

**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

**TO:** Board of Education  
**FROM:** L. Chris Richardson, Ph.D., Superintendent  
**RE:** Table File Items for August 24, 2015, Regular School Board Meeting

VI. Items for Discussion and / or Reports.

1. State of the District – Celebrations and Challenges.  
A copy of the power point presentation is enclosed.

VII. Superintendent's Report

B. Items for Consent Grouping

3. Personnel Items.

a. Appointments.\*

11. Courtney Gilomen, EarlyVentures Site Assistant at Longfellow for 40 hours/week beginning 08/31/2015; Step 2, \$12.52/hour.
12. Alex Mousel, Assistant Boys Soccer Coach at the High School beginning 08/21/2015 – 11/05/2015; \$14.00/hour.
13. Karen Nelson, .4 FTE FACS Teacher at the High School beginning 08/26/2015; MA, Step 4. \*\*

b. Increase/Decrease/Change in Assignment.

18. Jill Bohlen, SpecEd EA-PCA at the Middle School (6.75 hours/day), add Community School Evening Site Assistant for up to 5 hours/week (T,Th) beginning 08/17/2015 – 06/08/2016; Step 1, \$12.19/hour.
19. Janet Gannon, GenEd EA at the Middle School (6.75 hours/day), add Community School Evening Site Assistant for up to 5 hours/week (T,Th) beginning 08/17/2015 – 06/08/2016 ; Step 2, \$12.52/hour.
20. Robert Garcia, 4<sup>th</sup> Grade Teacher at Greenvale Park, add Targeted Services PLUS Teacher at GVP for 1.25 hours/day (M-Th) beginning 09/28/2015 – 05/18/2016; Year 6, \$27.73/hour. Add end date for Community School Evening Club Leader at GVP for 5 hours/week (T, Th), beginning 08/17/2015 – 06/08/2016; \$19.50/hour.
21. Michael Garlitz, Accelerate Northfield Coordinator, add Targeted Services PLUS Site Assistant at GVP for 1.75 hours/day (M-Th) beginning 09/28/2015 – 05/18/2016; Step 1, \$12.19/hour.
22. Emileanna Graupmann, .8 FTE Social Studies Teacher at the High School, change to 1.0 FTE Social Studies Teacher at the High School beginning 08/31/2015.
23. Robyn Jessen, GenEd EA/Spec Ed EA-PCA at GVP, add Targeted Services PLUS Site Assistant for up to 1.75 hours/day beginning 09/14/2015 – 05/18/2016; Step 2, \$12.52/hour.
24. Anna Kelly, Add end date for Community School Evening Club Leader at GVP for up to 5 hours/day (T, Th) beginning 08/18/2015 – 06/08/2016; \$19.50/hour. Add Targeted Services PLUS Club Leader at GVP for 4 hours/week (M-Th) beginning 09/28/2015 – 06/18/2016; \$19.50/hour.
25. Rustianna Mechura, Child Nutrition Associate at the Middle School (3.75 hours/day), add Community School Evening Club Leader at GVP for up to 5 hours/day (T, Th) beginning 08/18/2015 – 06/08/2016; \$19.50/hour/hour. Add Targeted Services Club Leader at GVP/BW for 1 hour/day (M-Th) beginning 09/28/2015 – 05/18/2016; \$19.50/hour.
26. Leah Sand, 1.0 FTE Teacher at the MS/HS, change to 1.0 FTE Teacher at the High School (.8 PE, .2 MTSS) beginning 08/31/2015 – 06/08/2016.

c. Leave of Absence.

2. Babs Vigasaa, Family/Medical Leave of Absence beginning 08/10/2015 and continuing for up to 60 work days.

OVER

d. Resignations.

7. Tony Mathison, Assistant Varsity Baseball Coach, resignation effective 8/24/2015.

f. TRA Part-Time Teacher Program

The Board is requested to authorize the following teacher to participate in the TRA Part-Time Teacher Program, whereby teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District.

- Shelley Hansen

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

\*\* Subject to revision upon settlement of the 2015-17 NEA Master Agreement

## **Celebrations and Challenges**

The State of the Northfield Public Schools  
2014-15 and 2015-16

### **Celebrations – Board of Education**

- Demographic Study and Facilities Plan
- Support Student/Staff Accomplishments, PLCs, and School Improvement Plans
- School Board Policies
- District Strategic Plan
- DEPAC Goals/World's Best Work Force
- Annual Authorizer Evaluation/Charter School Evaluation of Arcadia and Prairie Creek/Authorizer Renewal Process

### **Celebrations – Teaching/Learning**

- Implemented Expanded Role for Director of Teaching and Learning Position
- Applied for State ADSIS Funding
- Implemented Response to Intervention (RtI)/Accelerate Northfield Volunteers
- Middle School Systematic Intervention
- 9<sup>th</sup> Grade Academy, 10<sup>th</sup> Grade Seminar
- Continued Cognitive Coaching

### **Celebrations – Teaching/Learning**

- Common Planning/Instruction, Flexible Grouping, Interventions, Collaboration, Differentiated Instruction
- Bridges to Kindergarten, 6<sup>th</sup> Grade WEB 9<sup>th</sup> Grade Link Crew
- Completed Compañeros/ESL K Programs with New 5<sup>th</sup> Grade Spanish Literacy
- Implemented all day kindergarten
- Monitored Class Size/Contingency Staffing

### **Celebrations – Teaching/Learning**

- Curriculum Review Cycle and Curriculum Training for Staff
- Online and Blended Programming at HS
- Supported Transformation Technology Implementation SAMR Model – Augmentation
- Expanded Math Corp and Reading Corp

### **Celebrations – Teaching/Learning - Assessment and Accountability**

- Provided ACT to all 11<sup>th</sup> Graders
- Worked with Northfield Promise To Address State Accountability Statute World's Best Work Force (WBWF)
- Implemented Universal Screening/Progress Monitoring and Implementation of RtI Tier 1-3 Services
- Completed Secondary RtI/PBIS Training/ Began Implementation
- Continued Weekly PLCs

**Celebrations – Teaching/Learning -  
Assessment and Accountability**

- PLC End of Year Presentations/Evidence of Practice (EOPs) – End of Semester
- Streamlined Continuous Improvement/Staff Development Process and Documents
- Implemented State Accountability Designations Including Read Well by Third Grade and Focused Efforts to Achieve Adequate Yearly Progress
- District Assessment Coordination/ Computers/ Instructional Technology

**Celebrations – Student Services  
– Special Education**

- Continued Shared SPED Director, Financial Support and Implemented Assistant Director
- Increased Collaboration of other SPED Staff Between Districts
- Maintained Joint SPED Programs
- Addressed Corrective Action
- Implemented District DCD Program at Greenvale Park

**Celebrations – Student Services  
– Special Education**

- Special Education Students Outperformed State on MCA testing
- Shifted Psychologist Role To Support MTSS and “Due Process”
- Joint Student Services Handbook
- Assistive Technology Process
- Special Education Staff CPI/CPR Training

**Celebrations – Community  
Services**

- Expanded MDE Scholarship Access To 40 students
- Increased School-Age Summer School Participation To 389 Students (Up 34)
- Supported Implementation for Community Collective Impact/Northfield Promise
- Completed First Year of Community School at GVP with 431 GVP Students, 151 MS and HS Students, 630 Parents Participating in 532 Hours of Programming

**Celebrations – Community  
Services**

- Over 31,400 Children and Adults Participated in Community Services Programs
- Managed FY 2015 Budget and Maintained Positive Fund Balance
- 83,000 Children and Adults Accessed District Facilities

**Celebrations – Administrative  
Services - Human Resources/Staff  
Development**

- Continued Principal Evaluation and Implemented Teacher Evaluation Systems
- Completed 2014-16 Negotiations with 15 Bargaining and Meet and Confer Groups
- Self-Funded Health Insurance Program
- Responded to Affordable Care Act
- Implemented Bullying Prevention/ Intervention Statute

**Celebrations – Administrative Services - Human Resources/Staff Development**

- Enhanced Recruiting/Retaining Staff in High Needs Areas
- Recruited/Hired Quality Leaders in Child Nutrition and Buildings and Grounds
- Recruited/Hired Quality Leaders for MS Principal/Assistant Principal
- Completed First EdCamp Style Professional Development Day with 100% Recommending Using In The Future

**Celebrations – Administrative Services - Technology**

- Continued Phase II of iPad Technology Transformation Plan 6-12, K-5
- District Replacement/Wireless Network
- Technology Training – Summer “Tech Boot Camp”, School Year Training
- Refined District Web Pages, Productivity Software and District Network Platform
- Supported New Director of Technology and Continued 3 Year Technology Plan
- Increased Communication w/ Technology

**Celebrations – Administrative Services - Facilities/Security/Crisis Intervention/Child Nutrition**

- District Demographic/Facilities Studies
- Prioritized and Completed Projects on 10 Year Capital Plan
- Refined Facilities and Staffing Plan
- Meal Patterns and New Breakfast Patterns
- Phase I HS Cafeteria Upgrades
- Farm to School Initiative/SHIP Minigrant
- Expand Security Measures and Training

**Celebrations – Administrative Services - Budgets and Funding**

- Maintained Cash Balance and Budget Reserve While Maintaining Current Staff and Programs for 2013-14 and 2014-15
- Stewardship of Operating Capital and Capital Projects Levies While Using Sustainable Leasing for Phase II Technology Transformation

**Celebrations – Administrative Services - Budgets and Funding**

- Addressed Class Size Issues Caused by Lack of Funding and Choice Programs
- Addressed Title/Special Education Funding Shortfalls Caused by Federal Sequestration

**Challenges – Board of Education**

- Monitor Calendar Changes Reflecting Negotiated Agreements and Research
- Gather Master Facilities Plan Feedback from Staff, Parents and Community To Determine Construction/Remodeling Proposals for Possible Board Approval/ Submission To a Bond Referendum
- Provide Data Supporting World’s Best Work Force Statute (WBWF) with new Documentation Required by the State

### **Challenges – Board of Education**

- Complete Five Year Charter Authorizer Renewal/District Annual Evaluation Process As Well As Annual Evaluation of Arcadia and Prairie Creek Charter Schools
- Revise Individual Board Policies
- Review Efforts of PLC and Building/Program Improvement Teams
- District Strategic Plan Review

### **Challenges – Teaching/Learning**

- Maintain Role of Director of Teaching and Learning – Curriculum, Instruction, RtI, PBIS, MTSS, Title I-III, District Assessment Coordination, ALC, Longfellow
- 9<sup>th</sup> Grade Academy/10<sup>th</sup> Grade Seminar
- Interventions for Social/Emotional Needs
- Continue Cognitive Coaching Training
- Common Planning/Instruction Support Flexible/Cluster Learning/Interventions
- Bridges to Kindergarten, WEB and LINK

### **Challenges – Teaching/Learning**

- Monitor Implementation of Fully Modified Compañeros/ESL Kindergarten Program including Spanish Literacy Curriculum
- Class Size and Enrollment Changes
- Implement Next Curriculum Cycle
- Maintain Support for English Learners
- SAMR Technology Model – Modification
- Monitor All Day K
- Support Implementation of MSHSL “Why We Play”

### **Challenges – Teaching/Learning - Assessment and Accountability**

- Implement/Communicate Revised WBWF Standards, Communicate and Collaborate Northfield Promise/Career and College Readiness and Strategies to Achieve Goals
- Implement ADSIS-Funded Interventions
- RtI Coaches and Classroom Teachers Implement RtI - Universal Screening/Progress Monitoring/Problem Solving and Tiered Interventions
- Implement RtI, PBIS and MTSS at the Secondary Level

### **Challenges – Teaching/Learning - Assessment and Accountability**

- Professional Learning Communities – Focus on Analyzing Data, Identifying Students and Implementing Instructional Strategies
- Continue Year End Presentations and End of Semester Evidence of Practice (EOP) to inform about PLC Impact on Classrooms
- Address Statutory Changes Impacting ACT
- Respond To Increased Test Demands Through Enhanced Data Support and Coordination and Technology Availability

### **Challenges – Special Education**

- Implement new Director of Special Services for 2015-16
- Redefine Role of Assistant Director of Special Services for 2015-16
- Continue SUN, STEP and Setting 4 EBD Programs at Cannon River Center
- Prepare Alternatives for Supporting All Setting 4 Programs for Fall of 2016
- Support/Clarify Role of Psychologists in MTSS and Due Process Efforts

### **Challenges – Special Education**

- Train and Implement Mandated District-wide “Restrictive Procedures”
- Maintain the Total Special Education Systems (TSES) Manual
- Form Special Education Caseload/ Workload Procedures Committee and Formalize Procedures for Implementation
- Training in CPI, CPR/First Aid Training, and Data Privacy and Specialized Instruction

### **Challenges – Special Education**

- Partner with Agencies Providing Direct Access to Mental Health Services
- Design/Implement Newly Required Specific Training for SPED Educational Assistants
- Monitor Due Process Procedures for Students Placed at Laura Baker/Oak Street
- Implement and Maintain Federal/State Special Education Budgets

### **Challenges – Special Education**

- Review and Update Fiscal/Due Process Procedures in Preparation for 2015-16 Site Monitoring
- Oversee ADSIS Implementation of Leadership Team/Progress Monitoring/ End of Year MDE Report
- Collaborate with Community Services/ Targeted Services Expanding Opportunities for Students with Special Needs

### **Challenges – Community Services**

- Expand Students Accessing Early Learning Scholarships Provided by MDE
- Support Collective Impact Initiative – Northfield Promise
- Expand Model and Spaces for Early Childhood Programs To Effectively Serve All Students Including Most At-Risk and Their Families

### **Challenges – Community Services**

- Secure Grant Funding for Plus and School Readiness Programs
- Successfully Achieve Attendance Goal/ Frequency Targets in Year Two GVP Community School Model
- Maintain Balance of Revenues and Expenditures To Support Fee-based and Grant Supported Programs

### **Challenges – Administrative Services - HR/Staff Development**

- Complete 2015-17 Negotiations with Northfield Education Association
- Begin Negotiations/Discussions with 15 Bargaining/Meet and Confer Units
- Continue Self-Funded Insurance Program
- Continue Response to Affordable Care Act
- Recruit and Retain Quality Staff
- Job Descriptions/Rankings/Evaluation Instruments/Manuals and Handbooks

**Challenges – Admin. Services  
HR/Staff Development**

- Monitor Principal Evaluation and New Teacher Evaluation System and Modify as Needed
- Integration of HR and Finance Software
- Monitor Implementation of Bullying Prevention Statute To Determine Program/ Staff Impact

**Challenges – Administrative  
Services – Technology**

- Continue Implementation of Technology Transformation Plan
- Maintain Expanded Technology Training/ Support – “Tech Tuesdays”/School Year
- Maintain Replacement Cycle for Technology/Review Leasing Models for Hardware/Software
- District/Building Web Pages and Web-Based Productivity APPs and Software
- Implement New 3 Year Technology Plan

**Challenges – Administrative.  
Services – Facilities/Security/Crisis  
Intervention/Child Nutrition**

- Use District Master Facilities Plan To Implement Major Capital Projects/Highest Priority Facilities Needs
- Address Priority Capital Projects with 10 year Capital Plan/New Long-Term Facilities Maintenance Funding
- Address Building Security Projects/Staffing Needs/Enhance Relationship with Northfield Police Department

**Challenges – Administrative.  
Services – Facilities/Security/Crisis  
Intervention/Child Nutrition**

- Continue To Update Crisis Intervention Plans
- Continue New Meal Patterns, School Breakfast Program and Healthy Snacks
- Maintain Farm to School Initiative

**Challenges – Administrative  
Services – Budgets and Funding**

- Maintain Cash Balance, Budget Reserve Required To Address State Funding Uncertainty and Maintain Staff/Programs for FY16 and FY17. Address Shortfalls, Delays and Underfunded Mandates
- Maintain Stewardship of Operating Levy and Capital Projects Levy and Sustain Funding for Phase II Technology

**Challenges – Admin. Services  
Budgets and Funding**

- Continue to Look at Ways To Address Class Size Issues Caused by Lack of Funding and Statutory Changes
- Prepare for Additional Title and Special Education Federal Funding Shortfalls Due to Federal Sequestration