

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

**TO:** Board of Education  
**FROM:** Matt Hillmann Ed.D., Superintendent  
**RE:** Table File Items for August 22, 2016, Regular School Board Meeting

VI. Items for Discussion and/or Reports.

1. O-Comp Report.  
Power point presentation is enclosed.
2. State of the District: Celebrations and Challenges.  
Document and power point presentation enclosed.
3. Sibley Fifth Grade Enrollment.  
Supporting document is enclosed.

VII. Superintendent's Report

A. Items for Individual Action

1. Minnesota Association of Charter School Authorizers (MACSA).  
In order for Northfield Public Schools to become a member of MACSA, we must opt-in by completing the enclosed membership form. Completion of the form confirms that Northfield Public Schools has chosen to be a member of MACSA and agrees to abide by MACSA's Agreements.

**Superintendent's Recommendation:** Motion to approve becoming a member of MN Association of Charter School Authorizers (MACSA).

B. Items for Consent Grouping

1. Personnel Items
  - a. Appointments\*
    9. Stacie Banks, EarlyVentures Teacher at LF for 40 hrs/wk beginning 08/29/2016; Step 3, \$16.16 hr.
    10. Amy Conway, 3<sup>rd</sup> Grade Teacher at Greenvale Park 40 hrs/wk beginning 8/25/2016; BA, Step 0.
    11. Richard Daymont, Developmental Adaptive Phys. Ed. CVSEC-SUN for .5 FTE beginning 8/29/2016. MA+60, Step 11
    12. Mishia Edwards, Gen Ed EA- Will Program at the Middle School for 6.75 hrs/day beginning 8/30/2016; Gen Ed Step 1, \$14.52 hr.
    13. Jessica Enge, Special Education EA – PCA at Longfellow part-time for 31.5 hrs per week beginning 8/30/2016; Spec Ed, Step 3 - \$15.74/ hr
    14. Lydia Gross, Special Education EA- PCA at NCRC for 18.5 hrs/wk beginning 8/30/2016 – 06/08/2017; Spec Ed, Step 2 - \$15.42/hr.
    15. Erica Hubers, Special Education EA –PCA at Longfellow for 20.75 hrs/week beginning 8/30/2016; Spec Ed, Step 3-\$15.74/hr.
    16. Chase Marlenee, Lacrosse for community services Tuesday/Thursday, beginning August 9-25, total of 6 days; \$10.50/hr.
    17. Teresa Morris, Special Education EA-PCA at LF for 20.75 hrs/wk beginning 8/30/2016-06/6/2017; Spec Ed, Step 4 -\$16.19/hr.
    18. Amy Pettet, Special Education EA-PCA at CVSEC – Alex bldg for 7.0 hrs/day beginning 8/30/2016; CVSEC Spec Ed, Step 4 - \$16.69/hr.
    19. Theresa Wilson, Business Teacher at the High School for .4/.6 hrs/day beginning 8/29/2016; MA 15, Step 14.
  - b. Increase/Decrease/Change in Assignment
    9. Nina DeBoer, Special Education Educational Assistant-PCA (SpecEd EA-PCA) CVSEC-SUN, add Camp friends staff beginning 07/27/2016-08/18/2016. Step 4, \$16.69/hr.

OVER

10. Martha Donahoe, Office Generalist for 4.0 hrs/day at LF, add Sped Due Process Clerical adding 3.75 hrs/day for a total of 7.75hrs/day beginning 8/29/2016- 06/07/2016.
11. Karna Hasse, Resource Room EA -6.75 hrs/day; Supervisor - .33hrs/day at Sibley, change to Resource Room EA – 6.50 hrs/day; Supervisor - .50 hrs/day (overall 7.08 to 7.0 hrs) at Sibley beginning 09/06/2016.
12. Dolores Larsen, EA LI Room – 6.75 hrs/day; Supervisory - .33 hrs/day at Sibley, Change to EA LI Room – 6.75 hrs/day; Supervisory - .40 hrs/day at (overall 7.08 to 7.15 hrs) Sibley beginning 9/06/2016.
13. Lori Witt Macrae, EA EBD Room – 6.75 hrs; Supervisory - .40 hrs at Sibley; change to EA Resource Room – 6.5 hrs; Supervisory - .57 hrs (overall 7.15 to 7.07 hrs) at Sibley beginning 09/06/2016.
14. \*Debora O'Meara, Special Education PCA-IV, change to Administrative Support Assistant (Class IV) beginning 8/15/2016. Class IV, Step 2, \$18.07 /hr \*Subject to change.
15. Chris Riazi, ALC Art Teacher-.66 FTE at Longfellow, change to ALC .50 FTE Art Teacher at ALC beginning 8/29/2016.
17. Elizabeth H Schmidt, EA LI Room – 6.75 hrs/day; Supervisory - .40 hrs/day at Sibley, Change to EA Resource Room – 6.50 hrs/day; Supervisory - .50 hrs/day (overall 7.08 to 7.0 hrs) at Sibley beginning 9/06/2016.

e. Resignations.

1. Megan Degrood declined position at EarlyVentures effective 8/22/2016.
2. Curt Mikkelson, 7<sup>th</sup> Grade Football Coach, resignation effective 8/22/2016.

\* Conditional offers of employment are subject to successful completion of a criminal background check and pre-work screening (if applicable).

\*\*Hourly rate of pay is subject to change upon settlement of 2016-2018 employee agreement.

VIII. Items for Information

2. Liability for School District Lessees.

Director of Community Services Erin Bailey has provided the enclosed memorandum about liability insurance for long-term rental agreement with Northfield Swim Club.

3. Dundas Dome.

Superintendent Hillmann has provided an update as well as Frequently Asked Questions.



# Q-Comp Design Group

**Northfield Education  
Association**



# What is Q-Comp?

- Four Components
  - Job Embedded Professional Development
  - Career Ladder Positions
  - Teacher Observations and Evaluations
  - Performance Pay and Salary Schedule Enhancement

# Why Now?

- Professional Learning Communities
- Knowledge Base
- Current Support
- Current Needs

# What's the Timeline?

- |                                     |                  |
|-------------------------------------|------------------|
| ● Board Discussion                  |                  |
| ● Letter of Intent-                 | Board Decision   |
| ● Informational Meetings-           | September 2016   |
| ● Application Deadline-             | October 15, 2016 |
| ● Department of Education Approval- | ?                |
| ● Vote-                             | Pending Approval |
| ● Implementation-                   | 2017-2018        |

Teaching and Learning

- Continued implementation of state-mandated World's Best Workforce, identifying alignment with Northfield Promise.
- Supported key student transitions through Bridges to K, WEB, and LINK programs.
- Business, CTE, FACS, Physical Education, and World Languages engaged in the curriculum review process, ensuring current standards are in place for instruction.
- Students continued to outperform averages for both Minnesota and the rest of the nation on the ACT.
- As a District, students continued to outperform the state average on all Minnesota Comprehensive Assessment (MCA) examinations.
- Eighty-six percent (86%) of the 394 Advanced Placement tests taken at Northfield High School resulted in students earning college credit.
- Celebrated with three National Merit finalists and seven National Merit commended scholars.
- Celebrated Northfield High School English Learners teacher Jennifer Lompart being named one of 11 finalists for the Minnesota Teacher of the Year program.
- Implemented Alternative Delivery of Specialized Instructional Services (ADSIS) at all three elementary schools, at Northfield Middle School, and Northfield High School.
- Continued implementation of Multi Tiered System of Supports (MTSS) at secondary schools. One aspect - peer academic coaches - saw 220 students access one of the 26 student coaches during more than 1,000 sessions.
- Conducted second EdCamp, focused on teacher choice in professional development, resulting in 100% of participants surveyed stating the strategy should be used again.
- Northfield Area Learning Center was named the 2016 MAAP Program of the Year by the Minnesota Association of Alternative Programs (MAAP).
- Staff members in Grades 5-12 completed the Youth Mental Health First Aid professional development program.
- 75% of Northfield High School students participated in Raider activities through athletics, drama, music, and other programming.
- Northfield Middle School was recognized as a "Sustained Exemplar" for its implementation of Positive Behavioral Interventions and Supports (PBIS) programming.
- Tackling Obstacles and Raising College Hopes (TORCH) served 395 students in Grades 6-12 and was recognized as one of 20 finalists nationwide for the 2016 Examples of Excelencia recognition program for increasing opportunities and achievement for Latino students.
- Continued progress toward customized learning by expanding 1:1 tablet program to Grades 4 & 5 and providing K-3 classrooms with approximately one tablet per two students.
- Continued job-embedded professional development for teaching staff through weekly Professional Learning Communities.
- Held second annual Business and Technical Trades career explorations day at Northfield Middle School with more than three dozen businesses/organizations participating.

Board of Education	Community Services	District Services	Student Services
<ul style="list-style-type: none"> <li>• Celebrated Superintendent Dr. Chris Richardson's selection for the prestigious Minnesota Association of School Administrators (MASA) Polaris Award.</li> <li>• Implemented ThoughtExchange community engagement processes about state of the district (&gt;1,000 participants) and facilities planning (&gt;500 participants).</li> <li>• Continued successful participation with Northfield Promise and Chamber of Commerce.</li> <li>• Successful Superintendent selection process resulting in the appointment of Dr. Matt Hillmann to the position.</li> </ul>	<ul style="list-style-type: none"> <li>• Community School at Greenvale Park drew over 1,000 total participants, including 481 elementary students, 187 secondary students, and 499 adults.</li> <li>• 40,827 children, youth and adults participated in a Community Services program (+9,000 over the previous year)</li> <li>• 98,763 people had access to a school district facility through Community Services (+ 15,000 over the previous year)</li> <li>• Ventures programs served 635 children.</li> <li>• Hand-in-Hand Pre-School served 126 students.</li> <li>• Recognized with 2015 MCEA Project Award.</li> </ul>	<ul style="list-style-type: none"> <li>• Middle School driveway project.</li> <li>• Continued Farm to School initiative, bringing locally sourced foods into our cafeterias on a regular basis.</li> <li>• Maintained cash reserves, student programming, and completed another successful audit.</li> <li>• Received MDE School Finance Award.</li> <li>• Completed contract negotiations with the Northfield Education Association.</li> <li>• Converted to Gmail system.</li> <li>• Celebrated Director of Administrative Services Dr. Matt Hillmann's selection as the MASA Outstanding Central Office Leader Award.</li> </ul>	<ul style="list-style-type: none"> <li>• Established Cannon Valley Special Education Cooperative.</li> <li>• Implemented and replicated successful Educational Assistant training program.</li> <li>• Managed and provided specialized instruction for 574 students through Individual Education Plans.</li> <li>• Managed 101 Section 504 plans.</li> </ul>

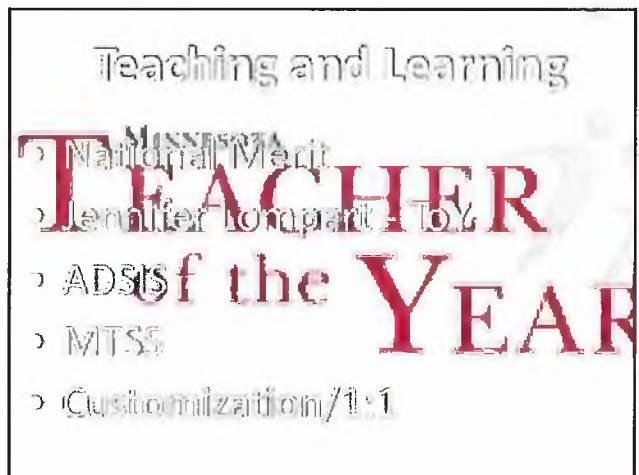
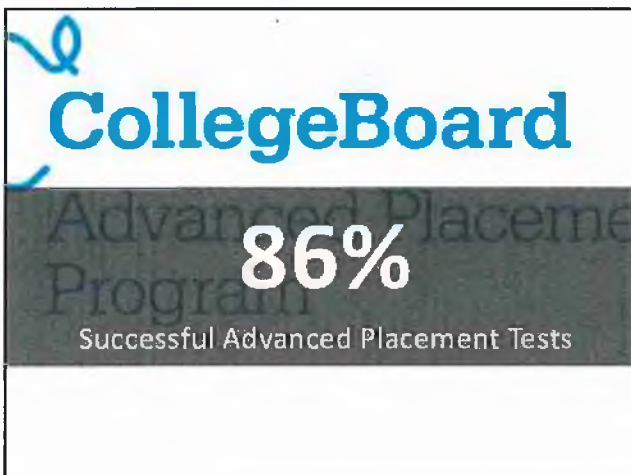
## Challenges 2016-17

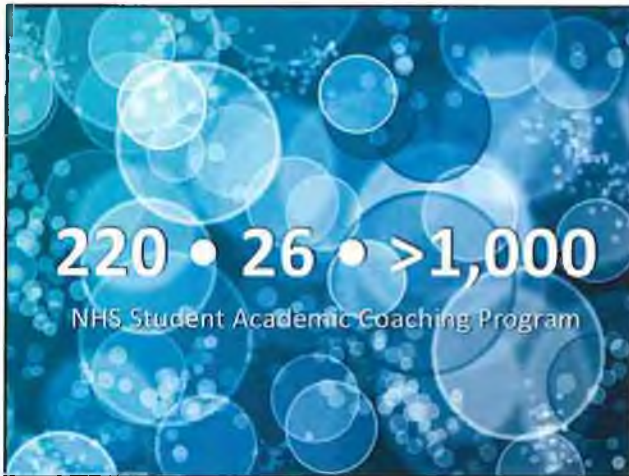
*"Success is due to our stretching to the challenges of life. Failure comes when we shrink from them."*

*John Maxwell*

1. Continue successful academic, social/emotional, and co-curricular performance currently in place.
2. Decrease opportunity gaps present across Northfield Public Schools assessment data.
3. Increase the number of students identified as proficient in reading by the end of Grade 3.
4. Implement budget adjustments - made necessary by more than 20 years of legislative underfunding - to ensure the District's ongoing financial health.
5. Full implementation of the Cannon Valley Special Education Cooperative.
6. Implement Positive Attention and Learning Specialists positions to assist elementary students in their social/emotional development.
7. Continue to provide a breadth of academic course and program choice while maintaining reasonable class sizes across the District.
8. Increase customization of learning, timely feedback, and academic choice through tight integration of technology within the District's pedagogy.
9. Modernize the curriculum review process, maximizing flexibility to address new/updated standards, legislative changes, and other external influences.
10. Meeting Minnesota Department of Education's charter school reauthorization requirements in order to continue our status as Arcadia and Prairie Creek's official authorizer.
11. Maximizing the impact of Professional Learning Communities through innovative pedagogy and possible modified goal setting strategies.
12. Finalize Master Facilities Plan to chart the District's facilities priorities for the next 15 years.
13. Influence mindset about what post-graduate success means for Northfield students to emphasize multiple pathways - including traditional four-year college, community/technical college, military, or volunteer service.











## Student Services

- CVSEC
- Educational Assistant training program
- 574 IEPs, 101 Section 504 plans

## Challenges

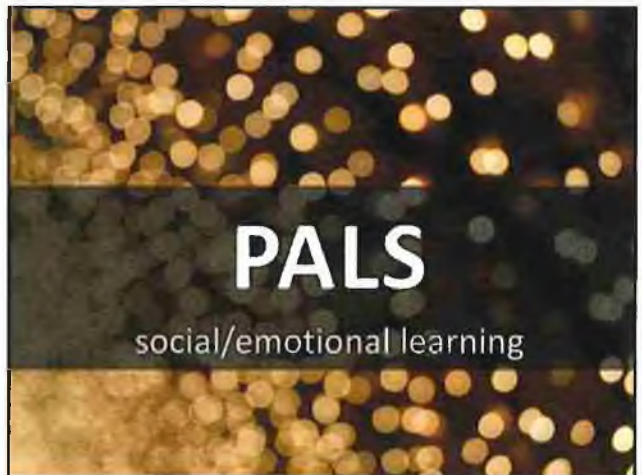
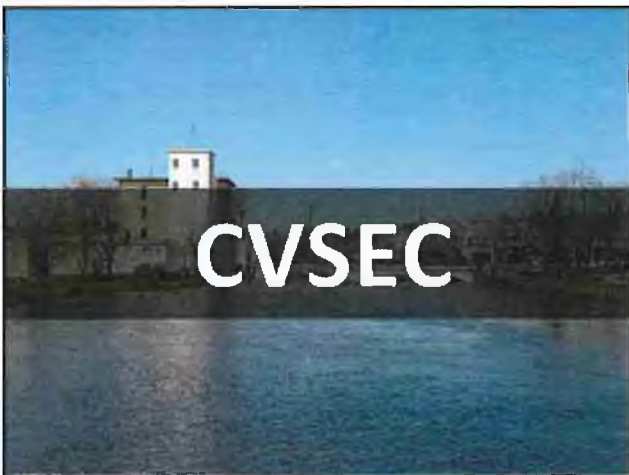
## Continuation

keep doing what is working well

## Opportunity Gaps

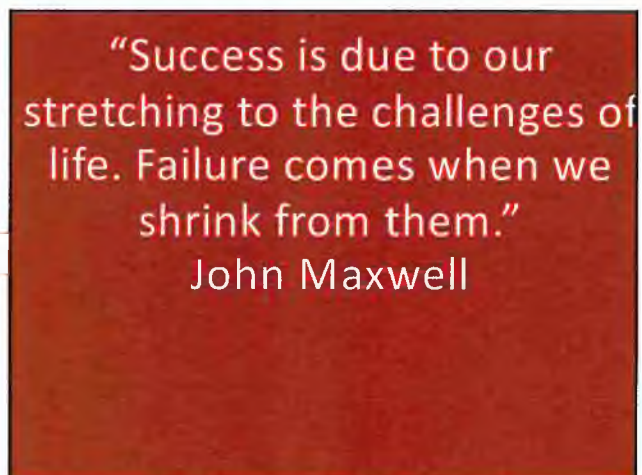
decrease those gaps present in our data















**Sibley Elementary Fifth Grade Enrollment Report**  
**Scott Sannes and Matt Hillmann | August 22, 2016**

**The issue:** Sibley's current 5th grade class has grown steadily over its tenure at the building. Three contemporary sections have increased to a class size average of 32 students. The building's 5th grade team has attempted to identify ways that more time could be spent in flexible academic groups that includes the section of Compañeros. Due to the need to teach a significant portion of the day in Spanish, this investigation produced very limited potential.

**The data:** Below is a cohort enrollment analysis for this year's 5th grade dating back to Kindergarten.

Cohort Analysis				
Year	Grade	Contemporary (average class size in parenthesis)	Compañeros	Total
2011-12	K	85	N/A	85
2012-13	1	70 (23)	25	95
2013-14	2	74 (25)	28	102
2014-15	3	80 (27)	26	106
2015-16	4	87 (29)	24	111
2016-17	5	95 (32)	19	114

**Other considerations:**

- Academic Profile: The grade level academic profile is consistent with the Sibley Elementary averages.
- Potential Specialist Impact: If the District were to address this class size issue with an additional class section, the current Specialist FTE can accommodate this without an increase.
- Potential Candidate Pool: If the District were to address this class size issue with an additional class section, there would be a sufficient pool of candidates for this position. A recent posting for Grade 4 at Bridgewater Elementary garnered 86 applicants.
- Potential Location: If the District were to address this class size issue with an additional class section, one of the two computer labs at Sibley Elementary would be modified to accommodate an additional section.
- Potential Financial Impact: If the District were to address this class size issue with an additional class section, we use \$78,000 as our average cost for one FTE. This includes salary and benefit costs. Fund balance would be used to cover any potential costs.
- Long-term Impact: This class is finishing its matriculation at Sibley Elementary. There would not be an ongoing cost as the grade moves up if the District were to address this class size issue with an additional class section.

MACSA is an opt-in membership group comprised of organizations approved by the state of Minnesota to authorize charter schools. Completion of this form confirms that an authorizing organization has chosen to be a member of MASCA and agrees to abide by MACSA's Agreements.

Additional Representatives (Names & Titles): \_\_\_\_\_ and Learning \_\_\_\_\_

Date \_\_\_\_\_



## Minnesota Association of Charter School Authorizers AGREEMENTS

### AGREEMENT I. NAME

The name of the organization shall be the Minnesota Association of Charter School Authorizers (MACSA).

### AGREEMENT II. PURPOSE

The Minnesota Association of Charter School Authorizers was formed to increase the quality of charter school authorizing in the state of Minnesota by developing and identifying practices and policies that ensure effective oversight and evaluation of Minnesota charter schools.

### AGREEMENT III. DEFINITIONS

For the purpose of these agreements, the following terms are defined as follows:

- A. Members. Members refers to charter school authorizing organizations that have chosen (opted in) to participate in MACSA.
- B. Representatives. Representatives refers to individuals employed by or serving on the boards of member organizations.
- C. Proxy Vote. Proxy vote refers to the process by which a member organization casts a vote on a meeting agenda item when the voting representative is not present. An organization may cast a proxy vote in one of two ways (1) *in-person* – the member organization designates a representative to vote at the meeting or (2) electronically – an organization's voting representative sends a written vote via email to the Executive Committee by 5:00 pm the day prior to the meeting date.

### AGREEMENT IV. MEMBERSHIP

*Section 1 Eligibility.* Membership in the Association shall be open to any organization approved by the state of Minnesota to authorize charter schools that chooses to be a member.

*Section 2 Classifications.* There shall be the following categories of members:

- A. Voting Members. Any operating charter school authorizer that fulfills the criteria for membership. Each member organization holds one vote in the Association.
- B. Voting Representatives. The voting representative of the operating charter school authorizer shall be the director of the authorizing office, unless another individual is designated by the director of the authorizing office.
- C. Non-Voting Representatives. Each member organization may designate additional non-voting representatives to participate in the Association.

### AGREEMENT V. EXECUTIVE COMMITTEE

*Section 1 Composition.* The Executive Committee shall include 3 – 6 representatives from separate member organizations.

*Section 2 Term of Office.* The term for the Executive Committee begins on July 1<sup>st</sup> and runs through June 30<sup>th</sup>. No representative shall serve more than three (3) one-

- year terms on the Executive Committee without a break in service.
- Section 3* *Duties.* The Executive Committee shall be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association. The Executive Committee shall:
- A. Have general supervision of the Association between meetings;
  - B. Create a calendar of regular meetings annually;
  - C. Set the date, hour, and place of meetings;
  - D. Create the agenda for meetings;
  - E. Make recommendations to the Association on topics such as MACSA representative at external stakeholder meetings; and
  - F. Perform other duties specified by these agreements or agreed upon by the Association.
- Section 4* *Meetings.* The Executive Committee shall meet as needed to prepare for Association meetings and perform the aforementioned duties.

#### **AGREEMENT VI. MEETINGS OF THE MEMBERS**

- Section 1* *Meetings.* A calendar of regular meetings of Association members will be established annually by the Executive Committee and approved by the Association members.
- A. Notice of the time and place shall be communicated by a representative of the Executive Committee to each member at least five (5) days in advance of the meeting.
  - B. Agendas and materials for regularly scheduled meetings shall be communicated in writing at least five (5) days in advance.
  - C. The voting representative of the member organization shall be present in order to cast a vote on any matters at the meeting. If the voting representative cannot be present at the meeting, the voting representative may designate a representative to vote on behalf of the member organization or the voting representative may cast a proxy ballot.
- Section 2* *Quorum.* A simple majority, fifty-one percent (51%), of the eligible voting representatives shall constitute a quorum. A proxy ballot appropriately received by 5:00 PM the day prior to the date of a meeting shall be counted towards the quorum.
- Section 3* *Attendance.* MACSA is a nonpublic Association and while the intent is to be transparent, the meetings are not public nor subject to the Open Meeting Law.

#### **Record of Amendments**

Drafted: April 28, 2016

Updated Draft: May 16, 2016

Updated Draft: August 1, 2016

Adopted: August 12, 2016

## MEMORANDUM

**TO: School Board Members**  
**FROM: Erin Bailey, Director of Community Services**  
**DATE: August 19, 2016**  
**SUBJECT: Liability Insurance for Long-Term Rental Agreement with Northfield Swim Club**

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After the School Board meeting on August 8, 2016, I did follow up with the school district's insurance provider to determine if the liability insurance required by the school district for the Northfield Swim Club as part of their long-term rental agreement is sufficient. Our insurance provider did review our long-term rental agreement with the Northfield Swim Club and the certificate of insurance we require from the Northfield Swim Club. Below is his response:

"The limit of \$1,000,000 is acceptable and I believe adequate. Raising this limit for this single group could open the doors for other groups to see this as discrimination causing more problems. Despite the inherent exposure surrounding activities involving a swimming pool I feel the limit of \$1 million is sufficient. The only other consideration is already addressed in the contract which makes the School as an additional insured. I like the wording in the contract and I appreciate you sending me this excerpt. The only additional item that I would like to see is that the NSC name the School as an additional insured on a "primary and non-contributory basis" and present us with a waiver of subrogation clause. If the NSC gives us a certificate of insurance perhaps a copy can be sent to me to review. "

-Kevin Rodgers, Northfield Insurance Agency

We were already requiring the Northfield Swim Club to name the School District as an additional insured on a "primary and non-contributory basis" and present us with a waiver of subrogation clause. This information is updated yearly and is on file in the Community Services office.

## Potential Dundas Dome Rental

Matt Hillmann and Tom Graupmann | August 22, 2016

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The purpose of this memorandum is to outline the key opportunities presented by and costs of a short-term rental of the new, privately owned Dundas Dome facility. No approval is being requested at this time.

The Dundas Dome (901 Cannon Road; Dundas, MN 55019) is a privately owned and operated 90,000 square foot athletic facility currently being constructed within the boundaries of the Northfield Public Schools. The District is interested in renting space at the Dundas Dome for practices during the early part of our Spring athletics season. This would allow a more predictable and reasonable schedule for these practices. When the weather is poor, it is not uncommon for some Spring athletics team to have practices that extend as late as 10 pm due to the limited number of activities our indoor facilities can accommodate. Students would travel to the Dundas Dome for practice as they do any other facility not located on Northfield High School (NHS) or Northfield Middle School (NMS) property. The Activities Bus that is available for students to travel from NHS to other locations would make a stop at the Dundas Dome, just like it stops at the Northfield Ice Arena or the Northfield Gymnastics Club during those seasons. There would be no increased transportation cost.

By working with a private provider, the District has the benefit of using an indoor turfed athletic facility without owning it, maintaining it, or other responsibilities associated with ownership. The District would intend to use our lease/levy authority to pay for the rental in the same manner we use it to pay for our season-long leases at the Northfield Ice Arena for our hockey teams and the Northfield Gymnastics Club for our gymnastics team.

Below is our anticipated rental request. The Dundas Dome charges \$450 per hour to rent the entire facility.

Week	Hours	Cost
March 13, 2017	18	\$8,100
March 20, 2017	24	\$10,800
March 27, 2017	24	\$10,800
April 3, 2017	24	\$10,800
<b>Totals</b>	<b>90</b>	<b>\$40,500</b>

By using the District's lease/levy authority, we are able to rent the facility without using general fund dollars. Attached is an anticipated annual tax impact table prepared by Ehlers and Associates, the District's financial advisors. As you can see, the annual estimated cost to a taxpayer with a \$300,000 home is \$5.00. The estimated tax impact for a commercial/industrial property valued at \$1,500,000 is \$47.00.

The Board's approval of this would come by approving the lease/rental agreement and then the finally by approving District's annual levy.

## **Dundas Dome Rental - Frequently Asked Questions**

**Q. How does the Dundas Dome rate of \$450 per hour compare to the rates the district pays for the ice arena and gymnastics club?**

- Ice Arena: 2015-16 total of \$50,305 for 295 hours. The "norm" hourly charge is \$170. We have three different hourly rates at the arena -- \$145 for non-prime time (AM). \$170 for prime time (practices). \$185 for the game rate.
- Gymnastics Club: 2015-16 of \$6,930 for 240 hours. The hourly rate is \$30 per hour. This rate is for shared use - the Club can also hold other practices/sessions at the same time of our practices and meets.

**Q. What Spring sports do you anticipate using this facility?**

- Boys and Girls Golf, Boys and Girls Lacrosse, Baseball, Softball, Boys and Girls Track.

**Q. Will the size of the dome allow for more than one team to practice at the same time?**

- Yes, that will be the plan for sure at times.

**Q. In terms of the calculation of usage shown on the recap, is the district committed to those hours or will the hours be calculated at the end of the season based on actual usage? In other words, will Spring sports teams be scheduled to practice at the dome or only in the case of inclement weather?**

- Our understanding is that we will not be committed to a set number of hours, but we will try to make this facility part of our scheduling options and sites as we lay out our March to early April practice schedule.

**Q. Will the district have their choice of practice times? Do you know if the Northfield Sports Associations (ie; NYBA or the the soccer association) or other entities have committed to renting the dome and if so would the district be competing with them to secure best practice times?**

- The District is still researching this question.

**Q. Is there any discussion around the ability to have any of the Spring sports host scrimmages in the dome or is it cost prohibitive?**

- Yes, this is definitely possible and we would like to do this.

**Q. Are you anticipating that any of the fall and winter sports will want to conduct coaches practices ( per MSHSL guidelines) or captains practices at the dome? If so, how would the district handle these requests?**

- Other sports may want to use the facility and that will be addressed on an a case-by-case basis. The Dundas Dome is likely to be identified as a location to host a captain's practice. However, the school and/or coaching staff cannot schedule those or pay rental for facilities to host them.