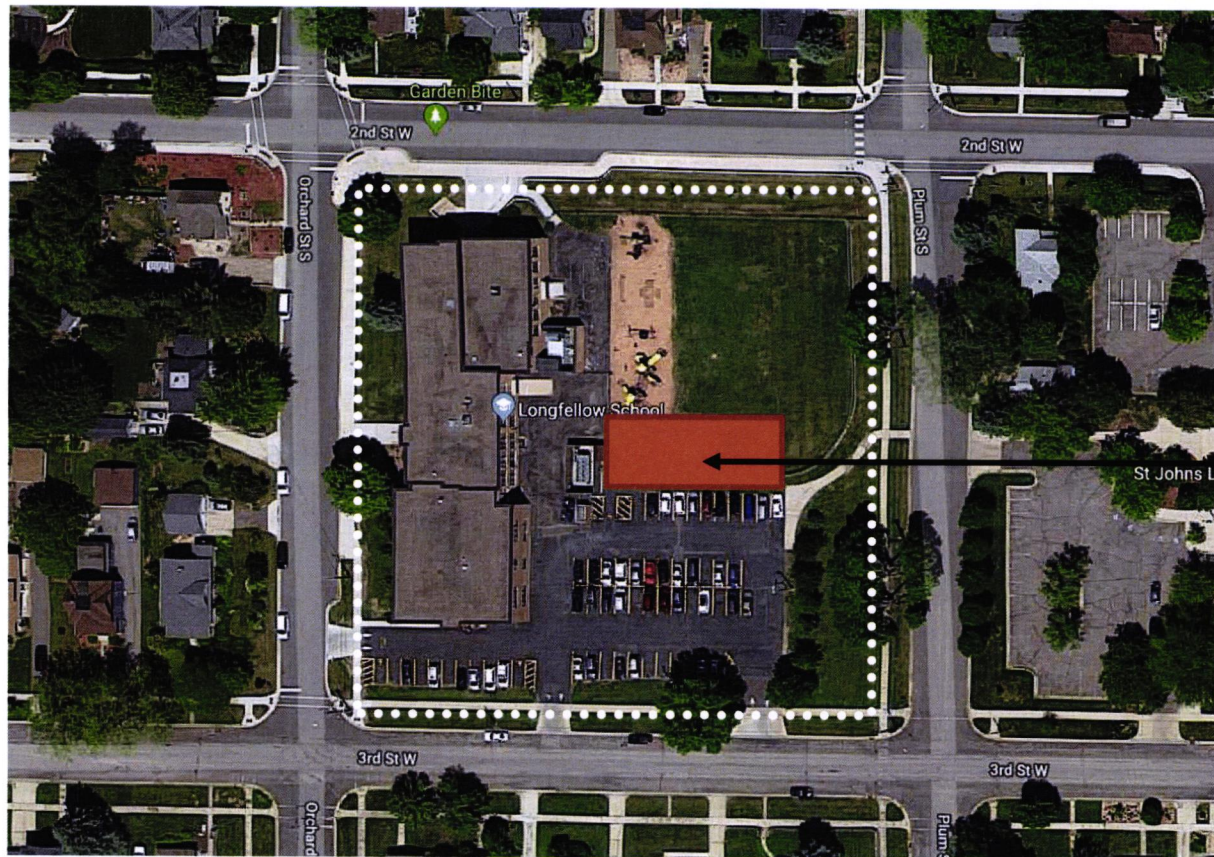
Site



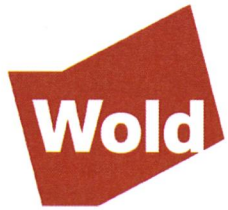
Referendum Scope

Program Overview

- » 5 – 10 additional parking
- » Renovate classrooms into District Office functions



ADDITIONAL
PARKING
SPACES



Guiding Principles



Guiding Principles

- » The building should be **safe and secure** while being **warm and welcoming** for staff, students and visitors.
- » The office suites should provide **equitable opportunities for natural daylight**.
- » The design should separate ALC students from District Office operations where possible to **limit interruptions** of either group.
- » The office suites should include opportunities for flex/soft seating for collaboration.
- » The **original character** of the building should be maintained while supporting the **collaborative culture** of the District Office.
- » The District Office functions should be able to be secured after hours.
- » The office suites should contain ways to secure individual departments information and materials from others.
- » The design should **minimize loss of green space** for the ALC.



Design Criteria



Design Criteria (1 of 5)

- » **Finance** – 5 people
 - 1 Private Office w/ meeting space for 3-4.
 - Dedicated storage that is lockable for petty cash, etc.
- » **HR** – 3 people
 - 1 Private Office w/ meeting space for 3-4.
 - Not visible from Main Entry.
 - Cubicles need separation for conversations on employee benefits.
- » **Nutrition** – 2 people
 - 1 Private Office w/ meeting space for 3-4.
- » **Building and Grounds** – 2 people
 - 1 Private Office w/ meeting space for 3-4.
- » **Enrollment** – 1 person
 - 1 Private Office w/ meeting space for 3-4.
 - Near Main Entry for parents.
 - Include flex/drop in space for parents filling out paperwork.



Design Criteria (2 of 5)

- » **Special Services** – 3 people
 - 1 Private Office w/ meeting space for 3-4.
 - 1 Private Office w/ meeting space for 4-6.
- » **Teaching and Learning** – 2 people
 - 1 Private Office w/ meeting space for 3-4.
- » **Assessment** – 1 person
 - 1 Private Office w/ meeting space for 3-4.
- » **Technology** – 2 people
 - 1 Private Office w/ meeting space for 3-4.
- » **Superintendent** – 2 people
 - 1 Private Office w/ meeting space for 6-8.
 - Anita's work station immediately adjacent.



Draft Design Criteria (3 of 5)

- » The main reception should have space for two people who will interact with visitors and help direct them.
- » Use of card readers at the doors along the hallway will be used to prevent access into spaces as needed.
- » Most people visiting the District Office are staff members and new staff for training.
- » The existing cubicles will be reused in the new suite as they are relatively new.
- » Enrollment does not have to be near the entry. Having a drop in office near the main entry would be sufficient during enrollment season and could be used by other departments as well.
- » HR, Finance, Nutrition and Buildings & Grounds should be located near each other ("operations" suite).
- » Teaching & Learning, Special Services, Assessment, Tech and the Superintendent should be located near each other ("instructional" suite).
- » Private offices require windows and interior walls will be partially glass to allow some daylight to filter into the center of the room.



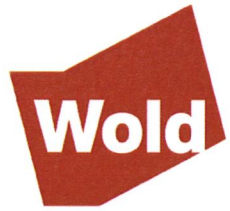
Draft Design Criteria (4 of 5)

- » There should be a **clear path for visitors** to the Board Room.
- » The Board Room needs to accommodate 50 people and be able to be split into two rooms for trainings and other meetings.
- » Staff Lounge to have capacity for 18-20 people.
- » Storage and records for the District Office needs to include space for working and sorting (curriculum deliveries).
- » Plan storage to be separate for ease of B&G access.
- » Provide **conference spaces of various sizes**, focusing on medium size (6-12 people)
 - One should be located for more confidential conversations



Draft Design Criteria (5 of 5)

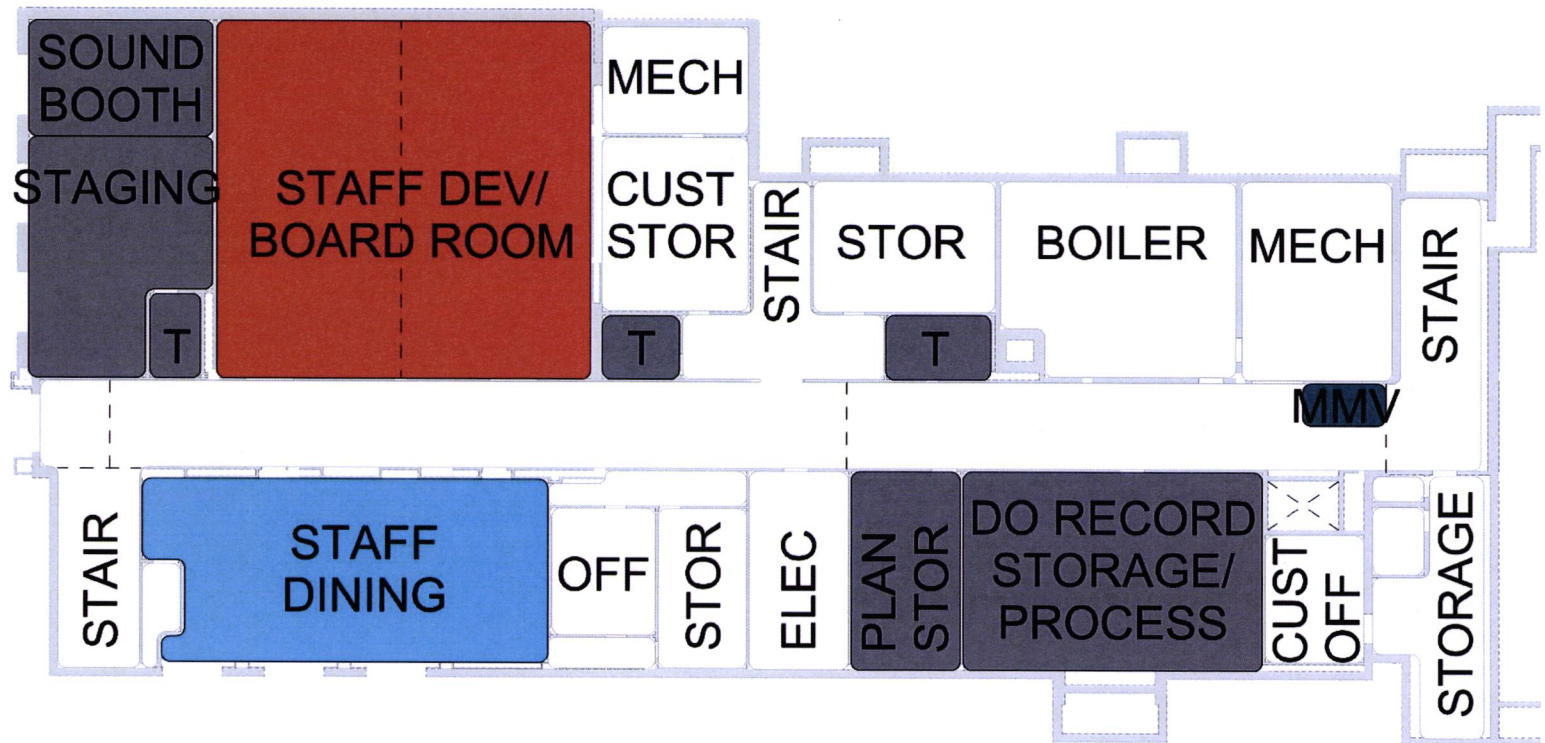
- » The design should include single occupant restrooms to be unisex and have a urinal as well.
- » The design needs to support the required deliveries of curriculum and other materials.
- » If possible, there should be a separate entry for ALC students.
- » The work room should be a separate space from the staff lunchroom / lounge.
- » The work room will be shared with the ALC staff.
- » Mailboxes in the work room will be for the District Office staff and the ALC mailboxes will remain on the upper level.
- » Provide a dedicated area for the creation of staff badges
- » The badging station and high speed scanner cannot share a computer.



Core Group Bubble Diagram

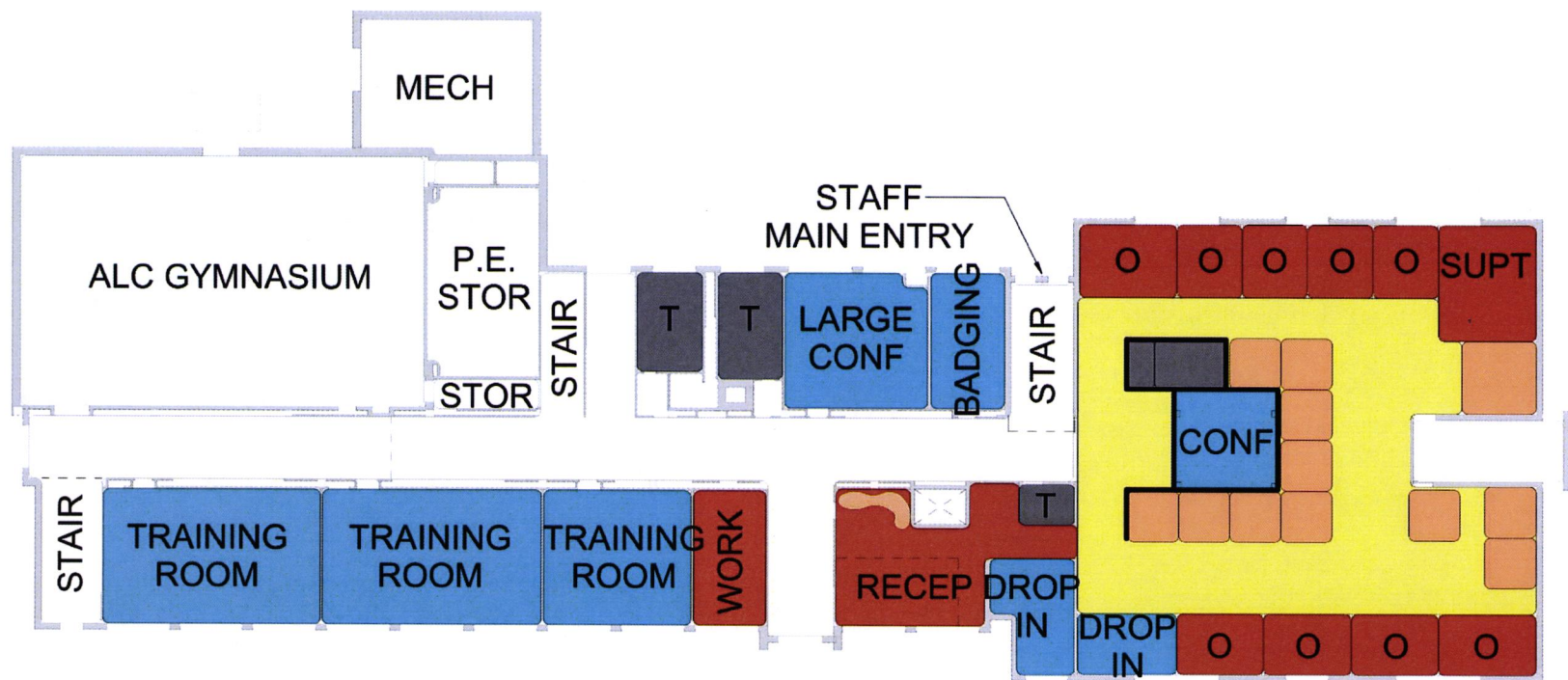


Schematic Design Diagram: Lower Level



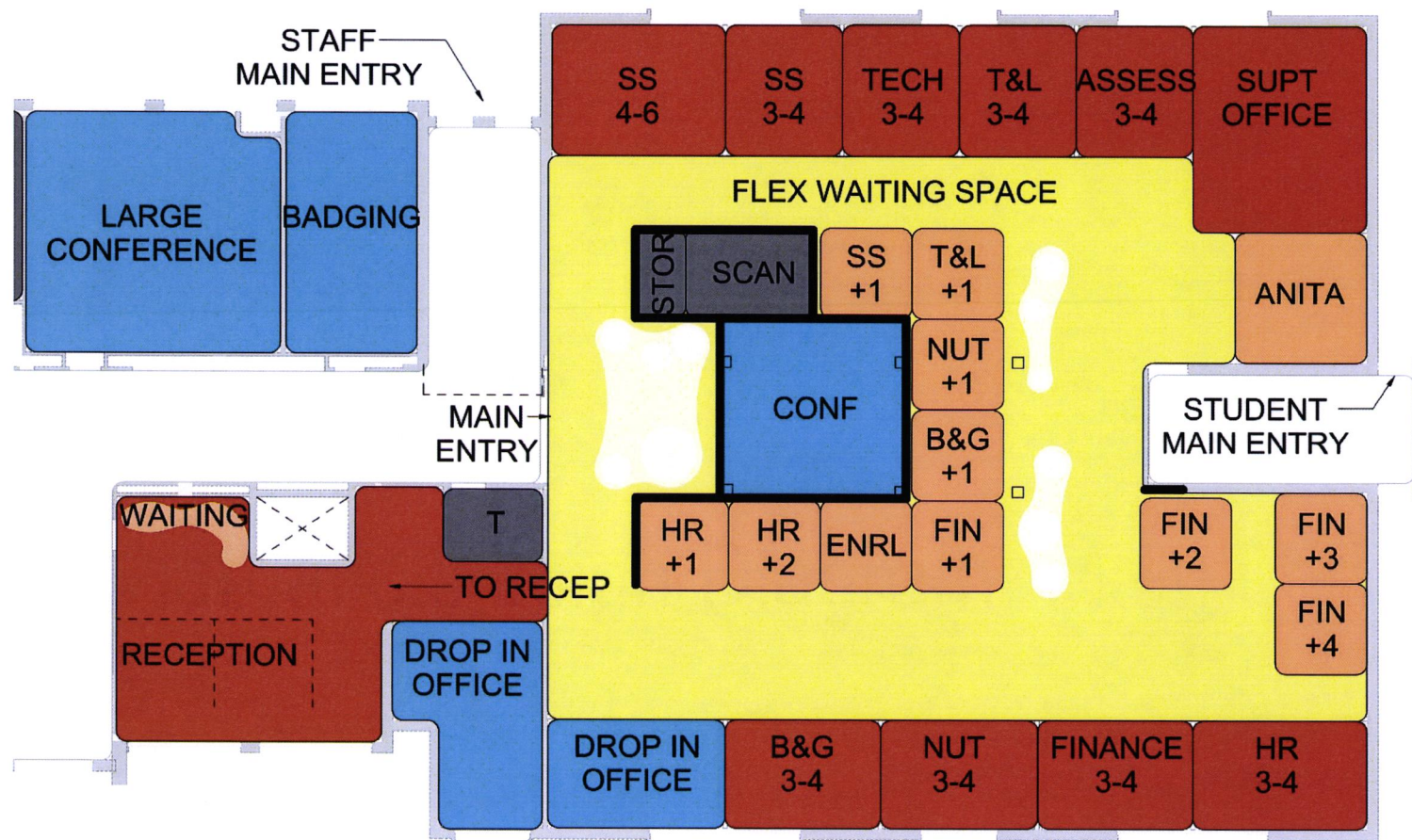


Schematic Design Diagram: Main Level



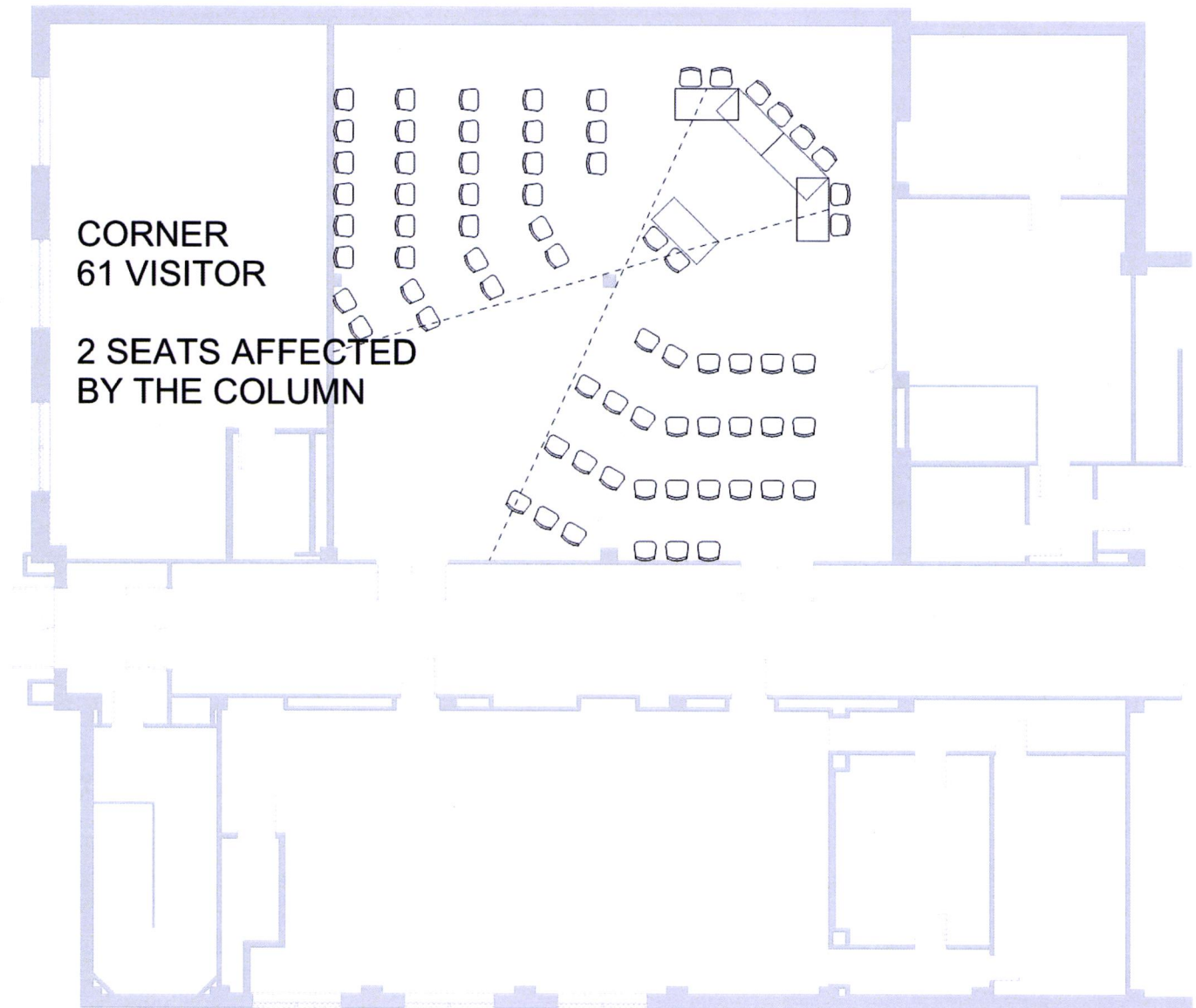


Schematic Design Diagram: Office Suite



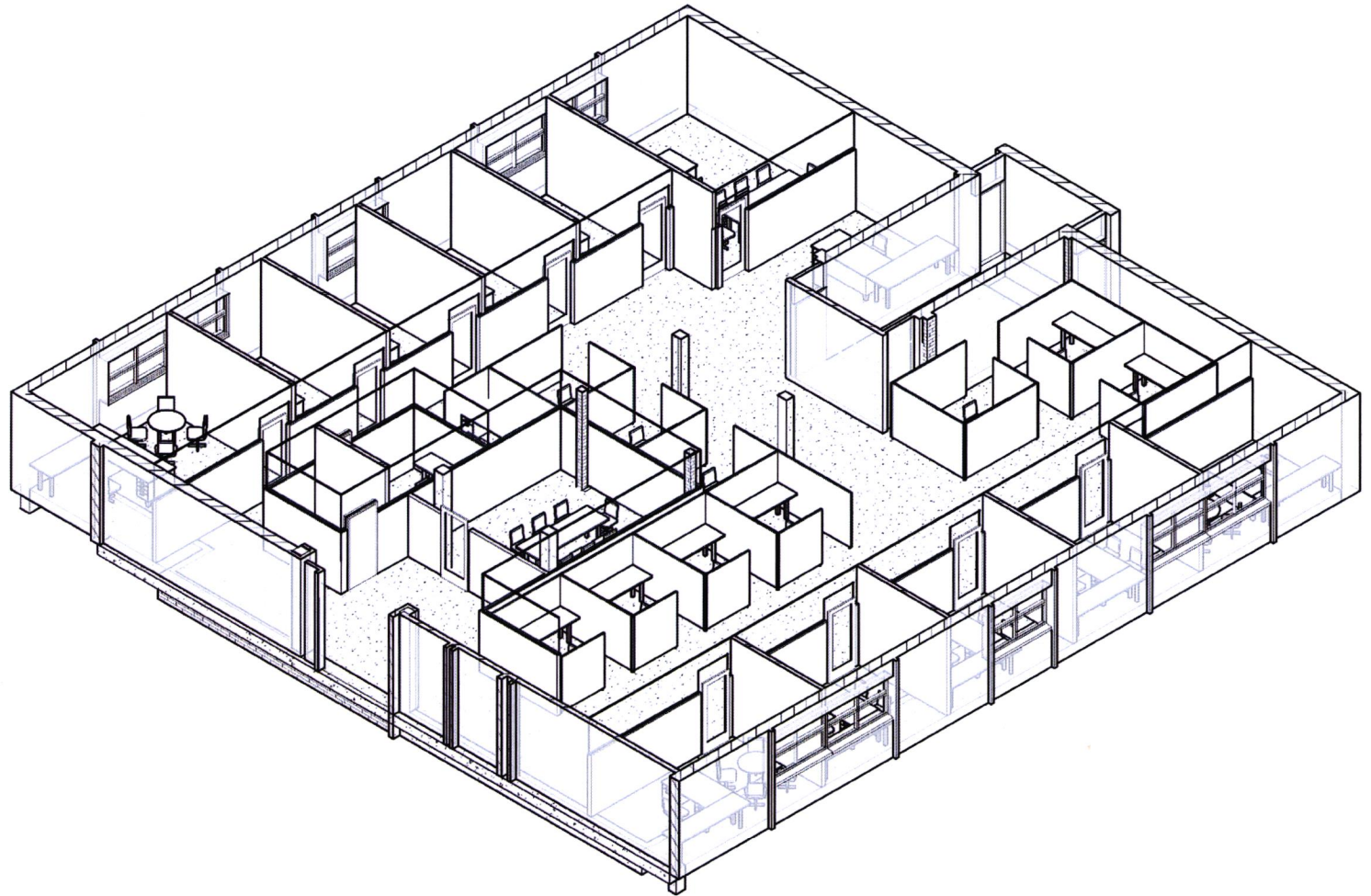


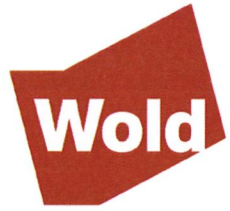
Board Room Layout



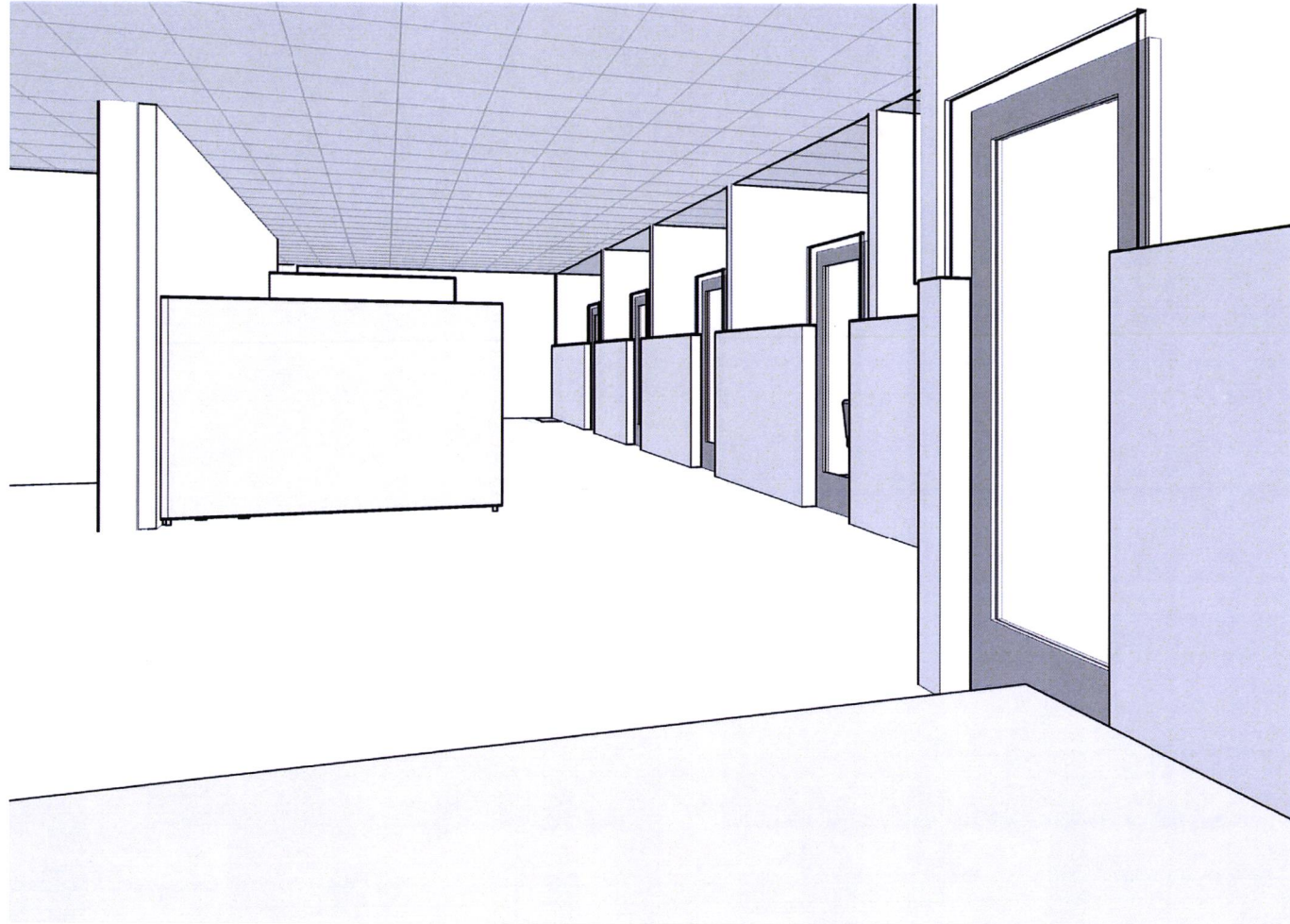


Office Suite Axon





Office Suite 3D





Greenvale Park Renovation Design



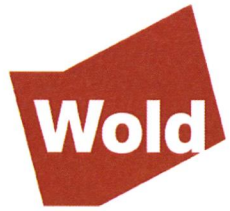
Greenvale Renovation Core Planning Group

Val Mertesdorf, ISD #659
Clarice Grabau, ISD #659
Matt Hillmann, ISD #659
Martha Donahoe, ISD #659
Breezy Barrett, ISD #659
Erin Bailey, ISD #659
Bonnie Johnson, ISD #659
Melissa Bernhard, ISD #659
Amy Goerwitz, ISD #659
Annie Kruse, ISD #659
Pam Moening, ISD #659
Kyle Roth, ISD #659
Sara Line, ISD #659

- **Met 4 times:**
 - » September 19, 2019
 - » September 26, 2019
 - » October 10, 2019

- **Developed Criteria**

Jim Kulseth, ISD #659
Kevin Larson, St. Olaf
Dr. Tracie Kreighbaum, ISD #659
Robert Coleman, Parent
Veronica Gamino, Community Action Center
Anika Rychner, Community Action Center



Site





Greenvale Park Renovation

Site Plan per process with City of Northfield





- » Renovations to convert for use as Early Childhood / Early Ventures / Community Ed programming, other community partners
- » Renovations to create secure vestibule at main entry



Guiding Principles



Guiding Principles

- » The building should be **safe and secure while being warm and welcoming** for students, staff, parents and visitors.
- » The programs within the building should be located for **ease of access and wayfinding** for families and other visitors.
- » There should be a **separate entry** for Early Ventures that parents access with fingerprint readers.



Design Criteria



Draft Design Criteria (1 of 3)

- » The building secure entry vestibule needs to be larger to **accommodate more visitors** and circulation space.
- » The main office space needs to accommodate 4 work stations in the reception area.
- » The Community Education (ABE) classrooms should be **located directly next to the main entrance**.
- » There needs to be a **variety of conference room sizes** to support operations, including:
 - Small meetings (4-6, small, at least 1)
 - IEP meetings (10-12, medium-sized, at least 2)
 - Large training sessions (20+, large, at least 1)
- » There should be a work room separate from a staff lounge.
- » The staff lounge should be capable of having 25 people at one time.



Draft Design Criteria (2 of 3)

- » Early Ventures, Hand in Hand, and ECSE classrooms should be **located near each other** as some students access these programs within the same day.
- » ECFE, Community Education/ABE and CAC should be near each other.
- » ECFE classrooms should be located within the building so that they are **easy to access for families**.
 - Separation between parent rooms and child rooms.
- » There should be an area within the building to do large meetings or trainings, likely in the current media center.
- » The kitchen is to remain as is for future programming flexibility.



Draft Design Criteria (3 of 3)

- » A **parent/family lounge** with access to books and other resources should be provided.
- » Early Ventures programming requires five classrooms in total; three classrooms should have dedicated toilets (OT, 2PK, 1PK) and two classrooms need to be acoustically isolated for infants and young toddlers.
- » The ECSE classrooms need to be enclosed and have acoustic separation. They should have access to an accessible bathroom with space for changing.
 - A dedicated motor room should be nearby.
 - A sensory / calming room should be nearby.



Space Needs by Program (1 of 7)

» **Early Ventures:**

- Five classrooms needed (current, no growth):
 - » Infants: 6 w – 19 mo.
 - » Young Toddlers: 16 mo – 33/36 mo.
 - » Old Toddlers: 26 mo – 36 mo.
 - » 2 year Pre K.
 - » 1 year Pre K.
 - » DHS requirement: one (1) dedicated restroom per 15 children for 2 year Pre K and 1 year Pre K.
 - » Infants and YT Needs acoustic isolation for naptime.
 - » One dedicated Motor Room for EV use only.
 - » Programming 6:30 AM – 6:00 PM.
 - » Dedicated entry (with fingerprint reader).
 - » One Site Leader office, nearby classrooms.
 - » One Coordinator office, does not need to be adjacent to classrooms.



Space Needs by Program (2 of 7)

» **Hand in Hand:**

- Eight sections of 1/2 day Pre-K (uses three rooms now)
- Future: plan for two additional rooms, one will be all day.
- Dedicated restrooms in each classroom
- One motor room ~900SF, can be shared with ECSE

» **ECSE:**

- Two dedicated classrooms, need to be adjacent to accessible bathroom.
- Other staff:
 - » One district-wide PT, one OT, two speech, one School Psychologist (.75 FTE), one Social Worker, one Behavioral Analyst, three Birth to 3 Y.O. staff.
 - » One DAPE and other health disabilities (part time).



Space Needs by Program (3 of 7)

» ECSE (continued):

- Can share amongst themselves, however due to privacy concerns need separation from other functions within the building.
- Birth to 3 needs to be away from the public due to privacy concerns.
- PT and OT require storage, both near the classrooms and near the Motor room. Lockable to prevent loss of specialized equipment.
- Speech needs space for assessment in the room.
- Need a space to accommodate 20 person meeting acoustically isolated due to privacy concerns.
 - » This can occur in a vacant classroom as needed.



Space Needs by Program (4 of 7)

» **ECFE:**

- Three dedicated classrooms needed to support current programming.
- Sibling Care space does not need to be the size of a full classroom or adjacent to the other classrooms – separation from parents is important.
 - » Needs to be enclosed; roughly the size of the current staff lounge would be appropriate.
- One dedicated classroom size space for offices:
 - » Three staff.
 - » Two EAs – can share a desk.
- Schedule:
 - » Weekdays: 8:30 AM – 10:00 AM, 10:30 AM – 12:00 PM, 1:00 PM – 2:30 PM, 4:00 PM – 5:30 PM, 6:00 PM – 7:00 PM
 - » Saturdays: 9:00 AM – 11:00 AM
- Class size is, on average, 12 adults.



Space Needs by Program (5 of 7)

» **ECFE (continued):**

- Some classes are as large as 25 moms and their babies.
- Currently has a two-way mirror to reduce stress on separated kids.
 - » You can see through when up close, but reduces visibility from afar.
- Child restroom needs to be very nearby.
- Adult restroom can be further away, would be nice to be close.

» **Community Action Center:**

- Needs easily accessible space for people receiving food (discreet).
 - » Refrigeration for food storage.
- Potential office space, depending on services offered out of this space.
- Partnering with ABE/ESL/ECFE.



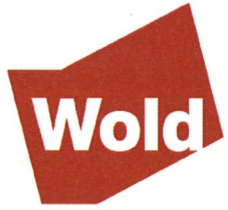
Space Needs by Program (6 of 7)

» **Community Education/ABE:**

- Two classrooms near front entry.
 - » Need door between classrooms.
- Lockable office space
- Testing space, acoustically isolated.
- Computer lab for ten desktops would be desirable.
- Hours of operations:
 - » Morning Classes 9:00 AM – 12:00 PM.
 - » Evening Classes 5:00 PM – 8:00 PM.
- Average class size is 10-15 people.
- Partnership with ECFE and CAC.

» **Nurse:**

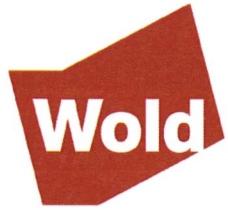
- Dedicated storage for district supplies
- Space for one cot; changing table/dedicated restroom not required
- Preferred to by nearby students



Space Needs by Program (7 of 7)

» **Potential Partners:**

- Healthy Community Initiative:
 - » About 12 people.
 - » If involved, they create demand for medium sized conference spaces.
- Rice County Public Health/WIC:
 - » Quantity of people – not known.
 - » Three days/week during regular business hours.



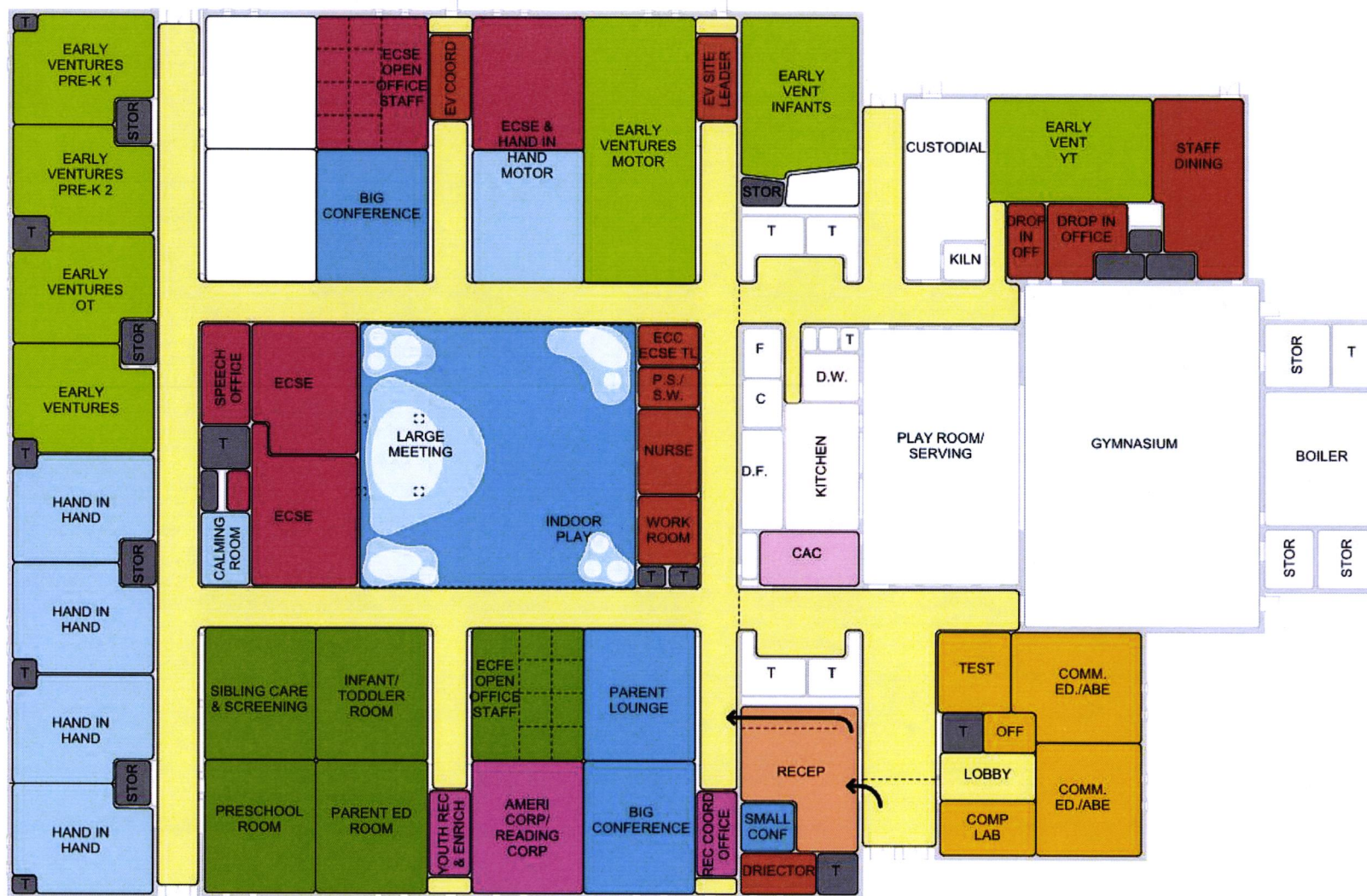
Core Group Bubble Diagram



 **Knutson**Construction

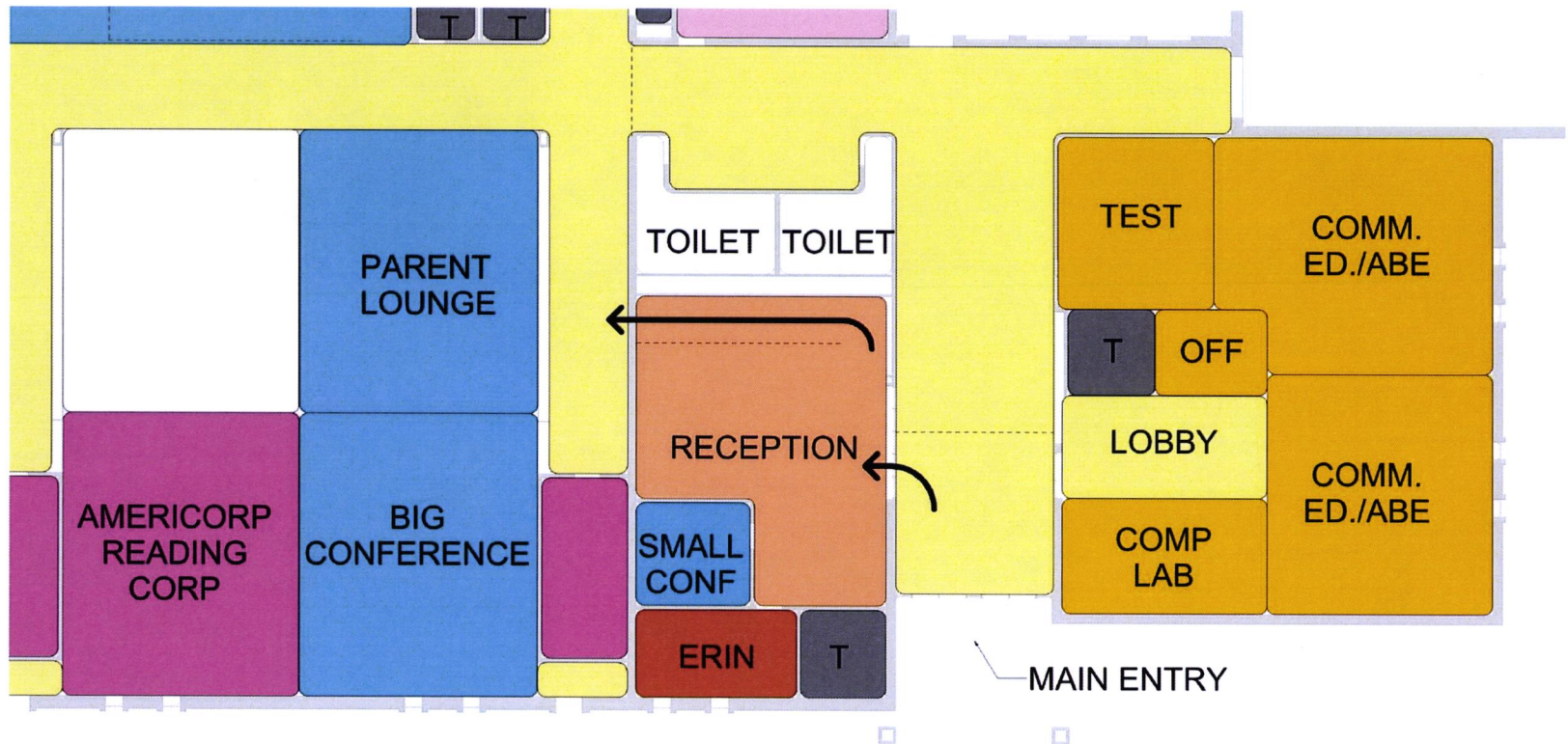
 **Northfield**
PUBLIC SCHOOLS

Schematic Design Diagram: Main Level





Schematic Design Diagram: Secure Entry





Next Steps

Longfellow DO/ALC:

- Early November – Start User Group Meetings
- December – Contract Documents
- Early 2020 – Bidding
- Fall 2020 – Construction (after Early Ventures / Early Childhood moves to GV)

Greenvale Community Center:

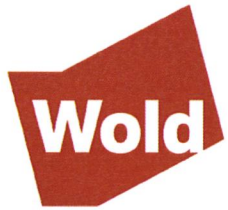
- Mid November– Start User Group Meetings
- December – Contract Documents
- Early 2020 – Bidding
- Summer 2020 – Construction



Construction Update

Bridgewater Elementary Addition & Renovation:

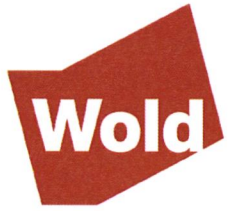
- Activities Completed to Date
 - Opened the entryway to school
 - Exterior finishes (Concrete, asphalt, utilities)
 - Interior finishes (Paint, tile, flooring, ceilings)
- Activities Planned for Next Month
 - Complete remaining activities in the new addition
 - Move into the new addition
 - Begin interior renovation work



Construction Update

Bridgewater Elementary Addition & Renovation:



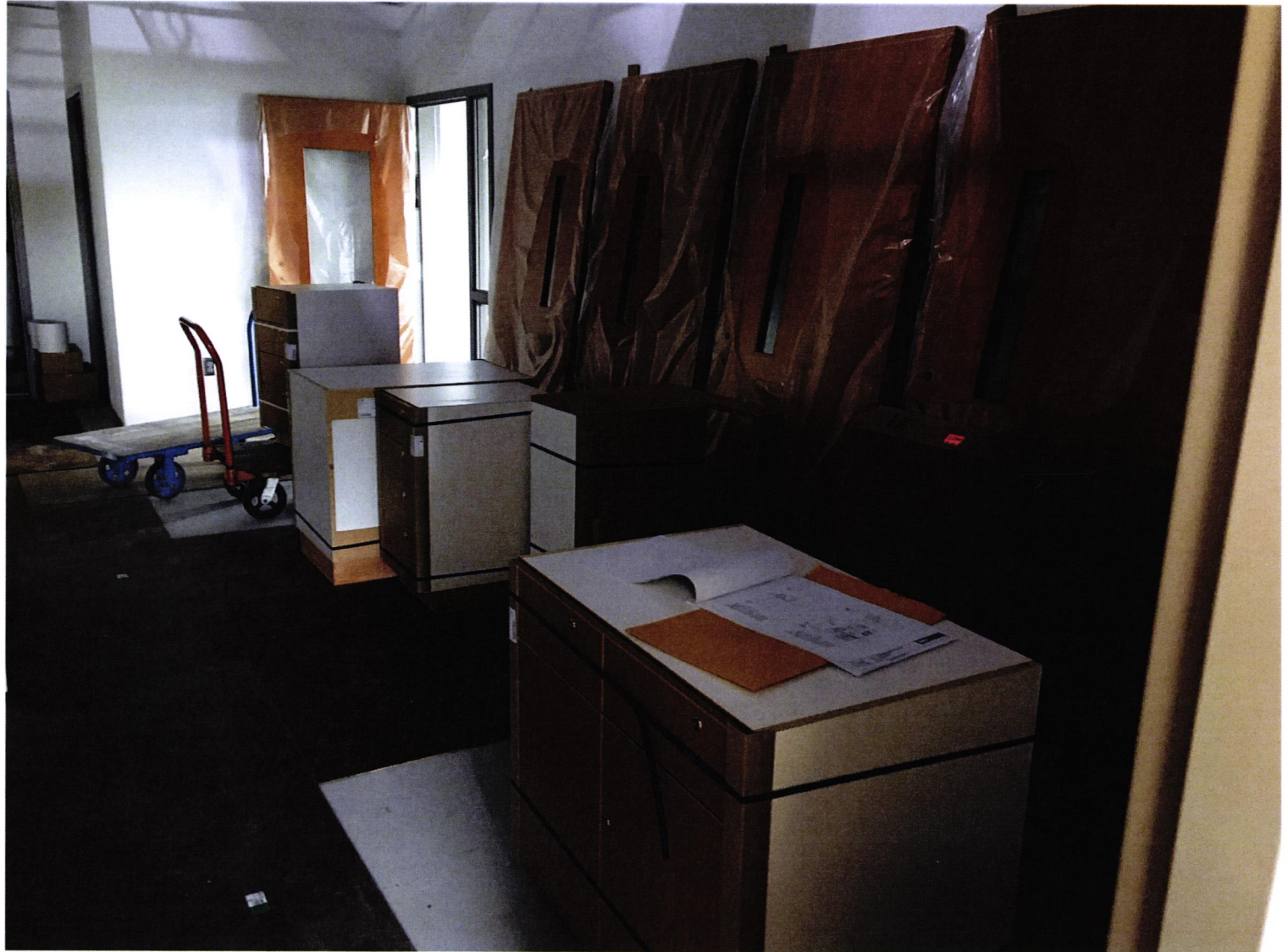


 **Knutson**Construction

 **Northfield**
PUBLIC SCHOOLS

Construction Update

Bridgewater Elementary Addition & Renovation:





Construction Update

Bridgewater Elementary Addition & Renovation:

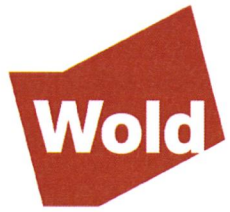




Construction Update

Bridgewater Elementary Addition & Renovation:





Construction Update

Bridgewater Elementary Addition & Renovation:





Construction Update

New Greenvale Park Elementary:

- Activities Completed to Date
 - Sanitary sewer tie in at the street
 - Soil correction and excavation
 - Foundations are 25% complete
- Activities Planned for Next Month
 - Complete foundations
 - Begin steel erection
 - Complete underground utilities (Water, storm, sewer)



Construction Update

New Greenvale Park Elementary:





Construction Update

New Greenvale Park Elementary:





Construction Update

New Greenvale Park Elementary:

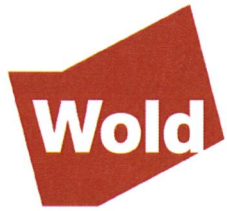




Construction Update

New Greenvale Park Elementary:





Construction Update

New Greenvale Park Elementary:





Construction Update

Sibley Elementary Addition & Renovation:

- Activities Completed to Date
 - Contracts issued to successful bidders
- Activities Planned for Next Month
 - Mobilize site
 - Install temporary fencing and enclosures
 - Begin excavation & foundations



Construction Update

In the Loop:

- Weekly Construction Update



NORTHFIELD PUBLIC SCHOOLS
Knutson Construction

IN THE LOOP Friday, October 18, 2019
BRIDGEWATER + NEW GREENVALE PARK ELEMENTARY



- Parking lot and walking path being re-installed
- Main hallways receiving grout and ceiling tile
- Lincoln Parkway sanitary sewer tie-in
- Foundation walls on going

BRIDGEWATER

PROJECT FACTS

- Bridgewater is a 4,000sf secure entrance/ office space addition project with the existing office space renovated to accommodate additional instructional space.

Project Milestones:

10.21.19 – Exterior work on the building to be complete

OxBlue Webcam: <https://app.oxblue.com/open/Knutson/Bridgewater>

GREENVALE

PROJECT FACTS

- New Greenvale Elementary is a brand new 90,000 square foot elementary school project. The two-story building will have a fully-secure entrance.

Project Milestones:

10.18.19 – Footings and foundations on-going, street tie-in complete

OxBlue Webcam: <https://app.oxblue.com/open/Knutson/Greenvale-Elementary>

FUN FACT OF THE WEEK

The annual MEA conference dates back, in some form, to 1861.

Contacts			
John Cooper Sr. Project Manager Knutson Construction 507.266.2522	Tony Hogg Asst. Project Manager Knutson Construction 507.266.2530	Dan Kruger Superintendent Knutson Construction 507.261.6753	Barry Wright Superintendent Knutson Construction 507.266.2526



Construction Update

Watch Us Build:

New Greenvale Park Webcam:

<https://app.oxblue.com/open/Knutson/Greenvale-Elementary>

Coming Soon...Sibley Elementary Addition & Renovation



Questions?

Construction Update

Northfield Public Schools

2019-20 District Services Survey Results
10/28/2019

Continuous Improvement

Best for Students • Best for Employees

Responsible to the Community

It is how we perform. Every day.

Quint Studer's Nine Principles

Commitment to excellence	Measure the important things	Build a culture of service
Create and develop leaders	Focus on employee engagement	Build individual accountability
Align behaviors with values & goals	Communicate at all levels	Show Gratitude

High Performing Departments

Reactive  Proactive

- ~~Kill the messenger~~
- ~~The data must be wrong~~
- ~~It's not my fault~~
- ~~I can't believe they think I am this bad~~
- ~~Staff just don't understand~~
- ~~If a staff member is unhappy it's because they choose to be I can't control that!~~

- Willing to hold up the mirror
- This is an opportunity to improve leadership skills
- I'm not perfect I can always get better
- Collaborative team effort improves satisfaction
- Fixing perceptions and processes will improve satisfaction

DSS Support Characteristic Metrics

- **Accessibility:** Can we reach a live person or use an electronic tool to reach someone?
- **Accuracy:** Did we receive the right product/service or was a variation communicated?
- **Attitude:** Was it a nice experience? Did you receive service with a smile?
- **Operations:** Do day to day operations run efficiently and effectively?
- **Timeliness:** Was the response or solution delivered when promised?

2019-20 DSS Results • 39 responses

Greatest Strengths	Rating	Top Box
Overall Mean	4.55	63.74%
Attitude	4.71	75.47%
Accuracy	4.56	63.38%
Accessibility	4.53	64.04%
Key: 5 = Very Good • 1 = Very Poor • Top Box = % of scores at a 5		

Why?

What did we do to achieve success?

2019-20 DSS Results • 39 responses

Opportunities for Growth	Rating	Top Box
Overall Mean	4.55	63.74%
Operations*	4.49	58.31%
Timeliness*	4.44	57.10%
Key: 5 = Very Good • 1 = Very Poor • Top Box = % of scores at a 5 * increased score from 2018-19		

How?

What does “5” look like?

Comments

- Shared verbatim
- Provide a context for results
- Provide specific areas of concern
- Guide areas of focus for improvement
- Provide an opportunity to recognize individuals named in positive comments

Continuous Improvement



Evidence-Based Leadership Framework



Next Steps

- Department rollout
- Action plan goal and strategies
- Reporting results -- new approach during DSLT+ and #nfldlead
- Board report

District Services Survey

Fall 2019 Results Report

Northfield Public Schools



About the District Services Survey

The District Services Survey asks select department and school leaders to rate the support characteristics of departments within their school district. The support characteristics evaluated by department are:

Accessibility: Can we reach a live person or use an electronic tool to reach someone?

Accuracy: Did we receive the right product/service or was a variation communicated?

Attitude: Was it a nice experience? Did you receive service with a smile?

Operations: Do day to day operations run efficiently and effectively?

Timeliness: Was the response or solution delivered when promised?

Leaders rate the characteristics using a scale of: 1 (Very Poor), 2 (Poor), 3 (Average), 4 (Good), or 5 (Very Good). Following the ratings, leaders have an opportunity to provide specific feedback for each department.

Results Summary

These data represent the District Services Survey results for the survey administered Fall 2019. The survey remained open for one week to provide leaders an opportunity to evaluate the service delivered by district departments.

A total of 39 leaders participated with the number of valid responses¹ varying by department (see "count" column within tables below). Table 1A shows the overall district mean and the mean for each support characteristic. Table 1B shows the top box by survey administration.

Table 1A. Overall Mean and Support Characteristic Mean by Survey Administration

	Fall 2018	Fall 2019
<i>Participation</i>	10	39 ¹
<i>Accessibility</i>	4.58	4.53
<i>Accuracy</i>	4.52	4.56
<i>Attitude</i>	4.64	4.71
<i>Operations</i>	4.42	4.49
<i>Timeliness</i>	4.37	4.44
Overall Mean	4.51	4.55

¹ At most 33 responses across all support characteristics

Table 1B. Overall Top Box and Support Characteristic Top Box by Survey Administration

	Fall 2018	Fall 2019
Accessibility	65.09%	64.04%
Accuracy	58.49%	63.38%
Attitude	70.75%	75.47%
Operations	52.83%	58.31%
Timeliness	50.94%	57.10%
Overall Mean	59.62%	63.74%

"Top Box Percentage" or "Top 1 Box" is the percentage of respondents who select the "Very Good" option indicating that they are *most positive*. Research suggests a difference in the loyalty of people who indicate that they are extremely satisfied e.g., "Very Good," or "Strongly Agree") compared to those who are just satisfied (e.g., "Good" or "Agree") when rating their experience. In this way, top box scoring provides more focused data to better understand service satisfaction.

Table 2A shows each department mean across survey administration. All departments have the goal of achieving a mean of a 4.50 or above on the District Services Survey. This indicates excellence of service from the department to their clients.

Table 2A. Overall Mean, Support Characteristic Mean by Survey Administration

	Fall 2018	Fall 2019
Assessment Services	4.89	4.87
Building & Grounds	4.42	4.54
Child Nutrition	4.71	4.80
Community Services	4.34	4.35
Finance	4.68	4.79
Human Resources	4.66	4.82
Special Education	4.18	4.30
Superintendent's Office	4.92	4.85
Teaching & Learning	3.96	4.24
Technology Services	4.18	4.29
Transportation Services	4.62	4.12
Overall	4.51	4.55

Table 2B shows each department top box across survey administration.

Table 2B. Top Box by Survey Administration

	Fall 2018	Fall 2019
Assessment Services	88.89%	88.12%
Building & Grounds	52.00%	59.48%
Child Nutrition	73.33%	82.14%
Community Services	48.00%	47.30%
Finance	74.00%	80.37%
Human Resources	68.00%	82.21%
Special Education	33.33%	47.33%
Superintendent's Office	92.00%	85.14%
Teaching & Learning	28.89%	46.85%
Technology Services	34.00%	44.17%
Transportation Services	62.00%	35.19%
Overall	59.62%	63.74%

On the following pages, sets of tables provide the results for each department by support characteristic. "A" tables include a department's mean, count, and top box; and "B" tables include the frequency distribution of responses for each department. The support characteristic represented by each set of tables is identified below.

Table 3A and 3B. Accessibility
 Table 4A and 4B. Accuracy
 Table 5A and 5B. Attitude
 Table 6A and 6B. Operations
 Table 7A and 7B. Timeliness

When applicable, comments by department follow the last set of tables. When no comments are listed with the department, then no comments were provided. Additional verbatim comments follow the department specific comments. At the conclusion of the report, Appendix 1 shows results by role and Appendix 2 provides a table of percentile range benchmarks.

Table 3A. Accessibility: Mean, Participation, and Top Box by Department

	Mean	Count	Top 1 Box
Assessment Services	4.85	20	90.00%
Building & Grounds	4.68	31	70.97%
Child Nutrition	4.76	29	75.86%
Community Services	4.30	30	46.67%
Finance	4.79	33	78.79%
Human Resources	4.91	33	90.91%
Special Education	4.30	27	48.15%
Superintendent's Office	4.87	30	86.67%
Teaching & Learning	4.24	29	44.83%
Technology Services	4.06	33	33.33%
Transportation Services	4.05	22	36.36%

Table 3B. Accessibility: Response Frequency Distribution by Department

	Very Poor	Poor	Average	Good	Very Good	Total
Assessment Services	0	0	1	1	18	20
Building & Grounds	0	0	1	8	22	31
Child Nutrition	0	0	0	7	22	29
Community Services	0	0	5	11	14	30
Finance	0	0	0	7	26	33
Human Resources	0	0	0	3	30	33
Special Education	0	1	3	10	13	27
Superintendent's Office	0	0	0	4	26	30
Teaching & Learning	0	0	6	10	13	29
Technology Services	0	2	5	15	11	33
Transportation Services	0	1	5	8	8	22

Table 4A. Accuracy: Mean, Participation, and Top Box by Department

	Mean	Count	Top 1 Box
Assessment Services	4.85	20	85.00%
Building & Grounds	4.52	31	54.84%
Child Nutrition	4.82	28	85.71%
Community Services	4.37	30	46.67%
Finance	4.85	33	87.88%
Human Resources	4.73	33	75.76%
Special Education	4.20	25	40.00%
Superintendent's Office	4.87	30	86.67%
Teaching & Learning	4.31	29	48.28%
Technology Services	4.33	33	42.42%
Transportation Services	4.23	22	40.91%

Table 4B. Accuracy: Response Frequency Distribution by Department

	Very Poor	Poor	Average	Good	Very Good	Total
Assessment Services	0	0	0	3	17	20
Building & Grounds	0	0	1	13	17	31
Child Nutrition	0	0	1	3	24	28
Community Services	0	0	3	13	14	30
Finance	0	0	1	3	29	33
Human Resources	0	0	1	7	25	33
Special Education	0	1	3	11	10	25
Superintendent's Office	0	0	0	4	26	30
Teaching & Learning	0	0	5	10	14	29
Technology Services	0	0	3	16	14	33
Transportation Services	0	0	4	9	9	22

Table 5A. Attitude: Mean, Participation, and Top Box by Department

	Mean	Count	Top 1 Box
Assessment Services	4.90	21	90.48%
Building & Grounds	4.61	31	67.74%
Child Nutrition	4.83	29	86.21%
Community Services	4.63	30	66.67%
Finance	4.82	33	84.85%
Human Resources	4.82	33	81.82%
Special Education	4.78	27	77.78%
Superintendent's Office	4.93	30	93.33%
Teaching & Learning	4.62	29	68.97%
Technology Services	4.64	33	69.70%
Transportation Services	4.18	22	36.36%

Table 5B. Attitude: Response Frequency Distribution by Department

	Very Poor	Poor	Average	Good	Very Good	Total
Assessment Services	0	0	0	2	19	21
Building & Grounds	0	0	2	8	21	31
Child Nutrition	0	0	1	3	25	29
Community Services	0	0	1	9	20	30
Finance	0	0	1	4	28	33
Human Resources	0	0	0	6	27	33
Special Education	0	0	0	6	21	27
Superintendent's Office	0	0	0	2	28	30
Teaching & Learning	0	0	2	7	20	29
Technology Services	0	1	0	9	23	33
Transportation Services	0	0	4	10	8	22

Table 6A. Operations: Mean, Participation, and Top Box by Department

	Mean	Count	Top 1 Box
Assessment Services	4.79	19	78.95%
Building & Grounds	4.45	29	51.72%
Child Nutrition	4.77	26	80.77%
Community Services	4.32	28	39.29%
Finance	4.81	31	80.65%
Human Resources	4.81	31	80.65%
Special Education	4.16	25	36.00%
Superintendent's Office	4.79	28	78.57%
Teaching & Learning	3.96	27	33.33%
Technology Services	4.35	31	45.16%
Transportation Services	4.15	20	30.00%

Table 6B. Operations: Response Frequency Distribution by Department

	Very Poor	Poor	Average	Good	Very Good	Total
Assessment Services	0	0	0	4	15	19
Building & Grounds	0	0	2	12	15	29
Child Nutrition	0	0	1	4	21	26
Community Services	0	0	2	15	11	28
Finance	0	0	0	6	25	31
Human Resources	0	0	0	6	25	31
Special Education	0	1	3	12	9	25
Superintendent's Office	0	0	0	6	22	28
Teaching & Learning	0	3	4	11	9	27
Technology Services	0	0	3	14	14	31
Transportation Services	0	0	3	11	6	20

Table 7A. Timeliness: Mean, Participation, and Top Box by Department

	Mean	Count	Top 1 Box
Assessment Services	4.95	21	95.24%
Building & Grounds	4.45	31	51.61%
Child Nutrition	4.82	28	82.14%
Community Services	4.13	30	36.67%
Finance	4.67	33	69.70%
Human Resources	4.82	33	81.82%
Special Education	4.04	27	33.33%
Superintendent's Office	4.80	30	80.00%
Teaching & Learning	4.07	29	37.93%
Technology Services	4.06	33	30.30%
Transportation Services	4.00	22	31.82%

Table 7B. Timeliness: Response Frequency Distribution by Department

	Very Poor	Poor	Average	Good	Very Good	Total
Assessment Services	0	0	0	1	20	21
Building & Grounds	0	0	2	13	16	31
Child Nutrition	0	0	0	5	23	28
Community Services	0	0	7	12	11	30
Finance	0	0	1	9	23	33
Human Resources	0	0	0	6	27	33
Special Education	0	1	6	11	9	27
Superintendent's Office	0	0	0	6	24	30
Teaching & Learning	0	0	9	9	11	29
Technology Services	0	1	6	16	10	33
Transportation Services	0	1	5	9	7	22

Appendix 2

Benchmark Support Characteristic Mean Percentile Ranges

Percentile ranks were developed to provide a *normed* comparison for the organization's support characteristic means and its overall mean. Two benefits of using percentile ranks include:

- (a) A standardized frame of reference for each support characteristic mean / overall mean interpretation, and
- (b) Showing where a score, in this case the organization's support characteristic means and overall mean, fit within a larger distribution of scores.

The "larger distribution of scores" in this report includes responses from leader responses from all Studer EducationSM partners across all survey administrations through Spring 2017. This represents more than 8,800 individual leader responses or the equivalent of 235 organizations. Using a Monte Carlo simulation, the aggregate survey administration data are used to generate a dataset with 100,000 organizations. The simulated dataset is based on the mean and standard deviation of the actual dataset but has enough cases to smooth out the curve. The simulated dataset is used to calculate percentile ranks and the following percentile rank tables to be used for normed comparison.

The table below allows leaders to consider benchmark results at the overall district level as they review their survey results report.

Percentile Ranges by Support Service Characteristic: Overall District

		Accessibility	Accuracy	Attitude	Operations	Timeliness	Overall Mean
Percentiles	10	3.96	3.95	4.04	3.85	3.81	3.93
	20	4.07	4.06	4.15	3.97	3.93	4.04
	30	4.15	4.14	4.22	4.05	4.02	4.12
	40	4.21	4.20	4.29	4.13	4.10	4.19
	50	4.28	4.27	4.35	4.19	4.17	4.25
	60	4.34	4.33	4.41	4.26	4.24	4.32
	70	4.41	4.40	4.47	4.33	4.31	4.38
	80	4.48	4.48	4.55	4.42	4.40	4.46
	90	4.59	4.58	4.65	4.54	4.52	4.57

Using the Chart to find Support Characteristic Percentile Rank: (1) Locate each of the district's support characteristic means from Table 1 on page 2 in the report. (2) For this example, the Attitude support characteristic mean equals 4.26. (3) In the table above, locate the "Attitude" column and then locate the means around which the district's Attitude mean is located. In this example, the Attitude characteristic mean is between "4.22" and "4.29," the means aligned to the 30th and 40th percentiles. This is highlighted by the blue shaded circle. (4) This means the district's Attitude characteristic mean is higher than 30-40% of benchmark comparison districts' Attitude characteristic means.

Using the Chart to find Overall Mean Percentile Rank: (1) Locate the district's overall mean from Table 1 on page 2 in the report. (2) For this example, the overall mean equals 4.25. (3) In the table above, locate the "Overall Mean" column and then locate the means around which the district's overall mean is located. Note in this example, the overall mean aligns to one of the means in the chart, "4.25," the mean aligned to the 50th percentile. This is highlighted by the green shaded circle. (4) This means the district's overall mean is higher than 50% of benchmark comparison districts' overall means.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

October 14, 2019

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: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson and Pritchard.
- II. Approval of Agenda/Table File
On a motion by Quinnell, seconded by Hardy, the Board approved the Agenda.
- III. Public Comment
There was no public comment.
- IV. Announcements and Recognitions
 - Two Northfield Middle School choir students have been accepted into the 2019-20 the American Choral Directors Association (ACDA) State Honor Choirs: Elizabeth Tracy, ACDA 7-8 SSA Honor Choir and Isaac Alladin ACDA 7-8 TTB Honor Choir. Additionally, Middle School student Emmet Norrie, ACDA 7-8 TTB Honor Choir submitted his audition through Northfield Youth Choirs.
 - Post Consumer Brands is donating \$25,000 to the school district to support food programs. The district will allocate \$7,500 to the ALC backpack food program, \$7,500 to the child nutrition angel fund program, and \$10,000 for Greenvale Park community dinners.
 - Welcome to Latisha Eaddy, from the Robbinsdale school district, who is shadowing Dr. Hillmann to garner internship hours as she works toward a superintendent's license.
 - Welcome to the students attending the meeting, most of whom were attending were completing an assignment for their senior global studies course.
- V. Items for Discussion and Reports
 - A. Technology Services Update
Kim Briske, Director of Technology Services, provided an update on current technology projects in the district, a recap of summer projects completed, the ongoing collaboration with core planning teams and user groups regarding construction projects, and the continued use of more digital resources for teaching and learning.
 - B. Later School Start Time: Plan Update
Superintendent Hillmann shared a current concept plan that would support a later start time to the school day for secondary students. The district is operating with four criteria: the change should be as close to cost-neutral as possible, the secondary start time must be after 8:30am to align with the medical research, the elementary school start time should be similar, or earlier, than it is right now, and the change must satisfy the minimum number of instructional hours required by the State of Minnesota. The district will share this information with staff and hold at least two sessions for the community to hear the concept plan and provide feedback. The Board intends to hold a work session in November 2019 to further discuss this possible schedule change.
- VI. Consent Agenda
On a motion by Iverson, seconded by Goerwitz, the Board approved the following Consent Agenda items:
 - A. Minutes. Minutes of the Regular School Board meeting held on September 23, 2019.
 - B. Personnel Items
 - a) Appointments

1. Giselle Barojas Velazquez, Targeted Services PLUS Site Assistant at Greenvale Park for 1.5 hours/day, beginning October 7, 2019, through June 5, 2020; Step 1- \$13.21/hour.
2. Lynn Bauman, Assistant Gymnastics Coach for 2 hours/day at the High School, beginning November 11, 2019; Level E, Step 5
3. Craig Cardinal, Head Nordic Ski Coach for 2 hours/day at Northfield High School, beginning November 11, 2019; Level D, Step 3.
4. Katie Dahmeh, Special Education Educational Assistant PCA for 7 hours/week at Longfellow Early Childhood Special Education, beginning on October 8, 2019, through June 10, 2020; Step 1-\$15.93/hour.
5. Caleb Davidson, Targeted Services PLUS Teacher for up to 1.5 hours/day at Greenvale Park, beginning on October 14, 2019, through May 6, 2020; Year 1, \$27.11/hour.
6. John Eckhart, Auditorium Technician for up to 19 hours/week with Community Services, beginning October 9, 2019; \$22.74/hour.
7. Stephen Fox, Building Supervisor for up to 10 hours/week with Community Services, beginning October 12, 2019. \$16.30/hr.
8. Candace Hard, 1.0 FTE Long Term Substitute Special Education Teacher EBD at Greenvale Park, beginning on November 6, 2019, through February 18, 2020; BA+15, Step 10.
9. Lucinda Huschle, Special Education Educational Assistant PCA for 6.25 hours/day and General Education for .50 hours per day at Northfield High School, beginning on October 10, 2019, through June 5, 2020; Special Ed, Step 4-\$17.10/hour and General Education Step 4-\$16.52/hour.
10. Samantha Kile, Event Worker at Northfield High School, beginning on September 27, 2019; Event worker rate of pay.
11. Yailyn Moran, KidVentures Site Assistant for up to 6 hours/week at Sibley, beginning September 26, 2019; Step 2-\$13.56/hour.
12. Gretchen Olson, Targeted Services PLUS Site Assistant for up to 1.5 hours/day at Greenvale Park, beginning October 7, 2019, through June 5, 2020; Step 1-\$13.21/hour.
13. Karen Rodriguez, Targeted Services PLUS Site Assistant for up to 1.5 hours/day at Greenvale Park, beginning October 7, 2019, through June 5, 2020; Step 1-\$13.21/hour.
14. Linda Rosas Balvin, Targeted Services PLUS Site Assistant for up to 1.5 hours/day at Greenvale Park, beginning October 7, 2019, through June 5, 2020; Step 2-\$13.56/hour.
15. Paula Sannes, Fall Event Worker at Northfield High School, beginning September 3, 2019; Event worker rate of pay.
16. Chala Tafesa, Community School Site Assistant for up to 10 hours/week at Greenvale Park Community School, beginning September 26, 2019, through June 5, 2020; Step 1-\$13.21/hour.
17. Sheldon Volkert, Assistant Gymnastics Coach for 2 hours/day at the High School, beginning November 11, 2019; \$14.00/hour.

b) Increase/Decrease/Change in Assignment

1. Kristin Basinger, Special Ed EA PCA at the Middle School, increase Special Ed EA PCA Bus Assistant time to 1.33 hours/day with the District, effective September 5, 2019- June 5, 2020.
2. Trisha Beacom, EarlyVentures Teacher for 36 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at Longfellow, effective September 3, 2019.
3. Tristan Belzer, Program Supervisor-Aquatics with Community Services, change pay rate from \$10.61/hour to \$10.50/hour due to not having a WSI certification, effective October 1, 2019, through May 31, 2020.
4. Melissa Bernhard, Assistant Gymnastics Coach at the High School-Level E, change to Assistant Gymnastics Coach-Hourly at the High School, effective November 11, 2019. \$14.00/hr.
5. Melissa Borup, .2 FTE Reading Teacher at the Middle School and .5 FTE Academic Advocate at the ALC, change to .2 FTE Reading Teacher at the Middle School and .8 FTE Academic Advocate at the ALC, effective September 24, 2019, through June 8, 2020.
6. Russel Boyington, KidVentures Site Assistant for 40 hours/week at Sibley, change to KidVentures Site Assistant for 23.5 hours/week at Bridgewater, effective September 3, 2019.
7. Haanah Braun, EarlyVentures Site Assistant for 39.5 hours/week at Longfellow, change to EarlyVentures Site Assistant for 40 hours/week at Longfellow, effective September 3, 2019.
8. Erik Burton, .2 FTE EL at the ALC, .4 FTE EL at the High School and .4 FTE LTS Social Studies at the High School, change to .6 FTE EL at the High School and .4 FTE LTS Social Studies at the High School, effective October 9, 2019, through June 8, 2020.
9. Anita Corwin, EarlyVentures Site Assistant for 33.5 hours/week at Longfellow, change to EarlyVentures Site Assistant for 37.5 hours/week at Longfellow, effective September 3, 2019.
10. Debbie Foley, EarlyVentures Assistant Teacher for 33.25 hours/week at Longfellow, change to EarlyVentures Assistant Teacher for 30 hours/week at Longfellow, effective September 3, 2019.
11. Kristin Freeman, KidVentures Site Assistant for 35.5 hours/week at Sibley, change to KidVentures Site Assistant for 20 hours/week at Bridgewater, effective September 3, 2019.

12. Aimee Gerdesmeier, KidVentures Site Leader for 40 hours/week at Sibley, change to KidVentures Site Leader for 30 hours/week at Sibley, effective September 3, 2019.
13. Sara Gerdesmeier, EarlyVentures Site Assistant for 28 hours/week at Longfellow, change to EarlyVentures Site Assistant for 36.25 hours/week, effective September 3, 2019.
14. Courtney Gilomen, EarlyVentures Teacher for 32 hours/week at Longfellow, change to EarlyVentures Teacher for 39.5 hours/week at Longfellow, effective September 3, 2019.
15. Rich Guggisberg, Teacher at Sibley, add Building Supervisor with Community Services, effective September 30, 2019. \$16.30/hr.
16. Jennifer Hachfeld, Long Term Substitute CNA I at Bridgewater, extend the end date from October 21, 2019, to October 28, 2019, effective October 9, 2019.
17. Ellen Haefner, ECFE Teacher with Community Services, change to BA+15, additional information was provided, effective August 26, 2019.
18. Inger Hanson, 1.0 FTE MTSS Instructional Coach at Bridgewater Elementary, change to 1.0 FTE EL teacher at the ALC, beginning on October 9, 2019, through June 8, 2020.
19. Kimberly Harris, EarlyVentures Teacher for as needed at Longfellow, change to EarlyVentures Teacher for 25 hours/week at Longfellow, effective August 26, 2019.
20. Kelly Hebzynski, Teacher at the Middle School, add Speech Advisor at the Middle School, effective October 8, 2019, through June 6, 2020; Level K, Step 1
21. Andy Jaynes, .24 FTE DAPE Teacher at Sibley, change to .02 FTE DAPE Teacher at Sibley, effective September 4, 2019, through June 10, 2020.
22. Jennifer Jones, EL Teacher at the Middle School, add Yearbook Advisor at the Middle School, effective September 3, 2019. Level K, Step 2
23. Bronte Karvel-Fuller, Aquatics positions with Community Services, add Site Supervisor-Open Gym as needed with Community Services, effective October 1, 2019, through May 31, 2020. \$11.75/hr.
24. Jill Keeley, EarlyVentures Teacher for 35 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at Longfellow, effective September 3, 2019.
25. Tiffany Kortbein, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 5 hours/week Mon.-Thurs. at Greenvale Park, effective October 21, 2019, through May 7, 2020; Yr. 7-\$27.73/hr.
26. Marcy Korynta, 1.0 FTE School Psychologist at the Middle School, add an overload of MTSS at the Middle School, effective August 26, 2019, through June 5, 2020.
27. Lisa Laine, Special Ed EA PCA, and Gen Ed EA for 7.25 hours/day at Greenvale Park, add General Ed EA Supervision for an additional 5 minutes/day for a total of 7.33 hours/day at Greenvale Park, effective October 1, 2019.
28. Briana Lanham, KidVentures Site Assistant for 36 hours/week at Sibley, change to KidVentures Site Assistant for 28.5 hours/week at Sibley, effective September 3, 2019.
29. Jamie Larson, EarlyVentures Teacher for 30-40 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at Longfellow, effective September 3, 2019.
30. Alissa Lien, KidVentures Student Site Assistant for 20 hours/week at Sibley, change to KidVentures Student Site Assistant for up to 16 hours/week at Bridgewater, effective September 3, 2019.
31. Kathleen Malecha, Spec Ed EA for 6 hours/day at Bridgewater, change to Spec Ed EA for 6.10 hours/day at Bridgewater, effective September 3, 2019.
32. Kristy Malecha, Special Ed EA at Greenvale Park, add Club Leader for up to 4 hours/week with Community School at Greenvale Park, effective October 21, 2019, through June 5, 2020; \$21.55/hr.
33. Tonya Merritt, KidVentures Site Leader for 40 hours/week at Sibley, change to KidVentures Site Leader for 30 hours/week at Bridgewater, effective September 3, 2019.
34. Peggy Mills, KidVentures Site Assistant for 21 hours/week at Sibley, change to KidVentures Site Assistant for 23.5 hours/week at Sibley, effective September 3, 2019.
35. Beth Momberg, Special Ed EA PCA for 33.75 hours/week at the ALC, change to Special Ed EA PCA for 33.5 hours/week at Longfellow, effective October 7, 2019, through June 10, 2020.
36. Ed Muniak, 1.0 FTE Science Teacher at the Middle School, add an overload for science at the Middle School, effective September 3, 2019, through June 5, 2020.
37. Carol Nick, EarlyVentures Teacher for 20 hours/week at Longfellow, change to EarlyVentures Teacher for 35 hours/week at Longfellow, effective September 3, 2019.
38. Patricia Rogne, ECFE Teacher, Screener, at the NCRC, increase hours to 25 hours/week at the NCRC, effective September 16, 2019.
39. Heather Ryden, MTSS Instructional Coach at Greenvale Park, add Targeted Services PLUS Teacher for up to 5 hours/week Mon.-Thurs. at Greenvale Park, effective October 7, 2019, through May 7, 2020; Yr. 5-\$27.73/hr.
40. Katie Schuman, EarlyVentures Teacher for 30 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at Longfellow, effective September 3, 2019.
41. Chris Scoville-Riazi, .5 FTE Art Teacher at the ALC, add an additional section of Art for a total of .83 FTE at the ALC, effective September 25, 2019, through June 8, 2020.

42. Deb Seitz, Special Ed Teacher at the Middle School, add Assistant Speech Advisor at the Middle School, effective October 8, 2019, through June 6, 2020; Level L, Step 1
43. Robyn Spillman, KidVentures Site Assistant at Greenvale Park, change to KidVentures Site Assistant at Bridgewater, effective September 3, 2019.
44. Robyn Spillman, Special Ed EA PCA at the Middle School, add Special Ed EA PCA Extracurricular and Nonacademic Support with the District, effective September 23, 2019, through June 5, 2020.
45. Pam Taubman, KidVentures Site Assistant for 17.5 hours/week at Sibley, change to KidVentures Site Assistant for 23.5 hours/week at Greenvale Park, effective September 3, 2019.
46. Diane Torbenson, MTSS Instructional Coach at Greenvale Park, add Targeted Services PLUS Teacher for up to 5 hours/week Mon.-Thurs. at Greenvale Park, effective October 21, 2019, through May 7, 2020. Yr. 7-\$27.73/hr.
47. Ellen Trotman, EL Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 5 hours/week Mon.-Thurs. at Greenvale Park, effective October 21, 2019, through May 7, 2020. Yr. 5-\$27.73/hr.
48. Arlene Tuma, EA with Community Services, add Targeted Services PLUS Site Assistant for up to 6 hours/week Mon.-Thurs. at Greenvale Park, effective October 7, 2019, through June 5, 2020. Step 4-\$14.49/hr.
49. Arlene Tuma, EA with Community Services, add Community School Evening Site Assistant for up to 6 hours/week at Greenvale Park, effective October 1, 2019, through June 5, 2020. Step 4-\$14.49/hr.
50. Lisa Williams, Special Ed EA PCA for 7.22 hours/day at Longfellow, change to Special Ed EA PCA for 6.52 hours/day at Longfellow, effective September 4, 2019, through June 10, 2020.
51. Sarah Woodcock, EarlyVentures Teacher for 39.5 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at Longfellow, effective September 3, 2019.
52. Mark Ensrud, Guidance Counselor at the High School, add an overload for Career/Technology Education Coordination with the District, effective 09/03/2019-06/05/2020.

c) Leave of Absence

1. Stefanie Bothun, Music Teacher with the District, Family/Medical Leave of Absence for Childcare, effective on or about March 27, 2020, through the remainder of the 2019-2020 school year.
2. Dolly Larsen, Special Ed EA PCA at Sibley, Family/Medical Leave of Absence, effective September 26, 2019, through October 4, 2019.
3. Jacob Odell, Special Ed EA PCA at the High School, Leave of Absence for the remainder of the 2019-2020 school year due to obtaining a Worked Based Learning Position with the District, effective once obtaining License.
4. Kathy Wiertsema-Miller, Guidance Counselor at the High School, Unpaid Leave of Absence for four years beginning with the 2020-2021 school year.

d) Retirements/Resignations/Terminations

1. Logan Garry, KidVentures Site Assistant, Declined Position, effective September 19, 2019.
2. Antonio Gonzales, Recreation Position, Declined Position, effective September 4, 2019.
3. Vernon Green, Recreation Position, Declined Position, effective September 4, 2019.
4. Luke Halloran, Recreation Position, Declined Position, effective September 4, 2019.
5. Marcel Morris, Recreation Position, Declined Position, effective September 9, 2019.
6. Gannon Odierno, Recreation Position, Declined Position, effective September 9, 2019.

C. Gift Agreements

- \$13,324.99 for general classroom supplies from Bridgewater Booster Club

VII. Superintendent's Report

A. Items for Individual Action

1. Request to Hire Additional Non-Licensed Special Education EA/PCA. On a motion by Hardy, seconded by Iverson, the Board approved the proposal from Director of Special Services Cheryl Hall to hire additional non-licensed special education EA/PCA at a projected cost of \$70,640 with approximately 55% of the salary reimbursed through special education revenue for a net cost of \$50,707.
2. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. On a motion by Iverson, seconded by Quinnell, the Board approved the Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson and Pritchard. No one voted 'no.' Motion carried.
3. Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours during which the Polling Places will Remain Open for Voting for School District Elections Not Held on the Day of a

Statewide Election. On a motion by Baraniak, seconded by Iverson, the Board approved the Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours during which the Polling Places will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson and Pritchard. No one voted 'no.' Motion carried.

VIII. Items for Information

- A. Enrollment Report. Dr. Hillmann reviewed the October 2019 enrollment report. Full-time student enrollment is reported at 3,953.
- B. Construction Update #15. Dr. Hillmann provided an update on the District's construction projects and the Sibley Elementary renovation bid opening on October 15, 2019.
- C. Community Neighborhood Meeting is scheduled Wednesday, October 16, 2019 at 4:30 p.m. in the Media Center at Greenvale Park Elementary School.
- D. World's Best Workforce is scheduled Monday, October 28, 2019 at 6:15 p.m. in the HS Media Center.
- E. Retired Educators' Luncheon is scheduled Wednesday, October 30, 2019 at Ruth's On Stafford. Doors open at 11:30 a.m.
- F. National Merit Reception is scheduled Tuesday, November 12, 2019 at 6:00p.m. in the HS Media Center.

IX. Future Meetings

- A. Monday, October 21, 2019, 5:00 PM, Special Board Meeting, NHS Media Center
- B. Monday, October 28, 2019, 6:15 PM, World's Best Workforce Presentation, NHS Media Center
- C. Monday, October 28, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- D. Tuesday, November 12, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 8:51 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

October 21, 2019

Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Special meeting of the Northfield Board of Education of Independent School District 659 to order at 5:00 p.m. Present: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak and Pritchard. Absent: Iverson.
- II. Approval of Agenda/Table File
On a motion by Goerwitz, seconded by Quinnell, the Board approved the Agenda.
- III. Public Comment
Public comment was given by Michael Grieger, 2730 Brockman Court, regarding the use of social media by a board member.
- IV. Superintendent's Report
 - A. Items for Individual Action
 1. Sibley Bid Approval. On a motion by Baraniak, seconded by Hardy, the Board approved contracts to be issued to the bidders presented for Sibley Elementary at a cost of \$5,270,005, as well as approval for the General Conditions fee of \$518,222, the Construction Contingency of \$425,000, and the Special Inspections & Testing for Chosen Valley for \$13,114 as presented.
- V. Adjournment
On a motion by Stratmoen, seconded by Goerwitz, the Board adjourned at 5:15 p.m.

Noel Stratmoen
School Board Clerk

Overnight Student Field Trip Proposal
For the
Alternative Learning Center

Date of Proposal: October 21st, 2019

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

Destination: Tofte, MN and BWCA

Dates: June 8th--June 12th

Itinerary:

June 8th - 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 9th - We will go to Sawbill outfitters, get our gear and hopefully be on the water by 10:a.m

June 10th -Canoe all day, finding a site for the evening.

June 11th

Canoe for a second full day, finding another site for evening.

June 12th 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 Eric McDonald

Time Commitment for Planning: This will be our 16^h 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

Gas	\$ 150.00
Groceries	\$ 275.00
Sawbill Outfitter	\$ 900.00
Film Development	\$100.00
<u>BWCA & campground fees</u>	<u>\$125.00</u>
	\$1550.00

Instructional Salary

Appx \$4200

Funding Sources Pop machine profits, other grants we will be pursuing and 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.

**OFFICE OF THE SUPERINTENDENT**

1400 Division Street South

Northfield, MN 55057

PH 507.663.0629

www.northfieldschools.org

October 23, 2019

Board of Education

REQUEST FOR APPROVAL: UNIVERSITY OF MINNESOTA ADJUNCT FACULTY APPOINTMENT

I have been asked to join the adjunct faculty at the University of Minnesota's College of Education and Human Development beginning in January 2020. I will be teaching coursework for aspiring educational leaders seeking school administrative licensure.

My contract indicates I need Board approval to formally accept this appointment. Adjunct faculty are compensated based on the University of Minnesota's policies governing pay and benefits. Adjunct faculty teach one or two courses per year. Prior to accepting the position as Superintendent, I taught as an adjunct faculty member at Minnesota State University, Mankato, and Concordia University - St. Paul. Teaching graduate coursework for aspiring school leaders is a passion of mine and makes me a better administrator.

I am requesting the Board authorize me to accept this adjunct faculty appointment at the University of Minnesota for the course beginning in January and for up to two (2) future courses per year. Thank you for considering this request.

A handwritten signature in blue ink that reads "Matt Hillmann".

Matt Hillmann, Ed.D.
Superintendent of Schools

MEMO TO: Dr. Matt Hillmann
 Board of Education

FROM: Chris Neset

DATE: October 24, 2019

RE: 2019-2020 Enrollment Options Report

Northfield Public Schools has 419 students attending our schools from other school districts this school year compared to 403 last year. 792 Northfield students are attending school elsewhere, including other public schools (227), charter schools (262), home schools (150) and non-public schools (153). Last year 780 students attended school elsewhere.

Northfield Students Going To Non-Public Schools:

	2018-19	2019-20
Academy for the Deaf/Blind	3	3
AGAMIM Classic	1	
Bethany Academy	1	
Bethlehem Academy	5	2
Blake School		
Bloomington Lutheran		4
Chesterton Academy	1	2
Christian Heritage-Rosemount	2	
Christian Life-Farmington	2	1
Divine Mercy Catholic	7	3
Eagle Ridge Academy		2
First Baptist-Rosemount	1	
Good Shephard	2	3
Hollandale Christian		2
Holy Cross Catholic	5	4
Holy Family Academy		3
Life Academy	3	
Minnehaha Academy	1	1
MN Autism Center		1
Montessori		1
Owatonna Christian	1	1
Shattuck-St. Mary's	3	4
St. Croix Lutheran		2
St. Dominic's	104	108
St. Thomas Academy	1	1
United Christian Academy		3
Valley Cross	2	2
Total Non-Public Public Schools	145	153
Northfield Students		

Northfield Students Going To Home School:

	2018-19	2019-20
Grade K	9	8
Grade 1	8	11
Grade 2	12	15
Grade 3	8	12
Grade 4	13	13
Grade 5	9	12
Grade 6	15	12
Grade 7	10	16
Grade 8	15	13
Grade 9	9	14
Grade 10	9	8
Grade 11	6	9
Grade 12	14	7
Total Home School	137	150
Total Families	59	74

Northfield Students Going To Charter Schools:

	2018-19	2019-20
Arcadia	95	86
Blue Sky	2	1
Cannon River STEM	5	4
Discovery School		1
Fit Academy	1	1
MTCS Connections	14	13
Nerstrand Charter	8	5
Prairie Creek	152	150
St. Paul Conservatory	1	1
Total Charter Schools	278	262
Non Resident Students In		

	Out 2018- 19	2019- 20	2018-19	2019-20
Anoka-Hennepin	1			
Austin		1		
Bloomington				1
Brooklyn Center	2	1		
Burnsville	4	5	1	2
Cambridge-Isanti			1	1
Cannon Falls	13	2	14	11
Cannon Valley Spec Ed	22	21		
Dakota County Spec Ed	3	1		
Duluth	1			
Edina	1	1		
Faribault	5	8	266	293
Farmington	19	22	19	14
Fergus Falls	2			
Fridley			1	
Hastings	1	1	1	
Hopkins			1	
Houston	3	3		
Intermediate 287	2	2		
Jordan		2		
Kenyon-Wanamingo	3	6	17	24
Lake Superior				1
Lakeville	25	24	11	6
Medford				1
Meeker/Wright		1		
Minneapolis	1	1	2	
NE Metro	1			
New Dominion	1	2		
New Prague	30	34	19	11
Owatonna		1	4	
Randolph	59	72	19	22
Richfield			1	
Rochester		2	1	
Rosemount-Apple Valley-Eagan	6	4	1	1
S Plains Ed Coop	1			
Shakopee		1		
Sibley East-Arlington	1			
SW Metro		1		
St. Paul	1			
Tri City United	6	7	21	27
Waseca			1	
Waterville-Elysian-Morristown			2	4
West St Paul	3			
Worthington	3	1		
Totals	220	227	403	419