

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: L. Chris Richardson, Ph.D., Superintendent
RE: Table File Items for August 26, 2013, Regular School Board Meeting

VI. Items for Discussion and / or Reports

3. Summary of Superintendent's Evaluation.

Enclosed in the table file is a Summary of Superintendent Performance Appraisal for Dr. L. Chris Richardson prepared by Board Chair Ellen Iverson.

VII. Superintendent's Report

B. Items for Consent Grouping

2. Personnel Items.

a. Appointments *

19. Taylor Freirmuth, Special Education PCA at the High School beginning 8/20/2013 through 8/30/2013 for 2 hours/day; Step 1, \$13.49/hour.
20. Heather Ims, 6th Grade Volleyball Coach at the Middle School beginning 9/3/2013-10/11/2013, Level J, Step 1.
21. Kimbra Kosak, .55 FTE Read 180 Teacher at Greenvale Park Elementary beginning 8/26/2013 – 6/6/2014; MA, Step 2.
22. Lindsay Schacht, Special Education Educational Assistant-PCA at Bridgewater for 4.88 hours/day beginning 8/26/2013; Class IV, Step 1 \$13.49/hour.

b. Increase/Decrease/Change in Assignment

14. Shari Bridley, Special Ed PCA at Longfellow, change of hours to 7 hours/day Monday-Thursday, and 3.25 hours/day on Fridays beginning 9/3/2013 – 6/6/2014.
15. Mary Harrity-Davidson, add .25 FTE ALC Phy Educ. teacher beginning 8/26/2013 – 6/6/2014.
16. Jeff LaPanta, Asst. Girls Hockey Coach at the High School from split position to full position beginning 8/26/2013.
17. Yolanda Loken, Special Ed PCA at Longfellow, change of hours to 3.25 hours/day M-T-Th-F, and 3.75 hours/day on Wednesdays beginning 9/3/2013 – 6/6/2014.
18. Sue Nelson, Special Ed PCA at Longfellow, change to 5.75 hours/day Monday-Friday beginning 9/3/2014 – 6/6/2014.
19. Kathryn Stordahl, Special Ed PCA at Longfellow, change to 7.0 hours/day Monday & Wednesday, 3.5 hours/day on Tuesdays, and 3.25 hours/day on Fridays beginning 9/3/2013 – 6/6/2014.
20. Taylor Traeder, Correction from Special Ed PCA/EA at the Middle School Class III, Step 1, \$12.59/hour to Class III, Step 1 \$13.29/hour.
21. Andrea Woldock, Special Ed PCA with Head Start, change to 5.5 hours/day Monday-Thursday following the Head Start calendar beginning 9/9/2013 – 5/8/2014.

d. Resignations

2. Eric Sandberg, Add: 10th grade Assistant Girls Softball Coach, resignation effective 8/21/13.
4. Sarah Klemmensen, School Psychologist at Bridgewater, resignation effective 8/26/2013.
5. Anna Malecha, Early Ventures Site Assistant at Longfellow, resignation effective 8/26/2013.
6. Jeff Wendt, 6th Grade Boys Soccer Coach, resignation effective 8/23/2013.

*Conditional offers of employment are subject to successful completion of a criminal background check.

** Subject to revision when negotiations for 2013-15 are completed.

3. Gift Agreement.

Multek Flexible Circuits Inc. has donated \$2500 for transportation costs for the Northfield High School Science Olympiad Team for the 2013-2014 school year.

Summary of Superintendent Performance Appraisal for Dr. L. Chris Richardson

For the appraisal period of 6/15/12 to 7/08/13 for Northfield Public Schools

Summarized by Board Chair, Ellen Iverson for the August 26, 2013 Board Meeting

For this review period all seven board members completed the superintendent performance appraisal form. The form was developed by the Minnesota School Boards Association and covers the many facets of the Superintendents' job responsibilities. Board members provide numeric ratings on a 1 to 5 scale (1=low and 5=high) for 49 job responsibilities organized around ten major topics. In addition to the numeric ratings, board members are encouraged to include additional comments.

Board Chair, Ellen Iverson compiled and summarized all board members' input for Dr. Richardson. 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 was very small). The few items were marked where the deviation across the ratings was greater than one. If board members were unable to answer, they marked "UA" next to the item. This was also marked as part of the summary. All written comments by board members were also included as part of the review.

Board members gave Dr. Richardson an exceptional review and ratings identified achievement of outstanding performance (45 of 49 items) or very good performance (4 of 49 items) in all items. Dr. Richardson's continued leadership for the district resulted in:

- The restructuring of district administration which empowered key staff to take on greater leadership and be recognized for this work. It included a shared position with Faribault schools in the Director of Special Education position. This restructuring allowed the district to nimbly respond to staffing changes.
- Next implementation steps for two new projects 1) fully implementing RtI at all elementary schools and 2) a transformative technology plan continued implementation. The initial implementation of RtI exceeded board members expectations in terms of teacher adoption and influence on student learning. The second phase of the transformative technology plan addressed key items such as the anticipated financial commitment and the details of an instruction adoption model.
- New strategies to engage and communicate with the community including online forums, straw polls, video conference, and community engagement sessions on key issues such as the technology transformation plan and the calendar conversation. This was one of the areas where key staff took on greater leadership. Dr. Richardson also demonstrated timely communications with parents and the community in response to the terrible events at Sandy Hook Elementary. He continues to demonstrate his leadership in developing plans for the security of all students and staff.

Finally, all board members unanimously recognized Dr. Richardson's outstanding leadership in overseeing all financial operations and empowering his leadership team in this area. The one area where board members did not completely agree was to what extent the community should be engaged in issues and how effective the administration was in communicating with the community.

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 12 day of August , 2013 ,
by and between Multek Flexible Circuits, Inc. hereinafter the "Donor", and
Independent School District No. 659, Northfield, Minnesota, hereinafter the "District",
pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

The donor agrees to give the district a total value of \$2500.00 to be used as follows:

**Transportation costs for the Northfield High School Science Olympiad Team for
school year 2013-2014.**

Multek Flexible Circuits, Inc.
Donor

By: Al Wadleigh
Al Wadleigh (Controller)

Approved by resolution of the School Board on the 26 day of
August, 2013

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____
Clerk
Noel Stratman



August 12, 2013

**Northfield High School
1400 South Division
Northfield, MN 55057**

Greetings:

Please find enclosed our Corporate donation to be used for Transportation costs for the Northfield High School Science Olympiad Team for school year 2013-2014.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Dorothy Olson".

**Dorothy Olson, Manager
Human Resources**

Enclosure