

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, September 12, 2016, 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 residents of the Northfield 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 themselves and the group they represent, if any. Please state your reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments.

The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Items for Discussion and /or Reports.
 - 1. Superintendent Evaluation Subcommittee Report:
New Superintendent Evaluation Document and Superintendent Hillmann's Goals for 2016-2017.
 - 2. Transformational Technology Update.
 - 3. Cannon Valley Special Education Cooperative (CVSEC) Update.
 - 4. Q-Comp.
 - 5. Dundas Dome.
- VII. Superintendent's Report
 - A. Items for Individual Action
 - B. Items for Consent Grouping
 - 1. Personnel Items.
- VIII. Items for Information
 - 1. Strategic Planning Update.
 - 2. Board Member Committee Reports.
 - 3. Chamber of Commerce Luncheon – State of the Schools – Tuesday, September 13, 11:30 AM, Northfield Golf Club.
 - 4. National Merit Scholars Reception – Monday, October 10, 6:00 PM, Northfield High School Upper Cafeteria
- IX. Future Meetings

Thursday, September 22, 2016, 6:00 – 9:00 PM, Strategic Planning - Final Work Session, Northfield High School Media Center
Monday, September 26, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, October 10, 2016, 6:00 PM, Reception for National Merit Scholars, Northfield High School Upper Cafeteria
Monday, October 10, 2016, 7:00 PM, Regular School Board Meeting Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, September 12, 2016, 7:00 PM
Northfield High School Media Center

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed. D., Superintendent
RE: Explanation of Agenda Items for the September 12, 2016, 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 August 22, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Items for Discussion and / or Reports
 1. Superintendent Evaluation Subcommittee Report.
Board Chair Pritchard will present the report for the Superintendent's Evaluation Subcommittee. The report will include an updated approach to the Superintendent's evaluation and goals developed with Dr. Matt Hillmann for the 2016-17 school year.
 2. Technology Services Update.
Director of Technology Services Kim Briske will provide an update on the Technology Services team, iPad implementation, and other education technology related initiatives and strategies within the District.
 3. Cannon Valley Special Education Cooperative (CVSEC) Update.
Director of Special Services Cheryl Hall will provide an update on the opening of the Cannon Valley Special Education Cooperative. The report will provide an overview of programs, current enrollment, celebrations and challenges.
 4. Q Comp.
Superintendent Hillmann will review the basics of the State's QComp program that were presented by Northfield High School Mathematics teacher and Northfield Education Association Representative Ray Coudret at the August 22nd Board meeting. He will also engage the Board in a discussion on initial questions about QComp, and review the sample letter of intent required to start the QComp application process.
 5. Dundas Dome.
Dr. Hillmann will review the August 22nd presentation regarding potential rental of the Dundas Dome facility for some Spring sports practices and share a timeline for the Board's decision-making on such a rental.
- 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. Personnel Items.

a. Appointments.

1. Correction: Bethany Rohde Early Childhood Teacher at Longfellow, change from starting date 08/01/2016 to 08/29/2016.
2. Correction: Theresa Wilson, Business Teacher at the HS beginning 08/24/2016; change from MA+15, Step 14 to MA+60, Step 14.
3. Joy Serie-Amunrud, Target Services PLUS Club Leader at GVP beginning 10/10/16-05/04/17; \$20.09/ hr.
4. *Patricia Anderson, Education Assistant – PCA at CVSEC –Alex bldng. For 7 hrs/day beginning 09/13/2016; Special Ed, Step 1-\$15.58/hr (CVSEC)
5. *Melissa Antonell, EA-PCA CVSEC –Alex bldng. For 7 hrs/day beginning 9/10/2016; CVSEC Special Ed, Step 2-\$15.92/hr.
6. Maya Ben-Shahar, PLUS Club Leader with Targeted Services Program at GVP for 1.0 hrs/day for max up to 4 days per week (Mon.-Thur.) beginning 10/10/2016 -05/04/2017; \$20.09/hr.
7. Meckenzie Dahle, EL Educational Assistant at the MS beginning 9/7/2016; General Ed-Step 2, \$14.86/hr.
8. Marcel Diggs, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
9. Leandro Ferreira, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
10. Shiloh Goodwin, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
11. Jackie Groth, Special Education EA-PCA at Bridgewater for 6.75 hrs/day beginning 8/30/2016; Special Ed, Step 1-\$15.08/hr.
12. Gao Hong, Chinese Teacher at the HS for .20 FTE beginning 8/28/2016- 06/6/2017; BA, Step 13
13. *Michele Horak, Sped ED EA PCA at CVSEC-SUN bldng for 7 hrs/day beginning 9/10/2016.
14. Tiffany Ingham, KidVentures Site Assistant for 6.5 hrs/wk for 260 days at GVP beginning 9/15/2016; Step 1-\$12.43/hr.
15. Sydney Johnston, Sped EBD Teacher/Gen Ed at CVSEC-Alex bldng for 40 hrs/wk beginning 9/06/2016; BA, Step 0.
16. Lacy Knutson, Dance Team Asst, Coach JV at the HS for 3 hrs/day beginning 10/24/2016; \$14.00/hr.
17. Samuel Kuss, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2016; Flag Football Coach \$9.75/hour.
18. *Armando Martinez, Custodian at GVP/SB beginning 8/31/2016; Step 1, Step 3 Custodian - \$15.93 ** Subject to change
19. Holly McBeth, EarlyVentures Teacher at Longfellow for 37.75 hrs/wk beginning 8/29/2016; Venture Teacher, Step 3-\$16.16/hr.
20. Cullen Mudrak, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
21. Devin Murphy, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
22. Davis Nemmers, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.75/hour.
23. Kim Norton, PLUS Site Assistant with Targeted Services Program at GVP for 1.5 hrs/day for 4 days per week (Mon.-Thur.) beginning 9/27/2016 -05/04/2017; Step 2-\$12.77/hr.
24. *Ashley Opatrny, Educational Assistant-PCA for 6.75 hrs/day Monday – Friday at GVP beginning 09/19/2016; Special Ed, Step 1-\$15.08/hr.
25. Lars Stevenson, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
26. Shelley Stulken, 1.0 FTE 5th Grade Classroom Teacher at Sibley beginning 8/29/2016; MA, Step 6.

27. Thomas Vermillion, Sped EBD Teacher/Gen Ed at CVSEC-Alex bldng for 40 hrs/wk beginning 9/07/2016; MA +30, Step 14.
 28. *Jean Volkmuth, Educational Assistant 2 hrs/day Special Ed, 2 hrs/day General Ed and for a total of 4 hrs/day at the Middle School beginning 09/13/2016; Special Ed (2 hrs/day) Step 1 -\$15.08/hr, General Ed (2 hrs/day) Step 1-\$14.52/hr.
 29. *Peggy Wetmore, Sped ED EA PCA at CVSEC-Alex bldng for 7 hrs/day beginning 9/09/2016; CVSEC Special Ed, Step 2-\$15.92/hr.
 30. Khayleb Willis, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
- b. Increase/Decrease/Change in Assignment.
1. Paula Baragary, 1.0 FTE Teacher at Sibley Elementary, add District/Teacher Mentor at Sibley Elementary with a stipend of \$750 beginning 08/24/2016-06/06/2017;
 2. Kathy Beck, PCA 6.75 hrs/day at GVP, change to PCA 6.75, Supervisory .28 at GVP for 7.03 hrs/day beginning 08/30/2016.
 3. Jill Bohlen, PCA 6.75, Supervisory .50 at GVP for 7.25 hrs/day, change to PCA 6.75 at GVP for 6.75 hrs/day beginning 08/30/2016.
 4. Christina Chappuis, EA-LI 6.75 hrs/day; Supervisory .33 hrs/day at Sibley, change to EA-NB 6.75 hrs/day; Supervisory .40 hrs/day at Sibley beginning 09/06/2016.
 5. Kelle Edwards, PCA 7.50 hrs/day at GVP, change to General Education EA for 7.00 hrs/day at GVP beginning 08/30/2016.
 6. Jan Ensrud, 1.0 MS Teacher at the MS, add Teacher Mentor at the MS beginning 8/29/2016-06/06/2017; \$750 Stipend
 7. Mark Ensrud, Counselor + 5 days at the High School, add 5 additional days to his contract beginning with the 2016-2017 year-ongoing;
 8. Tyler Faust, 7th Grade Football Coach (hourly) at the MS, Change to 7th Grade Football Coach at the MS beginning 08/23/2016; Level H, Step 4.
 9. Shannon Flegel, OT Nfld 1.0 at LF and GVP, change to Nfld OT .7 at LF and CVSEC OT .3 beginning 8/29/2016.
 10. Anna Kelly, General Ed EA at GVP, add TS PLUS Club Leader at GVP for 1.0 hrs/day Mon-Thurs. (Flexible days) beginning 10/10/16-05/04/17. \$20.09/hr.
 11. Lisa Laine, PCA 6.75, Supervisory .50 at GVP for 7.25 hrs/day, change to Resource Room 5.00, General Education 2.0 at GVP for 7.00 hrs/day beginning 08/30/2016.
 12. Melissa Larsen, School Social Worker at GVP, Change to Positive Attention & Learning Support Specialist (P.ALS) at GVP beginning 08/29/2016.
 13. Kristy Malecha, PCA 6.50, Supervisory .50 at GVP for 7.00 hrs/day, change to PCA 6.50, Supervisory .69 at GVP for 7.19 hrs/day beginning 08/30/2016.
 14. Tresa Mazurek, PCA 6.50, Supervisory .50 at GVP for a total of 7.00 hrs/day, change to PCA 6.75, at GVP for a total of 6.75 hrs/day beginning 08/30/2016.
 15. LaDonna Miller, PCA 6.50, General Education .70 hrs/day for a total of 7.20 hrs/day at GVP, change to PCA 6.75, General Education .28 at GVP for a total of 7.03 hrs/day beginning 08/30/2016.
 16. Amy Pantze, PCA 6.50 hrs/day at GVP, change to Resource Room 6.50, Supervisory .50 at GVP for a total of 7.00 hrs/day beginning 08/30/2016.
 17. Deborah Rasmussen, Counselor + 5 days at the High School, add 5 additional days to her contract beginning with the 2016-2017 year-ongoing.
 18. Brent Rauk,, Elementary Ed. Teacher at Bridgewater, add to 7th Grade Football coach (hourly) at the Middle School, add Assistant Baseball Coach JV at the High School, beginning 08/29/2016 – 10/19/2016; \$18.00 /hr.
 19. Dan Riesgraf, 1.0 Teacher at the MS, add .1 overload Teacher at the MS, beginning 08/29/2016-06/06/2017.
 20. Kyle Roth, ECSE/DHH at LF, change to ECSE .8 at LF, DHH .1 at GVP, DHH .1 at SUN CVSEC beginning 8/29/2016.
 21. Robin Spillman, PCA 2.50, Resource Room 1.50, General Education 3.00 at GVP for a total of 7.00 hrs/day, change to Resource Room 6.50, General Education .50 at GVP for a total of 7.00 hrs/day beginning 08/30/2016.

22. Rhonda Stanley, PCA 2.50, Resource Room 1.50, General Education 3.00 at GVP for 7.00 hrs/day, change to RR 4.59, General Education 2.50 at GVP for 7.09 hrs/day beginning 08/30/2016.
23. Jane Streitz, PCA 6.50 at GVP for 6.50 hrs/day, change to PCA 6.50, Supervisory .25 at GVP for 6.75 hrs/day beginning 08/30/2016.
24. Sarah Swan McDonald, social studies teacher at the High School, add New Teacher Mentor at the High School beginning 8/29/2016; \$750 Stipend.
25. Lori Warner, OT/AT Nfld/CVSEC (.6/.4) at the MS/ALL CVSEC, change to CVSEC AT .2 Nfld District Wide OT/AT .8 for a total of CVSEC .2 and Nfld .8 beginning 8/29/2016.
26. Jeff Wendt, Grade 6 Soccer Coach at the Middle School, Level J, change to Boys Soccer Coach 7th & 8th grade at the Middle School, Level H Step 4 beginning 09/06/2016.
27. Kathy Wiertsema-Miller, counselor + 5 days at the HS, add 5 additional days to her contract beginning with the 2016-2017 year-ongoing.
28. Sari Zack, Teacher at GVP, add Teacher Mentor at GVP beginning 09/06/2016; \$750 Stipend.

c. Leave of Absence Requests.

1. Jerome Jarvis, Custodian at GVP and Sibley, family/medical leave beginning 09/6/2016-10/19/2016.
2. Amanda Schrader, El Specialist at Sibley Elementary, family/medical leave beginning on or about 10/3/2016-01/3/2017.
3. Diane Torbenson, Teacher at GVP, family/medical leave beginning 10/24/2016 through 12/31/2016.

d. Resignations.

1. Anita Fisher Egge, School Volunteer Coordinator at the Middle School, resignation effective 09/02/2016.

e. Administration is recommending the approval of the following:

- Policy covering wages, working conditions and fringe benefits of Building Nurses for the period extending July 1, 2016 through June 30, 2018.
- Policy covering wages, working conditions and fringe benefits of Nurses, St. Dominic for the period extending July 1, 2016 through June 30, 2018.
- Policy covering wages, working conditions and fringe benefits of Confidential Employees for the period extending July 1, 2016 through June 30, 2018.
- Policy covering wages, working conditions and fringe benefits of Other Staff for the period extending July 1, 2016 through June 30, 2018.
- Policy covering wages, working conditions and fringe benefits of Certified Occupational Therapy Assistants/Speech Language Assistant for the period extending July 1, 2016 through June 30, 2018.
- Policy covering wages, working conditions and fringe benefits of Educational Interpreters for Deaf and Hard of Hearing for the period extending July 1, 2016 through June 30, 2018.
- Contract covering wages, working conditions and fringe benefits of the International Union of Operating Engineers Local No. 70 for the period extending July 1, 2016 through June 30, 2018.

* 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

1. Strategic Planning Update.

Superintendent Hillmann will provide an update on the attendance and evaluations of the staff and community strategic planning meetings that were held on September 1st. He will also preview the next steps and the final meeting in the strategic planning process on September 22.

2. Board Member Committee Reports.

Beginning at the September 26th Regular School Board meeting, Board members will have an opportunity to present reports from their assigned committees. Dr. Hillmann will review how to submit information using a Google form created for this purpose. A sample of the form is in your packet.

3. Chamber of Commerce Luncheon – State of the Schools – Tuesday, September 13, 11:30 AM, Northfield Golf Club.

4. National Merit Scholars Reception – Monday, October 10, 6:00 PM, Northfield High School Upper Cafeteria.

The High School office has reported that Northfield High School has four semi-finalists. The list of commended students will be released very soon.

IX. Future Meetings

Thursday, September 22, 2016, 6:00 PM to 9:00 PM, Strategic Planning – Final Work Session, Northfield High School Media Center

Monday, September 26, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, October 10, 2016, 6:00 PM, Reception for National Merit Scholars, Northfield High School Cafeteria

Monday, October 10, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes
August 22, 2016
Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Colangelo, Iverson, Pritchard Quinnell and Stratmoen. Bogott and Hardy were absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Public Comment
There was no public comment.
- IV. Approval of Minutes
On a motion by Colangelo, seconded by Quinnell, minutes of the Regular School Board meeting held on August 8, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - More than 30 district employees participated in at least one portion of the PREPaRE training held last week. PREPaRE, standing for Prevent, Reaffirm, Evaluate, Provide and Respond, and Examine, is a school crisis prevention and intervention training curriculum. The intent was to increase the District's capacity to prevent, address, and follow up on crisis situations in the district. Thanks to district staff who participated and to Jim Kulseth, Carrie Duba, and Melissa Larsen for coordinating the training.
 - Northfield's Tackling Obstacles and Raising College Hopes (TORCH) program was recently recognized as one of 20 finalists nationwide for the 2016 Examples of Excelencia recognition program. Excelencia in Education recognizes programs that increase opportunities and achievement for Latino students.
 - The "Greenvale Park Community School Report to the Community" was completed this month. The report details the results of the second year of community school programming at Greenvale Park. The report is in the process of being mailed to all Greenvale Park families, all households within one mile of Greenvale Park Elementary School, and all families with preschool children living in the Greenvale Park attendance boundaries and, also, local real estate agents. Many thanks to everyone who assisted with the report's compilation, as well as to our friends at Neuger Communications for their design work.
 - Congratulations to Board of Education Member Rob Hardy, who was recently named Northfield's first official Poet Laureate by the Northfield Public Library and the Arts and Culture Commission. According to the press release: "In choosing Rob Hardy, the selection committee notes his substantial record of publication, the critical acclaim for his poetry, and his established history of activity in the Northfield literary community. His work with students in the community spans from elementary schools through middle and high school and into the colleges." Congratulations to Dr. Hardy.
- VI. Items for Discussion and / or Reports
 1. Q-Comp Report.
Northfield Education Association (NEA) representative Ray Coudret presented a report about the NEA's Q-Comp Design Group. He explained the four components of Q-Comp and spoke about why the NEA has chosen to explore Q-Comp now. The application deadline is October 15, 2016. Superintendent Hillmann indicated that Q-Comp will be on the agenda for the September 12 and 26 Board meetings.
 2. State of the District: Celebrations and Challenges.
Superintendent Hillmann presented an overview of the programs and activities completed during the 2015-16 school year, as well as looked ahead to the challenges that the District faces in 2016-17.
 3. Sibley Fifth Grade Enrollment.
Superintendent Hillmann and Sibley Principal Scott Sannes shared the status of fifth grade enrollment at Sibley. Sibley's current fifth grade class has grown steadily over its tenure at the building. Three contemporary sections have increased to a class size average of 32 students. This class is finishing its

matriculation at Sibley. 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

On a motion by Colangelo, seconded by Stratmoen, the Board unanimously approved amending the agenda to include as an Item for Individual Action the addition of a 1.0 FTE at Sibley Elementary School to hire an additional fifth grade teacher.

VII. Superintendent's Report

A. Items for Individual Action

1. Minnesota Association of Charter School Authorizers (MACSA).

On a motion by Iverson, seconded by Stratmoen, the Board unanimously approved becoming a member of the MN Association of Charter School Authorizers.

2. Sibley Fifth Grade Enrollment.

On a motion by Colangelo, seconded by Iverson, the Board unanimously approved adding a 1.0 FTE at Sibley Elementary School to hire an additional fifth grade teacher.

B. Items for Consent Grouping

On a motion by Quinnell, seconded by Colangelo, the Board unanimously approved the following items in the Consent Grouping.

1. Personnel Items.

a. Appointments.*

1. Correction: Anastazia Badeau, LTS Speech Language Pathologist beginning 8/29/2016 – 11/22/2016, change from MA, 6 to MA+15, 6.
2. Correction: Bonnie Johnson, Office Generalist Class II Due Process Clerical beginning 8/29/2016, change from Class II, Step 2 \$16.53/hr, to Class II, Step 3; \$16.86/hr-subject to change.
3. Karleigh Bushaw, Special Education EA- PCA, CVSEC-SUN for 7hrs/day beginning 8/30/2016; Step 2 - \$15.92/hr.
4. Brandie Carlson, Special Education EA- PCA, CVSEC-FBO for 7hrs/day beginning 8/30/2016; Step 2- \$15.92.
5. Benjamin Lucas, Lacrosse Supervisor Part Time Tuesday/Thursday beginning 8/9/2016 – 8/31/2016; \$10.50/hr.
6. LaLonnice Moorman, Special Education EA- PCA, CVSEC-FBO for 7hrs/day beginning 8/30/2016; Step 2 - \$15.92/hr.
7. Melanie Schmidt, Early Childhood Screening for up to 4 days/month beginning 8/22/2016; \$20.00/hr.
8. Kathryn Schuman, Early Ventures Teacher for 40hrs/wk beginning 8/29/2016; Step 3 - \$16.16/hr.
9. Stacie Banks, Early Ventures Teacher at LF for 40 hrs/wk beginning 08/29/2016; Step 3, \$16.16 hr.
10. Amy Conway, 3rd 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.

1. Jonna Hanek, Custodian at Sibley/GVP, change to Custodian Engineer at Sibley beginning 8/16/2016. Step 5 \$21.40/hr Subject to change.
2. Rachael Hudson, 1.0 Middle School Psychologist, change to 1.0 Middle School Psychologist .2 MTSS Coach (.2 overload) beginning 8/16/2016.
3. Corrine Kelly, Admin Support Assistant CVSEC Alexander Bldg. effective date 8/22/2016, change to effective date 8/15/2016.
4. Robert Matthies, Custodian at the High School, add Door Greeter/Sup. EA for 2 hrs/day at HS beginning 9/6/16- 6/5/2017; Step 1 \$14.52/hr.
5. Ronald Oeltjenbruns, Head Custodian at BW, change to Head Custodian at MS beginning 10/1/2016.
6. Jennifer Streefland, 1.0 MS Councilor + 5 Days, add 1.0 MS Councilor + 15 Days beginning 7/01/2016.
7. Corrine Yamry, 1.0 MS Councilor + 5 Days, add 1.0 MS Councilor + 15 Days beginning 7/01/2016.
8. Ron Zoromski, Ind. Tech Teacher HS .8/MS .2, change to Ind. Tech Teacher 1.0 HS only.
9. Allyson Bernsdorf, EA LI Room – 6.75 hrs/day; Supervisory - .33 hrs/day at Sibley, Change to EA Resource Room – 6.5 hrs/day; Supervisory - .50 hrs/day (overall 7.08 to 7.0 hrs) at Sibley beginning 9/06/2016.
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.
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.

c. Leave of Absence Requests.

1. Teresa Findlay, Educational Assistant –PCA at the Middle School LOA for the 2016-2017 school year.
2. Joan McGorry, EA at Longfellow, LOA from 8/30/2016- 01/01/2017.
3. Jed McGuire, Special Ed –PCA at BW LOA from 8/6/2016-11/18/2016.

d. The Board approved the following:

- Policy covering wages, working conditions and fringe benefits of Office Employees for the period extending July 1, 2016 through June 30, 2018.

e. Resignations.

1. Megan Degrood declined position at Early Ventures effective 8/22/2016.
2. Curt Mikkelsen, 7th 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

1. Workshop Schedule.

The schedules for the new teacher (August 24-25) and staff pre-school workshops (August 29–September 1) was given to the School Board. Board members were invited to attend the District-wide Employee Back-to-School meeting on Tuesday, August 30 at 8 AM in the Middle School Cafeteria.

2. Liability for School District Lessees.

At the August 8 School Board meeting the Board asked administration to bring additional information regarding liability insurance in agreements entered into by the School District. Director of Community Services Erin Bailey shared an analysis from the District's property, casualty, and liability insurance vendor.

3. Dundas Dome Update.

Superintendent Hillmann and Activities Director Tom Graupmann shared an update on the possible District rental of the Dundas Dome for the early part of the Spring sports season to ease burden on District athletic facilities. Frequently asked questions were presented and reviewed.

4. Strategic Planning Community Meeting.

Dr. Miles will facilitate a Strategic Planning meeting with parents and community members on Thursday, September 1 from 5:30 PM to 8:00 PM in the Cafeteria at Northfield Middle School. This meeting would be an excellent opportunity for Board members to hear first-hand from this key stakeholder group.

5. Filing for School Board closed on Tuesday, August 16. Noel Stratmoen, Fritz Bogott, Rob Hardy, Ellen Iverson, Amy Goerwitz and Tom Baraniak have filed for School Board. The election for four seats will occur on Tuesday, November 8.

IX. Future Meetings

Monday, September 12, 2016, 7:00 PM Regular School Board Meeting, Northfield High School Media Center

Thursday, September 22, 2016, 6:00 PM to 9:00 PM, Strategic Planning – Final Work Session, Northfield High School Media Center

Monday, September 26, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 8:52 p.m.

Noel Stratmoen
School Board Clerk

BOARD OF EDUCATION

1400 Division Street South}
Northfield, MN 55057
PH 507.663.0600 • Fax 507.663.0611
www.northfieldschools.org

MEMORANDUM

To: Members of the Board of Education
From: Fritz Bogott, Ellen Iverson, Julie Pritchard
Date: September 12, 2016
Re: Report of the Subcommittee on Superintendent Evaluation

At the May 23, 2016 School Board meeting, Board Chair Pritchard asked Board members to consider forming a subcommittee to review the current Superintendent Evaluation form for possible modification. She noted that during the superintendent search process, Board members had expressed interest in reviewing the current form. She shared that a review of the current form would allow the district to consider the evaluation process guidelines recently developed jointly by MSBA and MASA. At the June 13, 2016 School Board meeting, Bogott, Iverson and Pritchard were appointed to the subcommittee.

As a subcommittee, we set out to review our current Superintendent Evaluation process timeline and evaluation form. We aimed to:

- Align the evaluation timeline more closely to district goal setting
- Add a mid-year evaluation to provide formative feedback to the Superintendent
- Ensure greater transparency of our process through a written description of the process.

Additionally, in modifying the evaluation form, we proposed to:

- Use our existing form as a starting point
- Include an area of the evaluation that is specific to district goals
- Ensure that the length of the proposed form did not significantly increase from previous form
- Ensure the evaluation aligns with the current Superintendent job description
- Add an evaluative item that is specific to charter schools to meet MDE requirement
- Add evaluative items specific to district mission and vision
- Remove redundant items or items where board members had routinely answered UA.

On August 16th, we reviewed the draft process timeline and modified form with Dr. Hillmann. We now look forward to the Board's discussion of the modified form and Dr. Hillmann's Goals for 2016-17. Ideally, we would like this approved at the September 26, 2016 School Board meeting.

NORTHFIELD PUBLIC SCHOOLS

Superintendent Goals and Evaluation

TIMELINE

Winter/Spring

- The superintendent and DEPAC will create district SMART goals and associated accountability timelines for the next school year. Evaluation goals for the superintendent will be based on these district goals.
- A representative from DEPAC presents these SMART goals and timelines to the School Board.
- Before the Superintendent becomes accountable to these SMART goals, they must first be formally adopted by the Board.

Summer

- Each School Board member completes the goal-based and job-description-based summative evaluation form(s) (see attached) and returns it to the School Board Chair.
- The School Board Chair creates a summative evaluation summary document consisting of each School Board member's ratings and comments.
- The School Board Chair brings the summative evaluation summary document to the superintendent's evaluation meeting. Unless the superintendent requests the evaluation meeting be open, it will be a one-on-one meeting with the Board Chair. If the superintendent wants the evaluation to occur in an open meeting, the School Board Chair shall get the request in writing.
- The superintendent provides additional clarification/progress reports, if any, on school district goals and professional development goals. Changes to the evaluation may be made as a result of the discussions.
- The School Board Chair, at its next open meeting, shall summarize the Board's conclusions regarding the summative evaluation.
- A copy of the final written summative evaluation form is placed in the superintendent's personnel folder.
- The superintendent and the School Board create and adopt the superintendent's evaluation goals and timelines for the next school year, based on the district SMART goals and timelines.

Winter

- Superintendent's Mid-Year Formative Assessment
 - The School Board Chair and the superintendent review the evaluation process and form(s) with new School Board members following their election and officially taking their seats on the School Board.
 - The superintendent may complete a self-evaluation, with supporting documents to be provided to the School Board. The data from a self-evaluation is the sole property of the superintendent and is shared with his/her School Board only if the superintendent so chooses.
 - The superintendent makes mid-year progress reports to the School Board on school district goals and his/her professional development goals.

- Each School Board member completes the evaluation form(s) for the superintendent's mid-year, formative evaluation and returns them to the School Board Chair.
- The School Board Chair creates a mid-year, formative evaluation summary document consisting of each School Board member's ratings and comments.
- The School Board Chair brings the mid-year, formative evaluation summary document to the superintendent's evaluation meeting. Unless the superintendent requests the evaluation meeting be open, it will be a one-on-one meeting with the Board Chair. If the superintendent wants the evaluation to occur in an open meeting, the School Board Chair shall get the request in writing.
- The superintendent provides additional clarification/progress reports, if any, on school district goals and his/her professional development goals.
- The School Board Chair, at its next open meeting, shall summarize the Board's conclusions regarding the formative evaluation.
- The formative evaluation shall be attached to the summative evaluation when that is completed and placed in the superintendent's personnel file.

NORTHFIELD PUBLIC SCHOOLS

Superintendent's Annual Summative/Formative Assessment Form

Name:

Date:

Appraisal Period: From to

Listed below are performance responsibilities involved in/with the position of Superintendent.

- After each responsibility, performance indicators are listed. Rate each performance by circling the appropriate response.
- Complete the "Evidence of Action" section after each main topic.

Evaluation code: Use the number that best describes extent of achievement.

I. Use these codes for the mid-year, formative evaluation:

- 1 No progress** toward meeting this item/goal
- 2 Limited progress** toward meeting this item/goal but improvement or greater progress is needed if item/goal is to be met
- 3 Demonstrated progress** toward meeting this item/goal - on track to meeting expectations.
- 4 Significant demonstrated progress** toward meeting this item/goal.
- 5 Goal/item is already met and expectations exceeded.**
- UA Unable to Answer**

II. Use these codes for the end-of year, summative evaluation:

- 1 Indicates unacceptable performance.** This evaluation code indicates that the Superintendent did not demonstrate any evidence of meeting expectations for this item during the review period.
- 2 Indicates improvement needed.** This evaluation code indicates that the Superintendent demonstrated some evidence for aspects of this item but did not meet expectations for this item during the review period.
- 3 Indicates meets expectations.** This evaluation code indicates that the Superintendent demonstrated and met expectations for this item during the review period.
- 4 Indicates very good performance.** This evaluation code indicates that the Superintendent demonstrated and exceeded expectations for this item during the review period.

5 Indicates outstanding performance. This evaluation code indicates that the Superintendent demonstrated and far exceeded expectations for this item during the review period.
UA Unable to answer.

1. District Goals

District Goal One: Evidence of Attainment	[1] [2] [3] [4] [5] [UA]
District Goal Two: Evidence of Attainment	[1] [2] [3] [4] [5] [UA]
District Goal Three: Evidence of Attainment	[1] [2] [3] [4] [5] [UA]

Comments

2. Mission and Vision

Engages all stakeholders in the development and implementation of a shared vision of learning, a strong organizational mission, and high, measurable goals that prepare every student to succeed in post-secondary learning and to become responsible and contributing citizens	[1] [2] [3] [4] [5] [UA]
Articulates a vision and develops implementation strategies for change that result in measurable achievement gains for all students and close achievement gaps.	[1] [2] [3] [4] [5] [UA]
Fosters a shared commitment to high expectations for student achievement, high standards of teaching and learning, and a culturally competent environment where diversity is valued.	[1] [2] [3] [4] [5] [UA]
Establishes rigorous, measurable goals for instructional program decisions and staff learning experiences that are consistent with the school's mission, vision, and core beliefs.	[1] [2] [3] [4] [5] [UA]

What evidence have you seen since the last evaluation that has led you to select the responses above?

3. Provides leadership for District's educational programs, staff development programs, and curriculum development to provide the best learning environment for the students.

Oversees appropriate staff development procedures and programs	[1] [2] [3] [4] [5] [UA]
Encourages development, learning about, and sharing of best practices with other districts.	[1] [2] [3] [4] [5] [UA]
Provides for the educational needs of all children	[1] [2] [3] [4] [5] [UA]
Demonstrates familiarity and knowledge of federal programs in education	[1] [2] [3] [4] [5] [UA]
Informs School Board of District educational needs	[1] [2] [3] [4] [5] [UA]
Is knowledgeable in curricular and instructional trends and developments	[1] [2] [3] [4] [5] [UA]
Implements and administers adopted policies of the Board	[1] [2] [3] [4] [5] [UA]

What evidence have you seen since the last evaluation that has led you to select the responses above?

4. Informs and advises the Board about programs, practices, and challenges of the District and recommendations for new or revised policies.

Provides a detailed agenda/appendix for School Board meetings	[1] [2] [3] [4] [5] [UA]
Provides ample information to enable all Board members to make decisions	[1] [2] [3] [4] [5] [UA]
Communicates and interacts appropriately with all School Board members and answers questions promptly	[1] [2] [3] [4] [5] [UA]
Is open and up front with all members of the School Board	[1] [2] [3] [4] [5] [UA]
Is timely and thorough in making presentations and recommendations to the Board	[1] [2] [3] [4] [5] [UA]
Advises the Board on the need for new policies	[1] [2] [3] [4] [5] [UA]
Assists the Board in reviewing present policies and revising them as needed	[1] [2] [3] [4] [5] [UA]

What evidence have you seen since the last evaluation that has led you to select the responses above?

5. Acts as liaison between the community and the School District and responds to concerns of parents, students, citizens, and staff to increase understanding of policies and practices to keep them informed and involved with School District activities.

Represents the School District as an effective public relations spokesperson	[1] [2] [3] [4] [5] [UA]
Participates in various civic and community groups as a means of promoting understanding and support for District programs	[1] [2] [3] [4] [5] [UA]
Maintains effective relationship with the media	[1] [2] [3] [4] [5] [UA]
Maintains effective working relationship with Minnesota Department of Education	[1] [2] [3] [4] [5] [UA]
Seeks ways to involve parents, students, and the community in the schools	[1] [2] [3] [4] [5] [UA]
Emphasizes the need for effective school and community communication	[1] [2] [3] [4] [5] [UA]
Works with the city, the county, and with the legislature and Congress regarding issues and initiatives.	[1] [2] [3] [4] [5] [UA]
Ensures that services are delivered in a manner consistent with community expectations.	[1] [2] [3] [4] [5] [UA]
Communicates with the media regarding School Board activities	[1] [2] [3] [4] [5] [UA]
Establishes a professional and respectful working relationship with teachers and support staff.	[1] [2] [3] [4] [5] [UA]
Maintains good relations with area superintendents	[1] [2] [3] [4] [5] [UA]
Engages in activities to promote personal and professional growth and development	[1] [2] [3] [4] [5] [UA]

What evidence have you seen since the last evaluation that has led you to select the responses above?

6. In order to ensure that District resources are utilized responsibly, oversees all financial operations of the District and prepares, presents, and recommends the various budgets to the School Board.

Has knowledge of finance and budgeting	[1] [2] [3] [4] [5] [UA]
Is effective in supervision and management of business and fiscal affairs	[1] [2] [3] [4] [5] [UA]
Prepares annual budget for Board approval	[1] [2] [3] [4] [5] [UA]
Prepares projections of the District's future financial position	[1] [2] [3] [4] [5] [UA]
Supervises annual final reports and audit	[1] [2] [3] [4] [5] [UA]
Maintains adequate reserves in order to minimize the negative impact on the educational program in difficult financial times.	[1] [2] [3] [4] [5] [UA]

What evidence have you seen since the last evaluation that has led you to select the responses above?

7. Oversees contractual negotiations with all bargaining units.

Assists and advises School Board in contractual negotiations	[1] [2] [3] [4] [5] [UA]
Oversees and advises the Board on contractual negotiations with all bargaining units	[1] [2] [3] [4] [5] [UA]
Maintains a respectful working relationship with collective bargaining units	[1] [2] [3] [4] [5] [UA]
Provides a positive and open atmosphere in which dialogue may occur	[1] [2] [3] [4] [5] [UA]

What evidence have you seen since the last evaluation that has led you to select the responses above?

8. Institutes and updates a comprehensive strategic planning process, including short-term and long-term planning, District goals, and instructional goals.

Assists the Board in the process of establishing District goals	[1] [2] [3] [4] [5] [UA]
Recommends efficient procedures and effective controls for all expenditures of District funds relative to District goals	[1] [2] [3] [4] [5] [UA]
Provides recommendations and plans to the Board concerning staff and facility needs	[1] [2] [3] [4] [5] [UA]
Provides recommendations to the Board regarding educational programs consistent with District goals	[1] [2] [3] [4] [5] [UA]
Submits an annual report to the Board regarding the District's progress toward the achievement of District goals	[1] [2] [3] [4] [5] [UA]

What evidence have you seen since the last evaluation that has led you to select the responses above?

9. Is ultimately accountable for all aspects of School District operation.

Delegates responsibilities and authority to subordinates as appropriate	[1] [2] [3] [4] [5] [UA]
Defines authority and area of responsibility for staff	[1] [2] [3] [4] [5] [UA]

What evidence have you seen since the last evaluation that has led you to select the responses above?

10. Oversees charter schools authorized by the District.

Monitors and evaluates the District's portfolio of charter schools' academic, financial, operational and student performance, including the school's compliance with the District's contract and applicable law.	[1] [2] [3] [4] [5] [UA]
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What evidence have you seen since the last evaluation that has led you to select the responses above?

MEMORANDUM

TO: Julie Pritchard, Chairperson
Northfield School District Board of Education

FROM: Superintendent Matthew J. Hillmann, Ed.D.

DATE: September 8, 2016

RE: Proposed Superintendent's Goals 2016-17

As part of the updated Superintendent's Evaluation process, please consider the following proposed goals for the 2016-17 school year:

1. Northfield Public Schools will adopt an updated mission, vision, and strategic plan by October 30, 2016, and begin implementation no later than June 1, 2017.
2. Northfield Public Schools will adopt a long-range master facilities plan by November 30, 2016.
3. Northfield Public Schools will continue to address the District's opportunity gap by recommending a core curriculum for social/emotional learning by June 1, 2017.

These targets are set recognizing that there will inevitably be additional goals the Superintendent will seek to attain for the District as a result of the strategic planning and master facilities planning processes currently taking place.

Cannon Valley Special Education Cooperative

Presentation to the Northfield School Board
Cheryl Hall, Director of Special Services
September 12, 2016

Enrollment

9.7.2016

ALEX: 44 SUN 16 STEP 20 Total: 80

Count by Resident District

FARIBAULT :	18	8	13	39
MEDFORD :	2	0	0	2
NORTHFIELD	8	3	6	17
OWATONNA :	16	4	0	20
Non-Member	0	1	1	2

SUN at Laura Baker

- A highly structured and individualized program for students who have significant needs in the areas of: behavior, communication, self-regulation, mental health and academic assistance.
- Specializes in working with students who fall on the autism spectrum/ other neurobiological diagnosis.
- curriculum supports each student's academic, social and emotional development, emphasizing the importance of working both independently and collaboratively with other students.

Alexander Learning Academy

Location: 128 8th Ave. S. Faribault, MN.

- Serves students with significant social, emotional and behavioral needs.
- The program incorporates the Boystown Behavior System
- Students who qualify for mental health services are provided therapeutic support during their school day by Fernbrook Family Services staff who work collaboratively within the school program.

Boys Town Social Skills Program

- The Boys Town social skills program is incorporated throughout the entire day.
- Compassionate research proven program for working with students who have emotional behavioral problems.
- It teaches students (and families) new life changing skills;
- it helps students build healthy relationships and empowers students to make good life choices.
- It incorporates a level motivation system and provides immediate feedback and consequences to behavior focusing on teaching rather than punishing.

- **Secondary Transition Education Program 18-21 (S.T.E.P.)**

- Located at Town Square, 201 Lyndale Ave. S, Faribault, MN.
- Prepares students to live as independently as possible after their high school experience.
- This individualized program is designed for students ages 18-21 who have a current Individualized Education Plan (IEP) which demonstrates significant transition needs.

STEP Key Components

- (1) Classroom Instruction
- (2) Practical Assessment Exploration System Lab (PAES)
- (3) Work Experience Opportunities,
- (4) a Learning Lab for Daily living skills

Preparations, Training and Opening Days

September 2015 began the Journey....Preliminary Timelines adopted, application for Cooperative District

January 2016- First CVSEC Board meeting

February- May- Hiring 40+ Staff , Budgeting, Operations, Information Systems, Nutrition, Transportation, Inventory of existing site.

May and June: Continued all above and addition of Owatonna and Medford. Renovations begin at Laura Baker.

June: Renovations at Alex begin, Post additional positions and continue hiring process.

July: Addition of Third Location for STEP, Coordinators begin to learn their roles and responsibilities, attend training.

August: the final preparations

- Coordinators begin training Staff
- Preparation of materials, equipment, ordering
- Cleaning, packing, moving, unpacking, Set up
- Coordination, more hiring
- Sites come together, painting, finishing touches
- Staff attend new teacher training and prepare for students
- Laura Baker is turned over to staff on August 26th.
- Exceptional efforts by all to prepare for Open House September 1, 2016 and the first day of school.
- September 6th, 2016 students arrive for the First day!

Celebrations

- Students are welcomed by staff, engaged in learning routines and behavior/social skills systems of support.
- Staff see the positive results of Boys Town the first day for most students.
- Structured environments and training provide a solid start to the school year.
- Students voicing feeling positive in their new surroundings and with the Behavior system/ points system.
- Staff reported support from one another with tough situations/student adjustments
- Fernbrook staff supporting students
- Routines in classrooms across programs

Challenges:

- The Number of new students at Alex, matching needs and programs,
- A few students lacking necessary information
- some students struggle with transition, placement questions and need for school resource officer time to promote positive/proactive measures.
- Shortage of Staff: 11 Educational Assistants and 1 FTE as well as lack of subs impacts implementation level of implementation
- Training and support for all staff throughout implentation
- Developing many procedures and communications necessary to implement.
- Learning how to work in a new system
- Students in highly specialized programs need exceptional supports.

Thank you!

To all of the staff who have worked tirelessly to help prepare for the school year:

District Office Staff in every department.

Special Services Office Staff and Administration

Related Services and Behavior Consultant

All our New CVSEC Teachers and Staff

Our Partners: Laura Baker Services Staff ,Todd Nelson, Member districts,
Transportation Companies from member districts and supportive School Boards.

QComp Discussion Outline | September 12, 2016

Northfield High School Math teacher Ray Coudret represented the Northfield Education Association (NEA) at the August 22nd School Board meeting and shared initial progress of the NEA's current work on developing a QComp application. The purpose of this document is to share more specifics about QComp and to create a dialogue and set of questions to explore.

To review the basics of QComp:

- QComp's official name is Alternative Teacher Professional Pay System (ATPPS). The program is more than a decade old.
- The intent of the program is to increase effective professional development and growth for teachers while also providing funding to assist in financing the accompanying programming and incentives.
- QComp offers funding in the form of \$169 per pupil in aid and the authority for local districts to levy another \$91 per pupil for a total of \$260 per pupil in funding. As of this Fall, the QComp fund is completely depleted. However, the last several legislative sessions have funded districts with approved plans. It seems the legislature is increasing this funding on a case-by-case basis. However, we would not engage in the QComp activities without securing the funding.
- In order to qualify, a district and their local teacher collective bargaining unit must develop a plan to be approved by the Minnesota Department of Education. The plan must address five key areas:
 - *Career Ladder/ Advancement Options.* This component provides veteran teachers with opportunities to coach and mentor other teachers in the system while maintaining their connection to the classroom.
 - *Job-embedded Professional Development.* The District is significantly ahead of other applicants with our weekly Professional Learning Communities. PLCs are currently in a state that aligns with QComp's requirements for job-embedded professional development and should further strengthen them.
 - *Teacher Evaluation.* This portion, connected to the career ladder, allows for selected teachers to provide peer evaluations for colleagues. Specific training would be part of this approach. While this is a completely separate feedback system from our formal supervisor's evaluation process, it would provide a significant increase in the amount of feedback that teachers receive to help improve their instruction.
 - *Performance Pay.* Performance pay is designed to provide financial recognition for several items within a plan. For example, teachers who are part of a PLC that achieves their SMART goal could receive a performance pay stipend. Teachers could also receive a performance pay stipend if their building achieves its SMART goal.
 - *Alternative Salary Schedule.* An alternative salary schedule can take many forms. In the case of the NEA's concept plan, teachers moving through the salary schedule could only move to the next step if their peer evaluation indicates they are effective. While some QComp plans have embedded some of their dollars within the salary schedule itself, the NEA's current plan does not do so.

There are a series of steps that districts must take to be eligible for QComp:

- Complete a letter of intent. The MDE sample letter of intent is attached to this document.
- Finalize the application process. This must be completed by one of the MDE deadlines. During the 2016-2017 school year, the deadlines are October 15, January 15, and March 15.
- Complete a revised application as part of the MDE review process.

The District would only be committed to QComp after the Commissioner has approved the final application and an affirmative vote by the Board of Education and NEA membership.

A key component of making QComp work is the local levy. We could elect to levy for both Payable 2017 and Payable 2018 when certifying our Payable 2018 levy in September 2017. The District would only consider levying the dollars if the legislature authorized the QComp state aid.

A potential QComp timeline that would meet the January 15th deadline, could look like this:

- September 26: Board considers approving the letter of intent.
- October 10: Board discusses application.
- October 24: Board considers authorizing application.
- February/March 2017: Board discusses MDE requests for modification to the application.
- March 2017: Board considers authorizing final application.
- March/April 2017: MDE approval of final application followed by NEA and Board vote.
- May/June 2017: Legislature considers approval of additional QComp funds.

If we would like to make the October 15th deadline, the timeline would look like this:

- September 26: Board considers approving the letter of intent and discusses application.
- October 10: Board considers authorizing application.
- November/December: Board discusses MDE requests for modification to the application.
- January 2017: Board considers authorizing final application.
- February/March: MDE approval of final application followed by NEA and Board vote.
- May/June 2017: Legislature considers approval of additional QComp funds.

The most important component right now is determining whether or not we agree to the letter of intent. My recommendation is for the Board to authorize the District's signature on the letter of intent because it gets the QComp process started, but does not yet commit the District to QComp. The letter of intent does ask us to indicate our intention regarding the potential \$91 levy. The NEA has completed a significant amount of work on a conceptual plan. District administration has completed an initial and cursory review of the application and has been impressed with the level of detail and completeness of consideration. In addition, NEA is open to questions and suggestions the District has for the plan.

**School District, School Site and Intermediate School District
Letter of Intent
Quality Compensation (Q Comp) Aid**

Dr. Brenda Cassellius, Commissioner
c/o Mr. Greg Keith, Director of School Support
Minnesota Department of Education
School Support Division
1500 Highway 36 West
Roseville, MN 55113-4266

Dear Commissioner Cassellius:

On behalf of the district and the exclusive representative of the teachers at (school district/ intermediate school district), ISD # _____, this is notification of our intent to apply for Quality Compensation Aid authorized under Minnesota Statutes 122A.413-122A.415 for the 2017-18 school year. During the transition year, we have agreed to set aside up to two percent or \$ _____ of the basic revenue for staff development purposes, consistent with Minnesota Statutes 122A.60 and 122A.61, to develop an alternative teacher professional pay system. Our application will be for the following: *(check all that apply)*

☐ All licensed staff members in the district.

☐ All licensed staff members at selected school sites: (List the names of all school sites)

☐ Levy certification: \$ _____ of levy certification (up to \$91) per student.

Signature of District Superintendent or School Board Chair

Date

Signature of President of the Exclusive Representative of the Teachers

Date

Potential Dundas Dome Rental

Matt Hillmann and Tom Graupmann | August 22, 2016 | Reviewed September 12, 2016

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
Totals	90	\$40,500

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.

Next Steps

- September 12th Board Meeting: Discussion and questions about the potential Dundas Dome rental.
- September 26th Board Meeting: Consider authorizing administration to negotiate a Dundas Dome rental, include the Dundas Dome as part of the preliminary Payable 2017 levy certification process in the lease/levy category.
- October/November 2016: Consider approval of Dundas Dome rental/lease agreement.
- December 12th Board Meeting: Payable 2017 levy certification. Include Dundas Dome rental/lease in the lease/levy category if lease agreement has been approved. Remove it from the Payable 2017 levy certification if it has not been approved.

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 will work with the Dome management to secure the best practice times. Committing to a block of rental time up front should be an asset in obtaining optimal practice times.

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.



Board Member Committee Report Submission

Use this form to submit a committee report for the Board packet that you will share during the Board Member Committee Reports section during the second meeting of each month. The report needs to be submitted by 9am on the Thursday prior to the Board meeting. Please contact Donita Delzer with questions or for assistance.

Board Member Name

Your answer

Committee Name

Your answer

Report (to be included in Board packet)

Your answer

SUBMIT

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