

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: L. Chris Richardson, Ph.D., Superintendent
RE: Table File Items for November 12, 2013, Regular School Board Meeting

VI. Items for Discussion and / or Reports.

1. Continuous Improvement Plan Presentations – Northfield Middle School and Community Services.
Enclosed in the table file are the power point presentations for Northfield Middle School and Community Services.

VII. Superintendent's Report

A. Items for Individual Action

2. Agreement for Independent Contractor Services.

Enclosed in the table file is a Memorandum from Director of Special Services Cheryl Hall and an Agreement with Teresa Rome to submit claims on behalf of the Northfield School District to the Minnesota Medical Assistance Program (MA) so that the District can be compensated for MA-eligible services provided to students. The term of the Agreement is from November 1, 2013 – June 30, 2014.

Superintendent's Recommendation: Motion to approve the Agreement for Independent Contractor Services with Teresa Rome.

B. Items for Consent Grouping

1. Personnel Items.

a. Appointments *

11. Joanne Clites, .50 FTE Long Term Substitute Grade 2 Teacher at Sibley Elementary for 4 hours/day beginning 11/12/2013 – 12/20/2013; BA, Step 3.
12. Samantha Glowacki – PLUS Site Assistant at Greenvale Park for 5 hours/week beginning 11/14/2013 – 04/24/2014; Step 1 - \$11.25/hour.
13. Dean Huschle, Supervisory EA-Building Greeter (Class I) at the High School for 5 hours/day beginning 11/11/2013 – 06/05/2014; Class I, Step 1- \$12.59/hour.

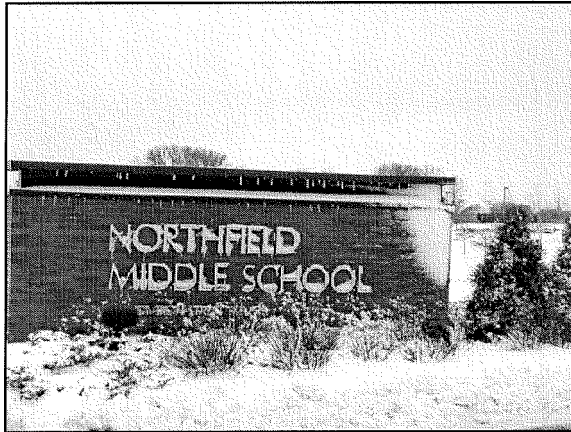
b. Increase/Decrease/Change in Assignment

12. Sara Webster, .7 FTE Speech/Language Teacher at Sibley/Longfellow, change to .9 FTE Speech/Language Teacher at Sibley/Longfellow beginning 11/13/2013 – 06/06/2014.

d. Resignations

6. Jennie Scholes, Assistant Girls Gymnastics Coach, resignation effective November 7, 2013.

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



Northfield Middle School
Site Improvement Plan

2012-2013 Report

2013-2014 Plan

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Site Improvement Team Members

Parents/Student Representatives/Community Members:

Lidia Araujo-Lopez, Angie Denardo-Meagher,
Lavergne Dickerson, Adam Dowd, Amy Goerwitz,
Mary Hillmann, Madison Hince, Jill Ponder,
Karen Roback, Taide Rodriguez-Marcial,
Jorge Salinas, Jr., Mar Valdecantos
and Kathleen Vondrasek.

Middle School Staff:

Ruben Alvarez, Greg Gelineau,
Heather Ims, Marilyn Neuville, Chris O'Neill,
Jeff Pesta, Amy Sieve and Jennifer Streefland.

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Site Improvement Plan Objectives

- 1. Challenging all learners to improve their achievement levels.**
- 2. To enhance school climate.**

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Our Mission

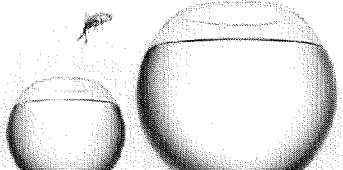
✧ We are dedicated to a caring and challenging environment that inspires self-directed learning, fuels curiosity, and encourages academic excellence.



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Our New Slogan

✧ Northfield Middle School:
Preparing for Success in a Dynamic World!



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Old Meets New



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2012-2013 Results



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2012-2013 SMART Goal #1 Achievement

We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. These will be measured by June 5, 2013

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2012-2013 SMART Goal #1 Achievement Results

- ✎ All 16 Professional Learning Communities (PLCs) submitted Evidence of Practice in Action documents to the district website for both the first and second semesters.
- ✎ 15 of our PLCs set goals that were aligned with Achievement Goal #1.
 - 10 of those PLCs met or partially met all of their goals.
 - Two PLCs were adversely impacted by unforeseen changes in state assessments.
 - Three PLCs demonstrated significant growth.
- ✎ One PLC aligned with our climate objectives and recorded a 90% student and 86% parent satisfaction rating of their efforts to create a welcoming learning environment.

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2013 MCAIII Math Results

Grade Level	NMS	State of MN
6th	62%	57%
7th	76%	56%
8th	75%	59%



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2013 MCAIII Reading Results

Grade Level	NMS	State of MN
6th	72%	59%
7th	62%	54%
8th	69%	54%



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Minnesota Ratings

Measurement	2011	2013
MMR	53.4%	77.4%
Focus Rating	64.3%	75.6%
Proficiency	24.9	24.9
Growth	7.9	20.3
Achievement Gap Reduction	7.2	12.8

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Cells Not Making AYP

Assessment Year	Demographic Cells
2009	6
2010	2
2011	1
2012	0
2013	0

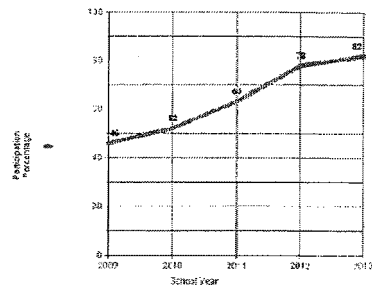
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2012-2013 SMART Goal #2 Achievement

We will provide increased opportunities for students to apply oral communication skills, to include expanding student led conferences to both 6th and 7th grades by April, 2013.

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Percentage of Students Represented by One or More Parents at Fall Conferences



2012-2013 SMART Goal #2 Climate Results

Spring Conference Event	Students Represented
WEB Orientation Day	97%
6 th Grade Student Led Conferences	99%
7 th Grade Student Led Conferences	92%
8 th Grade Walk-in Conferences	30%

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2012-2013 SMART Goal #1 Climate

✘ We will maintain a school-wide disciplinary referral level that is 50% below the 2008-2009 baseline end of year Skyward discipline tracker for the remaining two years of this six-year plan.

✘ We will develop a companion campaign to teach and acknowledge pro-social skills.

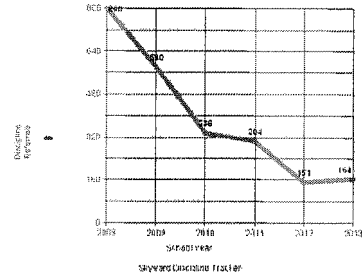
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2012-2013 SMART Goal #1 Climate Results

- ⌘ All three grades were fully phased in by the 2011-2012 school year.
- ⌘ After five years of progressive implementation, the level of referrals was maintained 72% below the baseline.
- ⌘ The largest ever 6th grade cohort of 349 students set a record for the fewest bottom-line referrals with only 32.
- ⌘ A PBIS team was trained by MDE and will pilot strategies to build upon our success by actively teaching and reinforcing pro-social skills.

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An 80% Reduction Over 5 Years



2012-2013 SMART Goal #2 Climate

- ⌘ We will promote school energy efficiency by applying for National Green Ribbon Schools recognition by February, 2013

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2012-2013 SMART Goal #2 Climate Results

- ⌘ A new Green Ribbon application was released during the year with additional requirements which must be completed by a task force comprised of students, staff, the building engineer and the Director of Building and Grounds.
- ⌘ The application was delayed one year to identify a task force leader, recruit student and staff volunteers, and set a schedule for completion of all required tasks in the new application format.

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2013-2014 Plan



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2013-2014 SMART Goal #1 Achievement

We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. These will be measured by June 6, 2014

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Professional Learning Communities Get Noticed



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2013-2014 SMART Goal #2 Achievement

We will provide increased opportunities for students to apply oral communication skills, to include expanding student led conferences to all three grades by February 24, 2014.

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2013-2014 SMART Goal #2 Achievement - Action Plan



- ✧ Co-host 8th grade student led conferences at the high school site on February 24, 2014.
- ✧ Tie Explore test data and 9th grade registration to 8th grade conferences.
- ✧ Schedule conference appointments using Family Access.
- ✧ Host student led conferences for both 6th and 7th grade students on February 6 & 10, 2014

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2013-2014 SMART Goal #1 Climate

We will maintain a school-wide disciplinary referral level that is 50% below the baseline 2008-2009 Skyward discipline tracker for the final year of this 6-year plan.

We will develop a new site goal to implement Positive Behavior Interventions and Supports (PBIS).

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2013-2014 SMART Goal #2 Climate

We will promote school resource efficiency and literacy by preparing for national Green Ribbon Schools application by June 6, 2014.

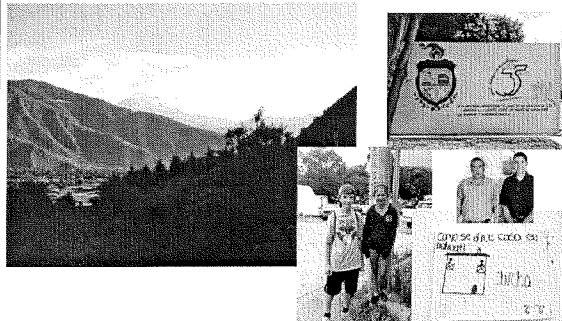
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2013-2014 SMART Goal #3 Climate

We will establish a symbolic partner school relationship with Reyes Secondary School in Maltrata, Veracruz, Mexico to promote language and cultural exchange between the staff and students of both schools within academic contexts by June 30, 2014

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In the Shadow of Pico de Orizaba



2013-2014 SMART Goal #4 Climate

We will continue to support the parent communication, lunch time experience, and classroom sound distribution systems goals that were first set 5 years ago.

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2013-2014 SMART Goal #4 Climate - Action Plan

Setting	Decibels
Conversation	= 60-65 dB
Cafeteria (Sept.)	= 74-82 dB
City traffic	= 85 dB
Cafeteria (June)	= 82-94 dB
Train whistle	= 90 dB
Hearing loss (prolonged ex.)	= 90-95 dB
Snowmobile	= 100 dB
OSHA (2 hr.)	= 100 dB
OSHA (30 min.)	= 110 dB
Jet Engine	= 140 dB

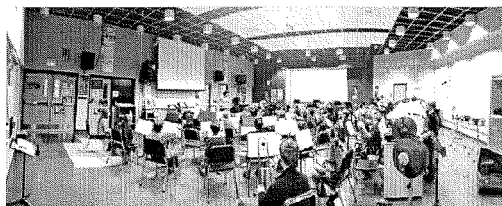
✧ Additional lunch module spreads students over 4 periods.

✧ Sound absorption panels installed this past summer.

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Acknowledgements

Data support: Roger Jenni
Photos: Jeff Pestle, Jennifer Wykle, Peter Denean



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Thank You!



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Community Services Division

Report of Progress for 2012-13
Site Improvement Plan
&
Site Improvement Plan
for 2013-14



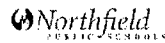
Today is National Community Education Day



November 12, 2013



We support the learning and participation of adults and children in our community through citizen involvement, access to school and community resources, and promotion of collaboration & partnerships.



Progress on Objective One Collective Impact

To support the development of a Collective Impact Initiative in the community that will focus on supporting ALL Northfield youth from cradle to career.



Highlights of progress around Collective Impact

- Over 50 groups were informed of Collective Impact
- CSD Coordinators attended conference on Collective Impact
- Informed school district leaders about Collective Impact



Collective Impact continued

- Implemented "cradle to career" enhancements in program areas (Summer PLUS, Science Olympiad, GEMS Club)





Progress on Objective Two Early Childhood Programs

To successfully implement changes to the Community Services Division's early childhood programs in an effort to ensure that "by 2020 ALL Minnesota children will be school-ready upon entry to kindergarten."



Highlights of Progress in Early Childhood Programs

- Developed outreach programs at Jefferson Square, Greenvale Park and the Northfield Community Resource Center serving 52 families.
- Four outreach special events were held serving 170 families.



Early Childhood Continued

- Parent education opportunities throughout the community served 105 families.



Progress on Objective Three Ventures Childcare Sites

To engage the Ventures childcare sites in a continuous improvement model.



Progress on continuous improvement model

- After review, the CIPAS (continuous improvement process for after school) was not the best fit for the program.



Site Improvement Plan for 2013-14

- Support the Northfield Promise (Collective Impact Initiative) in the community that will focus on supporting ALL Northfield youth from cradle to career.
- To successfully implement security enhancements at the Northfield Community Resource Center and within Community Services Division programs.
- Engage the Ventures childcares sites in a continuous improvement model.

National Community Ed. Day

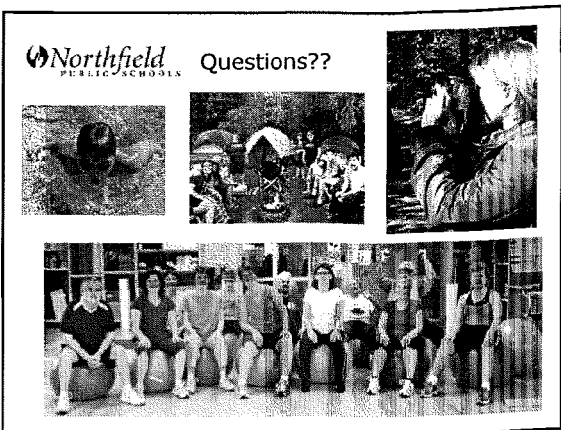
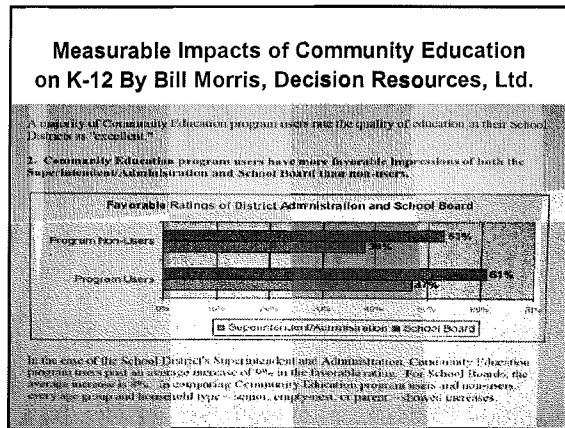
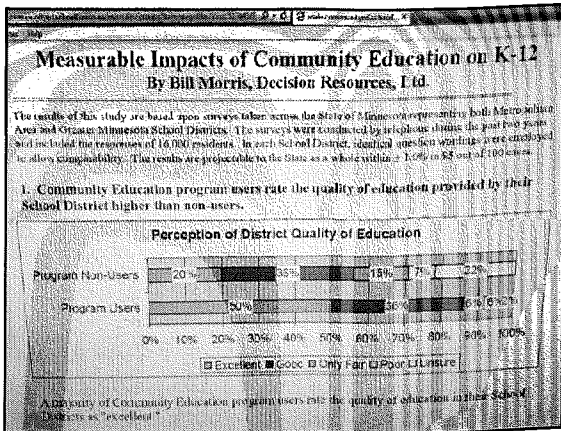
Minnesota Community Education....

- Is efficient: generates nearly 6 additional dollars in service for every \$1 of state levy and aid.
- Serves over 900,000 adults participating in adult basic education, early childhood parent education, adults with disabilities and lifelong learning programs.

National Community Ed. Day

Minnesota Community Education....

- Serves 1.7 million youth through Youth Development/Youth Service, School Age Care and general youth programming
- Serves nearly 285,000 children in early education programming including Early Childhood Family Education, School Readiness and Early Childhood Screening.



November 12, 2013

Board of Education

MEDICAL ASSISTANCE BILLING CONTRACTOR

The task of billing Medical Assistance (MA) for health related IEP services has previously been part of the duties of the office staff position recently reduced at Longfellow School. The reduction was the result of implementing the new secure entrance, the resignation of the Area Learning Center's Administrative Assistant, and the realignment of office staff duties at Longfellow. As two of the goals for sharing the Director of Special Services position with Faribault Public schools are to increase efficiency and share best practices with one another, this provides an opportunity to further pursue those goals.

The Faribault Public Schools has been contracting with Teresa Rome to do their Medical Assistance billing. Because of her expertise in this area, Ms. Rome was able to dramatically increase Faribault's MA revenue. While the proposed contract with Ms. Rome, at \$60 per hour plus mileage, is projected to be approximately \$3,500 more than the cost of having our own office staff do the billing, Faribault's experience suggests this increase will be more than offset by the increased revenue that will be generated.

Medical Assistance billing is a complex and precise procedure, and our staff have done an excellent job over the past several years. However, contracting with someone whose sole role is focused solely on MA billing should allow the District to generate even more MA revenue.

The District will routinely review the results of contracting with Ms. Rome and can reassign Medical Assistance billing to a District staff member if additional funding is not realized as predicted.



Cheryl Hall, Director of Special Services

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

This Agreement, entered into on the last date on which the last signatory executes this Agreement, is by and between Northfield Public Schools, Independent School District #659, 2800 1400 Division St., S Northfield, Minnesota 55057, hereinafter referred to as "the District"; and Teresa Rome, 1949 Lexington Lane, North Mankato, Minnesota 56003, hereinafter referred to as "Independent Contractor".

The District desires to retain the Independent Contractor to provide certain services to the District. Those services are: to submit claims on behalf of the District to the Minnesota Medical Assistance Program (MA) so that the District can be compensated for MA-eligible services provided to students. The Independent Contractor shall provide the knowledge and expertise relative to the claims processing procedures of the MA program, and shall actually submit the claims to MA on behalf of the District. The Independent Contractor shall provide all necessary office space, equipment, forms, personnel, etc. to carry out the Independent Contractor's tasks under this Agreement.

The term of this Agreement shall be from November 1, 2013, to June 30, 2014, unless sooner terminated as provided herein. The District shall pay to the Independent Contractor the sum of \$60.00 per hour plus any mileage or expenses that may occur. The Independent Contractor shall invoice the District monthly for services rendered, and the District shall pay such invoices within thirty (30) days of the date of the Independent Contractor's invoice.

The District may terminate this Agreement for cause. "Cause" shall include, but not be limited to, the Independent Contractor's untimely submission of claims, improper submission of claims, or any other negligence in the claims preparation and submission process that results in the delay or denial, in whole or in part, of reimbursement to the District or compromises the District's status as a MA-eligible provider. The Independent Contractor may also terminate this Agreement for cause. "Cause" shall include, but not be limited to, failure of the District to pay the Independent Contractor according to the terms hereof.

The Independent Contractor is an independent contractor with and not an employee of the District. The Independent Contractor is not entitled to any benefits normally afforded to a District employee, and the Independent Contractor will file his/her/its own tax returns and pay any income or other tax due relative to the payments he/she/it receives hereunder. The District will not withhold any amounts for tax purposes from the Independent Contractor's payments hereunder. The Independent Contractor shall have total control over the means by which to accomplish the District's objective to timely and accurately submit the District's claims to MA for

MA reimbursement. The Independent Contractor acknowledges that he/she/it holds himself/herself/itself out to the public as an MA billing specialist and, in fact, provides MA billing specialist services to other clients.

Some or all of the information the District must provide to the Independent Contractor in order to facilitate the Independent Contractor's tasks hereunder may be confidential information which is protected by federal, state or local law. The Independent Contractor shall sign a confidentiality agreement that obligates the Independent Contractor to preserve the confidentiality of any such information.

ISD #659

Dated: November 12, 2013

School Board Chair

Dated: November 12, 2013

School Board Clerk

INDEPENDENT CONTRACTOR

Dated: _____

Teresa Rome