

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, October 28, 2013, 7:00 PM  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment  
This is an opportunity for members of the school district to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify himself/herself and the group represented, if any. He/She will then state the reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. Please know that this is not a time to debate an issue, but for you to make your comments.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
  - 1. School Improvement Plan Presentation – Sibley Elementary School.
  - 2. Seventh Grade Environmental Education.
- VII. Superintendent's Report
  - A. Items for Individual Action  
There are no items for individual action at this time.
  - B. Items for Consent Grouping
    - 1. Gift Agreement.
    - 2. Personnel Items.
- VIII. Items for Information  
There are no items for information at this time.
- IX. Future Meetings  
Tuesday, November 12, 2013, 6:30 PM, Reception for Commended National Merit Scholars, HS Upper Cafeteria  
Tuesday, November 12, 2013, 7:30 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, November 25, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

# NORTHFIELD PUBLIC SCHOOLS

## MEMORANDUM

October 28, 2013, 7:00 PM

Northfield High School Media Center

TO: Members of the Board of Education  
FROM: L. Chris Richardson, Ph. D., Superintendent  
RE: Explanation of Agenda Items for the October 28, 2013, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes  
Minutes of the Regular School Board meeting held on October 14, 2013, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
  1. School Improvement Plan Presentation – Sibley Elementary School.  
On Monday night Sibley Elementary School will present its continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2012-13 school year as well as the new goals set for the 2013-14 school year.
  2. Seventh Grade Environmental Education.  
Community Services Director Erin Mayberry will provide a summary of the summer environmental education program followed by Middle School Principal Jeff Pesta talking about what went well with the two new 7<sup>th</sup> grade environmental day trips and areas that are being considered for adjustment for next year.
- VII. Superintendent's Report
  - A. Items for Individual Action  
There are no items for individual action at this time.
  - B. Items for Consent Grouping  
**Superintendent's Recommendation:** Motion to approve the following items listed under the Consent Grouping.
    1. Gift Agreement.  
Activities Director Tom Graupmann is asking the Board to approve a gift agreement with Bob Shepley in the amount of \$2295 to be used toward the purchase of boys' basketball uniforms.
    2. Personnel Items.
      - a. Appointments\*
        1. Danielle Crase, Class IV Educational Assistant at Sibley Elementary for 6.75 hours/day beginning 10/28/2013 - 06/06/2014; Class IV, Step 1 - \$13.49/hour.
        2. Stephanie Diamond, Targeted Services PLUS Site Assistant at Greenvale Park for 6.0 hours/week beginning 10/28/2013 – 04/24/2014; Step 1 - \$11.25/hour.
        3. Mishia Edwards, Targeted Services PLUS Site Assistant at Greenvale Park for 6.0 hours/week beginning 10/28/2013 – 04/24/2014; Step 1 - \$11.25/hour.
        4. Deanna Gonzalez, Targeted Services PLUS Student Site Assistant for 6.0 hours/week at Bridgewater beginning 10/28/2013 – 04/24/2014; \$8.09/hour.
        5. Nils Haugen, Assistant Boys Lacrosse Coach beginning 03/31/2014 - 06/13/2014; Level H, Step 1.
        6. Zeebo Karouso, Targeted Services Enrichment Coordinator for 8.0 hours/week at Greenvale Park, Bridgewater and Sibley beginning 10/28/2013 – 04/24/2014; \$18.00/hour.

7. Marie Kylo, Child Nutrition Associate II for 6.25 hours/day at the Middle School beginning 10/22/2013, \$14.79/hour, plus 1.00/hour for serv-safe certification.
  8. Uriel Lazaro, Targeted Services PLUS Student Site Assistant for 6.0 hours/week at Greenvale Park beginning 10/28/2013 – 04/24/2014; \$8.09/hour.
  9. Hillary Lyons, Targeted Services PLUS Site Leader for 8.0 hours/week at Greenvale Park beginning 10/28/2013 – 04/24/2014; Step 1 - \$14.02/hour
  10. Kristy Malecha, Class I/Class III Educational Assistant for 3.5 hours/week at Greenvale Park beginning 10/24/2013; Class I, Step 1 - \$12.59/hour; Class III, Step 1 - \$13.29/hour.
  11. Nicole Manderfeld, Targeted Services PLUS Student Site Assistant for 6.0 hours/week at Greenvale Park beginning 10/28/2013 – 04/24/2014; \$8.09/hour.
  12. Sophia Nelson, Targeted Services PLUS Student Site Assistant for 6.0 hours/week at Greenvale Park beginning 10/28/2013 – 04/24/2014; \$8.09/hour.
  13. Gunnar Olson, Head Boys Lacrosse Coach beginning 03/31/2014 – 06/13/2014; Level D, Step 1.
  14. Melissa Skalicky, Targeted Services PLUS Site Assistant at Greenvale Park for 6.0 hours/week beginning 10/28/2013 – 04/24/2014; Step 1 - \$11.25/hour.
  15. Peter Tomczik, Targeted Services PLUS Site Assistant at Greenvale Park for 6 hours/week beginning 10/28/2013 – 04/24/2014; Step 1 - \$11.25/hour.
  16. Community Services Fall/Winter Recreation Positions:
    - a) Jon Jensen, CS Lifeguard \$8/hour; Swim Aide \$7.50/hour beginning 11/04/2013 – 04/01/2014.
    - b) Bronte Karvel-Fuller, CS Water Safety Instructor \$10/hour; Lifeguard \$8/hour beginning 11/04/2013 – 04/01/2014.
    - c) Zachary Lant, CS Basketball Scorekeeper beginning 11/03/2013 – 04/01/2014; \$7.50/hour.
- b. Increase/Decrease/Change in Assignment
1. Ruben Alvarez, 1.0 FTE ELL Teacher at the Middle School, add Targeted Services PLUS Teacher at the Middle School for 2.0 hours/week beginning 10/28/2013 – 04/24/2014; \$26.92/hour.
  2. Sara Anderson, 1.0 Elementary Teacher at Bridgewater, add Targeted Services PLUS Teacher at the Middle School for 6 hours/week beginning 10/28/2013 – 04/24/2014; \$26.32/hour.
  3. Amy Atkinson, Class I EA/Class IV EA at GVP, add Targeted Services PLUS Site Assistant at GVP for 5.0 hours/week beginning 10/28/2013 – 04/24/2014; Step 1 - \$11.25/hour.
  4. Mary Boyum, Class IV EA at Sibley for 7.95 hours/day, change to Class I/Class IV EA at Sibley for 7.5 hours/day beginning 10/21/2013 – 06/06/2013. (Class I .17 hours/day, Class IV 6.5 hours/day, Class IV Bus .83 hours/day.)
  5. Shari Bridley, Class IV Bus EA at Longfellow for 6.25 hours/week, change to Class IV Bus EA for 5.5 hours/week beginning 9/03/2013 – 06/06/2014.
  6. Mary Huberg, Class III Secretary at Longfellow, change to Class IV Secretary, Step 5 at the ALC beginning 11/04/2013.
  7. Dean Huschle, Class I EA-Greeter at Longfellow, add one week additional hours (6 hours/day) beginning 10/21/2013 – 10/25/2013.
  8. Amber Iwanski, Class IV EA at the High School, add Targeted Services PLUS Site Assistant at Sibley for 6.0 hours/week beginning 10/28/2013 – 04/24/2014; Step 3 - \$11.84/hour.
  9. Bonnie Klamm, Class I/Class IV EA at Sibley, add Targeted Services PLUS Site Assistant at Sibley for 5 hours/week beginning 10/28/2013 – 04/24/2014; Step 4 - \$12.15/hour.
  10. Lisa Kruger-Robb, .6 FTE ELL Teacher at the High School, change to .8 FTE ELL Teacher at the High School for Semester 1 only for the 2013-14 school year.
  11. Daren Lofquist, 1.0 Second Grade Teacher at Bridgewater, add Student Council Advisor at Bridgewater beginning 09/03/2013 – 06/06/2014.
  12. Rustianna Mechura, Child Nutrition Associate I at Bridgewater, add Targeted Services PLUS Site Leader at Sibley for 8 hours/week beginning 10/28/2013 – 04/24/2014; Step 1 - \$14.02/hour.

13. Michelle Morales, 1.0 FTE ELL Teacher at Greenvale Park, add Targeted Services PLUS Teacher at Greenvale Park for 3.75 hours/week beginning 10/28/2013 – 04/24/2014; \$26.92/hour.
  14. Darla Neufeldt, Class I/Class IV EA at Sibley, add Target Services PLUS Site Assistant at Sibley for 5 hours/week beginning 10/28/2013 – 04/24/2014; Step 1 - \$11.25/hour.
  15. Debra Pack, Class IV EA at the High School, add Class IV EA for an additional 1 hour/day on Tuesdays only beginning 10/29/2013 – 05/29/2014.
  16. Lindsay Schacht, Class IV EA at Bridgewater, add Targeted Services PLUS Site Leader at Bridgewater for 8 hours/day beginning 10/28/2013 – 04/24/2014; Step 2 - \$14.31/hour.
  17. Amanda Schrader, 1.0 FTE ELL Teacher at Sibley, add Targeted Services PLUS Teacher at Sibley for 3 hours/week beginning 10/28/2013 – 04/24/2014; \$27.39/hour.
  18. Karleen Sherman, 1.0 FTE Sped Teacher at Sibley, add Targeted Services PLUS Teacher at Sibley for 2.5 hours/week beginning 10/28/2013 – 04/24/2014; \$26.32/hour.
  19. Dana Sonnicksen, 1.0 FTE ELL Teacher at Greenvale Park, add Targeted Services PLUS Teacher at GVP for 3.75 hours/week beginning 10/28/2013 – 04/24/2014; \$26.32/hour.
  20. Brigitte Tisdale, .80 FTE Title I Teacher at Greenvale Park, add Targeted Services PLUS Teacher at the Middle School for 6 hours/week beginning 10/28/2013 – 04/24/2014; \$26.32/hour.
  21. Elizabeth Valentine, 1.0 FTE ELL Teacher at Sibley, add Targeted Services PLUS Teacher at Sibley & GVP for 3 hours/week beginning 10/28/2013 – 04/24/2014; \$26.92/hour.
  22. Anne Vandermartin, Class I/Class IV EA at Sibley for 6.67 hours/day, change to Class IV EA at Sibley for 6.5 hours/day beginning 10/21/2013.
  23. Andrea Waldock, Class IV Bus EA at Longfellow for 8.17 hours/week, change to Class IV Bus EA at Longfellow for 4.49 hours/week beginning 10/22/2013 – 06/06/2014.
  24. Michelle Warden, Class I/Class IV EA at Bridgewater, add Class II EA for 1.5 hours/day beginning 10/21/2013 – 06/06/2014.
  25. Katherine Woodstrup, .75 FTE Elementary Visual Arts Teacher at Bridgewater, add .05 FTE Safety Patrol Supervisor at Bridgewater (.80 FTE) beginning 09/03/2013 – 06/06/2014; add Class II EA for 1.5 hours/day beginning 10/21/2013 – 06/06/2014; add Targeted Services PLUS Teacher at Bridgewater for 2.5 hours/week beginning 10/28/2013 – 04/24/2014; \$26.92/hour.
- c. Leaves of Absence
1. Tasha Jasper, Leave of Absence beginning 10/24/2013 – 02/14/2014.
  2. Rebekah Patterson, Childcare Leave of Absence beginning on or about 12/08/2013 through 02/28/2014.
  3. Brent Rauk, FMLA Leave of Absence beginning 11/18/2013 – 01/10/2014.
- d. Resignations / Retirement
1. Norine Bell, High School EA/Greeter, resignation effective 11/08/2013.
  2. Melissa Bernhard, Head Gymnastics Coach, resignation effective 10/22/2013.
  3. Gary Lewis, Director of Student Services, retirement effective 12/31/2013.
  4. Sheila Winegardner, Educational Assistant at Sibley, resignation effective 11/15/2013.

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

VIII. Items for Information

There are no items for information at this time.

IX. Future Meetings

Tuesday, November 12, 2013, 6:30 PM, Reception for Commended National Merit Scholars, HS Upper Cafeteria  
Tuesday, November 12, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Monday, November 25, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

# School Board Minutes

School Board Minutes

October 14, 2013

Northfield High School Media Center

- I. Call to Order.  
Board Chair Ellen Iverson called the Regular meeting of the Northfield Board of Education to order at 7:00 PM. No one was absent.
- II. Agenda Changes / Table File  
The table file was added.
- III. Public Comment  
There was none.
- IV. Approval of Minutes  
On a motion by Maple, seconded by Hardy, the minutes of the Regular School Board meeting held on September 23, 2013, were unanimously approved.
- V. Announcements and Recognitions
  - Through a new grant program partnership between Southern Minnesota Initiative Foundation (SMIF) and Guidecraft, 13 of SMIF's Early Childhood Initiative coalition communities received early childhood bookshelves. The Northfield Early Childhood Initiative Coalition was awarded five bookshelves that will be placed in the community and stocked with books for families to take home and keep. To date, about 1000 books have been donated and distributed in the Northfield community.
  - TORCH learned last week that the district has been awarded a \$19,900 grant from the Minnesota Work Force Development Office. This grant will make it possible for us to launch a *Career Opportunities and Readiness Experience (CORE)* Program that will help prepare TORCH students for today's job market through local internships, job "soft skills" training, and professional mentoring.
  - WE DAY was attended by 61 NHS students and 4 adults last week. The students were treated to a high energy, high tech and high profile event all around the message of service. The students came home with various thoughts and reflections about their own service and the teachers are ready to help guide the students in any possible.
  - "Lace for the Cure", an effort by the Girls Soccer Team to raise money to fight breast cancer, raised \$4000 in just over one week this year. All the money will go to the Inflammatory Breast Cancer Research Foundation.
  - Northfield High School has five National Merit Commended Scholars: Abraham Cooper, Ian Iverson, Margaret Kennedy, William Marfleet and Halie Ostberg. Congratulations to these students and their parents.
  - Northfield High School Activities Director Tom Graupmann was named last week as the Region 1AA athletic administrator of the year by the Minnesota Interscholastic Athletic Administrators Association. Graupmann is now nominated with seven other Class AA region athletic administrators of the year for consideration as the state winner. That announcement will come in January or early February. Congratulations Tom!
- VI. Items for Discussion and / or Reports
  1. Ninth Grade Academy.  
The 9th Grade Academy team (T. J. Wiebe, Scott Stanina, Jill Kohel, Lisa Battaglia and Kelly Foster) provided an update on the work they do in the Academy, including 4-year longitudinal data encompassing their PLC SMART goals and their results.
  2. The Minnesota Multiple Measurement System (MMR).  
Superintendent Richardson and Dr. Roger Jenni, Testing and Assessment Coordinator, provided background information about the MMR and how it reports information about our District's student achievement.

3. Follow-up on Student Voice on School Topic.

Board members Julie Pritchard and Rob Hardy requested that the Board revisit the student voice issue that was discussed at its April 22<sup>nd</sup> meeting and consider reaching out to the Mayor's Youth Council on their mindfulness campaign. Board Chair Ellen Iverson led a discussion in getting feedback from the rest of the Board on the level of interest in moving forward with this issue. Board members spoke about how much they would value students sharing their thoughts on various subjects. It was decided that Board members Hardy and Pritchard would speak to Zach Pruitt about the Mayor's Youth Council presenting their mindfulness campaign at a future School Board meeting.

VII. Superintendent's Report

A. Items for Individual Action

1. Minnesota State High School League (MSHSL) Foundation Grant for Student Participation.

On a motion by Nelson, seconded by Maple, the Board unanimously approved the following resolution:

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the School Board of Independent School District No. 659 recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school districts in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the School Board of Independent School District No. 659, supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Voting 'yes' was Fossum, Maple, Nelson, Pritchard, Hardy, Stratmoen and Iverson. No one voted 'no.'

B. Items for Consent Grouping

On a motion by Noel, seconded by John, the Board unanimously approved the items under the Consent Grouping.

1. Gift Agreement.

The Board accepted the gift of a 1998 Dodge Grand Caravan valued at approximately \$1,799 to the High School Automotive Program.

2. Additional Co-Curricular Overnight Trip.

The Board approved an overnight trip to Fairmont, MN on February 28<sup>th</sup> for the Speech team. Funds to support this trip will come from the Speech team's activity account.

3. Personnel Items.

a. Appointments\*

1. Asia Black, Early Ventures Site Assistant at Longfellow for 2.5 hours/day Monday-Friday, beginning 10/14/2013; Step 1, \$11.25/hour.
2. Melanie Cork, Child Nutrition Associate I for 3 hours/day at the High School beginning 10/22/2013; \$13.82/hour.
3. Sherri Goehring, Class II Educational Assistant at the ALC for 6.50 hours/day beginning 10/09/2013; Class II, Step 6 - \$14.86/hour, and Child Nutrition Associate I for .50 hours/day beginning 10/9/2013, \$13.82/hour.
4. Zeebo Karouso, Kid Ventures Site Assistant at the Elementary Schools for 3 hours/day beginning 9/30/2013; Step 1, \$11.25/hour.
5. Alison Kopp, Class IV PCA (3.25)/Class III EA (2.75) at the High School for 6 hours/day beginning 9/30/2013 - 6/6/2014; Class IV, Step 1-\$13.49/hour; Class III, Step 1-\$13.29/hour.
6. Robert Matthies, Part Time Evening Custodian at the High School for 3 hours/day beginning 10/2/2013; Step 2 - \$14.45/hour.
7. Susan Puppe, Instructional Educational Assistant at Sibley Elementary for 3 hours/day beginning 10/03/2013 - 6/6/2014; Class II, Step 1 - \$12.98/hour.

8. Scott Sannes, Community Services Building Supervisor as needed beginning 9/24/2013; \$13.88/hour.
  9. Patrick Wagner, Assistant Boys Basketball Coach at the High School beginning 11/11/2013 – 03/15/2014; Level E, Step 1.
  10. Rachel Woldum, MSYC Site Assistant at the Middle School/CS for 2.5 hours/day beginning 10/1/2013 – 5/8/2014; Step 2, \$11.55/hour.
  11. Community Services Fall/Winter Recreation Positions:
    - a) William Beimers, CS Lifeguard beginning 9/25/2013 – 04/01/2014; \$8.00/hour.
    - b) Karla Hirsch, CS Lifeguard beginning 10/28/2013 – 04/01/2014; \$8.00/hour.
    - c) Erin Johnson, CS Swim Aide \$7.50/hour, and Lifeguard \$8.00/hour beginning 10/07/2013 – 04/01/2014.
    - d) Breanna Olson, CS Birthday Party Supervisor beginning 10/07/2013 – 04/01/2014; \$7.50/hour.
  12. Melanie Cork, KidVentures Site Assistant at Bridgewater for 2.5 hours/day beginning 11/11/2013; Step 1, \$11.25/hour.
  13. Roberto Garcia, 9<sup>th</sup> Grade PT Boys Basketball Coach (hourly) at the High School beginning 11/11/2013 – 03/01/2014; \$14.00/hour.
  14. Nicki Pulju, KidVentures Site Assistant at Bridgewater for 4.0 hours/day beginning 10/25/2013; Step 4, \$12.15/hour.
  15. Amy Atkinson, Class I Educational Assistant at Greenvale Park for .50 hours/day beginning 10/28/13 through 6/6/14, Step 1 - \$12.59/hour, and Class IV Educational Assistant at Greenvale Park for 6.5 hours/day beginning 10/28/13 through 6/6/14, Step 1 - \$13.49/hour.
- b. Increase/Decrease/Change in Assignment
1. Janet Amundson, Class III EA at the Middle School for 5 hours/day, change to Class III EA at Middle School for 7 hours/day beginning 8/26/2013 – 6/6/2014.
  2. Mauricio Lozada Hernandez, Class II EA at the Middle School, add MSYC Site Assistant at the Middle School for up to 5 hours/week beginning 10/10/2013 – 5/8/2013.
  3. Marie Kylo, Child Nutrition Associate I for 3 hours/day at the Middle School, change to CNA I for 3.75 hours/day at the Middle School beginning 9/23/2013.
  4. Teresa Hasse, Class I EA at Sibley Elementary for 1.33 hours/day, change to Class I EA at Sibley for 1.4 hours/day in addition to 5.1 hours/day Class IV PCA, beginning 10/01/2013.
  5. Sue Leidner, Class IV PCA at Sibley, add 2.75 hours on Wednesdays only at Sibley.
  6. Laura Little, Child Nutrition Associate I for 3 hours/day at the Middle School, change to CNA I for 3.75 hours/day at the Middle School beginning 9/23/2013.
  7. Lori Malecha, Child Nutrition Associate II for 6 hours/day at Sibley, change to Temporary Child Nutrition Manager for 7 hours/day at Sibley beginning 9/30/2013 – 11/08/2013.
  8. Cheryl Mathison, 1.0 FTE Small Business Teacher at the ALC, add Independent Study Teacher at the ALC for 2 hours every Monday beginning 9/30/2013 – 05/22/2014.
  9. Nicole Miner, KidVentures Site Assistant at Bridgewater, change to KidVentures Site Leader at Greenvale Park for 29 hours/week beginning 10/15/2013.
  10. Margie Podominick, .5 FTE Teacher at Sibley, change to 1.0 FTE Teacher at Sibley beginning 10/07/2013 – 06/06/2013.
  11. Rose Ann Rossow, Child Nutrition Associate I for 3 hours/day at the Middle School, change to CNA I for 3.75 hours/day at the MS beginning 9/23/2013.
  12. Darcy Seurer, 1.0 FTE Social Studies Teacher at the ALC, add Independent Study Teacher at the ALC for 2 hours every Thursday beginning 9/30/2013 – 05/22/2014.
  13. Peggy Sheehy, Class I EA/Supv. with Community Services for 3.0 hours/day, add and additional 13.25 hours/week Class IV PCA at Headstart beginning 9/30/2013 – 5/8/2014.
  14. Michelle Warden, Class I EA/Supv. at Bridgewater for 3.5 hours/day, add Class IV PCA/Bus at Longfellow for 1.33 hours/day beginning 9/3/2013 – 6/6/2014.
  15. Elliott Courchaine, KidVentures Site Assistant at Bridgewater, change to KidVentures Site Assistant Substitute at Sibley, Bridgewater and Greenvale Park beginning 11/11/2013.
  16. Yolanda Loken, Special Education PCA (Class IV) at Longfellow building hours 21.75 hours/week, change to building hours 21.5 hours/week (bus PCA position remains the same) beginning 10/10/2013 – 6/6/2014.

- c. Leaves of Absence
  1. Barb Brunette, Sibley Kitchen Manager, FMLA Leave beginning 10/01/2013 through 11/11/2013.
  2. Julia Daly, Early Childhood Educator, Leave of Absence beginning 09/09/2013 through 05/23/2014.
  3. Kelly Foster, Educational Assistant at the High School, FMLA Leave beginning 12/09/2013 through 12/16/2013.
  4. Melissa Spitzack, Sibley teacher, FMLA Childcare Leave beginning on or about 02/13/2014 through 04/28/2014.
- d. Resignations / Termination
  1. Sheila Bird, ALC Administrative Assistant, resignation effective 11/01/2013.
  2. Angie Callahan, KidVentures Site Lead at GVP, resignation effective 10/11/2013.
  3. Reece Line, KidVentures Student Site Assistant, resignation effective 10/21/2013.
  4. Ratification of employment termination.
- e. TRA Part-Time Teacher Program  
The Board authorized Shelley K. Hansen to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District.

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

VIII. Items for Information

1. MinnCAN Visit to Northfield Middle School and Northfield High School.  
On October 3 MinnCan came to Northfield to specifically recognize two schools they identified as being successful in helping students with Limited English Proficiency and Latino students. They visited Northfield Middle School and High School and learned what staff is doing to encourage these students. Following their visit they commented on how impressed there are with how our staff is working together to support students and their families and therefore seeing tremendous growth in the graduation rate of Latino students.
2. Enrollment Report – October 2013.

IX. Future Meetings

Monday, October 28, 2013, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center  
Tuesday, November 12, 2013, 6:30 PM, Reception for Commended National Merit Scholars, HS Upper Cafeteria  
Tuesday, November 12, 2013, 7:30 PM, Regular School Board Meeting, Northfield High School Media Center

- X. On a motion by Stratmoen, seconded by Maple, the Board adjourned at 9:05 PM.

Noel Stratmoen  
School Board Clerk



# Sibley Elementary School

## SCHOOL IMPROVEMENT PLAN 2013-2014

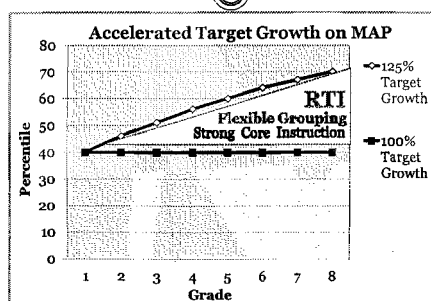
# Sibley Elementary School

~Empowering the learner; building foundations

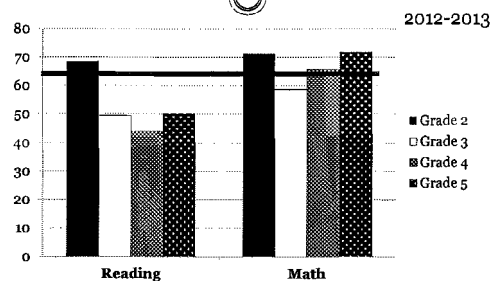
### Continuous Improvement Goals:

1. Reading
2. Math
3. Climate

## Accelerated Growth Goals

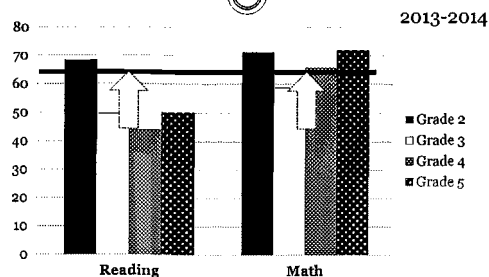


## Accelerated Growth Goals



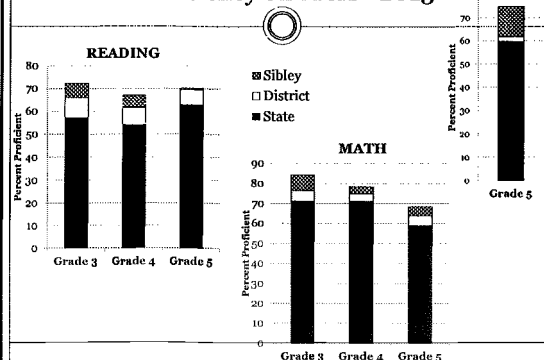
By the Spring of 2013, 65% of students in Grades 2-5 will meet or exceed 125% of their typical growth as based by NWEA (MAP) Fall to Spring assessments.

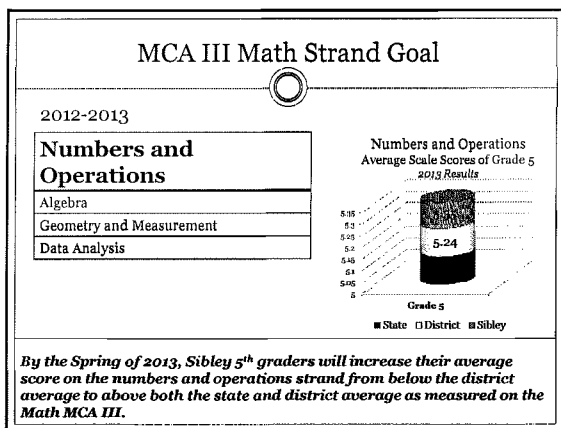
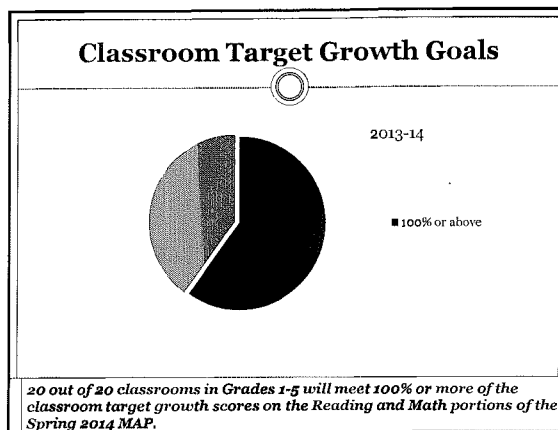
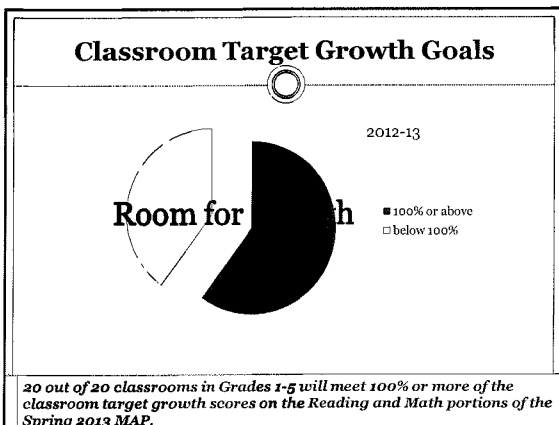
## Accelerated Growth Goals



By the Spring of 2014, 65% of students in Grades 2-5 will meet or exceed 125% of their typical growth as based by NWEA (MAP) Spring to Spring assessments.

## Proficiency on MCA - 2013





### Climate Goals

2012-2013

	Target Goal
1 <b>Students and Parents Survey</b> (Students show respect for other students.)	90% agree or strongly agree
2 <b>Staff Survey</b> (The morale is high on the part of teachers, support staff and students.)	90% agree or strongly agree

### Climate Goals

2012-2013

	Target Goal	Reality
1 <b>Students and Parents Survey</b> (Students show respect for other students.)	90% agree or strongly agree	93.8% agree or strongly agree
2 <b>Staff Survey</b> (The morale is high on the part of teachers, support staff and students.)	90% agree or strongly agree	Moved to the new Principal Survey, so this question was not asked.

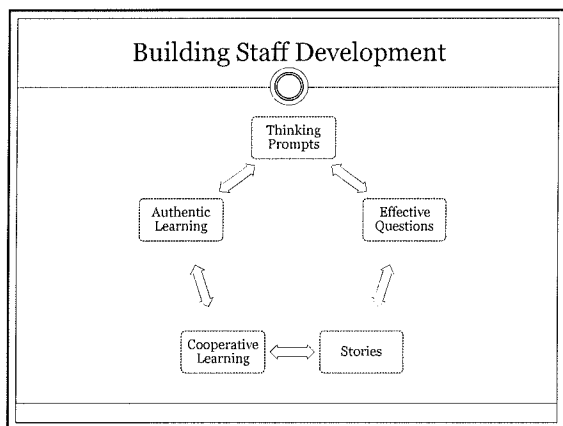
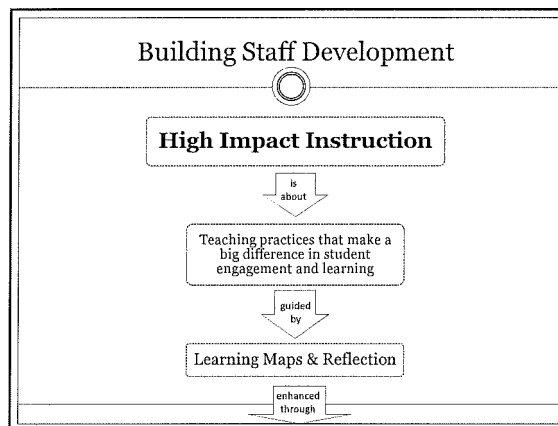
### Climate Goals

2013-2014

	Target Goal
1 <b>Fall Parent Survey</b> Students show respect for other students.	95% agree or strongly agree
2 Teachers show respect for students.	95% agree or strongly agree
3 Parents feel welcome at Sibley.	95% agree or strongly agree

# Sibley Elementary School

~ **TEACHING  
AND LEARNING**  
AT WORK



## Core Teaching – Best Practices

Explicit Instruction  
Student Engagement  
Practice /Feedback


## Differentiation

	Skill	
	Topic	
	Strategy	


## Flexible Grouping

	Data Based	
	Explicit Instruction	
	Support Staff Utilized	
	Enrichment & Review	

### Transformational Technology



*Ipads enhance small group learning.*



*Individualized learning is at our fingertips.*

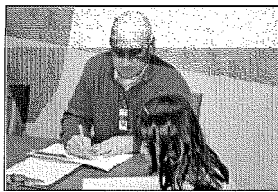
### ready. set. go!

Connecting with Families   Building Relationships   Early Assessment

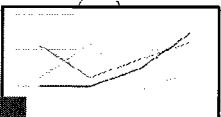
	Reading Screeners	Math Screeners
K-1	First Sound Fluency Phoneme Segmentation Nonsense Word Fluency BAS Word List	Beg. Quantity Discrimination Number Identification Next Number Fluency Adv. Quantity Discrimination Missing Number Fluency
2-5	Oral Reading Fluency BAS Word List	Xtra Math Placement (iPad)

### Screening & Progress Monitoring


- DIBELS – Reading and Math (K-5)
- MAP (K-2)
- MCA – OLPA (3-5)




### Interventions



*Incremental Rehearsal – Fact Fluency*

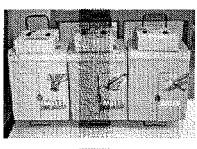


*Great Leaps Reading – Reading Fluency*




### New Resources


*Math Elevations*



*Benchmark Assessment System*




*Leveled Literacy Intervention*



### Professional Learning Communities


*Grade Level PLC*

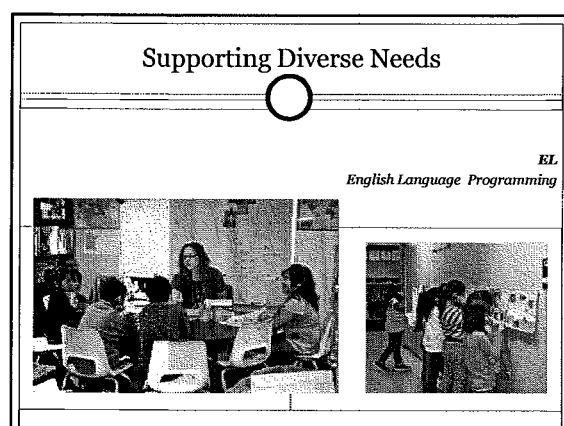
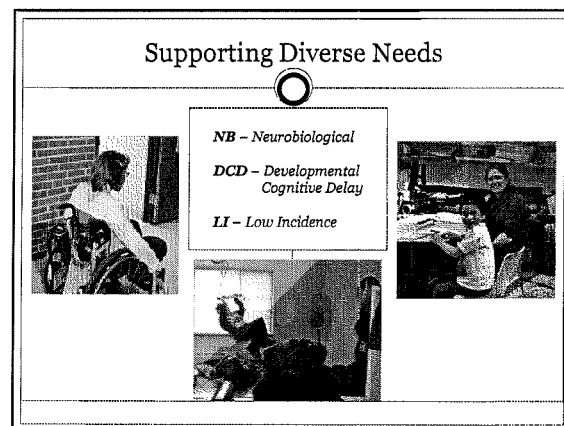
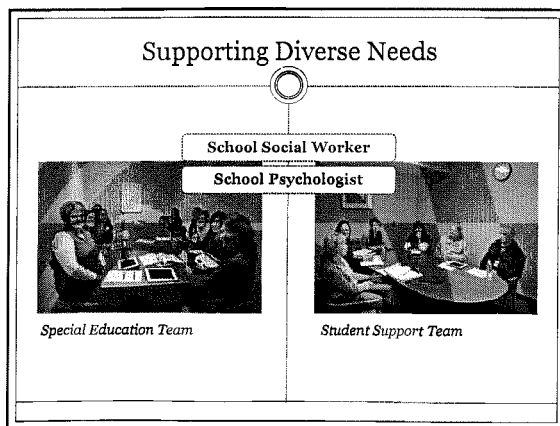
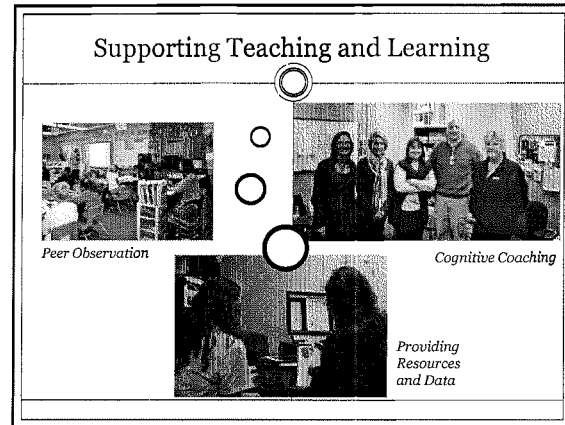
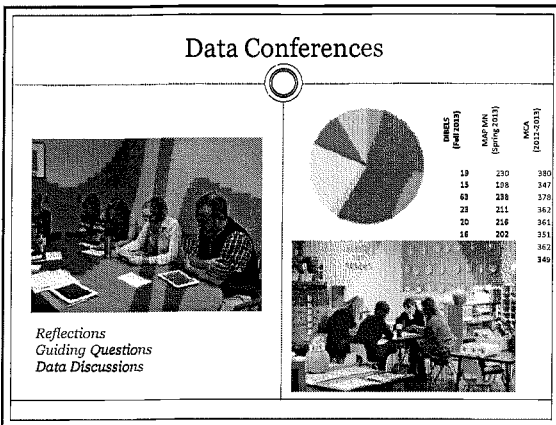


*Guiding Questions*  
*Formative Assessments*  
*Common Pacing*  
*Data-Driven Decision Making*

**PLC**



*Content Area PLC*



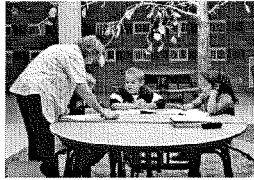


## Supporting Diverse Needs


*PLUS Programming*

## Supporting Diverse Needs



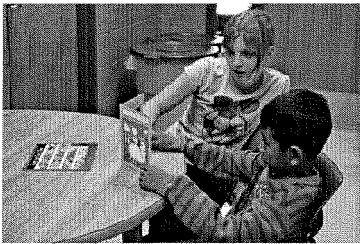
*Accelerate Northfield  
Carlton Students  
St. Olaf Students*



*Materials to  
Support Learning*


## Super Tutors!

*4<sup>th</sup> and 5<sup>th</sup> Grade students are trained to work with our youngest readers.*


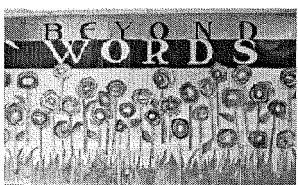
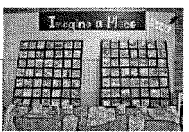


## Summer Success Program


*Students were given intervention binders and leveled books to help prevent the "Summer Slide."*



## Beyond Words






*A Celebration of Art and Literacy*

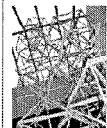


## Celebrate Math Week

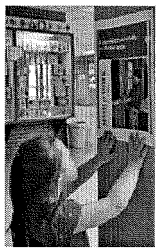
*Math and Art*



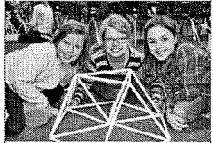
*Math and Engineering*



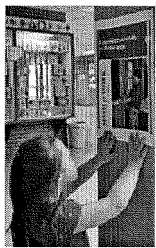
*Math on the Move*



*Math and Science*



*Math at Work*



Looking Ahead...

**LITERACY**

- Strengthening Core Instruction
- BAS Text Leveling System
- Words Their Way
- Interventions
- Implementing Common Core Standards
- Beyond Words – April 2014
- Summer Success
- Super Tutors

Looking Ahead...

**MATH**

- Strengthening Core Instruction
- Fact Fluency – Implementing Xtra Math
- Math Interventions
- Progress Monitoring System – DIBELS Math
- Celebrate Math Week – January 2014
- Volunteer Math Bins and Binders

Looking Ahead...

**STAFF DEVELOPMENT**

- High Impact Instruction
- Engagement and Learning
- Response to Intervention
- Cognitive Coaching
- Team Building

Questions or Comments



# **NORTHFIELD PUBLIC SCHOOLS**

**2012-2013 Site Progress Report**

**2013-2014 Continuous Improvement Plan**

**2013-2014 Building Staff Development Plan**

**October 11, 2013**



## NORTHFIELD PUBLIC SCHOOLS

### District 659 Mission: Why we exist

The mission of the Northfield Public Schools is to deliver educational excellence that empowers all learners to participate in our dynamic world.

**Submit to the Superintendent by October 11, 2013:**

**For 2012-2013: Site Progress Report**

**For 2013-2014: Site Continuous Improvement Plan  
Building Staff Development Plan**

**SITE:** *Sibley Elementary*

**PLAN YEAR:** *2013-2014*

### SITE IMPROVEMENT TEAM MEMBERS:

*Anne Erickson  
Judi Vitito  
Tania Will  
Kasha Zeman*

*Katy Schuerman  
April Ostermann  
Scott Sannes*

*Rich Guggisberg  
Becky Gainey  
Gretchen Heil*

**Reviewed by  
Staff:**

**Signature  
Date**

*Tania Will*  
*Oct 15, 2013*

**Final Approval by  
Site Improvement Team:**

**Signature  
Date**

*[Signature]*  
*10-15-13*

**Final Approval by  
Superintendent and  
Director of Teaching and  
Learning:**

**Signature  
Date**

*[Signature]*  
*10/24/13*

# **NORTHFIELD PUBLIC SCHOOLS**

## **2012-2013 Site Progress Report for Site Improvement Objective #1**

**State the Site Improvement Objective:** *All students will demonstrate measurable gains in reading fluency and comprehension.*

**This Site Improvement Objective is:** ☐ New ☒ Continuing

**State the Student Achievement Goal:**

By the Spring of 2013, 65% of Sibley 2<sup>nd</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

By the Spring of 2013, 65% of Sibley 3<sup>rd</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

By the Spring of 2013, 65% of Sibley 4<sup>th</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

By the Spring of 2013, 65% of Sibley 5<sup>th</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

20 of 20 classrooms in grades 1-5 will meet 100% or more of the classroom target growth scores on the reading portion of the Spring 2013 MAP

*(This 125% target would be the equivalent of 1.25 years of growth as calculated with actual growth/typical growth per child.)*

**Which action plan steps were completed?**

Teachers practiced and were supported in the Reader's Workshop which allows for differentiated instruction for all students and is based on best practice.

Teachers included a block of time for independent reading during Reader's Workshop focusing on books at each individual student's reading level.

Identified students performing below grade level on the Spring 2012 MCA, Fall 2012 MAP, and Fall 2012 DRA and DIBELS.

PLC Plans and Evidence of Practice in Action Documents

PLC/Common Planning/Flex Grouping

Implemented Dynamic Indicators of Basic Early Literacy Skills (DIBELS)

Student Support Teams identified students and supported teachers with interventions and progress monitoring.

## **NORTHFIELD PUBLIC SCHOOLS**

Literacy Training conducted for Accelerate Northfield volunteers at both St. Olaf and Carleton by RtI coaches.

Utilized literacy tutoring boxes.

Small group support provided for identified struggling readers.

Hired a Reading Core teacher who worked with identified struggling readers.

RtI Training – Coaching Through the Tiers.

Coordinated interventions for students attending Summer Plus classes and trained summer staff on implementation.

Created a “Summer Slide” reading program to promote literacy and put leveled books in the hands of struggling readers during June, July and August.

### **Which of these steps were especially powerful?**

*Seeing the results of the students who read all summer is inspiring. A report will be made to the BOE later this school year.*

### **Which of these steps were not completed?**

*All steps were completed.*

### **Provide evidence that your objective was achieved or not achieved.**

Goal: By the Spring of 2013, 65% of Sibley 2<sup>nd</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

Achievement: 68.4% of Sibley 2<sup>nd</sup> Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

Goal: By the Spring of 2013, 65% of Sibley 3<sup>rd</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

Achievement: 49.5% of Sibley 3<sup>rd</sup> Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

Goal: By the Spring of 2013, 65% of Sibley 4<sup>th</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

Achievement: 44.0% of Sibley 4<sup>th</sup> Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

## **NORTHFIELD PUBLIC SCHOOLS**

**Goal:** By the Spring of 2013, 65% of Sibley 5<sup>th</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

**Achievement:** 50.2% of Sibley 5<sup>th</sup> Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.

**Goal:** 20 of 20 classrooms in grades 1-5 will meet 100% or more of the classroom target growth scores on the reading portion of the Spring 2013 MAP

**Achievement:** 12 of 20 classrooms in grades 1-5 met or exceeded 100% or more of the classroom target growth scores on the reading portion of the Spring 2012 MAP.

### **What implications do this year's results have for next school year?**

*We continue to use data to work smarter. The same strategies along with new initiatives will be in place as we move forward with a more focused effort on data mining and data usage.*

# NORTHFIELD PUBLIC SCHOOLS

## 2012-2013 Site Progress Report for Site Improvement Objective #2

**State the Site Improvement Objective:** *All students will demonstrate measurable gains in math.*

**This Site Improvement Objective is:** ☐ New ☒ Continuing

### State the Student Achievement Goal:

By the Spring of 2013, 65% of Sibley 2<sup>nd</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP(Math) Fall to Spring Assessments.

By the Spring of 2013, 65% of Sibley 3<sup>rd</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.

By the Spring of 2013, 65% of Sibley 4<sup>th</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.

By the Spring of 2013, 65% of Sibley 5<sup>th</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.

20 of 20 classrooms in grades 1-5 will meet 100% or more of the classroom target growth scores on the math portion of the Spring 2013 MAP.

### Which action plan steps were completed?

Teachers continued to utilize the Math Facts in a Flash and Rocket Math supplements.

Teachers continued to include a 60 minute block of time for math instruction daily.

Teachers identified students performing below grade level on the Spring 2012 MCA and Fall 2012 MAP.

District Math Training – September 1, November 23, January 23

PLC plans

PLC/Common Planning/Flex Grouping

Student Support Teams identified and supported teachers and students with interventions and progress monitoring.

Math interventions were reviewed and utilized to identify students.

## **NORTHFIELD PUBLIC SCHOOLS**

Utilized the Learning Navigator supports of OLPA to guide individualized instruction.

Site based Staff Development focused on math.

A Tier 1 probe of Fact Fluency was implemented and responded to accordingly.

Piloted online easycbm for potential progress monitoring.

Implemented a school wide "Celebrate Math Week".

Attended Everyday Math Consortiums.

Attended Midwest Summit – Why RtI?

Created math tutoring boxes that will be implemented this year.

Identified six Essential Learnings for each grade level and developed lesson plans for tutors to use with identified struggling math students.

### **Which of these steps were especially powerful?**

*Implementing interventions and supporting teachers with this process was especially powerful. Many students received math interventions in the area of fact fluency. The site based staff development focused on math allowed us to continue the professional conversations surrounding best practices, differentiation, data collection and assessment. The opportunity to put these practices to work were maximized by the continued PLC/Common Planning/Flex Grouping system that we have in place.*

### **Which of these steps were not completed?**

*All of the steps listed were completed, however the extent to which teachers utilized the Learning Navigator support for the OLPA varied, and only a handful of students were progress monitored through easycbm.com.*

### **Provide evidence that your objective was achieved or not achieved.**

Goal: By the Spring of 2013, 65% of Sibley 2<sup>nd</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP(Math) Fall to Spring Assessments.

Achievement: 71.1% of Sibley 2<sup>nd</sup> Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.

~~~~~

Goal: By the Spring of 2013, 65% of Sibley 3<sup>rd</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.

## **NORTHFIELD PUBLIC SCHOOLS**

Achievement: 58.7% of Sibley 3<sup>rd</sup> Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.

~~~~~

Goal: By the Spring of 2013, 65% of Sibley 4<sup>th</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.

Achievement: 65.7% of Sibley 4<sup>th</sup> Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.

~~~~~

Goal: By the Spring of 2013, 65% of Sibley 5<sup>th</sup> Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.

Achievement: 71.9% of Sibley 5<sup>th</sup> Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.

~~~~~

Goal: 20 of 20 classrooms in grades 1-5 will meet 100% or more of the classroom target growth scores on the math portion of the Spring 2013 MAP.

Achievement: 10 of 20 classrooms in grades 1-5 met or exceeded 100% or more of the classroom target growth scores on the math portion of the Spring 2013 MAP.

### **What implications do this year's results have for next school year?**

We need to continue to work to use our data in conjunction with best practice teaching, research based intervention and/or flexible grouping. This will create learning environment that maximizes student learning while attaining target growth and accelerated growth among our students.

## **NORTHFIELD PUBLIC SCHOOLS**

### **2012-2013 Site Progress Report for Site Improvement Objective #3**

#### **State the Site Improvement Objective:**

*Educate students, teachers and support staff in ways to create and sustain a school community that is safe, creates a sense of trust and helps students focus and understand the need for social skills, academic skills and respect for differences.*

**This Site Improvement Objective is:** ☐ New ☒ Continuing

#### **State the Student Achievement Goal:**

*Reduce discipline incidents by 10%, which include bullying, teasing or harassing behavior, when compared to 2011-2012 Fix-It Plan data and Skyward Discipline Tracking.*

*In completing the fall/winter survey, 90% of the students and parents will agree or strongly agree that students show respect for other students.*

*In completing the fall/winter survey, 90% of the staff will agree or strongly agree that the morale is high on the part of teachers, support staff and students.*

#### **Which action plan steps were completed?**

*Trained an additional four classrooms teachers in Responsive Classroom II*

*Implemented a Responsive Classroom Committee that provided ongoing staff development for staff.*

*Trained both licensed teachers and educational assistants on the Zones of Regulation*

*Trained New Teachers in Responsive Classroom I*

*Conducted Five Lockdown Drills*

*Conducted Climate Survey*

*Reviewed Discipline Records*

*Continued the DARE Program in 5th Grade*

*Continued Youth Frontiers Kindness Retreat*



## **NORTHFIELD PUBLIC SCHOOLS**

### **Which of these steps were especially powerful?**

*Maintaining the Responsive Classroom focus within the building is powerful as all classroom teachers share common knowledge, language and practices to better work with students.*

### **Which of these steps were not completed?**

*All steps were completed.*

### **Provide evidence that your objective was achieved or not achieved.**

Discipline incidents were reduced by 12% when compared to 2011-12 data. Note: A better system will be in place for tracking data in the future.

93.8% of parents surveyed *a parents agree or strongly agree that students show respect for other students.*

*Because we moved to another staff survey (Principal Survey), the second question wasn't asked.*

### **What implications do this year's results have for next school year?**

*We need to continue to work at refining and adapting our educational practices to meet the needs of our specific learners and ever-changing staff. New teachers were trained in Responsive Classroom I, and we were able to send four additional teachers to Responsive Classroom II.*

# **NORTHFIELD PUBLIC SCHOOLS**

## **2013-2014 Site Continuous Improvement Plan**

### **VISION: What we hope to become**

**Building Vision Statement:** *To achieve our mission at Sibley Elementary we must develop our capacity to function as a professional learning community. We envision a school in which staff:*

*Work collaboratively to determine a common purpose and clear goals;*

*Seek and implement effective strategies for improving student achievement on a continuing basis;*

*Monitor each student's progress; and*

*Create and sustain a school community that promotes social skills, academic skills and respect for differences.*

### **COLLECTIVE COMMITMENTS: How we will behave in order to make our shared vision a reality**

#### **Building Statement of Collective Commitments:**

*To function as a professional learning community, the Sibley staff is committed to the following core values:*

*Promote a positive school climate by modeling the qualities and characteristics that we hope to instill in our students;*

*Collaborate with one another, students and parents to achieve our shared vision;*

*Create a partnership with parents and community to ensure success for all Sibley students;*

*Align Northfield School District Curriculum;*

*Utilize a variety of instructional strategies;*

*Use assessment data to guide and inform instruction; and*

*Engage in meaningful, job-related, staff development to enhance professional skills.*

# NORTHFIELD PUBLIC SCHOOLS

## 2013-2014 Site Continuous Improvement Plan

**GOALS:** Our overarching objectives and measurable goals, and what steps we will take to reach them

### Site Improvement Objective #1

**State the Site Improvement Objective:** *All students will demonstrate measurable gains in reading fluency and comprehension.*

**This Site Improvement Objective is:** ☐ New ☒ Continuing

**This Site Improvement Objective is intended for:**

☐ 1 year ☐ 2 years ☒ 3 years

**This action plan is for:** ☒ year 1 ☐ year 2 ☐ year 3 of the plan

**What district strategy does this Site Improvement Objective support?**

☒ Quality Education

☐ Communications/Partnerships

☐ Stewardship

☒ Curricular Outcomes

☐ Climate

☐ Diversity

**Evidence of Need ("Our Reality"):** What key measurable performance indicators show a need to spend time, energy, and resources on this particular objective?

*MCA III data indicate reading proficiency rates continue to be above state average. Because reading is a critical element in each child's education, we will again focus on it as one of our building goals. We will focus on three main areas: fluency, comprehension and word knowledge. With the adoption of common core standards for English, it is relevant to build word knowledge and vocabulary in both fiction and nonfiction context. Also in keeping with the common core standards, our reading instruction will reflect an increased focus on nonfiction text and nonfiction reading strategies.*

*Students are being asked to read more complex texts in content areas, so a focus on academic vocabulary is an important part of our work. As the material becomes more difficult and the volume of work expands, students who are not reading fluently have a difficult time keeping up with schoolwork.*

*Assessments, authentic and formal, will be ongoing in both comprehension and fluency. We will use MCAIII scores to measure overall progress. We will use MAP target growth scores to measure individual and classroom progress. And finally, we will use formative*

## NORTHFIELD PUBLIC SCHOOLS

*assessments as a part of instruction to provide the information needed to adjust teaching and learning while they are happening.*

### **MCA III**

*~71.72% of 3rd grade students were proficient on the 2013 MCA III Reading assessment.*

*~66.99% of 4th grade students were proficient on the 2013 MCA III Reading assessment.*

*~70.71% of 5th grade students were proficient on the 2013 MCA III Reading assessment.*

### **MAP Data**

*~ 68.4% of Sibley 2nd Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.*

*~ 49.5% of Sibley 3rd Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.*

*~44.0% of Sibley 4th Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments..*

*~50.2% of Sibley 5th Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Reading) Fall to Spring Assessments.*

### **Student Achievement Goal #1: What key measurable performance indicators/performance targets will point to success at year-end review?**

- **This should be a SMART goal: Strategic and Specific, Measurable, Attainable, Results-oriented, Time-bound.**
- **To the extent possible, please use this format to write your goal: "We will increase (*indicate specific skills*) of (*indicate subgroups and grade levels of students*) so that (*indicate percent of students*) will demonstrate (*indicate level of performance*) as measured by (*indicate names of assessments*) by (*indicate month and year*)."**

*By the Spring of 2014, 65% of Sibley 2nd Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Spring to Spring Assessments.*

*By the Spring of 2014, 65% of Sibley 3rd Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Spring to Spring Assessments.*

*By the Spring of 2014, 65% of Sibley 4th Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Spring to Spring Assessments.*

*By the Spring of 2014, 65% of Sibley 5th Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Spring to Spring Assessments.*

## **NORTHFIELD PUBLIC SCHOOLS**

*20 of 20 classrooms in grades 1-5 will meet 100% or more of the classroom target growth scores on the reading portion of the Spring 2014 MAP*

*(This 125% target would be the equivalent of 1.25 years of growth as calculated with actual growth/typical growth per child.)*

# NORTHFIELD PUBLIC SCHOOLS

## 2013-2014 Site Continuous Improvement Plan

Action Plan Details for Site Improvement Objective #1							
Task No.	Tasks to be Completed	Time Lines		Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
		Begin Date	End Date				
1	<i>Teachers will continue to practice Reader's Workshop to allow for differentiated instruction and is based on best practice.</i>	9/13	ongoing	<i>RtI Coach and classroom teachers</i>	<i>Materials for teachers.</i>	<i>Ongoing</i>	<i>Classroom daily schedules</i>
2.	<i>Identify students performing below grade level on MAP, MCA, DIBELS, BAS, WTW.</i>	9/13	ongoing	<i>RtI coach and classroom teachers</i>	<i>Weekly PLC teams and SST meetings.</i>	<i>9/2013 1/2014 5/2014</i>	<i>MAP, MCA, BAS, DIBELS and WTW results</i>
3.	<i>PLC Plans</i>	<i>All</i>	<i>Year</i>	<i>Everyone</i>	<i>0</i>	<i>ongoing</i>	<i>PLC minutes</i>
4.	<i>PLC/Common Planning/Flex Groups</i>	<i>All</i>	<i>Year</i>	<i>Classroom teachers and support staff</i>	<i>Reorganized Specialist schedule</i>	<i>ongoing</i>	<i>Use data and common planning to create and implement flex groups.</i>
5.	<i>DIBELS literacy Universal screener</i>	9/13	5/14	<i>Everyone</i>	<i>DIBELS</i>	<i>9/13 1/14 5/14</i>	<i>DIBELS</i>
6.	<i>Student Support team identify and support teachers and students with interventions and progress monitoring</i>	9/13	5/14	<i>Classroom teachers and SST.</i>	<i>0</i>	<i>ongoing</i>	<i>MAP, MCA and DIBELS results</i>
7.	<i>Literacy Training for</i>	9/13	ongoing	<i>RtI Coach</i>	<i>Accelerate</i>	<i>ongoing</i>	<i>Survey Trainees</i>

## NORTHFIELD PUBLIC SCHOOLS

	<i>Accelerate Northfield</i>			<i>and volunteers</i>	<i>Northfield</i>		
8.	<i>Small group support for identified struggling readers</i>	9/13	6/14	<i>Reading Support Staff</i>	<i>LBD, Daily Five, Leveled Books</i>	<i>ongoing</i>	<i>MAP,BAS,DIBELS</i>
9.	<i>Implementation of LLI(Leveled Literacy Intervention)program for struggling readers</i>	9/13	6/14	<i>Reading Support Staff</i>	<i>\$3,000</i>	<i>ongoing</i>	<i>LLI progress monitoring</i>
10.	<i>Addition of MN Reading Corps Tutor</i>	8/13	6/14	<i>RtI Coach and MRC tutor</i>	<i>MN Reading Corps</i>	<i>ongoing</i>	<i>EDSPRING</i>
11.	<i>Implementation of Text leveling system BAS</i>	10/13	6/14	<i>RTI coach and teachers</i>	<i>\$2,000</i>	<i>Ongoing</i>	<i>Progress monitoring and running records</i>
12.	<i>Ready, Set, Go Day</i>	8/27	8/27	<i>Staff</i>	<i>DIBELS, Xtra Math, BAS</i>		<i>Benchmark assessments</i>

### 2013-2014 Site Continuous Improvement Plan

#### Action Plan Details for Site Improvement Objective #1

Task No.	Tasks to be Completed	Time Lines		Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
		Begin Date	End Date				

## NORTHFIELD PUBLIC SCHOOLS

### 2013-2014 Site Continuous Improvement Plan

**GOALS:** Our overarching objectives and measurable goals, and what steps we will take to reach them

#### Site Improvement Objective #2

**State the Site Improvement Objective:** *All students will demonstrate measurable gains in math.*

**This Site Improvement Objective is:** ☐ New ☒ Continuing

**This Site Improvement Objective is intended for:**

☐ 1 year ☐ 2 years ☒ 3 years

**This action plan is for:** ☒ year 1 ☐ year 2 ☐ year 3 of the plan

**What district strategy does this Site Improvement Objective support?**

☒ Quality Education

☐ Communications/Partnerships

☐ Stewardship

☒ Curricular Outcomes

☐ Climate

☐ Diversity

**Evidence of Need ("Our Reality"):** What key measurable performance indicators show a need to spend time, energy, and resources on this particular objective?

*The percentage of students labeled proficient on the MCA III Math assessment indicated the following:*

#### **MCA**

*~85% of 3rd grade students were proficient on the 2012 MCA III Math assessment.*

*~78.64% of 4th grade students were proficient on the 2012 MCA III Math assessment.*

*~69% of 5th grade students were proficient on the 2012 MCA III Math assessment.*

#### **MAP DATA**

*~71.1% of Sibley 2nd Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.*



## NORTHFIELD PUBLIC SCHOOLS

*~58.7% of Sibley 3rd Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.*

*~65.7% of Sibley 4th Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.*

*~71.9% of Sibley 5th Graders met or exceeded 125% of their typical growth as based by NWEA-MAP (Math) Fall to Spring Assessments.*

### **Student Achievement Goal #1: What key measurable performance indicators/performance targets will point to success at year-end review?**

- This should be a SMART goal: Strategic and Specific, Measurable, Attainable, Results-oriented, Time-bound.
- To the extent possible, please use this format to write your goal: "We will increase (*indicate specific skills*) of (*indicate subgroups and grade levels of students*) so that (*indicate percent of students*) will demonstrate (*indicate level of performance*) as measured by (*indicate names of assessments*) by (*indicate month and year*)."

*By the Spring of 2014, 65% of Sibley 3rd Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Spring to Spring Assessments.*

*By the Spring of 2014, 65% of Sibley 4th Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Spring to Spring Assessments.*

*By the Spring of 2014, 65% of Sibley 5th Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Spring to Spring Assessments.*

*20 of 20 classrooms in grades 1-5 will meet 100% or more of the classroom target growth scores on the math portion of the Spring 2014 MAP.*

*(This 125% target would be the equivalent of 1.25 years of growth as calculated with actual growth/typical growth per child.)*

*By the Spring of 2014, Sibley 5<sup>th</sup> graders will increase their average score on the numbers and operations strand from below the district average to above both the state and district average as measured on the Math MCA III.*

# NORTHFIELD PUBLIC SCHOOLS

## 2013-2014 Site Continuous Improvement Plan

Action Plan Details for Site Improvement Objective #2							
Task No.	Tasks to be Completed	Time Lines		Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
		Begin Date	End Date				
1	Teachers will implement Xtra Math, an individualized web-based fluency-building program.	9/13	Ongoing	RtI Coach	Ipad access	Ongoing	Progress reports and weekly email updates
2	Teachers will continue to include a 60-minute block of instructional time for math daily.	9/13	Ongoing	Principal	Materials for teachers and assessment information.	Ongoing	Classroom Schedules and Visits
3	Teachers will identify students performing below grade level on the Spring 2013 MCA and most current MAP	9/13	Ongoing	Classroom Teachers	PLC	Ongoing	Spring 2012 MCA Results, Fall 2014 MAP
4	PLC Plans	All	Year	Everyone	Time - embedded	Ongoing	PLC minutes
5	PLC/Common Planning/Flex Grouping	All	Year	Classroom Teachers	Reorganized Specialist Schedule	Ongoing	Use common planning time to implement flex groups
6	Student Support Team will identify and support teachers and students with	9/13	Ongoing	Classroom Teachers and SST	Internal Staff Development	Ongoing	MAP, DIBELS, and/or Progress Monitoring

## NORTHFIELD PUBLIC SCHOOLS

	<i>interventions and progress monitoring</i>						<i>Tools</i>
7	<i>Math Interventions will be reviewed and utilized for identified students</i>	9/13	Ongoing	RtI Coaches, Spec. Ed., EL	Curriculum	Ongoing	Progress Monitoring Data
8	<i>Implement Math Elevations, a Tier 2 Intervention system for Math</i>	9/13	Ongoing	RtI Coach and Classroom Teachers	Math Elevations Curriculum	Ongoing	Progress Monitoring Data
9	<i>Site based staff development focused on specific instructional practices that support student engagement</i>	9/13	Ongoing	RtI Coach	Internal Staff Development	9/19, 10/24, 11/21, 1/23, 2/20, 4/17, 5/22	Meeting Minutes and/or notes
10	<i>Implement Math Boxes and Bins with math volunteers to support student learning.</i>	9/13	Ongoing	RtI Coaches and Classroom Teachers	Curriculum – Math Boxes and Bins	1/14	Data Sheets
11	<i>Partner with Accelerate Northfield to provide Intervention Volunteers</i>	9/13	Ongoing	RtI Coach and Pilot Teachers	Easycbm.com online site	1/14	Volunteer Log
12	<i>Attend Everyday Math Consortiums</i>	10/13	Ongoing	RtI Coach	None	Ongoing	Attendance
13	<i>Plan and Implement Celebrate Math Week</i>	1/27/14	1/31/14	RtI Coach and Classroom Teachers	Materials for Implementation	2/14	Participation Roster
14	<i>Midwest Instructional Leadership Conference</i>	10/1/13	10/1/13	RtI Coaches and School Psychologist	District SD Funds	Ongoing	Attendance
15	<i>Support Ready, Set, Go! Day</i>	8/13	8/13	RtI Coaches and	Copies of checklists,	9/13	Survey

## NORTHFIELD PUBLIC SCHOOLS

				<i>Classroom Teachers</i>	<i>assessment day specified</i>		
<b>16</b>	<b><i>Implement DIBELS Math as a universal screener and benchmarking system.</i></b>	<b><i>9/13</i></b>	<b><i>Ongoing</i></b>	<b><i>RtI Coaches</i></b>	<b><i>Copies of DIBELS materials and data entry</i></b>	<b><i>Sept., Jan., May</i></b>	<b><i>Benchmark Data</i></b>
<b>17</b>	<b><i>Provide targeted support for Grade 4/5 students through Math Corps.</i></b>	<b><i>9/13</i></b>	<b><i>Ongoing</i></b>	<b><i>Math Corps Member and Internal Coach</i></b>	<b><i>In kind materials</i></b>	<b><i>Monthly</i></b>	<b><i>Schedules and Map test results</i></b>

### 2013-2014 Site Continuous Improvement Plan

<b>Action Plan Details for Site Improvement Objective #2</b>							
<b>Task No.</b>	<b>Tasks to be Completed</b>	<b>Time Lines</b>		<b>Assigned to</b>	<b>Resources Reallocated Time/\$/Materials</b>	<b>Monitoring Dates</b>	<b>Monitoring Indicators</b>
		<b>Begin Date</b>	<b>End Date</b>				

## NORTHFIELD PUBLIC SCHOOLS

### 2013-2014 Site Continuous Improvement Plan

**GOALS:** Our overarching objectives and measurable goals, and what steps we will take to reach them

#### Site Improvement Objective #3

**State the Site Improvement Objective:** Educate students, teachers and support staff in ways to create and sustain a school community that is safe, creates a sense of trust and helps students focus and understand the need for social skills, academic skills and respect for differences.

**This Site Improvement Objective is:** ☐ New ☒ Continuing

**This Site Improvement Objective is intended for:**

☐ 1 year ☐ 2 years ☒ 3 years

**This action plan is for:** ☒ year 1 ☐ year 2 ☐ year 3 of the plan

**What district strategy does this Site Improvement Objective support?**

☒ Quality Education

☒ Communications/Partnerships

☐ Stewardship

☐ Curricular Outcomes

☒ Climate

☒ Diversity

**Evidence of Need ("Our Reality"):** What key measurable performance indicators show a need to spend time, energy, and resources on this particular objective?

Research of other schools showed a significant decrease in disciplinary issues when students are taught, through peer interaction on a daily basis, how to deal with social skills, focus on academic skills and respect all peers inside and outside the classroom. The Northfield Public Schools Climate Survey in 2004 indicated that Sibley students and parents perceived bullying to be a bigger problem than the Sibley staff perceived. While we have made drastic improvements since 2004, we realize that vigilance in this area is ongoing and always in need of fine tuning. Our student population changes significantly each year with 5th graders moving on to the middle school and kindergartners coming in, so this area will be a continual focus for Sibley Elementary School.

**Student Achievement Goal #1:** What key measurable performance indicators/performance targets will point to success at year-end review?

- This should be a SMART goal: Strategic and Specific, Measurable, Attainable, Results-oriented, Time-bound.

## NORTHFIELD PUBLIC SCHOOLS

- To the extent possible, please use this format to write your goal: "We will increase (*indicate specific skills*) of (*indicate subgroups and grade levels of students*) so that (*indicate percent of students*) will demonstrate (*indicate level of performance*) as measured by (*indicate names of assessments*) by (*indicate month and year*)."

In completing the fall survey, 95% of the parents surveyed will agree or strongly agree that students show respect for other students.

In completing the fall survey, 95% of the parents surveyed will agree or strongly agree that teachers show respect for other students.

In completing the fall survey, 95% of the parents surveyed will agree or strongly agree that they feel welcome at Sibley.

# NORTHFIELD PUBLIC SCHOOLS

## 2013-2014 Site Continuous Improvement Plan

Action Plan Details for Site Improvement Objective #3							
Task No.	Tasks to be Completed	Time Lines		Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
		Begin Date	End Date				
1	<i>Train New Teachers in Responsive Classroom I</i>	6/14	8/14	<i>Site Council</i>	2400	6/13	<i>Attendance and Rosters</i>
2	<i>Conduct Five Lockdown Drills</i>	9/13	5/14	<i>Principal</i>	0	5/13	<i>Student and Staff Follow Procedures-Record of Drills</i>
3	<i>Conduct Climate Survey</i>	11/13	11/13	<i>Principal</i>	0	5/14	<i>Questions from 2011 and 2012 survey for data analysis</i>
4	<i>Continue the DARE Program in 5th Grade</i>	1/14	4/14	<i>5<sup>th</sup> Grade Teachers</i>	<i>Community Donations</i>	5/14	<i>Attendance Roster-Follow-up survey from students</i>
5	<i>Youth Frontiers Kindness Retreat</i>	10/13	10/13	<i>Noreen Cooney and 5<sup>th</sup> Grade Teachers</i>	<i>Community, PTO and Building Donations</i>	12/13	<i>Student Survey</i>
6	<i>Revamp Recess Supervision</i>	9/13	6/14	<i>Classroom Teachers</i>	0	12/13	<i>Survey</i>

# **NORTHFIELD PUBLIC SCHOOLS**

## **Building Staff Development Plan: 2013-2014**

This form must be completed by each school and approved by the District Curriculum and Staff Development Committee (DCSDC). The information provided in this form will also be used by each school at the end of the school year to complete the annual Building Staff Development Evaluation that is required by the Minnesota Department of Education.

Please complete this form electronically and send it to the Superintendent and the Director of Teaching and Learning by 10/11/13.

---

**School:** *Sibley Elementary School*

**Submitted by:** **Scott Sannes**

**Date:** *October 15, 2013*

**Total number of licensed instructional staff:** **56**

**Total number of licensed non-instructional staff:** **2**

**Total number of paraprofessional staff:** **28**



# NORTHFIELD PUBLIC SCHOOLS

## Building Staff Development Plan: 2013-2014

### I. SITE IMPROVEMENT OBJECTIVES AND STUDENT ACHIEVEMENT GOALS

**Site Improvement Objective #1:** *All students will demonstrate measurable gains in reading fluency and comprehension*

**Student Achievement Goal #1:** *By the Spring of 2013, 65% of Sibley 2nd Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Spring to Spring Assessments.*

*By the Spring of 2013, 65% of Sibley 3rd Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Spring to Spring Assessments.*

*By the Spring of 2013, 65% of Sibley 4th Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Spring to Spring Assessments.*

*By the Spring of 2013, 65% of Sibley 5th Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Reading) Spring to Spring Assessments.*

*20 of 20 classrooms in grades 1-5 will meet 100% or more of the classroom target growth scores on the reading portion of the Spring 2013 MAP*

**Indicate the focus of the Site Improvement Objective and Student Achievement Goal:**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Reading | <input type="checkbox"/> Social Studies  | <input type="checkbox"/> Career/Technical Education |
| <input type="checkbox"/> Writing            | <input type="checkbox"/> Health/PE       | <input type="checkbox"/> Climate                    |
| <input type="checkbox"/> Math               | <input type="checkbox"/> Art/Music       |   |
| <input type="checkbox"/> Science            | <input type="checkbox"/> World Languages |   |

**Board of Education Goal(s) aligned with above objective and goal:**

- ☒ 1. We will partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the 'cradle to career' continuum.
- ☒ 2. Students, teachers, and parents will collaborate by using a broad range of student information to select individual approaches for personal growth aligned with student strengths and challenges.
- ☒ 3. The District will continue implementation of a system of academic and behavioral interventions (RtI) at the elementary level and begin implementing that system at the secondary level in 2013-2014.
- ☐ 4. The District will implement standards-based grading strategies and procedures at the elementary level and continue studying standards-based grading at the secondary level in 2013-14.

## NORTHFIELD PUBLIC SCHOOLS

- ☒ 5. The District will provide curricular and staff development support in the implementation of the tablet initiative using the Substitution, Augmentation, Modification, and Redefinition (SAMR) model.
- ☐ 6. The District will establish specific behavioral expectations, train staff, and teach pro-social behaviors to all students that promote respect, responsibility, and self-regulation.
- ☐ 7. The District will foster school connectedness among students, families and staff, promoting mutual respect and enhancing emotional health.
- ☐ Not applicable

### **District Staff Development Goal(s) aligned with above objective and goal:**

- ☒ 1. Support and guide the implementation of the district's curriculum frameworks for each content area.
- ☒ 2. Support and guide the implementation of the concepts and practices essential to Professional Learning Communities (PLCs).
- ☐ Not applicable

## **Building Staff Development Plan: 2013-2014**

### **I. SITE IMPROVEMENT OBJECTIVES AND STUDENT ACHIEVEMENT GOALS (continued)**

#### **Site Improvement Objective #2:**

All students will demonstrate measurable gains in math

#### **Student Achievement Goal #2:**

*By the Spring of 2014, 65% of Sibley 2nd Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP(Math) Spring to Spring Assessments.*

*By the Spring of 2014, 65% of Sibley 3rd Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Spring to Spring Assessments.*

*By the Spring of 2014, 65% of Sibley 4th Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Spring to Spring Assessments.*

*By the Spring of 2014, 65% of Sibley 5th Graders will meet or exceed 125% of their typical growth as based by NWEA-MAP (Math) Spring to Spring Assessments.*

*20 of 20 classrooms in grades 1-5 will meet 100% or more of the classroom target growth scores on the math portion of the Spring 2014 MAP*

*(This 125% target would be the equivalent of 1.25 years of growth as calculated with actual growth/typical growth per child.)*

*By the Spring of 2014, Sibley 5<sup>th</sup> graders will increase their average score on the numbers and operations strand from below the district average to above both the state and district average as measured on the Math MCA III.*

# NORTHFIELD PUBLIC SCHOOLS

**Indicate the focus of the Site Improvement Objective and Student Achievement Goal:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Reading         | <input type="checkbox"/> Social Studies  | <input type="checkbox"/> Career/Technical Education |
| <input type="checkbox"/> Writing         | <input type="checkbox"/> Health/PE       | <input type="checkbox"/> Climate                    |
| <input checked="" type="checkbox"/> Math | <input type="checkbox"/> Art/Music       |   |
| <input type="checkbox"/> Science         | <input type="checkbox"/> World Languages |   |

**Board of Education Goal(s) aligned with above objective and goal:**

- ☒ 1. We will partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the 'cradle to career' continuum.
- ☒ 2. Students, teachers, and parents will collaborate by using a broad range of student information to select individual approaches for personal growth aligned with student strengths and challenges.
- ☒ 3. The District will continue implementation of a system of academic and behavioral interventions (RtI) at the elementary level and begin implementing that system at the secondary level in 2013-2014.
- ☐ 4. The District will implement standards-based grading strategies and procedures at the elementary level and continue studying standards-based grading at the secondary level in 2013-14.
- ☐ 5. The District will provide curricular and staff development support in the implementation of the tablet initiative using the Substitution, Augmentation, Modification, and Redefinition (SAMR) model.
- ☐ 6. The District will establish specific behavioral expectations, train staff, and teach pro-social behaviors to all students that promote respect, responsibility, and self-regulation.
- ☐ 7. The District will foster school connectedness among students, families and staff, promoting mutual respect and enhancing emotional health.
- ☐ Not applicable

**District Staff Development Goal(s) aligned with above objective and goal:**

- ☒ 1. Support and guide the implementation of the district's curriculum frameworks for each content area.
- ☒ 2. Support and guide the implementation of the concepts and practices essential to Professional Learning Communities (PLCs).
- ☐ Not applicable

## Building Staff Development Plan: 2013-2014

### I. SITE IMPROVEMENT OBJECTIVES AND STUDENT ACHIEVEMENT GOALS *(continued)*

#### Site Improvement Objective #3:

*Educate students, teachers and support staff in ways to create and sustain a school community that is safe, creates a sense of trust and helps students focus and understand the need for social skills, academic skills and respect for differences*

## **NORTHFIELD PUBLIC SCHOOLS**

### **Student Achievement Goal #3:**

In completing the fall survey, 95% of the parents surveyed will agree or strongly agree that students show respect for other students.

In completing the fall survey, 95% of the parents surveyed will agree or strongly agree that teachers show respect for other students.

In completing the fall survey, 95% of the parents surveyed will agree or strongly agree that they feel welcome at Sibley.

# NORTHFIELD PUBLIC SCHOOLS

**Indicate the focus of the Site Improvement Objective and Student Achievement Goal:**

- |                                  |  |   |
|----------------------------------|--|---|
| <input type="checkbox"/> Reading | <input type="checkbox"/> Social Studies  | <input type="checkbox"/> Career/Technical Education |
| <input type="checkbox"/> Writing | <input type="checkbox"/> Health/PE       | <input checked="" type="checkbox"/> Climate         |
| <input type="checkbox"/> Math    | <input type="checkbox"/> Art/Music       |   |
| <input type="checkbox"/> Science | <input type="checkbox"/> World Languages |   |

**Board of Education Goal(s) aligned with above objective and goal:**

- ☐ 1. We will partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the 'cradle to career' continuum.
- ☐ 2. Students, teachers, and parents will collaborate by using a broad range of student information to select individual approaches for personal growth aligned with student strengths and challenges.
- ☐ 3. The District will continue implementation of a system of academic and behavioral interventions (RtI) at the elementary level and begin implementing that system at the secondary level in 2013-2014.
- ☐ 4. The District will implement standards-based grading strategies and procedures at the elementary level and continue studying standards-based grading at the secondary level in 2013-14.
- ☐ 5. The District will provide curricular and staff development support in the implementation of the tablet initiative using the Substitution, Augmentation, Modification, and Redefinition (SAMR) model.
- ☒ 6. The District will establish specific behavioral expectations, train staff, and teach pro-social behaviors to all students that promote respect, responsibility, and self-regulation.
- ☒ 7. The District will foster school connectedness among students, families and staff, promoting mutual respect and enhancing emotional health.
- ☐ Not applicable

**District Staff Development Goal(s) aligned with above objective and goal:**

- ☐ 1. Support and guide the implementation of the district's curriculum frameworks for each content area.
- ☐ 2. Support and guide the implementation of the concepts and practices essential to Professional Learning Communities (PLCs).
- ☒ Not applicable

## Building Staff Development Plan: 2013-2014

### II. BUILDING STAFF DEVELOPMENT ACTIVITIES

# NORTHFIELD PUBLIC SCHOOLS

**Building Staff Development Opportunity #1: Monday, August 26, 2013; 2 hours:**

**Detailed summary of staff development activities planned:** *Ready. Set. Go! Day*

**Site Improvement Objective(s)/Student Achievement Goal(s) these activities support:** ☒ 1 ☒ 2 ☒ 3

**Check all designs/structures that apply to this day's activities:**

**1. Primary Focus of Learning Team**

- ☒ Assessment (formative and/or summative)
- ☐ Classroom Management
- ☐ Instructional strategies
- ☐ Subject area or program content
- ☐ Does not apply

**2. Student Data Examined for Decisions**

- ☐ State assessment data
- ☒ District/school selected assessment data
- ☒ Classroom assessment data
- ☐ Student work

**3. Teacher Supports**

- ☐ Demonstration teaching
- ☐ Instructional strategy modeling
- ☐ Content/instructional coaching
- ☐ Coaching for continuing contract teachers
- ☐ Mentoring for probationary teachers
- ☐ Observation by peer observers

**4. Curriculum Strategies**

- ☐ Curriculum alignment/mapping
- ☐ Curriculum development
- ☐ Assessment development
- ☒ Differentiated instruction
- ☐ Technology in the classroom

**5. Other:**

**High Quality Components – This activity will:**

- ☒ Be an integral part of school board, district-wide and school-wide educational improvement plans.
- ☒ Include teachers, principals, parents and administrators in planning sustainable classroom focused activities that were not one-day or short-term workshops.
- ☐ Increase teachers' knowledge of academic subjects and understanding of effective instructional strategies using scientifically-based research.
- ☒ Increase teachers' and principals' knowledge and skills in providing appropriate curriculum, instruction and assessment to help students meet and exceed state academic standards.
- ☒ Provide for professional learning communities that focus on student achievement.
- ☒ Include the use of data and assessments to inform classroom practice.
- ☐ Provide technology training to improve teaching and learning.
- ☐ Increase teachers' ability to effectively instruct all students including culturally diverse learners, learners with special needs, gifted/talented students, students with Limited English Proficiency and at-risk students.
- ☐ Improve teachers' classroom-management skills.
- ☒ Help all school personnel work effectively with students and their parents.
- ☐ Evaluate designs and strategies for impact on teacher effectiveness to increase academic achievement and improve the quality of future professional development.
- ☐ Develop with extensive participation of teachers, principals, parents, and administrators.
- ☐ Evaluate regularly to improve the quality of future professional development.
- ☐ Sustained, intensive, and classroom focused; they are not one-day or short term workshops.

# NORTHFIELD PUBLIC SCHOOLS

## Building Staff Development Plan: 2013-2014

### II. BUILDING STAFF DEVELOPMENT ACTIVITIES (continued)

**Building Staff Development Opportunity #2: Tuesday, August 27, 2013; 7 hours:**

**Detailed summary of staff development activities planned:** *Staff Meeting*

**Site Improvement Objective(s)/Student Achievement Goal(s) these activities support:** ☐ 1 ☐ 2 ☒ 3

**Check all designs/structures that apply to this day's activities:**

**1. Primary Focus of Learning Team**

- ☐ Assessment (formative and/or summative)
- ☐ Classroom Management
- ☐ Instructional strategies
- ☐ Subject area or program content
- ☒ Does not apply

**2. Student Data Examined for Decisions**

- ☒ State assessment data
- ☐ District/school selected assessment data
- ☐ Classroom assessment data
- ☐ Student work

**3. Teacher Supports**

- ☐ Demonstration teaching
- ☐ Instructional strategy modeling
- ☐ Content/instructional coaching
- ☐ Coaching for continuing contract teachers
- ☐ Mentoring for probationary teachers
- ☐ Observation by peer observers

**4. Curriculum Strategies**

- ☐ Curriculum alignment/mapping
- ☐ Curriculum development
- ☐ Assessment development
- ☐ Differentiated instruction
- ☐ Technology in the classroom

**5. Other:**

**High Quality Components – This activity will:**

- ☒ Be an integral part of school board, district-wide and school-wide educational improvement plans.
- ☐ Include teachers, principals, parents and administrators in planning sustainable classroom focused activities that were not one-day or short-term workshops.
- ☐ Increase teachers' knowledge of academic subjects and understanding of effective instructional strategies using scientifically-based research.
- ☐ Increase teachers' and principals' knowledge and skills in providing appropriate curriculum, instruction and assessment to help students meet and exceed state academic standards.
- ☐ Provide for professional learning communities that focus on student achievement.
- ☐ Include the use of data and assessments to inform classroom practice.
- ☐ Provide technology training to improve teaching and learning.
- ☐ Increase teachers' ability to effectively instruct all students including culturally diverse learners, learners with special needs, gifted/talented students, students with Limited English Proficiency and at-risk students.
- ☐ Improve teachers' classroom-management skills.
- ☐ Help all school personnel work effectively with students and their parents.
- ☐ Evaluate designs and strategies for impact on teacher effectiveness to increase academic achievement and improve the quality of future professional development.
- ☐ Develop with extensive participation of teachers, principals, parents, and administrators.
- ☐ Evaluate regularly to improve the quality of future professional development.
- ☐ Sustained, intensive, and classroom focused; they are not one-day or short term workshops.

## Building Staff Development Plan: 2013-2014

# NORTHFIELD PUBLIC SCHOOLS

## II. BUILDING STAFF DEVELOPMENT ACTIVITIES *(continued)*

### **Building Staff Development Opportunity #3: Wednesday, November 27, 2013; 5 hours**

**Detailed summary of staff development activities planned:** *Follow-up on Active Shooter/School Safety Training*

**Site Improvement Objective(s)/Student Achievement Goal(s) these activities support:** ☐ 1 ☐ 2 ☒ 3

**Check all designs/structures that apply to this day's activities:**

**Check all designs/structures that apply to this day's activities:**

**1. Primary Focus of Learning Team**

- ☐ Assessment (formative and/or summative)
- ☐ Classroom Management
- ☐ Instructional strategies
- ☐ Subject area or program content
- ☒ Does not apply

**2. Student Data Examined for Decisions**

- ☐ State assessment data
- ☐ District/school selected assessment data
- ☐ Classroom assessment data
- ☐ Student work

**3. Teacher Supports**

- ☐ Demonstration teaching
- ☐ Instructional strategy modeling
- ☐ Content/instructional coaching
- ☐ Coaching for continuing contract teachers
- ☐ Mentoring for probationary teachers
- ☐ Observation by peer observers

**4. Curriculum Strategies**

- ☐ Curriculum alignment/mapping
- ☐ Curriculum development
- ☐ Assessment development
- ☐ Differentiated instruction
- ☐ Technology in the classroom

**5. Other: *Building Safety and Security – Disaster Planning***

**High Quality Components – This activity will:**

- ☒ Be an integral part of school board, district-wide and school-wide educational improvement plans.
- ☐ Include teachers, principals, parents and administrators in planning sustainable classroom focused activities that were not one-day or short-term workshops.
- ☐ Increase teachers' knowledge of academic subjects and understanding of effective instructional strategies using scientifically-based research.
- ☐ Increase teachers' and principals' knowledge and skills in providing appropriate curriculum, instruction and assessment to help students meet and exceed state academic standards.
- ☐ Provide for professional learning communities that focus on student achievement.
- ☐ Include the use of data and assessments to inform classroom practice.
- ☐ Provide technology training to improve teaching and learning.
- ☐ Increase teachers' ability to effectively instruct all students including culturally diverse learners, learners with special needs, gifted/talented students, students with Limited English Proficiency and at-risk students.
- ☐ Improve teachers' classroom-management skills.
- ☐ Help all school personnel work effectively with students and their parents.
- ☐ Evaluate designs and strategies for impact on teacher effectiveness to increase academic achievement and improve the quality of future professional development.
- ☐ Develop with extensive participation of teachers, principals, parents, and administrators.
- ☐ Evaluate regularly to improve the quality of future professional development.
- ☐ Sustained, intensive, and classroom focused; they are not one-day or short term workshops.



# NORTHFIELD PUBLIC SCHOOLS

## Building Staff Development Plan: 2013-2014

### II. BUILDING STAFF DEVELOPMENT ACTIVITIES (continued)

#### Building Staff Development Opportunity #4: Monday, January 27, 2014; 2 hours

**Detailed summary of staff development activities planned:** *High Impact Instruction with a focus on learning maps, thinking prompts, effective questions, stories, cooperative learning and authentic learning.*

**Site Improvement Objective(s)/Student Achievement Goal(s) these activities support:** ☒ 1 ☒ 2 ☒ 3

**Check all designs/structures that apply to this day's activities:**

**1. Primary Focus of Learning Team**

- ☐ Assessment (formative and/or summative)
- ☒ Classroom Management
- ☒ Instructional strategies
- ☐ Subject area or program content
- ☐ Does not apply

**2. Student Data Examined for Decisions**

- ☐ State assessment data
- ☐ District/school selected assessment data
- ☐ Classroom assessment data
- ☐ Student work

**3. Teacher Supports**

- ☐ Demonstration teaching
- ☒ Instructional strategy modeling
- ☐ Content/instructional coaching
- ☐ Coaching for continuing contract teachers
- ☐ Mentoring for probationary teachers
- ☐ Observation by peer observers

**4. Curriculum Strategies**

- ☐ Curriculum alignment/mapping
- ☐ Curriculum development
- ☐ Assessment development
- ☐ Differentiated instruction
- ☐ Technology in the classroom

**5. Other:**

**High Quality Components – This activity will:**

- ☒ Be an integral part of school board, district-wide and school-wide educational improvement plans.
- ☒ Include teachers, principals, parents and administrators in planning sustainable classroom focused activities that were not one-day or short-term workshops.
- ☐ Increase teachers' knowledge of academic subjects and understanding of effective instructional strategies using scientifically-based research.
- ☒ Increase teachers' and principals' knowledge and skills in providing appropriate curriculum, instruction and assessment to help students meet and exceed state academic standards.
- ☐ Provide for professional learning communities that focus on student achievement.
- ☐ Include the use of data and assessments to inform classroom practice.
- ☐ Provide technology training to improve teaching and learning.
- ☐ Increase teachers' ability to effectively instruct all students including culturally diverse learners, learners with special needs, gifted/talented students, students with Limited English Proficiency and at-risk students.
- ☒ Improve teachers' classroom-management skills.
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- ☐ Develop with extensive participation of teachers, principals, parents, and administrators.
- ☐ Evaluate regularly to improve the quality of future professional development.
- ☒ Sustained, intensive, and classroom focused; they are not one-day or short term workshops.

# NORTHFIELD PUBLIC SCHOOLS

## Building Staff Development Plan: 2013-2014

### II. BUILDING STAFF DEVELOPMENT ACTIVITIES (continued)

#### Building Staff Development Opportunity #5: Weekly PLC Team Meetings (36 hours)

**Detailed summary of staff development activities planned:** Teachers will work collaboratively to analyze student data, promptly identify student needs, identify and implement research-based strategies, evaluate the impact their teaching has on student learning, and make changes in their practice to better meet the needs of all students. PLC teams will establish essential learnings that all students must learn; create common pacing schedules that clarify when essential learnings will be taught; develop common formative assessments to monitor each student's acquisition of essential learnings; and establish the common standard of proficiency each student must demonstrate in order to be deemed proficient.

Site Improvement Objective(s)/Student Achievement Goal(s) these activities support: ☒ 1 ☒ 2 ☐ 3

Check all designs/structures that apply to this day's activities:

**1. Primary Focus of Learning Team**

- ☒ Assessment (formative and/or summative)
- ☐ Classroom Management
- ☒ Instructional strategies
- ☒ Subject area or program content
- ☐ Does not apply

**2. Student Data Examined for Decisions**

- ☒ State assessment data
- ☒ District/school selected assessment data
- ☒ Classroom assessment data
- ☒ Student work

**3. Teacher Supports**

- ☐ Demonstration teaching
- ☒ Instructional strategy modeling
- ☒ Content/instructional coaching
- ☒ Coaching for continuing contract teachers
- ☐ Mentoring for probationary teachers
- ☒ Observation by peer observers

**4. Curriculum Strategies**

- ☒ Curriculum alignment/mapping
- ☒ Curriculum development
- ☒ Assessment development
- ☒ Differentiated instruction
- ☒ Technology in the classroom

**5. Other:**

**High Quality Components – This activity will:**

- ☒ Be an integral part of school board, district-wide and school-wide educational improvement plans.
- ☒ Include teachers, principals, parents and administrators in planning sustainable classroom focused activities that were not one-day or short-term workshops.
- ☒ Increase teachers' knowledge of academic subjects and understanding of effective instructional strategies using scientifically-based research.
- ☒ Increase teachers' and principals' knowledge and skills in providing appropriate curriculum, instruction and assessment to help students meet and exceed state academic standards.
- ☒ Provide for professional learning communities that focus on student achievement.
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# NORTHFIELD PUBLIC SCHOOLS

## Building Staff Development Plan: 2013-2014

### III. EVALUATION

**Describe how you will evaluate the impact these activities have on student learning:**

*We survey staff members after our staff development activities to seek input to make future staff development sessions stronger.*

**Describe how you will evaluate the impact these activities have on teacher learning:**

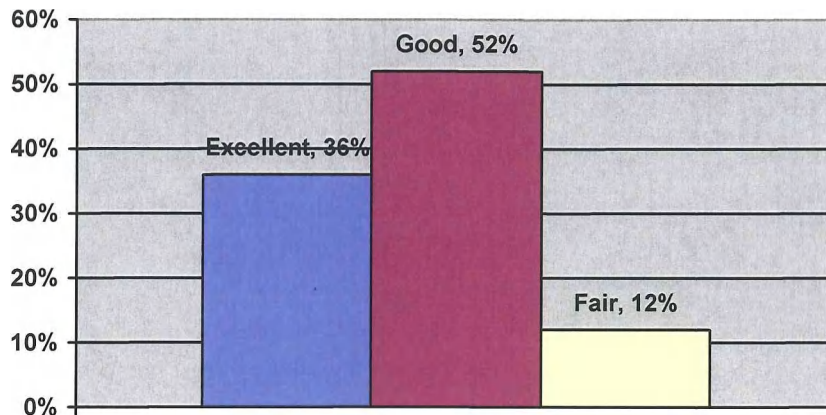
*We review student assessment data often. Please refer to staff development plan for specifics.*

**Date Received by DCSDC:**

**Date Approved by DCSDC:**

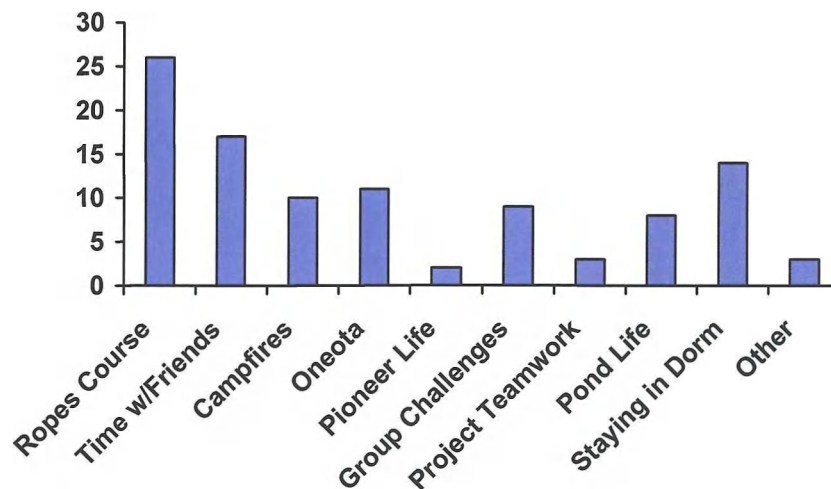
# EAGLE BLUFF QUESTIONNAIRE

1. Overall, how would you rate the Eagle Bluff trip?



Answered question: 25  
Skipped question: 2

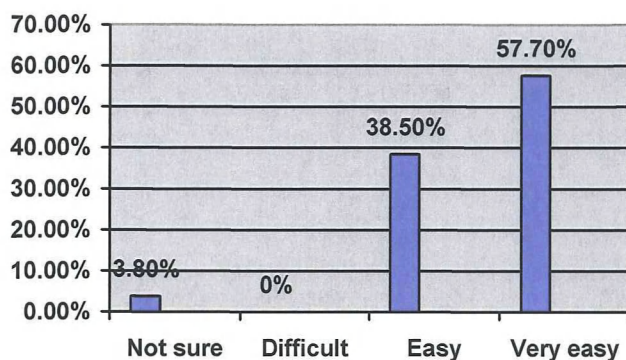
2. What did your child enjoy most about the trip? Please check all that apply.



Answered question: 27  
Skipped question: 0

Other responses: Meeting new people; The whole time was enjoyed; Mom liked the group challenges.

3. How easy did you find it to register for the trip through Community Services?

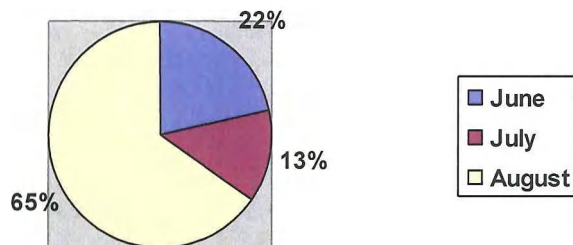


Answered question: 26

Skipped question: 1

Other responses: Great communication; Was only disappointed that there was a waiting list... I think that they should allow as many kids to go as parents are willing to pay (plus scholarship kids).

4. Dependent on space availability at Eagle Bluff, which month would you prefer to have the trip held?



Answered question: 21

Skipped question: 6

Other responses: October; October better but June if summer is only option; During the school as done in the past; During school; Sept or Oct.

5. Would you recommend the Eagle Bluff trip to friends?

100% answered Yes

Answered question: 27

Skipped question: 0

Other responses: Wish it had stayed connected to schools as it had for so many years.

6. Please share any other comments about the trip or your child's experience.

My son loved it!

Wish more kids could have participated/gone. Although it seemed more manageable with 80 kids instead of 200+. Less chaos and noise. Cost was a little high-more than through the school. Didn't like that we were there in the transition of staff at Eagle Bluff. Liaison was disengaged and not prepared.

Thank you for making the trip a fun and safe experience.

Too short wanted more time at camp.

Fun!

It seemed to be a great trip & my child came home with new friends.

This is a valuable experience for all kids. By providing this opportunity during the summer months, many students may miss the chance for environmental education because it is perceived as optional or as a "camp" rather than a valuable hands-on learning experience. In a time when we value technology, it is critical that we engage young people in the environmental education experience. This program has seen decline over the past 10 years in Northfield. A week long trip was once a part of the 5<sup>th</sup> grade elementary curriculum. It then moved to a 3 day trip in 7<sup>th</sup> grade. By offering it through community education during the summer months, even less emphasis is placed upon this crucial programming.

We were all happy with the trip.

He had a great time. It would be nice if even more kids went. Maybe more publicity would get more kids to sign up.

Amy Allin and all the teachers were incredible. Eagle Bluff teachers were excellent too. My child even thought KP duty was fun! Can't say enough about what a great experience this was. Hope it continues for other kids. Would be great to do group challenges and pond life close to town if we can't continue through Eagle Bluff. Could add archery and rock climbing since we don't have a ropes course available?

My son had an educational milestone, my oldest we moved to college in Nebraska, ipad distribution, pictures. All within 36 hours of each other. It was insane. August is too busy for this trip.

# **NORTHFIELD HIGH SCHOOL**

## **Activities Office**

**TO:** Chris Richardson

**FROM:** Tom Graupmann

**DATE:** October 18, 2013

**RE:** Gift Agreement

Enclosed please find a gift agreement in the total amount of **\$2,295.00** from Bob Shepley; to be used toward the purchase of boys' basketball uniforms.

If this meets your approval please pass it on to the School Board for their acceptance.

Thanks!

cc Joel Leer

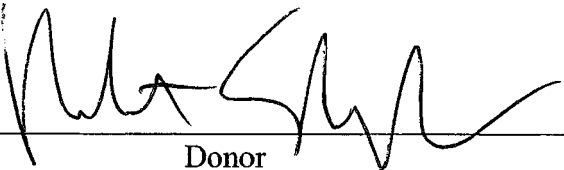
## NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 28<sup>th</sup> day of October, 2013.

by and between Bob Shepley,  
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 (Bob Shepley) agrees to give the district a financial gift of \$2,295.00 to help cover the  
cost of new boys basketball uniforms.

  
\_\_\_\_\_  
Donor 10-14-13

By: \_\_\_\_\_  
Ellen Iverson (Chairperson of the Board of Education)

Approved by resolution of the School Board on the \_\_\_\_\_ day of  
\_\_\_\_\_, 20 \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

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