## INDEPENDENT SCHOOL DISTRICT NO. 659 REGULAR SCHOOL BOARD MEETING

Monday, September 11, 2023  $\sim$  6:00 p.m.  $\sim$  Regular Board Meeting Northfield District Office Boardroom Zoom Link

### **AGENDA**

- 1. Call to Order
- 2. Agenda Approval/Table File
- 3. Public Comment
- 4. Announcements and Recognitions
- 5. Items for Discussion and Reports
  - a. Elementary Schools' Continuous Improvement Plan
  - b. High School Continuous Improvement Plan
  - c. District Safety Drill Update
- 6. Consent Agenda
  - a. Minutes
  - b. Gift Agreements
  - c. Boys Track & Field Non-Exclusive Cooperative Sponsorship with Arcadia Charter School
  - d. Personnel Items
- 7. Items for Individual Action
  - a. Superintendent's Areas of Focus 2023-2024
- 8. Items for Information
  - a. Right to Read Screening
  - b. Northfield International Day of Peace
- 9. Future Meetings
  - a. Monday, September 25, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, October 9, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Monday, October 23, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- 10. Adjournment

## NORTHFIELD PUBLIC SCHOOLS MEMORANDUM

Monday, September 11, 2023 ~ 6:00 p.m. ~ Regular Board Meeting Northfield District Office Boardroom Zoom Link

TO: Members of the Board of Education FROM: Matthew Hillmann, Ed.D., Superintendent

RE: Explanation of Agenda Items for Monday, September 11, 2023, Regular School Board Meeting

- 1. Call to Order
- 2. Agenda Approval/Table File
- 3. Public Comment

Public comment for this school board meeting may be made in person at the beginning of the meeting and must comply with the district's public comment guidelines.

- 4. Announcements and Recognitions
- 5. Items for Discussion and Reports
  - a. <u>Elementary Schools' Continuous Improvement Plan</u>. Elementary School Principals Nancy Antoine, Scott Sannes, and Sam Richardson will present to the board the continuous school improvement plan for the elementary schools. The presentation will include a progress report on the goals set for the 2022-2023 school year as well as new goals set for the 2023-2024 school year.
  - b. <u>High School Continuous Improvement Plan</u>. High School Principal Shane Baier and Assistant Principals Becca Bang and Rico Bohren will present to the board the continuous school improvement plan for the high school department. The presentation will include a progress report on the goals set for the 2022-2023 school year as well as new goals set for the 2023-2024 school year.
  - c. <u>District Safety Drill Update</u>. Superintendent Hillmann will review the state-required safety drills and lead a discussion on the district's "duck and cover" drill as required by new legislation.
- 6. 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 August 28, 2023.
- b. <u>Gift Agreements</u>. Gift agreements to be approved are attached.
- c. <u>Boys Track & Field Non-Exclusive Cooperative Sponsorship with Arcadia Charter School</u>. The board is requested to approve the non-exclusive cooperative sponsorship with Arcadia Charter School for boys track and field beginning with the 2023-2024 school year.

### d. Personnel Items

- i. Appointments
  - 1. Elijah Allen, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours, effective 9/6/2023 through 5/31/2024. \$15.75/hour.
  - 2. Wilberto Arenas, Assistant Boys Soccer Coach at the High School for 2.5 hours/day, effective 8/14/2023 through 11/15/2023. \$4,844.
  - 3. Alix Bettin, On-call KidVenture Site Assistant over the summer, change to KidVenture Site Assistant for up to 15 hours/week at Greenvale Park, effective 9/5/2023.
  - Sherri Boese, Special Education EA/PCA bus route for 5 hours/week, effective 9/11/2023. Step 4, \$18.05/hour + prorated PCA stipend.
  - 5. Riley Butcher, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours/day, effective 9/6/2023. \$15.75/hour.
  - Alijah Cruel, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours, effective 9/6/2023 through 5/31/2024. \$15.75/hour.
  - 7. Tyler Dimond, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours, effective 9/6/2023 through 5/31/2024. \$15.75/hour.

- 8. Daniel Dupay, 8th grade Assistant Football Coach at the Middle School, effective 9/5/2023. \$2,691, plus step
- Sean Finger, 9th Grade Football Coach at the High School for 2.5 hours/day, effective 8/23/2023. \$4,306 stipend.
- Gabriel Fisher-Navarro, Recreation Instructor Assistant or Swim Assistant, effective 9/16/2023 through 5/31/2024. \$14.25/hour.
- 11. Ana Gallego, Special Education EA/PCA at Greenvale Park, add KidVenture Site Assistant on Tuesdays for 1.5 hours/week.
- 12. Giovanni Green, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.5 hours/day, effective 9/6/2023 through 5/31/2024. \$15.75/hour.
- 13. Jacob Halek, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours/day, effective 9/6/2023. \$15.50/hour.
- 14. Matthew Hestorff, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours/day, effective 9/6/2023 through 5/31/2024. \$15.75/hour.
- 15. Grant Hutton, Recreation Site Supervisor as needed, effective 9/1/2023 through 5/31/2024. \$15.00/hour.
- 16. Kimberly Koahut, Community School Site Leader at Greenvale Park, effective 9/11/2023, Step 2, \$22.38/hour.
- 17. Jay Kuivinen, Recreation Lifeguard, effective 9/1/2023 through 5/31/2024. \$15.25/hour.
- Grade LaCanne, Recreation Instructor Lead or Swim Lead, effective 9/16/2023 through 5/31/2024.
   \$15.25/hour.
- 19. Cooper Long, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours/day, effective 9/6/2023 through 5/31/2024. \$15.75/hour.
- 20. Elijah Paton, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours/day, effective 9/6/2023. \$15.75/hour.
- 21. Lorenzo Riley-Combs, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours/day, effective 9/6/2023 through 5/31/2024. \$15.75/hour.
- 22. James Ryan, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours/day, effective 9/6/2023 through 5/31/2024. \$15.75/hour.
- 23. Bryon Sauvy, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours/day, effective 9/6/2023. \$15.75/hour.
- 24. Grant Selchow, Recreations Instructor Assistant or Swim Assistant as needed, effective 9/1/2023 through 5/31/2024. \$14.25/hour
- 25. William Skemp, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours/day, effective 9/6/2023 through 5/31/2024. \$15.75/hour.
- 26. Deonta Thomas, Recreation Instructor Lead or Swim Lead, Monday/Thursday for 2.25 hours/day, effective 9/6/2023 through 5/31/2024. \$15.75/hour.
- 27. Veronica Thomas, Special Education EA/PCA at Spring Creek for 4.38 hours/day, effective 9/5/2023. Step 4, \$18.05/hour, plus prorated PCA stipend.
- 28. Martavia Thrower, Recreation Instructor Lead/Swim Lead, effective 9/6/2023, \$15.75/hour.
- 29. John Watkins, Recreation Building Supervisor, effective 9/11/2023 through 5/31/2024. \$18.39/hour.
- 30. Nic Zabel, Assistant Boys Basketball Coach at the High School for 2.5 hours/day, effective 11/20/2023 through 3/15/2024. \$5,383 Stipend.

### ii. Increase/Decrease/Change in Assignment

- 1. Trish Beacom, Early Ventures Teacher at NCEC for up to 40 hours/week, change to Early Venture teacher at NCEC for 40 hours/week.
- 2. Amy Boecker, Special Education EA/PCA at NCEC, add KidVenture Site Assistant at Greenvale Park for 7.25 hours/week, effective 9/5/2023.
- 3. Amelia Brandt, KidVenture Site Assistant at Spring Creek for up to 40 hours/week, change to KidVenture Site Assistant at Bridgewater for up to 26 hours/week, effective 9/5/2023.
- 4. Haanah Braun, EarlyVenture Site Assistant at the NCEC for up to 40 hours/week, change to EarlyVenture Site Assistant for 40 hours/week, effective 8/28/2023.
- 5. Valorie Carter, General Education EA at Bridgewater for 2.0 hours/day, ending 6/9/23, change to General Education EA at Bridgewater for 2.0 hours/day ongoing, effective 8/28/23.
- 6. Katie Casson, 1.0 FTE German Teacher at the High School, add a ½ overload in lieu of prep period for the 2023-2024 school year, 173 days.
- Vicky Chlan, 1.0 FTE Math Teacher at the High School, add Ski Club Chaperone, effective 8/23/2023 through 5/31/2024. \$500 Stipend.
- 8. Anita Corwin, EarlyVenture Site Assistant at the NCEC for up to 40 hours/week, change to EarlyVenture Site Assistant at the NCEC for 40 hours/week.
- 9. Lindsey Dietiker, CNA III at Spring Creek for 6.5 hours/day, change to Child Nutrition Manager I at Greenvale Park for 8 hours/day, effective 8/28/2023. Salary changes from \$25.24/hour to \$26.54/hour.
- Claire Edwards, Special Education EA/PCA for 7.0 hours/day and KidVenture Site Assistant for up to 40 hours/week at Spring Creek, change to Special Education EA/PCA at Spring Creek for 7 hours/day and KidVenture Site Assistant on call as needed, effective 9/5/2023.

- 11. Julie Erickson, EarlyVenture Teacher for up to 40 hours/week at the NCEC, change to EarlyVenture Teacher for 40 hours/week at the NCEC, effective 8/28/2023...
- 12. Ilana Forsgren, CNA I at Greenvale Park for 3.75 hours/day, add KidVenture Site Assistant at Bridgewater for up to 8.5 hours/week, effective 9/5/2023. Step 4 \$16.35/hour.
- 13. Sara Gerdesmeier, EarlyVenture Site Assistant at the NCEC for up to 40 hours/week. Change to Early Venture Site Assistant for 40 hours/week at the NCEC, effective 8/28/2023.
- 14. Leah Grisim, Girls Soccer Coach at the Middle School due to lack of participants, the girls soccer program will not run for the 2023-24 school year. Leah has been reassigned to coach boys soccer at the Middle School, effective 9/5/2023 through 11/15/2023.
- 15. Mariah Grisim, KidVenture Site Assistant at Spring Creek and Early Venture Teacher at NCEC, change to an on-call status for both KidVenture and Early Venture programs, effective 8/28/2023.
- Grant Hutton, Recreation Site Supervisor, add Instructor Assistant/Scorekeeper, effective 8/31/2023. Step 2, \$14.25/hour.
- 17. Kailyn Ims, KidVenture Site Assistant at Spring Creek for up to 40 hours/week, change to Kid Venture Site Assistant for 15 hours/week at Bridgewater, effective 9/5/2023.
- 18. Monica Irwin, Special Education Teacher and EA/PCA at Greenvale Park, change EA/PCA hours from 3.55 hours/day to 3.80 hours/day, effective 9/5/2023.
- 19. Jill Keeley, EarlyVenture Teacher at the NCEC for up to 40 hours/week, change to EarlyVenture Teacher at the NCEC for 40 hours/week, effective 8/28/2023.
- 20. Rylie Lager, KidVenture Site Assistant at Spring Creek on an on-call basis, change to KidVenture Site Assistant for up to 15 hours/week at Bridgewater, effective 9/5/2023.
- 21. Briana Lanham, KidVenture Site Assistant at Spring Creek for up to 40 hours/week, change to KidVenture Site Assistant at Spring Creek for 28.5 hours/week, effective 9/5/2023.
- 22. Quinn Line, KidVenture Site Assistant at Spring Creek for up to 40 hours/week, change to Site Assistant at Spring Creek for up to 28.5 hours/week, effective 9/5/2023.
- 23. Jody Matthews, CNA I at Spring Creek for 3.25 hours/day, change to CNA III at Spring Creek for 6.50 hours/day, effective 9/1/2023. \$25.24/hour.
- 24. Tonya Merritt, KidVenture Site Lead at Spring Creek for up to 40 hours/week, change to KidVenture Site Lead at Bridgewater for 35 hours/week, effective 9/5/2023.
- 25. Lacey Neuman Bissonnette, KidVenture Site Lead on call as needed at Spring Creek Elementary, change to KidVenture Site Lead at Greenvale Park for 35 hours/week, effective 9/5/2023.
- 26. Belen Ocampo, EarlyVenture Teacher at the NCEC for up to 40 hours/week, change to EarlyVenture Teacher at the NCEC for 40 hours/week, effective 8/28/2023.
- 27. Nicole Rasmussen, KidVenture Site Assistant for up to 40 hours/week at Spring Creek and Bridgewater, change to KidVenture Site Assistant for up to 10 hours/week at Bridgewater, effective 9/5/2023. Nicole also works at Bridgewater as a Special Education EA/PCA.
- 28. Kelli Rehbein, EarlyVenture Teacher at the NCEC for up to 40 hours/week, change to EarlyVenture Teacher for 40 hours/week, effective 8/28/2023.
- 29. Angie Schewe, Early Venture Teacher at the NCEC for 40 hours/week, change to Early Venture Teacher on call as needed with both Early Ventures and KidVentures, effective 8/28/2023.
- 30. Grant Selchow, Recreation Instructor Assistant, add Recreation Site Lead, Step 2, \$15.25/hour.
- 31. Melissa Spitzack, Grade 3 Teacher at Spring Creek, add Recreation Building Supervisor as needed, effective 8/29/2023, \$18.39/hour.
- 32. Veronica Thomas, Special Education EA/PCA at Spring Creek for 4.63 hours/day, add a Special Education EA/PCA bus route for 3 hours/week, effective 9/5/2023 through 6/6/2024.
- 33. Veronica Thomas, Special Education EA/PCA at Spring Creek for 4.63 hours/day and bus route for 3 hours/week, add Special Education EA/PCA at Spring Creek for 4.74 hours/week, effective 9/7/2023.
- 34. Veronica Thomas, Special Education EA/PCA at Spring Creek and bus route EA, add .25 hours/day general education supervisory time, effective 9/5/2023.
- 35. John Watkins, Recreation Building Supervisor, add Recreation Site Supervisor, Step 6, \$16.25/hour, and Game Official, \$30/game, effective 9/6/2023 through 5/31/2024.
- 36. Liz A. Winter, EarlyVenture Teacher at the NCEC for up to 40 hours/week, change to EarlyVenture Teacher for 40 hours/week, effective 8/28/2023.
- 37. Cori Yamry, Middle School Girls Volleyball Coach, due to lack of participants, the program will not run for the 2023-24 school year.

### iii. Leave of Absence

 Stacey Garry, Special Education EA/PCA at Spring Creek, medical leave of absence beginning on 8/30/23 and extending on an intermittent basis through the 2023-24 school year.

#### iv. Retirements/Resignations/Terminations

- 1. Josephine Beacom, KidVentures Site Assistant, resignation effective 8/23/2023.
- 2. Patrick Bullard, Mail Delivery Driver, retirement effective 11/10/2023.
- Danielle Donkers, Special Education EA/PCA at Bridgewater, declined position effective 8/29/2023.

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

#### 7. Items for Individual Action

a. <u>Superintendent's Focus Areas 2023-2024</u>. The board is asked to approve Superintendent Dr. Hillmann's 2023-2024 Focus Areas as presented at the August 28, 2023 school board meeting.

**Superintendent's Recommendation**: Motion to approve Superintendent Dr. Hillmann's 2023-2024 Focus Areas as presented.

#### 8. Items for Information

- a. <u>Right to Read Screening</u>. On Wednesday, September 20 at 6:00 p.m. the Northfield Public Library will host a screening of the documentary *Right to Read*, a film about teaching children using the science of reading and as it related to equity in education. A discussion with Superintendents Hillmann will follow the film.
- b. Northfield International Day of Peace. The United Nations International Day of Peace is celebrated annually around the world on September 21. This year's Northfield observance and celebration will be held on Thursday, September 21, from 5-7 pm in Central Park/Weitz Center sponsored by the Stassen Fund from Carleton College and Cannon Valley Friends Meeting in collaboration with over 25 local organizations and individuals. There will be a short program from 5:45-6:15. The theme for the 2023 International Day of Peace is Actions for Peace.

### 9. Future Meetings

- a. Monday, September 25, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- b. Monday, October 9, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- c. Monday, October 23, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom

#### 10. Adjournment



## Elementary Schools School Improvement Plan 2023-24

Presented to the Board on 09.11.2023

### Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the district's strategic plan, that inspire action and align efforts for student growth and achievement.

### 2022-23 Key Reflections, Student Stories, and Highlights

- Key Reflection, Student Story, or Highlight No. 1 MCA Data Shows Strong Proficiency Rates and Growth for all schools
- Key Reflection, Student Story, or Highlight No. 2 STAR Math and Reading Success and SEL Screener Implementation (Next Steps for Social Worker, Parent Contacts, Behavior Coaches, Interventions, Fernbrook)
- Key Reflection, Student Story, or Highlight No. 3 Kindergarten Results Across Demographic Groups and Early Childhood Success

## 2023-24 School Improvement Plan Goals and Progress Monitoring

All goals are written to equitably serve every student. Buildings are required to have a goal(s) for the People (Using employee or parent experience survey results), Learner Outcomes, and Equity strategic commitments every year. Building goals in Communication, Stewardship, and Partnerships are optional each year. Buildings will include actions steps intended to achieve the SMART goal and a plan for monitoring progress over the course of the school year.

SMART Goals			
SMART Goals and Action Steps	Strategic Commitment Alignment	Building SMART Goal Progress Monitoring Plan	
SMART Goal: 80% of students will reach the Star CBM grade level benchmark for fluency quarterly.  SIP Goal Chart for K-5  Action Steps:  • Teachers will implement curriculum with pacing guidelines from summer work teams  • Interventions (Title 1 and ADSIS) will be provided for students not meeting grade level benchmarks  • All three schools have Reading Corps tutors  • Guided Phonics - Kindergarten  • Bridge2Read Implementation Grades 1-3  • 95% Phonics for Grades 4-5  • Rocket Math Online for Fact Fluency	☐ Learner Outcomes ☐ Equity ☐ People ☐ Communications ☐ Stewardship ☐ Partnerships	Quarterly CBM results will be monitored.	
SMART Goal: The percentage of families indicating strongly agree, for the statement, "I receive positive notes, phone calls and emails about my child" will increase by 0.1 at each school from 2023 to 2024.	☐ Learner Outcomes ☐ Equity ☑ People ☐ Communications ☐ Stewardship	Attendance Tracking Conference Attendance	

Bridgewater: 4.14 Greenvale Park: 3.73 Spring Creek: 3.67  Action Steps:  Report Cards sent quarterly this year Weekly Newsletters Informal Conversations Formal conferences/IEP meetings and as needed check ins All staff provide positive communication to ensure each student receives feedback during the year Partnering with Community School for family events (breakfast/dinner) to engage parents early on in the school year.	Partnerships	
SMART Goal: Increase staff knowledge about populations we serve in Northfield Public Schools.	☐ Learner Outcomes ☑ Equity ☐ People	Pre and post-session surveys, session attendance rosters, and session
Action Steps:  • Virtual Field Trip  • Panel of Local Residents  • Family Navigator Resources  • Follow up questions and reflection activities	Communications Stewardship Partnerships	reflections.

## Summary

Strong MCA results show growth in specific grade levels. District scores for the elementary schools in reading, math and science exceed state average. More teachers completing the LETRS training and grade levels having quarterly fluency based goals contributed to our success. District work teams and building literacy and math leads have continued to provide leadership for all elementary schools. Increased efforts at the Early Childhood program level resulted in higher levels of Kindergarten readiness this past year. The new SSIS social/emotional screener was successfully implemented in 2022-23 to help connect students to needed supports. Post-pandemic, primary grades are generally performing above national averages and are more consistent with or higher than past historical performance.

# Elementary Schools

2023-24 School Improvement Plan Report September 11, 2023



# **Strategic Plan**

## **VISION**

We prepare **every** student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

## Reaching Out, Reaching Up:





We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

#### BENCHMARKS











All employees

report satisfaction



All parents report

collective impact consortium











#### STRATEGIC COMMITMENTS



We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



We ensure that every child has a fair opportunity to reach their full potential.



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



#### **Partnerships**

We seek community partnerships that accelerate student achievement of district benchmarks.

# **Strategic Commitments**





## People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



## Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



# Equity

We ensure that every child has a fair opportunity to reach their full potential.



## Communication

We communicate effectively and transparently with all stakeholders.



## Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



## **Partnerships**

We seek community partnerships that accelerate student achievement of district benchmarks.

# **District Benchmarks**

All children are ready for kindergarten.

All students exhibit

physical, social and

emotional well-being.

All students are connected to the community. All students have a

connection with a

their parents as

middle school.

they transition to

caring adult beyond

All students have interests, goals and a vision for the future by

All students are at grade level in reading All students graduate and mathematics by from high school with the end of third and a plan to reach their full potential. sixth grades.

> The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability.

All employees report satisfaction in the workplace.

All parents report satisfaction with their children's educational experience.

the end of eighth grade.

Community education provides relevant and accessible learning opportunities for all residents.

Mote: The first sever beachmake. are aligned with the language identified by Northfield Promise. a collective impact consortium of 20 community organizations committed to helping Northfields. youth thrive from cradle to career

# School Improvement Plan Purpose

- Establish a clear set of shared goals
- Align with the district's strategic plan
- Inspire action
- Align efforts

...to prepare every student for lifelong success!



## 2022-23 Key Reflections, Stories, and Highlights



- MCA
- STAR CBM and SSIS
- Kindergarten Readiness



- Grade Level Results Students in grades K-5 met or exceeded 80% on 10 of the 15 measures. The other five measures were within several percentage points of the goal.
- The SSIS was delivered to 100% of eligible students.
- Staff created action plans for individual students based on SSIS results.





2022-2023 Elementary SIP Goal Results				
Grade Level	Subject	SIP Goal Quarter 4 Assessment	Spring Proficiency	
Kindergarten	Reading	Letter Names	88%	
		Letter Sounds	92%	
	Math	Number Recognition	92%	
First Grade	Reading	Expressive Nonsense Words	91%	
		Oral Reading Fluency	88%	
	Math	Addition to 10	94%	
Second Grade	Reading	Expressive Nonsense Words	78%	
		Oral Reading Fluency	78%	
	Math	Subtraction from 10	86%	
Third Grade	Reading	Oral Reading Fluency	89%	
	Math	Multiplication to 100	95%	
Fourth Grade	Reading	Oral Reading Fluency	80%	
	Math	Multiplication to 100	73%	
Fifth Grade	Reading	Oral Reading Fluency	75%	
	Math	Multiplication to 100	75%	



- All three schools will be Community School sites with programming being introduced at Spring Creek and Bridgewater in 2022-23.
- Participation goals are listed for the three schools:
  - 75% of students attend at least one Community School event
  - 25% of students meet the MDE target of 50+ hours in the school year







- The attendance at all three sites did not meet the goals set for Community School programming.
  - For the goal of 75% of students attend at least one Community School event: BW-64%, GVP-61%, SC-35%.
  - For the goal of 25% of students meet the MDE target of 50+ hours in the school year: BW-18%, GVP-12%, SC-9%



## Anti-Racism Goal:

- 100% of staff will complete a self-reflection tool about equity practices in their specific area.
- A list of culturally appropriate resources will be provided to grade level teachers to use with students during Social Emotional Learning time to ensure every child feels represented.
- Staff and students will address 100% of racist behaviors/comments within one school day, and we will work together to stand up and support others.

Staff were provided with the self-reflection tool and district bookmark with reflection questions on equity practices.

Staff received training in February during professional development sessions.

This work continues with school media centers and classrooms accessing culturally appropriate resources to ensure all students are represented.



## **Employee Engagement Goal**

- At each school, the score for the question "My principal/supervisor consults me on the decisions that affect my job" will increase by 0.2 from spring 2022 to spring 2023.
- The score increased by 0.1 from 2022 to 2023. This goal was not met this year and more work will be done to better provide opportunities for input on decisions that affect employees' jobs in 2023-24.





## 2023-24 SIP Goals

- Reading and Math
  - 80% of students will reach the Star CBM grade level benchmark for fluency quarterly. <u>SIP Goal Chart for K-5</u>
- Family Engagement
  - The percentage of families indicating strongly agree for the statement "I receive positive notes, phone calls and emails about my child" will increase by 0.1 from 2023 to 2024.
- Equity
  - Increase staff knowledge about populations we serve in Northfield Public Schools.



# 2023-24 SIP Action Steps

## Reading and Math

## **Action Steps:**

- Teachers will implement curriculum with pacing guidelines from summer work teams
- Interventions (Title 1 and ADSIS) will be provided for students not meeting grade level benchmarks
- All three schools have Reading Corps tutors
- Guided Phonics | Kindergarten
- Bridge2Read Implementation | Grades 1-3
- 95% Core Phonics | Grades 4-5
- Rocket Math Online for Fact Fluency | Grades 1-5



# 2023-24 SIP Action Steps

## Family Engagement

## **Action Steps:**

- Report Cards sent quarterly this year
- Weekly Newsletters
- Informal Conversations
- Formal conferences/IEP meetings and as needed check ins
- All staff provide positive communication to ensure each student receives feedback during the year
- Partnering with Community School for family events (breakfast/dinner) to engage parents early on in the school year.



# 2023-24 SIP Action Steps

## **Equity**

## **Action Steps:**

- Virtual Field Trip
- Panel of Local Residents
- Family Navigator Resources
- Follow up questions and reflection activities



# 2023-24 SIP Goal Progress Monitoring Plan

- Quarterly CBM Tracking for Reading and Math
- Conference Attendance, Event Attendance and Family Contact Log
- Sessions Provided and Staff Attendance



## Thank You and Questions









## Northfield High School School Improvement Plan 2023-24

Presented to the Board on 09.11.2023

#### **Purpose**

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the district's strategic plan, that inspire action and align efforts for student growth and achievement.

## 2022-23 Key Reflections, Student Stories, and Highlights

#### Credit Attainment

- Our staff is committed to the work of creating high quality core instruction and responsive systems of support to
  ensure all students are learning at high levels.
- o In 2022-23, the percentage of FRP students on track for graduation increased from 73% to 75%.
- o In 2022-23, the percentage of non-FRP students on track for graduation increased from 87% to 93%.
- The high school team will be using high impact teaching strategies (HITS) in support of PLC goals.
- There is often a correlation between school attendance and academic success in the NHS data.
- Overall 92% attendance rate in 2022-23. We are seeking to reduce the number of students meeting the chronically absent criteria from 26% to 20%
- Our Credit recovery system during the school year and in the summer provided excellent opportunities for students to
  make up credits. During the 2022-23 school year 87 students recovered 69 high school credits. In Summer School '23,
  141 students earned 128 high school credits.
- Creating a safe and positive learning environment- ODRs (Office Discipline Referrals)
  - When considering the Multi-Tiered System of Support (MTSS) 80-15-5 model as a baseline for evaluating student behavior incidents through office discipline referrals, NHS data is 88-10-2 comparably. The goal is at least 80% of students with 0-1 referrals, no more than 15% with 2-5 referrals and up to 5% with 6 or more referrals. This is a celebration because it highlights that we have excellent systems, staff and students working hard to create a safe and positive place to work and learn.
  - When we view student groups, FRP, EL, special education, these three show a disproportionate number of office
    discipline referrals. It will be our goal to develop more behavior interventions in classrooms and all settings to meet
    the wellness needs of all students.
  - With the most frequently occurring behavior referrals being insubordination, disruptive and disrespectful behavior, the NHS staff will continue to develop strategies to build positive relationships, and continue to utilize restorative practices to help students build relationships, problem solve and develop other pro-social behavior skills such as empathy, respect and self-reflection.

#### • SEL

- Looking at all demographics, teacher's caring and a student having an adult you trust improved from fall to spring; but liking a class or activity went down.
- In the EL student group, most teacher's care went from 60% (very true) in the fall, but went to 51% in the spring. Having a trusted adult, having a class they look forward to, and having an activity or club all stayed about the same.
- In the FRP student group, having at least one class I look forward to dropped from 79% to 74% compared to NHS overall which dropped from 79% to 77%.
- At least one adult I look forward to seeing went from 57% to 66% nearly 10% increase. Nearly 80% looked forward to at least one class this stayed about the same from fall to spring.
- From fall to spring, we went from 61% to 64% that most teachers care about me.

- Attendance
  - Our current focus needs to be at the tier 1. Currently, 26% of our students are "chronically absent" '
  - o 92% of our students attend Northfield HS on a daily basis.
  - Next Steps:
    - Proactively engage students, by providing recognition for positive attendance.
    - Response to chronic and unexcused absences needs to be improved with increased communication and plans for improvement with students and parents.

### 2023-24 School Improvement Plan Goals and Progress Monitoring

All goals are written to equitably serve every student. Buildings are required to have a goal(s) for the People (Using employee or parent experience survey results), Learner Outcomes, and Equity strategic commitments every year. Building goals in Communication, Stewardship, and Partnerships are optional each year. Buildings will include actions steps intended to achieve the SMART goal and a plan for monitoring progress over the course of the school year.

SMART Goals				
SMART Goals and Action Steps	Strategic Commitment Alignment	Building SMART Goal Progress Monitoring Plan		
SMART Goal: In alignment with the district Achievement and Integration Plan: The percentage of 9th through 12th grade FRP students who are credit deficient and not on track for graduation within 4 years will decline from 27% in 2022, to 13% or less in 2025.  (2023 Data: 25% of FRP and 7% of NFRP students are credit deficient)  Action Steps:  • Weekly PLCs focused on student learning and core instruction  • Differentiated professional development plan utilizing the High Impact Teaching Strategies (HITS)  • Exploration of instructional delivery strategies that will meet the needs of all learners  • Utilizing FLEX to get the academic help they need  • Reteach  • Retest/Test Corrections  • Lab completion  • Self selected study time  • Tier 1 study hall support and credit monitoring  • Timely feedback and grade sharing from teachers  • Norming Skyward and Schoology use in communicating with families	✓ Learner Outcomes ✓ Equity ✓ People ☐ Communications ☐ Stewardship ☐ Partnerships	Progress Monitoring: Mid-Quarter Quarter  Summative: Semester 1 and Semester 2		
SMART Goal: Office discipline referrals will have no more than 5% discrepancy from the demographic representation of each student group enrolled at Northfield High School. Data will be disaggregated by race and specialized programming.  Action Steps:  • Intentionally build the community we desire each	<ul> <li>✓ Learner Outcomes</li> <li>✓ Equity</li> <li>✓ People</li> <li>Communications</li> <li>✓ Stewardship</li> <li>✓ Partnerships</li> </ul>	Progress Monitoring: Quarterly Referrals / Representation  Summative: Semester 1 Referrals / Representation		

<ul> <li>day in our classroom and school.</li> <li>Utilize Restorative Practices to promote positive relationships, resolve conflict and develop social emotional skills.</li> <li>Provide social-emotional and leadership (Raiders L.E.A.D) skill development in CCR and classrooms by teaching self-awareness, empathy, communication skills, decision making, relationship building and conflict resolution</li> </ul>		Semester 2 Referrals / Representation
<ul> <li>SMART Goal: This year, 100% of parents/guardians will receive at least 4 individualized feedback messages from teachers and staff. (email, talking points, schoology, etc) prior to the end of the 4th quarter.</li> <li>Action Steps: <ul> <li>"My Classroom Snapshot" to parents four times per year</li> <li>Ensure the parents of every student at NHS receives at least 4 positive messages throughout the year.</li> <li>Classroom instructors will send emails and be in communication with parents and counselors when students have a D or F in class and/or when there are concerns about mental health, tardies, and unexcused absences.</li> <li>Parents as Partners Meetings at least quarterly to check in on progress and develop actionable solutions.</li> <li>Re-norm the purpose of Schoology and Skyward as communication tools to increase engagement and partnership.</li> </ul> </li> </ul>	☐ Learner Outcomes ☐ Equity ☑ People ☑ Communications ☐ Stewardship ☐ Partnerships	Progress Monitoring: Attendance at Family Engagement Days  Attendance at the quarterly Parents as Partners meetings.  Summative: Positive Communication Tracker Parent Feedback Survey Parents as Partners Meeting attendance and feedback

### Summary

### **Equity in Action:**

Courageous Conversations Training/Protocols for all staff.

Systems reflection using the 6 equity focused questions.

Use of the 5 principles of culturally aware classrooms.

Restorative Practice for conflict resolution, and re-entry meetings.

Utilizing alternatives to suspension strategies as appropriate.

Co-teaching model in science 9 and chemistry for EL students.

Norming what's in a grade with NHS faculty.

On Course and ADSIS courses.

Parent Engagement events including Parents as Partners.

Principals' Advisory Council (Student Engagement Team).

Online access to all courses/coursework through Schoology.

Raiders L.E.A.D; Student leadership development and participation representative of student population.

Introduction of and use of literature, literary exemplars with authorship reflective of our student population.



# Northfield High School

2023-24 School Improvement Plan Report September 11, 2023



# **Strategic Plan**

## **VISION**

We prepare **every** student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

## Reaching Out, Reaching Up:





We prepare every student for lifelong success by developing critical thinkers who are curious and ready to engage in our society.

#### BENCHMARKS











All employees

report satisfaction



All parents report

collective impact consortium











#### STRATEGIC COMMITMENTS



We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



We ensure that every child has a fair opportunity to reach their full potential.



#### Communication

We communicate effectively and transparently with all stakeholders.



#### Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



#### **Partnerships**

We seek community partnerships that accelerate student achievement of district benchmarks.

# **Strategic Commitments**





## People

We prioritize the engagement, satisfaction, and support of every student, staff member, and family.



## Learner Outcomes

We prepare every student to be academically and socially ready to choose their preferred pathway after high school graduation.



# Equity

We ensure that every child has a fair opportunity to reach their full potential.



## Communication

We communicate effectively and transparently with all stakeholders.



## Stewardship

We responsibly manage our personnel, finances, property, time and environmental impact.



## **Partnerships**

We seek community partnerships that accelerate student achievement of district benchmarks.

# **District Benchmarks**

All children are ready for **kindergarten**.

All students exhibit

physical, social and

emotional well-being.

All students are connected to the community.

All students are at grade level in **reading and mathematics** by the end of third and sixth grades.

All students have interests, goals and a **vision** for the future by the end of eighth grade.

All students **graduate** from high school with a plan to reach their full potential.

The district maintains 14% of its annual expenditures in its unassigned fund balance to ensure financial stability. All **employees** report satisfaction in the workplace.

All parents report satisfaction with their children's educational experience.

All students have a **connection** with a caring adult beyond their parents as they transition to middle school.

Community education
In its provides relevant and
accessible learning
opportunities for all
residents.

Mode: The first seven benchmada are aligned with the language stembled by Northfield Promise, a collective inspect consortium of 20 community organizations committed to helping Northfields youth three "from crade to career"

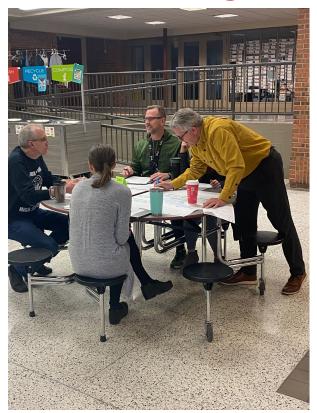
# School Improvement Plan Purpose

- Establish a clear set of shared goals
- Align with the district's strategic plan
- Inspire action
- Align efforts

...to prepare every student for lifelong success!



# Northfield High School



# Participatory Leadership and Focused Staff Development

NHS is committed to the development of a participatory leadership model based on respect and engagement. It constructively focuses on energy in **every human to human encounter** creating a more advanced, more **democratic** and more effective **model of leadership**.

Leaders seek to harness diversity, build community, and create **shared responsibility** for action. It is our goal to deepen individual and collective learning, yielding real development and growth.



# 3 Key Domains of Wellness

-across mind, body, spirit, and emotion

## **Innerself Wellness**

Ready to be successful regardless of where you go/what you do.

- Identity
- Confidence
- Readiness

# Interconnectedness Wellness

Our mental health, emotions, and physical condition are all connected.

- Balance
- Eat, sleep, & move

# Interpersonal Wellness

Healthy relationships with self and others.

- CommunityEngagement
- Support systems



# Our Why: It is our commitment to create the four conditions below to maximize learning for all and build the community we desire.

# **Belonging**

This is place that sees me, values me and gives me opportunities to contribute beyond myself





# Autonomy Choice in learning- product,

process, content; Feel in control for some aspect of the experience

Feel like we are growing; students know where they are on the mastery continuum with a clear path forward.





Clear instructional focus / targets have been established and communicated. The why has been established.

**Purpose** 

# RAIDERS L.E.A.D

LEADERSHIP, EXCELLENCE, ADAPTABILITY, DEVELOPMENT

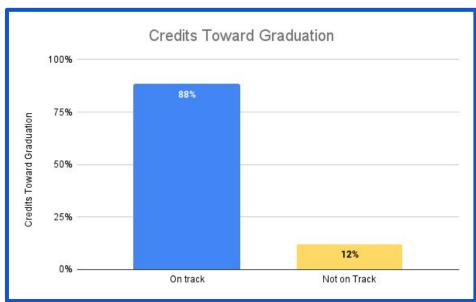
"Leadership is an action, not a position"

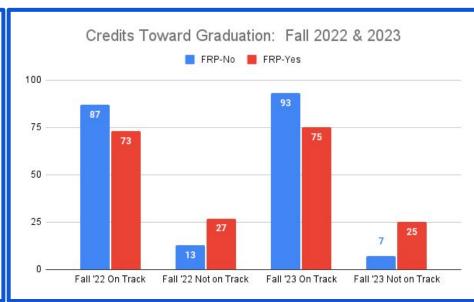
-Donald McGannon.



We must intentionally build the community we desire. -Clifton Taulbert

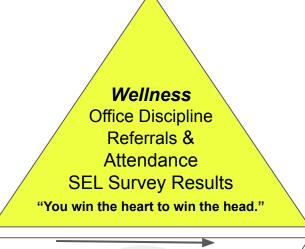
# Goal 2022-23 Key Reflections, Stories, and Highlights







2023-24 NHS School Improvement Goals.





You, Me,
Students,
Families &
Our
Systems

Student Learning
Credits Earned
"I am competent"

You, Me,
Students,
Families &
Our
Systems

Communication
Family Engagement
Stakeholder feedback
Parents as Partners

"Joy brings energy and opens the heart center for connections with others."

# 2023-24 SIP Action Steps:

### Goal 1: Focus on Student Learning

- PLCs focused on utilizing the High Impact Teaching Strategies (HITS)
- Utilizing FLEX and MTSS systems

### Goal 2: Focus on Equity; Intentionally build the community we desire each day

- Utilize Restorative Practices to promote positive relationships, resolve conflict and develop social emotional skills.
- Develop students as leaders using the Raiders L.E.A.D skill development resources.

#### Goal 3: Focus on Communication

- "My Classroom Snapshot" to parents four times per year
- School-wide communication tracker to ensure parents receive at least 4 positive messages throughout the year.
- Parents as Partners Meetings quarterly to increase parent engagement.
- Establish Schoology and Skyward Guidelines as tools to increase communication and partnerships.



# 2023-24 SIP Goal Progress Monitoring Plan

### **Goal 1: Credit Attainment**

Progress Monitoring: Mid-Quarter and Quarter Grades

Summative: Semester 1 and Semester 2 Grades

### Goal 2: No more than 5% discrepancy of ODRs between student groups

Progress Monitoring: Quarterly Referrals / Representation

Summative: Semester 1 and 2 Referrals / Representation

## **Goal 3: Family Communication**

**Progress Monitoring:** Attendance at Family Engagement Days Attendance at the quarterly Parents as Partners meetings.

**Summative:** Positive Communication Tracker, Parent Feedback Survey, Parents as Partners Meeting attendance and feedback, Raider Update hits.



# Thank You and Questions







#### Annual Required Safety Drills | Matt Hillmann, Ed.D., Superintendent | Sept. 11, 2023

**Executive Summary:** The district follows the law with its annual safety drills. This document outlines the safety drills that are practiced annually.

### **Why is it important?**

The district prioritizes student and staff safety. We aim to be prepared for rare but critical emergencies. While the drills included in this document are vital, our work to prevent emergencies is even more vital. You can <u>read an overview of our prevention and other emergency response practices in 2021-22 District Family Update No. 30</u>.

The district practices the following required annual drills:

#### Mow do we practice?

Drill type	Description
Evacuation	This drill is used primarily to practice exiting the building in the case of fire. It can also be used in other circumstances that necessitate evacuation.
Lockdown: "Stay Put"	This drill is used to practice for a situation inside the building that requires hallways to remain clear, most often a medical incident. This lockdown can also be used if a threat is identified outside of the school building.
Lockdown: "Duck and Cover"	This drill is used to practice for the situation when there is a threat or an intruder inside of the building.  This lockdown drill meets the criteria to be considered an "active shooter drill" under new state legislation. While the "duck and cover" lockdown meets "active shooter drill" criteria, it is not considered an "active shooter simulation" because we do not "role play" the scenario with local law enforcement/emergency services during a scheduled school day.  New legislation requires that the board discuss the following questions at a regularly scheduled meeting:  • The effect of active shooter drills on the safety of students and staff; and  • The effect of active shooter drills on the mental health and wellness of students and staff.
Shelter-in-place	This drill primarily supports the required tornado drill, but could also be used in other emergency circumstances when sheltering in place is needed. It involves people inside the building moving to designated shelter areas.

#### \*What tools do we use to execute these drills?

- Lockdown buttons: Each building has a button that initiates a building-wide lockdown. The button locks all exterior doors
  and automatically calls 911 for emergency service response.
- Lockable classroom doors: Each classroom door can be locked from the inside without using a key. This hardware saves valuable time in a genuine emergency.

• Evacuation, relocation, and shelter-in-place maps: The district provides each building and classrooms with evacuation, relocation, and shelter-in-place maps to facilitate practicing these situations.

#### What's next?

- The district is adjusting its lockdown drills to comply with new state legislation. This includes parental notification, the ability to opt out of an active shooter drill, and implementing a debriefing period after the drill.
- The district is implementing CrisisGo an emergency communications system.

# NORTHFIELD PUBLIC SCHOOLS School Board Minutes

August 28, 2023 District Office Boardroom

#### 1. Call to Order

School Board Chair Claudia Gonzalez-George called the Regular meeting of the Northfield Board of Education of Independent School District No. 659 to order at 6:00 p.m. Present: Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. Absent: None. This meeting was open to the public, live-streamed and recorded, and access to the recording was posted to the school district website.

#### 2. Agenda Approval/Table File

On a motion by Goerwitz, seconded by Nelson, the board unanimously approved the agenda.

#### 3. Public Comment

There was no public comment.

#### 4. Announcements and Recognitions

- During the week of August 14, 145 incoming kindergarten students participated in Bridges to Kindergarten through Community Education. Bridges to Kindergarten is a free summer program held at each of the three elementary schools for one week to help ease the transition into kindergarten.
- The district held its annual staff appreciation breakfast and welcome back program at Northfield Middle School on August 28.
- The 2023 MCA results were published on August 24 by the Minnesota Department of Education. Students take MCA tests in reading and mathematics in Grades 3-8, 10 (reading), 11 (math). Students in Grades 5, 8, and 10 take the MCA science test. Northfield outperformed state proficiency rates by double digits in reading, math, and science.

#### 5. Items for Discussion and Reports

- a. <u>Middle School Continuous Improvement Plan</u>. Middle School Principal Greg Gelineau presented the continuous school improvement plan for Northfield Middle School. The presentation included a progress report on the goals set for the 2022-2023 school year as well as new goals set for the 2023-2024 school year.
- b. <u>High School Activities Department Continuous Improvement Plan</u>. Activities Director John Mahal presented the continuous school improvement plan for the activities department. The presentation included a progress report on the goals set for the 2022-2023 school year as well as new goals set for the 2023-2024 school year.
- c. <u>Superintendent's Areas of Focus 2023-2024</u>. Dr. Hillmann shared a draft of his focus areas for the 2023-24 school year. This will be an item for individual action at the next school board meeting.

#### 6. Consent Agenda

On a motion by Quinnell, seconded by Coleman, the board unanimously approved the consent agenda.

- a. Minutes. Minutes of the Regular School Board meeting held on August 14, 2023.
- b. <u>Gift Agreements</u>. Gift agreements included in the board packet.

#### c. Personnel Items

#### i. Appointments

- 1. Robyn Dietz, Gen Ed EA Floating Media Center EA for 6 hours/day with the District, beginning 8/28/2023. Step 2-\$17.03/hr.
- 2. Ana Gallego, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, beginning 8/29/2023. Step 2-\$17.03/hr. + \$2,500 PCA Stipend.
- 3. Alexis Groves, 1.0 FTE Custodian at the High School, beginning 9/5/2023. Step 5-\$21.45/hr.
- 4. Merri-Elisabeth Kmoch, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, beginning 8/24/2023. \$14.90/hr.

- 5. Morgan Kyllo, Licensed Building Nurse for 7 hours/day at Greenvale Park, beginning 8/28/2023. BSN/RN, Step 3-\$37.98/hr.
- 6. Karen Lane, 1.0 FTE Long Term Substitute Grade 6 Teacher at the Middle School, beginning 8/28/2023-11/7/2023. MA20, Step 10
- 7. Melvin Miller, Building Supervisor as needed with Community Education, beginning 9/1/2023-5/31/2024. \$18.39/hr.
- 8. Kevin O'Brien, Building Supervisor for 1 hour/week with Community Education, beginning 9/6/2023-5/31/2024. \$18.39/hr.
- 9. Christina Smith-Lee, Special Ed EA PCA for 3.375 hours/day at the High School, beginning 9/6/2023. Step 4-\$18.05/hr. + pro-rated Stipend.
- 10. Christina Smith-Lee, Junior Class/Prom Advisor at the High School, beginning 8/23/2023. \$2,224 stipend Subject to change upon settlement of the 2023-25 NEA agreement.
- 11. Brenton Sykes, KidVentures Site Assistant for up to 15 hours/week at Spring Creek, beginning 8/28/2023. Step 1-\$14.90/hr.
- 12. Ella Whitten, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, beginning 8/28/2023. Step 4-\$18.05/hr. + \$2,500 PCA Stipend.
- 13. Anastasia Breyer, Special Ed EA PCA for 6.75 hours/day at Bridgewater, beginning 9/11/2023. Step 2 \$17.03/hr. + \$2,500 PCA Stipend.
- 14. Danielle Donkers, Special Ed EA PCA for 6.75 hours/day at Bridgewater, beginning 8/29/2023. Step 4 \$18.05/hr. + \$2,500 PCA Stipend.
- 15. Will Downs, KidVentures Site Assistant for up to 15 hours/week at Spring Creek, beginning 8/31/2023. Student-\$14.90/hr.
- 16. Isabel Fleming, KidVentures Site Assistant for up to 15 hours/week at Greenvale Park, beginning 8/24/2023. Step 1-\$14.90/hr.
- 17. Nancy Fox, Building Supervisor as needed with Community Education, beginning 9/1/2023-5/31/2024. \$18.39/hr.
- 18. Haley FollansbeeDelong, Community School Site Leader for 30 hours/week at Spring Creek, beginning 9/7/2023-6/6/2024. Step 1-\$21.78/hr.
- 19. Kiera Hasan, Targeted Services MSYC Site Assistant for up to 2 hours/day, Monday-Thursday at the Middle School, beginning 9/28/2023-5/16/2024. Step 2-\$15.29/hr.
- 20. Seth Hansen, KidVentures Site Assistant for up to 28.5 hours/week at Greenvale Park, beginning 8/24/2023. Step 1-\$14.90/hr.
- 21. Daniel Hollerung, Building Supervisor as needed with Community Education, beginning 9/1/2023-5/31/2024. \$18.39/hr.
- 22. Cindy Keogh, Building Supervisor as needed with Community Education, beginning 9/1/2023-5/31/2024. \$18.39/hr.
- 23. Emmalee Kmoch, 1.0 FTE Long Term Substitute Kindergarten Teacher at Bridgewater, beginning 8/22/2023-10/18/2023. MA, Step 1
- 24. Betsy McLaughlin, Building Supervisor as needed with Community Education, beginning 9/1/2023-5/31/2024. \$18.39/hr.
- 25. Raine Scheuble, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, beginning 8/24/2023. Student \$14.90/hr.
- 26. Heather Sexauer, Instructor Lead or Swim Lead with Community Ed Recreation, beginning 10/3/2023-5/31/2024. Step 6-\$16.25/hr.
- 27. Grace Swanson, Community School Site Leader for up to 30 hours/week at Bridgewater, beginning 8/30/2023-6/6/2024. Step 1, \$21.78/hr.
- 28. Katherine Wagner, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, beginning 8/31/2023. Student-\$14.90/hr.
- 29. Camden Waters, KidVentures Site Assistant for up to 15 hours/week at Bridgewater, beginning 8/24/2023. Student-\$14.90/hr.

#### ii. <u>Increase/Decrease/Change in Assignment</u>

- 1. Russel Boyington, KidVentures Site Assistant for up to 40 hours/week at Spring Creek, change to up to 10.5 hours/week at Greenvale Park, effective 8/28/2023.
- 2. Connor Fitzloff, Spec Ed EA PCA at Bridgewater, add Spec Ed EA Extracurricular/Nonacademic support with the District, effective 8/24/2023-6/6/2024.
- 3. Melvin Miller, Building Supervisor with Community Ed Recreation, add Site Supervisor/Scheduler with Community Ed Recreation, effective 9/1/2023-5/31/2024. Step 6 \$16.25/hr.

- 4. Claudia Rodriguez, EL EA at the High School, add Yearbook Co-Advisor at the High School, effective 9/3/2023. \$1,615 stipend Subject to change upon settlement of the2023-25 NEA agreement.
- 5. Karrie VanZuilen, Special Ed EA PCA for 2.10 hours/day at the NCEC, add Special Ed EA PCA On My Own for 2.75 hours/day on Wednesday at the NCEC, effective 9/5/2023-6/6/2024.
- 6. Mary Boyum, Special Ed EA PCA at Spring Creek, add Special Ed BUS EA for 1.25 hours/day with the District, effective 9/5/2023-6/6/2024.
- 7. Elizabeth Brewer, Special Ed EA PCA at the Middle School, add Special Ed BUS EA for 2 hours/week with the District, effective 9/5/2023-6/6/2024.
- 8. Kathleen Casson, 1.0 FTE German Teacher at the High School, add a 1/6 overload for the 2023-2024 school year, in lieu of supervision at the High School, effective 9/5/2023-1/19/2024.
- 9. Peggy Christensen, Child Nutrition at Bridgewater, add Special Ed BUS EA for 18 hours/week with the District, effective 9/5/2023-6/6/2024.
- 10. Connor Fitzloff, Special Ed EA PCA at Bridgewater, add Special Ed BUS EA for 3.75 hours/week with the District, effective 9/5/2023-6/6/2024.
- 11. Allison Flannery, Special Ed EA PCA for 3.75 hours/day at Greenvale Park, change to Special Ed EA PCA for 2.75 hours/day and Gen Ed EA for 1 hour/day at Greenvale Park, effective 9/5/2023.
- 12. Nancy Fox, Building Supervisor with Community Ed Recreation, add Site Supervisor with Community Ed Recreation, effective 8/25/2023-5/31/2024. Step 6-\$16.25/hr.
- 13. Ana Gallego, Special Ed EA PCA for 6.75 hours/day at Greenvale Park, change to Special Ed EA PCA for 6.75 hours/day and Gen Ed EA for .50 hours/day at Greenvale Park, effective 9/5/2023.
- 14. Emileanna Graupmann, 1.0 FTE Social Studies Teacher at the High School, add a % overload for 85 days, in lieu of supervision for semester 1 only at the High School, effective 9/5/2023-1/19/2024.
- 15. Daniel Hollerung, Building Supervisor with Community Ed Recreation, add Site Supervisor with Community Ed Recreation, effective 8/25/2023-5/31/2024. Step 6-\$16.25/hr.
- 16. Cindy Keogh, Building Supervisor with Community Ed Recreation, add Site Supervisor with Community Ed Recreation, effective 8/25/2023-5/31/2024. Step 6-\$16.25/hr.
- 17. Shelly Kruger, Special Ed EA PCA at the High School, add Special Ed BUS EA for 1.50 hours/day with the District, effective 9/5/2023-6/6/2024.
- 18. Lisa Laine, Special Ed EA PCA for 5.75 hours/day and Gen Ed EA for 1.5 hours/day at Greenvale Park, change to Special Ed EA PCA for 6.75 hours/day and Gen Ed EA-supervisory for .50 hours/day at Greenvale Park, effective 9/5/2023.
- 19. Jill Lauritzen Kohel, 1.0 FTE Social Studies Teacher at the High School, add a % overload for 88 days, in lieu of supervision for semester 2 only at the High School, effective 1/24/2024-6/6/2024.
- 20. Sarah Marohl, Special Ed EA PCA for 1 hour/day and Gen Ed EA for 1 hour/day at Greenvale Park, change to Special Ed EA PCA for 2.5 hours/day and Gen Ed EA for 2 hours/day at Greenvale Park, effective 9/5/2023.
- 21. Becky Meyer, Special Ed EA PCA at the High School, add Special Ed BUS EA for 1.25 hours/day with the District, effective 9/5/2023-6/6/2024.
- 22. Nancy Meyers, Child Nutrition at the Middle School, add Special Ed BUS EA for 17.5 hours/week with the District, effective 9/5/2023-6/6/2024.
- 23. Ruth Morgan-Malecha, Special Ed EA PCA at the High School, add Special Ed BUS EA for 5 hours/week with the District, effective 9/5/2023-6/6/2024.
- 24. Deb Pack, Special Ed EA PCA at the High School, add Special Ed BUS EA for 1 hours/day with the District, effective 9/5/2023-6/6/2024.
- 25. Elga Reyes de Broughton, Special Ed EA PCA at Spring Creek, add Special Ed BUS EA for 1.50 hours/day with the District, effective 9/5/2023-6/6/2024.
- 26. Tony Rezac, Custodian at the High School, change to Custodian Lead at Spring Creek, effective 8/24/2023. Lead + .30
- 27. Steve Rinderknecht, Custodian 3-11p.m. at Spring Creek, change to Custodian 2-10 p.m. at the NCEC, effective 8/24/2023.
- 28. Alexis Sanborn, Special Ed EA PCA at the High School, add Special Ed BUS EA for 1.50 hours/day with the District, effective 9/5/2023-6/6/2024.
- 29. Darrell Sawyer, Social Studies Teacher at the Middle School, add Private Lesson Coach with Community Ed Recreation, effective 8/25/2023-5/31/2024. \$36/hr. per individual, \$20/hr. per individual (group up to 5)
- 30. Tammy Schwagerl, Special Ed EA PCA at Spring Creek, add Special Ed BUS EA for 1.25 hours/day with the District, effective 9/5/2023-6/6/2024.

- 31. Sarah Swan McDonald, 1.0 FTE Social Studies Teacher at the High School, add a % overload for 85 days, in lieu of prep for semester 1 only at the High School, effective 9/5/2023-1/19/2024.
- 32. Rose Taylor, Special Ed EA PCA for 6.75 hours/day at Spring Creek, change to Special Ed EA PCA for 6 hours/day at Spring Creek, effective 9/5/2023-6/6/2024.
- 33. Ella Whitten, Special Ed EA PCA at Greenvale Park, add Special Ed BUS EA for 6.65 hours/week with the District, effective 9/5/2023-6/6/2024.
- 34. Beth Winter, Special Ed EA PCA for 3 hours/day and Gen Ed EA for 3.50 hours/day at Greenvale Park, change to Special Ed EA PCA for 3.08 hours/day and Gen Ed EA for 3.50 hours/day at Greenvale Park.

#### iii. <u>Leave of Absence</u>

- 1. Molly Ericksen, School Psychologist at Bridgewater, FMLA Leave of Absence beginning on 11/3/2003 and continuing on an intermittent basis for up to 60 work days.
- 2. Arleene Gallardo, HR Generalist at the District Office, FMLA Leave of Absence beginning on 9/5/2023-approximately 10/17/2023.
- 3. Jenelle Mullin, CNA III at the High School, FMLA Leave of Absence beginning on 9/5/2023-approximately 10/17/2023.

#### iv. <u>Retirements/Resignations/Terminations</u>

- 1. Innana Antley, Early Ventures Teacher at the NCEC, resignation effective 8/15/2023.
- 2. Karn Hasse, Gen Ed EA at Spring Creek, resignation effective 8/18/2023.
- 3. Mitzi Holden, CN Manager I at Greenvale Park, resignation effective 9/5/2023.
- 4. Mallory Nystuen, Special Ed EA/PCA at Spring Creek, resignation effective 8/21/2023.
- 5. Michelle Oaxaca, General Ed EA, and Special Ed EA/PCA at Greenvale Park, resignation effective 8/18/2023.

#### v. District Administration is Recommending the Approval of the Following Rates of Pay

- 1. After conducting a market rate analysis regarding the hourly wage for driver education instructors, Administration is recommending to adjust the Community Education driver education instructors hourly rate of pay from \$29.75/hour for classroom instruction and \$25.75/hour for behind the wheel instruction to \$30/hour for both classroom and behind the wheel instruction. This change would be effective July 1, 2023.
- 2. After conducting a market rate analysis regarding the hourly wage for early childhood screeners, Administration is recommending to adjust the Community Education early childhood screeners hourly rate of pay from \$22.00/hour to \$23.00/hour. This change would be effective July 1, 2023.
- 3. After conducting a market rate analysis regarding the hourly wage for licensed Minnesota State High School League football officials, Administration is recommending to adjust the Northfield Public Schools' MSHSL football officials hourly rate of pay from \$70.00/hour to \$80/hour for both ninth grade and junior varsity football games. This change would be effective immediately.

#### vi. Superintendent Contract Provisions for the 2023-2024 Contract Year

Enclosed is a memorandum from School Board Chair Gonzalez-George. The memorandum includes a recommendation that Dr. Hillmann receives a 2.94% salary increase, an increase to the district's contribution towards health insurance premiums that matches the increase in the NEA agreement, and a \$2,200 increase to 403(b) matching plan for the 2023-24 contract year. This modest increase aims to value both Dr. Hillmann's incredible leadership in our district while maintaining a financially sustainable budget.

#### 7. Items for Individual Action

- a. <u>Sharing Our Roots Contract</u>. On a motion by Nelson, seconded by Goerwitz, the board unanimously approved the contract with Sharing Our Roots as presented at the August 14, 2023 school board meeting.
- b. <u>LMR Media Contract</u>. On a motion by Goerwitz, seconded by Quinnell, the board unanimously approved the LMR Media contract as presented at the August 14, 2023 school board meeting.
- c. <u>Grant Writer</u>. On a motion by Coleman, seconded by Miller, the board unanimously authorized administration to negotiate a contract with Northfield Healthy Community Initiative (HCI) for no more than \$45,000 for grant writing services.
- d. <u>Proposed Seven Period Day at Northfield Middle School</u>. On a motion by Butler, seconded by Coleman, the board unanimously approved the proposal to maintain the middle school's seven period day beyond 2023-24 as presented at the August 14, 2023 school board meeting.

- e. Proposed 2023-2025 Agreement with the Northfield Education Association (NEA). On a motion by Butler, seconded by Goerwitz, the board unanimously approved the agreement with the Northfield Education Association for a two-years covering July 1, 2023 through June 30, 2025. The contract includes a six percent base salary increase in 2023-24 and a three percent base salary increase in 2024-25. It includes a five percent increase to the district's health insurance contribution in each year of the agreement. The NEA membership is expected to vote on ratification by August 31, 2023.
- f. <u>Approval of Policy 448</u>. On a motion by Nelson, seconded by Goerwitz, the board unanimously approved Policy 448 District Paid Maternity Leave as negotiated, going into effect upon the ratification of the 2023-2025 agreement by the NEA membership.
- g. <u>Co-Curricular Adds</u>. On a motion by Goerwitz, seconded by Butler, the board unanimously approved the Fall Play Assistant Director stipend of \$3,719.00.
- h. Resolution Reinstating a School Board Member After a Temporary Vacancy Caused by Illness or Prolonged Absence. On a motion by Coleman, seconded by Quinnell, the board unanimously approved by roll call the Resolution Reinstating a School Board Member After a Temporary Vacancy Caused by Illness or Prolonged Absence which declares that Noel Stratmoen is again a member of the school board with a term expiring the first Monday of January 2025, and declares that the appointment of Robert Coleman to serve in the absence of the aforementioned school board member is hereby terminated with immediate effect. Voting 'yes' was Butler, Coleman, Goerwitz, Gonzalez-George, Miller, Nelson, and Quinnell. No one voted 'no'.
- 8. Items for Information
- 9. Future Meetings
  - a. Monday, September 11, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - b. Monday, September 25, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
  - c. Monday, October 9, 2023, 6:00 p.m., Regular Board Meeting, Northfield DO Boardroom
- 10. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the board unanimously approved to adjourn at 7:49 p.m.

Amy Goerwitz School Board Clerk

#### **RESOLUTION ACCEPTING DONATIONS**

The f	following resolution was moved by and seconde	d by	У_	y:
district that be of pu	<b>EREAS,</b> Minnesota Statutes 123B.02, Sub. 6 provides: "Tict, bequests, donations, or gifts for any proper purpose and behalf, the board may act as trustee of any trust created for apils thereof, including trusts created to provide pupils of the pletion of high school, in the advancement of education.";	d ap <sub>l</sub> the ne di	ply e b list	oply the same to the purpose designated. In the benefit of the district, or for the benefit district with advanced education after
grant accor religio	<b>EREAS,</b> Minnesota Statutes 465.03 provides: "Any city, control of real or personal property and maintain such produce with the terms prescribed by the donor. Nothing herous or sectarian purposes. Every such acceptance shall be be two-thirds majority of its members, expressing such terms	rop rein by re	er n sl esc	perty for the benefit of its citizens in a shall authorize such acceptance or use for resolution of the governing body adopted
	EREAS, every such acceptance shall be by resolution of the crity of its members, expressing such terms in full;	e go	ov	overning body adopted by a two-thirds
	EREFORE, BE IT RESOLVED, that the School Board fully accepts the following donations as identified below:	of N	No	Northfield Public Schools, ISD 659,
The v	vote on adoption of the Resolution was as follows:			
Aye: Nay: Abse				
When	reupon, said Resolution was declared duly adopted.			
By:	Claudia Gonzalez-George, Chair	Зу:	1	Amy Goerwitz, Clerk

Date of the bequest, donation, or gift: 8/24/23 8/25/23

Amount: \$500.00 \$3.60

Kreate Sunshine Custom Designs

Who the bequest, donation, or gift is from:
Northfield Education Association

What is the bequest, donation, or gift for?
Contribution for NEA recognition program Donation to sports foundations for uniforms or equipment

#### Minnesota State High School League

2100 Freeway Blvd., Brooklyn Center, MN 55430-1735 763-560-2262, Fax: 763.569.0499

#### **Application for Cooperative Sponsorship**

Deadline: Not later than 30 days prior to the first day of practice for that sport season.

PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

								9		
The governing boards	of each participa	ting school m	ust jointly m	ake appl	ication for coope	erative spor	nsorship.	- · · ·		
On behalf of the follow	wing schools, we h	ereby apply	for cooperat	ive spon	sorship of	oys T	rack +	+ tield		
beginning with the 20	<u>~3</u> - 20 <u>~4</u> :	school year.	@Non-	Exclusi	ve Co-op (acti	vity) (boys or	girls') (Ada	pted-Cl or Pl)		
List ALL schools inclu	uded in the cooper		rship. <i>Attac</i>	h anothe	r form if necessa City		ninistrative	Competitive		
	301100		(9-12)*				legion**	Section**		
High School #1:	Northfield	HS	1102	Nor	thfeld	١,	AA	IAA		
High School #2:	W 100	łs	63	Nor	th-field	1	AA	. 188		
High School #3:	7 14 (0.00				,	,	<u> </u>			
High School #4:										
*Enrollment reported t	l to the State of Minnesc	ta on October 1	of the previous	ent (Number	and Class)					
1. Do any of the abo	ove schools belong	to a confere	ence in this a	activity?						
	pplication must inclu	ude a review a	nd comments	from the	conference(s) of v	vhich the sch	nools are m	nembers.		
□ No		Alv. In av. a. a. a. a. a.			i- 45:4:-:4:-0					
<ol><li>Do any of the about the abou</li></ol>	plication for dissolut				•					
⊠ No	phodulott for diodolds	1011 111000 00 00	ibilitiod for th	io oxioting	agreement.					
3. Describe the cond							I resolution	at		
www.mshsl.org/Abo	out MSHSL/Member	. ^	•							
<b>4.</b> List the number o					NHS + 1			ashaal did not		
	last year, indicate the r									
High School #1	7th	8th	91	th	10th	11th	_	12th		
	0	5_			21	2	2	22		
High School #2	0		C	)	0	0		0		
High School #3										
High School #4	=									
5. Team Identification	n: (Indicate how coop	ed schools shou	ıld be identified	in tournam	ent programs):					
1	1 borteficld	High So								
	00					Raid	0.00			
6. Team Colors:					Team Masco	t: rear	2			
7. Host School (school	ool that will receive	e revenue sh	are check): _	No	ortholield th	igh Su	resl			
Board of Education (or designee)					Date					
Signed La Stuber			Arcad	lia Char	9/6/2023					
Signed										
Signed		-			~~~					
Signed			Name of the last o							
					of Directors					
		Approved			ot Approved					
Signature:				Date:						

MSHSL Executive Director

TO: Claudia Gonzalez-George, Chairperson

Northfield School District Board of Education

FROM: Superintendent Matthew J. Hillmann, Ed.D.

DATE: Aug. 24, 2023

Updated Aug. 28, 2023

RE: 2023-24 Superintendent's Focus Areas

In addition to the 41 job responsibilities organized around eight major topic areas included in the superintendent's evaluation, please consider the following proposed focus areas for the 2023-24 school year.

1. **Focus area:** The superintendent will prioritize the implementation of the READ Act to continuously improve the district's proficiency rates in reading.

**Progress monitoring plan:** The superintendent will present a quarterly update to the board with steps taken to implement the new law governing reading.

2. **Focus area**: The superintendent will facilitate the implementation of new state legislation within the district.

**Progress monitoring plan:** The superintendent will present a quarterly update to the board with steps taken to implement the legislation passed by the 2023 Minnesota Legislature.

3. **Focus area:** The superintendent will continue to seek feedback from parents of Black, Hispanic, and Indigenous students about their school experience and ways the district can improve it.

**Progress monitoring plan:** The superintendent will present a quarterly update to the board with actions taken to seek feedback from these parent advisory teams.

4. **Focus area:** The superintendent will develop a structure, supply the necessary information, and recommend appropriate timelines for the board to decide what bond referendum question(s) should be presented to the voters in November 2024 to address the substantial facility improvements needed at Northfield High School.