

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for February 12, 2018, Regular School Board Meeting

- VI. Items for Discussion and Reports
 - C. Summary of Superintendent's Mid-Year Evaluation. A copy of the summary is in the table file.

- VII. Superintendent's Report
 - A. Items for Individual Action
 - 2.. Ratification of Employment Action.

 - B. Item for Consent Grouping
 - 2. Personnel Items
 - a) Appointments
 - 12. *Marcella Manivel, Winter/Spring Recreation with Community Services, beginning 02/26/2018-05/31/2018; Lifeguard \$10.00/hr. Swim Aide \$9.65/hr. Class Lead \$10.50/hr.
 - 13. Kaitlin Slama, Community School Site Assistant for up to 4 hours/day for 2 days/week at Greenvale Park, beginning 02/12/18; Step 1-\$12.56/hr.
 - c) Leave of Absence
 - 2. Nancy Fox, Family/Medical Leave of Absence, effective 02/12/2018-02/23/2018.
 - d) Retirements/Resignations/Terminations
 - 6. Brittney Laue, Softball Coach at the High School, resignation effective 02/06/2018.
 - 7. Ellen Mucha, Middle School Track Coach, resignation effective 02/07/2018.

 - 3. Gift Agreements

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

Summary of Mid-Year Performance Appraisal
for Matthew Hillmann, Ed. D.
Superintendent Northfield Public Schools
For the appraisal period of 7/1/17 to 1/1/18
Summarized by Board Chair, Julie Pritchard
February 12, 2018 Regular School Board meeting

For this review period, all seven School Board members completed the mid-year performance appraisal. The evaluation form covers the many facets of the superintendent's job responsibilities. Board members provide numeric ratings on a 1-5 (1=low and 5=high) for 52 job responsibilities organized around ten major topics. In addition to completing the numeric ratings, board members provide additional comments.

Board Chair, Julie Pritchard compiled and summarized all board members' input for Dr. Hillmann. For the numeric ratings, means were calculated. While this scale should be interpreted more as categorical data rather than interval data, in an effort to provide a more "at a glance" interpretation, means were used for each item (as the range of values for each item is very small). If board members were unable to answer, they marked "UA" next to each item. This was also marked as part of the summary. All written comments were shared verbatim, but were not attributed to a specific board member. As Board Chair, I met one-on-one with Dr. Hillmann on February 7, 2018 to review this appraisal.

Board members gave Dr. Hillmann a very strong performance rating across all key areas. His overall average score was 4.9 on a 5-point scale across the 52 areas. His exceptional work over the past six months was highlighted by board members. A sampling of their comments is summarized below around four key areas of strength.

1) Dr. Hillmann's exceptional work in administering all aspects of the district's operating levy and bond election in November of 2017:

- The salient superintendent goal in my view was the 2017 levy and bond election. Dr. Hillmann's diligence was clearly evident. He prepared the board, voters, staff, volunteers, and all stakeholders to the highest degree afforded by technology. He made himself available to all questions in an honest and transparent manner. This bond and levy question was a large "ask" for our voters, and although they turned down the bond, Dr. Hillmann remains optimistic and forward-thinking about the district's facilities.
- Dr. Hillmann's work on the 2017 levy and bond referendum was truly impressive. He shouldered the lion's share of the responsibilities around not only the administration of the referendum, but also the creation of the district's ubiquitous informational campaign. He was masterful in reacting to the "real-time" community feedback by bolstering what aspects of the campaign were resonating with district voters and recognizing where opportunities still existed.

- His addition of the high school tours as well as adding several more community presentations are just two examples. In the end, Dr. Hillmann is to be commended for, what in my view, was arguably one of the strongest and most comprehensive informational campaigns in the history of our district. I believe the relationships Dr. Hillmann was able to forge with the district's constituents will pay strong dividends going forward.

2) Dr. Hillmann's outstanding communication and relationship building skills:

- Dr. Hillmann is an extraordinarily effective communicator. He realizes the need to continue to reach out to people who have felt disengaged from the decision-making process.
- Dr. Hillmann regularly looks for ways to get parent and community input into board decisions. From in-person presentations and meetings, to the online Thoughtexchange, and most recently a possible random survey of our citizens, he is always looking to collect and consider as much information and as many ideas as possible. He personally responds to email from community members and I regularly see him at non-school community events where he is just available for informal conversations. He definitely has a presence in Northfield.
- Dr. Hillmann's exceptional strength is one of a prolific communicator. As superintendent he is faced with competing priorities on a daily basis, yet his steadfast commitment to keeping the district stakeholders informed and engaged in the issues facing our schools is an unwavering priority.
- Dr. Hillmann communicates well with staff, the Board and stakeholders in the district. He prefers face to face with people so he can better understand their verbal and non-verbal communication. He is a highly effective communicator.
- Dr. Hillmann's well-placed priority of being very visible in the district buildings has helped him to develop a rapport with all levels of district staff. When in the buildings, he makes himself not only visible, but also very accessible. He enjoys interacting with staff. His genuine and friendly manner makes them feel immediately at ease and most importantly, as a result of these one-on-one interactions, truly valued for the work they do.
- Dr. Hillmann has developed an excellent working relationship with the local media. During the 2017 referendum election, he was able to leverage these relationships to get expanded coverage of the referendum.
- One of the exceedingly positive outcomes of the referendum campaign was the number of relationships Dr. Hillmann not only forged, but continues to foster with community members many of whom had not previously been engaged in school district issues.
- I am impressed at how productive and collegial the relationship is between the administration and the NEA. Their contractual goals don't always align 100%, but both groups are absolutely committed to the overall goal of providing Northfield's students with the best education possible. Where

disagreements occur, negotiations seem to be mutually respectful and productive.

- The relationship between the district and the two charter schools it authorizes is exemplary.
- Dr. Hillmann's outstanding efforts to fortify the district's relationship of mutual respect, trust and collaboration with the two charter schools has resulted in what is arguably a model for charter schools nationwide.
- Dr. Hillmann has developed strong working relationships with area superintendents in Faribault, Hastings and Owatonna to name a few. These valuable relationships not only benefit Dr. Hillmann with his own personal development, but he is able to use them as excellent sources of information when seeking possible new approaches in dealing with district issues.

3) Dr. Hillmann's commitment to the District's Strategic Plan:

- I appreciate how Dr. Hillmann always frames his work through the lens of the district's strategic plan. For many people it can be easy to overlook a long-range strategic plan in the day-to-day running of an institution, but not for Dr. Hillmann. I enjoy how he often recites the plan aloud at board meetings, showing us how the many and varied efforts of the district staff really align with the Board's expressed path as outlined in the plan. Excellent work!
- Dr. Hillmann continuously creates goals that are measurable, achievable, and focused on high expectations for our staff and students. His determination to close the Northfield achievement gap is evident in both his speech and actions.
- Dr. Hillmann demonstrated his strong commitment to the district's strategic plan when he initiated the "Strategic Plan Check-In Survey" that was distributed to all Northfield School District staff members in October. When sharing the results, he readily acknowledged the opportunities that exist to better communicate decision making and its alignment with the strategic plan. Dr. Hillmann has truly "walked the talk" when he committed to this plan not being put on a shelf to collect dust. He is holding everyone accountable to the plan in their decision making.
- Dr. Hillmann is exceptional at creating clear goals, and reporting results in a clear and timely manner. I always trust Dr. Hillmann's transparent approach to plans, and their resulting data.

4) Dr. Hillmann's excellent management of the District's finances

- Dr. Hillmann's leadership and his outstanding team manage the fiscal affairs to the highest level. I have particularly appreciated the narrative one sheet that accompanies the various budget reports to the Board.
- Superintendent Hillmann and his staff are excellent with budgets and money. I trust them completely.

- Dr. Hillmann is fiscally responsible and promotes the plans and solutions for the district that will allow the district to have good prudent reserves in the challenging years.
- Dr. Hillmann is extremely conscious of the need for fiscal responsibility and transparency. He is diligent in his reporting and serious about the need for prudence when handling taxpayer funds.

In summary, board members gave Dr. Hillmann an exceedingly positive mid-year performance appraisal. They expressed great confidence in his leadership and for moving the district forward.

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 8th day of January, 2018, by and between St. John's Lutheran Church, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,217.00 donation for the Greenvale Park Elementary Snack Drive, check # 22622.

St. John's Lutheran Church

Donor

By: Received in Greenvale Park office

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 18th day of January, 2018, by and between Bethel Lutheran Church, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,952.66 donation for TORCH, check #14125.

Bethel Lutheran Church

Donor

By: Received in District Office

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 5th day of January, 2018, by and between Kevin & Nan Rodgers, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,000.00 donation for fee waiver, check # 13511.

Kevin & Nan Rodgers

Donor

By: Received in High School Activities office

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 10th day of January, 2018, by and between Central Farm Service, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,100.00 donation for the Backpack Program, check #1348.

Central Farm Service

Donor

By: Received in Longfellow office

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 10th day of January, 2018, by and between Land O Lakes, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$1,100.00 donation for the Backpack Program, check # 21543.

Land O Lakes
Donor

By: Received in Longfellow office

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____
Clerk