

2016-17 Site Improvement Plan

Northfield Area Learning Center (ALC)



Goals of the ALC

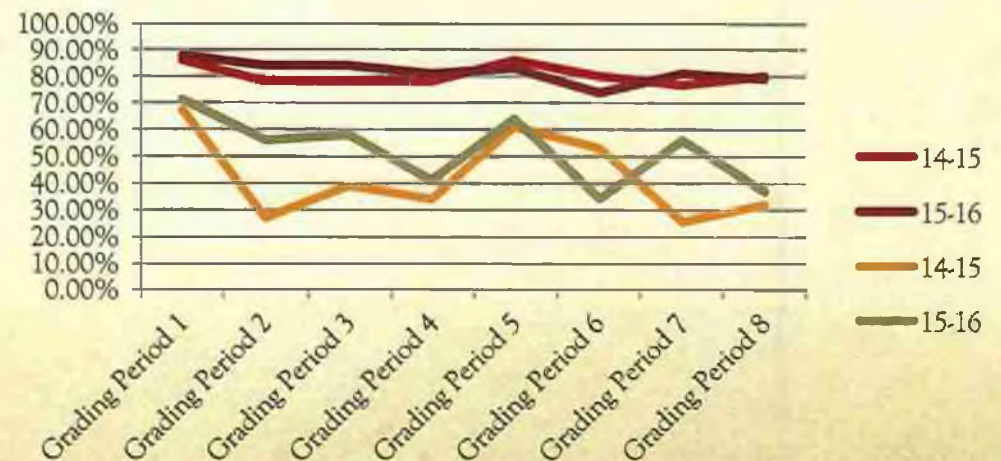
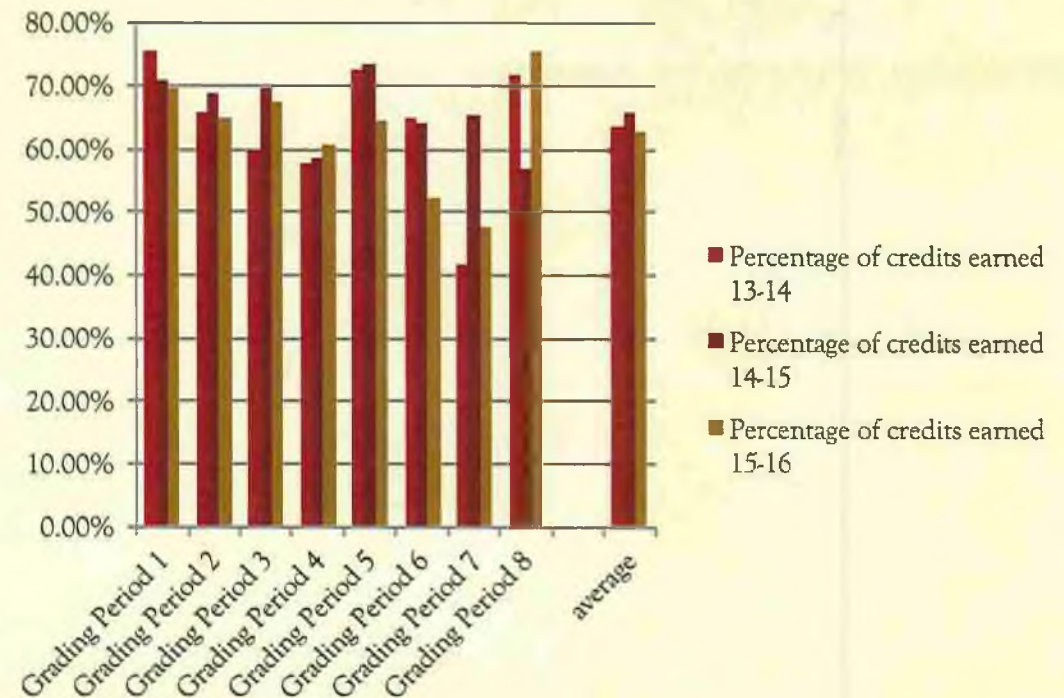
- Our goals for the ALC revolve around our SIP plan.
 - Create and maintain a safe, welcoming, respectful, positive environment.
 - Engage students through academic challenge, differentiation, and relationship driven approach to instruction.
 - Provide resources to students in order to assist with criteria eligibility.
 - Continually evaluate, implement, reassess programming for growth of ALC programming.

2015-16 Goals

- The ALC will have 60% of students achieve an 85% or better attendance rate per grading period for the 2015-16 school year.
 - Our reality ranged from 34-71% of students at 85%.
 - We met our goal in Grading Period 1 and 5
- Of the total credits attempted, there will be a 5% increase in credits earned per grading period when compared to the same grading period from the previous school year.
 - Our reality was that we decreased 6 out of 8 Grading Periods (-18%+19%)
 - We met our goal in Grading Period 8. (up 19%)
- All graduating seniors will have a post-secondary life plan including; being currently employed, enrolled (or in process) in college, or enlisted in the military.
 - We had all but one graduating senior have a post-secondary life plan in place

Major Learning from 2015-16

- There are slight patterns, and depending on policy these are affected.
 - 65% chronically truant
- Upon looking at other data sources (DAP), we noticed all areas increased
 - Support, Empowerment, Boundaries/Expectations, Constructive Use of Time, Commitment to Learning, Positive Values, Social Competence, Positive Identity
- PBIS (R3) has been implemented for 3 years



	Support Yourself	Support Others	Support Learning
Learning Goals	Establish what you want to learn and how you will learn it	Share what you know and learn with others	Use resources to find what you need to learn
Helping	Be a helper	Be kind	Be a learner
Learning Style	Be flexible	Be flexible	Use resources to find what you need
Time	Be on time	Be on time	Be on time
Resources	Use resources to find what you need	Use resources to find what you need	Use resources to find what you need
Learning Goals	Establish what you want to learn and how you will learn it	Share what you know and learn with others	Use resources to find what you need to learn
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2016-17 Site Improvement Plan Goals

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- Of the total credits attempted, there will be a 5% increase in credits earned per grading period when compared to the same grading period from the previous school year.
- All graduating seniors will have a post-secondary life plan including; being currently employed, enrolled (or in process) in college, or enlisted in the military.

Action plan to achieve our goals?

- PLCs & Staff Meetings
 - Student Activities
 - PBIS, SEL, PAT
 - Data collection & analysis through PLCs
- Staff Development
 - Conferences
 - Science, Art, MAAP
- Resource Allocation
 - Assisting with life plan
 - College, PSEO
 - Career Pathways
 - Internships, job shadow, apprenticeships
 - Collaborate with Recruiters
- Resource Allocation (continued)
 - Ensure supports in place to remove barriers (address qualifiers)
 - Behind in credits (85%)
 - Mental Health (65%)
 - Truancy (65%)
 - Chemically Dependent (32%)
 - SST, Staff meetings, Crisis team, other collaboration
- Service Learning projects
 - Backpack program, Cookie sales donations, Care Cards, Food Shelf donations from student run business, Food recovery program, Service Trips



Questions?





2015-16 Site Progress Report and 2016-17 Site Improvement Plan Northfield Area Learning Center (ALC)

Site Vision Statement:

The Area Learning Center staff is committed to providing an effective and responsive education to our students while meeting their diverse needs.

Site Statement of Collective Commitments:

- 1) We will provide an inviting school environment for students; safe environment with clear & consistent expectations, and specific academic goals.
- 2) We will promote a positive school climate by modeling the qualities and characteristics that we hope to instill in our students.
- 3) We will collaborate with one another and our students so that we can achieve our mission more effectively.
- 4) We will work collaboratively in developing instructional strategies.
- 5) We will hold students accountable for their educational achievement; thus empowering students to succeed.
- 6) We will continue to have weekly progress monitoring meetings for staff members.
- 7) We will involve parent(s)/guardian(s) in the education of their children by keeping them informed.
- 8) We will demonstrate our commitment to ongoing professional development and continuous improvement.

Site Improvement Team Members:

Eric Swan McDonald Elizabeth Pfeiffer
Burt Bemmels Renee Burnham
Cheryl Mathison Micah Schultz
Sherri Goehring Chris Riaz
Daryl Kehler

Reviewed by Staff: Signature Burt Bemmels Date 9/14/16

Final Approval by
Site Improvement Team: Signature Daryl Kehler Date 9/19/16

Final Approval by
Superintendent: Signature Matthew J. Hillman Date 10/26/2016

Northfield Area Learning Center (ALC)

Site Improvement Objective: #1

Site Improvement Objective:

The Northfield Area Learning Center will increase attendance rates of students.

New/Continuing Objective:

Continuing

Length of Objective:

3 years

Which Year:

2nd year

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable)

Strategic Plan Quality Education - We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.

Strategic Plan Stewardship - We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.

Strategic Plan Climate - We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.

Strategic Plan Communications/Partnerships - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

Strategic Plan Curricular Outcomes - We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.

Strategic Plan Diversity - We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

DEPAC 2015-16 Assessment - Every Professional Learning Community will have a comprehensive formative assessment framework.

DEPAC 2015-16 Teaching and Learning - Northfield Public Schools will develop continuous, accurate, and separate measurement of each student's progress toward academic mastery, work habits, and behavior standards.

DEPAC 2015-16 Teaching and Learning - Staff will foster meaningful classroom relationships by increasing awareness of diversity and developing instruction that addresses multiple learning styles and promotes engagement. Leadership will create structures that support this effort.

DEPAC 2015-16 Student Services - Northfield Public Schools will continue the implementation of the Multi-Tiered Systems of Support (MTSS) for academic and behavioral interventions.

DEPAC 2015-16 Student Services - Northfield Public Schools will implement integrated systems of practice and services that provide comprehensive supports for social emotional learning and children's mental health.

DEPAC 2015-16 Student Services - Northfield Public Schools will foster school connectedness amongst students, families, and staff, promoting mutual respect and responsibility in order to enhance engagement.

Measurable Evidence of Need:

Our reality is that a number of students demonstrate poor attendance throughout the course of the year, as is documented in Skyward, which is the main reason why they struggle to gain credits towards graduation.

Student SMART Achievement Goal:

The ALC will have 60% of students achieve an 85% or better attendance rate per grading period for the 2015-16 school year.

2015-16 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	<i>Collect and review current attendance %</i>	X		Students met goal in grading period 1 & 5. In grading period one 71.43% of students were at or above 85% attending. In grading period five 63.89% of students were at or above 85% attending.
2	<i>Weekly PLC meetings to discuss interventions</i>	X		Discussed interventions and used PBIS strategies to cover 4 Cs. We implemented activities that addressed the 4 Cs throughout the year.
3	<i>Staff meeting reviews and discussions</i>	X		We monitored specific student issues and discussed policy changes. If there were outside issues, we tried to give the student resources to help so they could still attend as much as possible.
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Which of these steps were especially powerful: We noticed the activities had an impact. Students would often complain about doing the activity at first, but once we started them many were engaged and reflected positively. We also observed some topics we covered in use after the activity was over, for example more team work displayed after a team building activity.

What implications do this year's results have for 2016-17:

For 2016-17 we are going to try some SEL (Social Emotional Learning) strategies to see if we can increase attendance rates.

Site Improvement Objective: #2

Site Improvement Objective:

Increase academic performance of all ALC students.

New/Continuing Objective:

Continuing

Length of Objective:

3 years

Which Year:

2nd year

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable)

Strategic Plan Quality Education - We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.

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DEPAC 2015-16 Student Services - Northfield Public Schools will foster school connectedness amongst students, families, and staff, promoting mutual respect and responsibility in order to enhance engagement.

Measurable Evidence of Need:

Data indicates that a percentage of students continue to gain little to no credits each grading period.

Student SMART Achievement Goal:

Of the total credits attempted, there will be a 5% increase in credits earned per grading period when compared to the same grading period from the previous school year.

2015-16 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	Data collection and analysis	X		Spreadsheets created for data analysis
2	PLC discussions of interventions	X		EOP documentation, interventions implemented
3	Staff meeting updates	X		Interventions used, advisors
4	Attend Professional Development opportunities	X		Staff attended staff development opportunities like MAAP conference, PBIS coaches training, and PBIS trainings
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Which of these steps were especially powerful: The combination of data analysis and interventions we created to attempt to get students to earn credits. We looked at the data every grading period to see trends and target specific students to intervene with. We had staff such as the Promise Fellow, teachers, and Daryl update students regularly with credit completion.

What implications do this year's results have for 2016-17: We met the goal in 1 of the 8 grading periods; 8th grading period went up by 19%. This data is often extreme as seniors wanting to graduate do the best in the last grading period. We changed the attendance policy which made obtaining credits more difficult because students could not miss as much before losing credit. This also affected our credit completion rates for the 2015-16 school year.

Site Improvement Objective: #3

Site Improvement Objective:

Increase post-secondary awareness and planning of the ALC students.

New/Continuing Objective:

Continuing

Length of Objective:

3 years

Which Year:

2nd year

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DEPAC 2015-16 Student Services - Northfield Public Schools will foster school connectedness amongst students, families, and staff, promoting mutual respect and responsibility in order to enhance engagement.

Measurable Evidence of Need:

Our reality is some students from the ALC are unsure if they will attend college, join the military, or enter the workforce upon completion of the high school graduation requirements. Our staff will strive to have a post-secondary plan in place for every student that graduates from the ALC.

Student SMART Achievement Goal:

All graduating seniors will have a post-secondary life plan including; being currently employed, enrolled (or in process) in college, or enlisted in the military.

2015-16 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	<i>Talk with seniors to develop life plan</i>	X		Every senior had an exit interview with Promise Fellow to determine life plan.
2	<i>Have military recruiters visit ALC</i>	X		Recruiters visited and were guest speakers in business classes.
3	<i>Have workforce visit ALC</i>	X		Workforce made weekly visits to check in with students
4	<i>Have college visits assessable for ALC students</i>	X		We made college visits to South Central and Riverland, and also had students go with High School TORCH group.
5	<i>Provide support to students in any of the life plan choices they make</i>	X		Met with Promise Fellow, Workforce, business teacher, military recruiters, and other resources when identified.
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Which of these steps were especially powerful: Having the exit interview was helpful because it allowed the staff to formally identify those that needed a plan and those that already had a plan in place. This allowed us to talk amongst ourselves and identify the resources each student needed.

What implications do this year's results have for 2016-17: Continue to have Promise Fellow conduct exit interviews of those graduating. Also, ensure staff are talking with students several times prior to when they finish so we know what resources are needed before it is too late.

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DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will utilize assessment data to guide programmatic and instructional decisions.

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DEPAC 2016-17 Student Services - To ensure student engagement, connectedness and success, Northfield Public Schools will implement and evaluate a multi-tiered system of academic and behavioral interventions.

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Measurable Evidence of Need:

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Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	Collect and review current attendance percentage	9/6	6/6	ALC Staff	Time	End of each grading period	Data from Skyward
2	Weekly PLC meetings to discuss interventions	9/6	6/6	ALC Staff	Time	Weekly	Data collection and analysis
3	Staff meeting reviews discussions	9/6	6/6	ALC Staff	Time	Weekly	Data analysis
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3	Staff meeting updates	9/6	6/6	ALC Staff	Time	weekly	Data from Skyward
4	Attend Professional Development opportunities	9/6	6/6	ALC Staff	Time/Staff Dev \$	ongoing	Materials/Resources collected
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Site Improvement Objective: #3

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Site Improvement Objective:

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New/Continuing Objective:

Continuing

Length of Objective:

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Which Year:

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DEPAC 2016-17 Assessment - To support the ongoing measurement of student growth, Northfield Public Schools will partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the “cradle to career” continuum.

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1	<i>Talk with seniors to develop life plan</i>	<i>9/6</i>	<i>6/6</i>	<i>Promise Fellow</i>	<i>Time</i>	<i>ongoing</i>	<i>Exit interview with Promise Fellow, staff</i>

2	<i>Have military recruiters visit ALC</i>	<i>9/6</i>	<i>6/6</i>	<i>ALC Staff</i>	<i>Time</i>	<i>ongoing</i>	<i>Staff documentation</i>
3	<i>Have workforce visit ALC</i>	<i>9/6</i>	<i>6/6</i>	<i>ALC Staff</i>	<i>Time</i>	<i>ongoing</i>	<i>Staff documentation</i>
4	<i>Have college visits assessable for ALC students</i>	<i>9/6</i>	<i>6/6</i>	<i>ALC Staff</i>	<i>Time/\$</i>	<i>ongoing</i>	<i>Promise Fellow arrangements of tours</i>
5	<i>Provide support to students in any of the life plan choices they make</i>	<i>9/6</i>	<i>6/6</i>	<i>ALC Staff</i>	<i>Time/materials</i>	<i>ongoing</i>	<i>Discussions with staff</i>
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COMMUNITY SERVICES DIVISION

Report of Progress for 2015-16 Site Improvement
Plan and Site Improvement Plan for 2016-17

In Review....

- Goal #1 – Expand and enhance the Northfield Promise (Collective Impact Initiative) in the community that will focus on supporting ALL Northfield youth from cradle to career.
- Goal #2 – Successfully implement security enhancements at the Northfield Community Resource Center and within Community Services Division programs.

In Review....

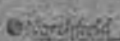
- Goal #3 – Determine appropriate space and programming needs for Community Services programs.

Takeaways....

- ❑ Completion of the “Ready for Kindergarten” roadmap
- ❑ 3,459 free books were distributed
- ❑ Importance of Early Learning Scholarships

Kindergarten KICK START

part of the
kick start



A "TO DO" List



Math Development



Physical Development and Self Care



Personal and Social Development



Language and Reading Development

Approaches to Learning

Parent Resources

Takeaways....

- ❑ Improvements at the NCRC were suggested by staff and families as part of the facility conversations
- ❑ A sign recognizing our Parent Aware status was added outside of Longfellow



Takeaways....

- ☐ Work has been done to create more classroom space at Longfellow
- ☐ Hand in Hand classroom and Early Ventures preschool room were added



Looking Ahead....

- ☐ Goal #1 – Continue the work around Northfield Promise.
- ☐ Goal #2 – Continue to determine appropriate space and programming needs.
- ☐ Goal #3 – Expand and enhance professional development opportunities for all Community Services staff.

Getting There....

- ☐ Focus work in Northfield Promise action teams and at the Greenvale Park Community School
- ☐ Continue to work to improve Community Services spaces and provide input on the District's Master Facilities Plan
- ☐ Explore curricula and expand outreach in Early Childhood programs
- ☐ Meet established professional development guidelines

In Closing....

FUN FACTS

- ❑ For fiscal year 2015-16
 - ❑ 40,732 children, youth and adults participated in a Community Services program
 - ❑ 121,969 people had access to a school district facility through Community Services (over 23,000 person increase over last year)

QUESTIONS AND COMMENTS

Thanks for your time.



2015-16 Site Progress Report and 2016-17 Site Improvement Plan Community Services Division

Site Vision Statement: Northfield Public Schools Community Services Divisions supports the learning and participation of adults and children in our community through citizen involvement, access to school and community resources and promotion of collaboration and partnerships.

Site Statement of Collective Commitments: Northfield Public Schools Community Services Division is committed to:

- Lifelong Learning
- Maximizing Community and School Resources
- Maximizing Community and School Facilities
- Promoting Collaboration and Partnerships
- Citizen Involvement

Site Improvement Team Members:

Clarice Grabau
Erin Bailey
Claudia Kinville

Niki Kolb
Breezy Barrett
Laura Berdahl

Linda Oto
Kathryn Lozada

Melissa Bernhard
Hand in Hand Staff

Sara Line
ECFE Staff

Reviewed by Staff:

Signature

Handwritten signature of Niki Kolb in black ink.

Date

10/21/2016

Final Approval by

Site Improvement Team:

Signature

Handwritten signature of Erin Bailey in black ink.

Date

10/21/16

Final Approval by

Superintendent:

Signature

Handwritten signature of Matthew J. Hillman in black ink.

Date

10.26.2016

Community Services Division

Site Improvement Objective: #1

Site Improvement Objective: Expand and enhance the Northfield Promise (Collective Impact Initiative) in the community that will focus on supporting ALL Northfield youth from cradle to career

New/Continuing Objective: New Length of Objective: 2 years Which Year: year 1 of the plan

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable)

Strategic Plan Communications/Partnerships - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

Strategic Plan Curricular Outcomes - We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.

Strategic Plan Diversity - We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

Measurable Evidence of Need:

1. Locally, Northfield Promise is being led by the Northfield Healthy Community Initiative, of which the school district is a partner.
2. The most recent state budget included money for Northfield Promise because the Collective Impact Framework has gained attention due to measureable results seen in other communities.
3. Community Services convened the action team around one benchmark.

2015-16 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	CSD Director serves on the HCI Collective Impact Steering Committee	X		- Community Services Director has attended monthly Collective Impact Steering Committee meetings since July 1, 2015.
2	Additional staff serving on action teams	X		- 8 Community Services staff are serving on the following action teams – Ready for Kindergarten, Connectedness Team and School-Age Social Emotional Action Team.
3	CSD staff helps to facilitate the work of the “Ready for K” action team	X		- A “Ready for Kindergarten” roadmap was developed and 500 copies were printed. These roadmaps were distributed at the Kindergarten meetings held in March. - In partnership with the United Providers Association, 2 trainings were held for local daycares: - Oct. 19, 2015 – I am Moving I am Learning training

				- May 16, 2016 – Six Keys of Social Emotional Development
4	Promote existing early childhood programming opportunities	X		<ul style="list-style-type: none"> - On August 21, 2015 Community Services hosted a lunch attended by 9 community organizations to inform them about the additional early learning scholarships available in the Northfield community. - 250 postcards advertising the availability of Pathway I and Pathway II scholarships were distributed throughout the Northfield community. - The “Ready for Kindergarten” roadmap included early childhood programming opportunities.
5	CSD staff helps to facilitate the work of the “Reading Team,” working on the benchmarks around reading by grade level in 3 rd and 6 th grade	X		<ul style="list-style-type: none"> - 3,459 books were distributed through free bookshelves throughout Northfield. Book collection continues. - A database of local bookshelves was developed. This database includes the contact information for each site. - A tracking system was developed to count the number of books distributed through the free bookshelves throughout Northfield. - Since October 22, 2015 all books distributed through the free, local bookshelves have the “1-2-3 Read with Me” sticker inside the cover. - Little libraries were built during Middle School Youth Center (MSYC) time during the school year and are in the process of being placed in Growing Up Healthy neighborhoods.
6	CSD staff provides general support to the Northfield Promise initiative	X		<ul style="list-style-type: none"> - Community Services has provided meeting space for Northfield Promise meetings. - Community Services has provided childcare for Northfield Promise meetings, as needed. - The Community Services Director helped to facilitate 4 Council of Champions meetings in 2015-16.
7	Share the work of Northfield Promise in the Northfield community and beyond	X		<ul style="list-style-type: none"> - On Oct. 1, 2015 the Community Services Director and the HCI Director presented on Northfield Promise at the National Community Education Conference. - On Dec. 11, 2015, the Community Services Director presented on Northfield Promise to the Big 9 Community Education Directors. - On April 5, 2016 the HCI Director presented on Northfield Promise to the Community Services staff. - On Dec. 1, 2015 the Community Services Director presented on Northfield Promise to the Community Services Advisory Council.

Which of these steps were especially powerful?

1. The completion of the “Ready for Kindergarten” roadmap (allows families to pair developmental needs with local opportunities).
2. The increased access to free books throughout the Northfield community.
3. The increased promotion and access to Pathway I and Pathway II Early Learning Scholarships.

What implications do this year’s results have for 2016-17?

1. Continue to disseminate the “Ready for Kindergarten” roadmap.
2. Continue to expand the teaming and partnerships among Early Childhood and Kindergarten staff and continue to work towards Pre-K to Grade 3 alignment.
3. Expand the involvement in various Northfield Promise benchmarks.

Community Services Division

Site Improvement Objective: #2

Site Improvement Objective: To successfully implement security enhancements at the Northfield Community Resource Center and within Community Services Division programs.

New/Continuing Objective: Continuing Length of Objective: 3 years Which Year: year 3 of the plan

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable)

Strategic Plan Stewardship - We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.

Strategic Plan Climate - We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.

Strategic Plan Communications/Partnerships - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

Measurable Evidence of Need:

1. Every participant deserves to feel safe in Community Services programs
2. Every instructor deserves to feel safe in Community Services programs.

2015-16 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	Continue to monitor and improve security measures at the Northfield Community Resource Center (NCRC)	X		<ul style="list-style-type: none"> - Seven blinds were installed on interior ECFE classroom windows. - NCRC parking lot has a large crosswalk to the Community Services entrance. - Six parking signs (4 for "parking for families with small children" and 2 for "15 minute parking") were added to the Community Services parking lot. - On Mar. 1, 2016 three members of the Northfield Police Department met with CSD staff and building partners.
2	Improve building signage at the NCRC	X		<ul style="list-style-type: none"> - In October 2016, an electronic sign was installed outside the NCRC. This sign will contain information about Community Services programming. - Room signs, that are perpendicular to the hallway, were added to all Community Services rooms - Two direction signs were purchased for early childhood screening.

				- Room signs were added outside ABE classrooms
3	Improve signage and security at Community Services Division programs	X		<ul style="list-style-type: none"> - A sign recognizing Early Ventures and Hand in Hand's 4-Star Parent Aware status was hung outside the front of Longfellow School in the spring of 2016. - Early Ventures second fingerprint reader was installed in May 2015. It was determined in the fall of 2015 to keep the reader as a permanent fixture outside of door #4. - On June 7, 2016 the Director of Buildings and Grounds attended the Community Services staff meeting. - Piloting tracking volunteers using CitySpan was put on hold due to changes required by the MN Alliance with Youth in Promise Fellow reporting..

Which of these steps were especially powerful?

1. Many of the improvements at the NCRC were suggested by staff and families as part of the facility conversations and it has been valuable to follow through on these items.
2. Improved signage at the NCRC has helped people find the Community Services Division.
3. The Parent Aware signage at Longfellow increases awareness of early learning scholarships.

What implications do this year's results have for 2016-17?

1. This is the last year of this site improvement plan objective.

Community Services Division

Site Improvement Objective: #3

Site Improvement Objective: Determine appropriate space and programming needs for Community Services programs.

New/Continuing Objective: New **Length of Objective:** 3 years **Which Year:** year 1 of the plan

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable)

Strategic Plan Quality Education - We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.

Strategic Plan Stewardship - We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.

Strategic Plan Climate - We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.

Strategic Plan Communications/Partnerships - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

Strategic Plan Diversity - We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

Measurable Evidence of Need:

1. Participant numbers in Community Services programs continue to grow.
2. We are in the second year of the 21st Century Community Learning Center grant, which provides funding for the Greenvale Park Community School.
3. Northfield's demographics continue to change and Community Services needs to provide access to programs and services to meet community needs.

2015-16 Action Plan Completion Details:

Task No.	Tasks	Done	Not Done	Evidence of Completion if Completed
1	Explore, modify and expand programming spaces for early childhood learners.	X		<ul style="list-style-type: none"> - One additional Hand in Hand preschool classroom was added at Longfellow School. This included purchasing supplies and furniture, setting up technology, hiring staff and marketing the additional classroom to the community. - One additional EarlyVentures preschool room has been added for the 2016-17 school year. The classroom was approved and licensed by the Department of Humans

				<p>Services (DHS) for 20 preschool students on July 15, 2016.</p> <ul style="list-style-type: none"> - Materials for the new EarlyVentures preschool room were collected and purchased throughout the spring and early summer of 2016. All materials for licensing were on site by July 11, 2016. - A new EarlyVentures preschool teacher was hired on August 25, 2016. - In September 2015, ECFE Family School programming moved to Emmaus Church. It has since moved back to the NCRC. - Early Childhood Screening moved to the NCRC to allow for space for the additional EarlyVentures preschool room.
2	Explore space options for afterschool elementary and middle school programming.	X		<ul style="list-style-type: none"> - All KidVentures after school programming took place in the lunchroom, gym, outside and computer lab for the 2015-16 school year. - A conversation was had with the Middle School Principal in spring 2016 regarding MSYC space. The Middle School Principal suggested one additional space on the second floor.
3	Expand programming at Greenvale Park Community School.	X		<ul style="list-style-type: none"> - Days and times of Adult Enrichment programming were reviewed. - November 2015 – May 2016 a bimonthly Kindergarten Club was held. Childcare was offered on Tuesday and Thursday evenings throughout the year. - Dental clinic with HealthFinders and Minds on Theater Club with Carleton College teaching mental and physical health concepts and body awareness through theater.
4	Increase access and awareness of Community Services programs.	X		<ul style="list-style-type: none"> - 35 students accessed scholarships to attend Hand in Hand preschool. - The ECFE sliding fee scale was reviewed and modified. - Books and furniture were added to the link space at the NCRC near the Community Services Division to provide a family literacy space. - Community Services programming was showcased at Healthy Kids Day, the Greenvale Park Community School's Health Fair and the Community Youth Fairs. - An early bird rate option was implemented for the Northfield Skating School and the British Soccer program. - Yard signs advertising Community Services programs were posted around Northfield for 4 months.
5	Explore additional locations in the Northfield community for Community Services programs.	X		<ul style="list-style-type: none"> - On Mar. 3, 2016, five Community Services staff toured the Dakota Valley Educational Center in Apple Valley and the Crystal Lake Educational Center in Lakeville. - Community Services programming was added at the Northfield Skatepark and the outdoor pickleball courts.

Which of these steps were especially powerful?

1. The addition of the Hand in Hand classroom and Early Ventures preschool room allows us to serve more students.
2. Moving Early Childhood Screening created more space for classrooms at Longfellow School.
3. Increasing access and awareness to Community Services programs has allowed us to serve more members of the community.

What implications do this year's results have for 2016-17?

1. Continue to expand programming at the Greenvale Park Community School.
2. Continue to improve Community Services spaces and provide input on the district's Master Facilities Plan.
3. Expand outreach to Early Childhood children and families.



2016-17 Site Continuous Improvement Plan

Community Services Division

Site Improvement Objective: #1

Site Improvement Objective: Expand and enhance the Northfield Promise (Collective Impact Initiative) in the community that will focus on supporting ALL Northfield youth from cradle to career

New/Continuing Objective: Continuing Length of Objective: 2 years Which Year: year 2 of the plan

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable.)

Strategic Plan Communications/Partnerships - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

Strategic Plan Curricular Outcomes - We will implement a consistent, comprehensive and challenging set of curricular outcomes that reach and engage all learners.

Strategic Plan Diversity - We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

DEPAC 2016-17 Assessment - To support the ongoing measurement of student growth, Northfield Public Schools will partner with community agencies that serve students by providing meaningful data support emphasizing key transitions young people make on the "cradle to career" continuum.

DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will develop and implement continuous, accurate, and separate measurements of each student's progress toward academic mastery, work habits, and behavior standards.

DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will utilize assessment data to guide programmatic and instructional decisions.

DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will collect and implement best practices, collaborate and share successes, challenges and strategies.

DEPAC 2016-17 Student Services - To ensure student engagement, connectedness and success, Northfield Public Schools will integrate practices and services for social emotional learning and children's mental well-being.

Measurable Evidence of Need:

1. Locally, Northfield Promise is being led by the Northfield Healthy Community Initiative, of which the school district is a partner.

2. The most recent state budget included an increase in money for Northfield Promise because the Collective Impact Framework has gained attention due to measurable results seen in Northfield and other communities.
3. Community Services convenes the action team around one benchmark and has numerous staff serving on other action teams.

2016-17 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	CSD Director serves on the HCI Collective Impact Steering Committee	July 1, 2016	On-going	E. Bailey	Time	Sept. 1, Oct. 1, Nov. 1, Dec. 1, Jan. 1, Feb. 1, Mar. 1, Apr. 1, May 1, June 1	- Director on Northfield Promise Steering Committee
2	CSD staff help to facilitate the work of the "Ready for K" action team	Sept. 15, 2016	On-going	EC Coordinator B. Barrett E. Bailey Early Childhood Initiative Coalition	Time	Sept. 30, Dec. 30, Mar. 30, June 30	- Administer surveys to incoming Kindergarten families at Ready, Set, Go Day - Begin monthly meetings of the Latino Childcare Network - Disseminate the "Roadmap to Kindergarten" to local preschools - Send 10 school district staff members to a "Pre-K to Grade 3" alignment strategy session - Schedule 2 Pre-K and Kindergarten staff meetings
3	CSD staff help to facilitate the work of the "Connectedness" action team	Sept. 15, 2016	On-going	L. Oto M. Bernhard B. Barrett N. Kolb	Time	Sept. 30, Dec. 30, Mar. 30, June 30	- Review CSD registration documents and scholarship information - Conduct registration for MS and HS sports at the Community Youth Fairs - Provide individualized staff feedback sessions to 5 new recreation staff per year - Offer 10 Saturday Science Clubs with 20 girls in attendance - Expand Science Olympiad programming to 2 teams - Develop partnership between KidVentures and St. Olaf's

4	CSD staff help to facilitate the work of the "social/emotional development for elementary and middle school" action team	Sept. 15, 2016	On-going	L. Oto M. Bernhard B. Barrett EC Coordinator
5	CSD staff will facilitate the work of the Greenvale Park Community School (which is a flagship initiative of the Northfield Promise.)	Aug. 1, 2016	On-going	L. Berdahl K. Lozada E. Bailey ECFE staff
6	CSD staff provides general support to the Northfield Promise initiative	Aug. 1, 2016	On-going	J. Becker M. Hansen S. Boran B. Barrett E. Bailey EC Coordinator

		Creativity for the Community Honor House. Schedule 9 visits (3 per site)
Time	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Implement "Vote for Kindness Campaign" at KidVentures and the Middle School Youth Center (MSYC) - Students participate in 1 "Play it Fair" curriculum per week at KidVentures - Administer SEL staff self-assessment to all staff at the MSYC - Update Hand in Hand handbook to include the behavior referral process
Time Grant dollars	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - 175 Greenvale students take part in Community School activities - 130 Greenvale students and 28 MS and HS students attend Community School programming 30+ times during the year - Secure funds and volunteers to host 6 grade-level meals - Successfully complete MDE Compliance Visit and Programming Visit - Secure grant funding for years 4 and 5
Time	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Provide meeting space for steering committee and action team meetings - Provide childcare staff for action team meetings - Community Services Director helps to facilitate Council of Champions meetings



2016-17 Site Continuous Improvement Plan

Community Services Division

Site Improvement Objective: #2

Site Improvement Objective: Determine appropriate space and programming needs for Community Services programs.

New/Continuing Objective: Continuing Length of Objective: 3 years Which Year: year 2 of the plan

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable.)

Strategic Plan Quality Education - We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.

Strategic Plan Stewardship - We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.

Strategic Plan Climate - We will create and strengthen an environment that fosters mutual respect, responsibility and rigor, and ensures the right to physical, emotional and intellectual safety for every person.

Strategic Plan Communications/Partnerships - We will build and strengthen bridges of open communication that engage staff, students, families and communities as effective partners in education.

Strategic Plan Diversity - We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will utilize assessment data to guide programmatic and instructional decisions.

DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will collect and implement best practices, collaborate and share successes, challenges and strategies.

Measurable Evidence of Need:

1. Participant numbers in Community Services programs continue to grow.
2. We are in the third year of the 21st Century Community Learning Center grant, which provides funding for the Greenvale Park Community School.
3. Northfield's demographics continue to change and Community Services needs to provide access to programs and services to meet community needs.

2016-17 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	Expand programming at Greenvale Park Community School	Sept. 20, 2016	June 6, 2017	L. Berdahl K. Lozada E. Bailey ECPE staff	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Offer childcare during evening programming - Develop and offer 1 new early childhood program during the evening - Develop 1 new offering with a community partner - Develop 2 new offerings for Middle School students
2	Explore additional locations in the Northfield community for Community Services programs	Sept. 1, 2016	June 30, 2017	N. Kolb M. Bernhard B. Barrett L. Oto C. Grabau E. Bailey	Time	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Determine appropriate location for pickleball program and equipment - Determine appropriate space for Prairie Fire Children's Theater - Research and determine appropriate location for Community Services program equipment
3	Explore space and programming needs for KidVentures	Sept. 1, 2016	June 30, 2017	B. Barrett E. Bailey	Time	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Determine "safe spaces" at each elementary school and provide access to Site Leaders - Secure appropriate EA support at each building for Wednesday mornings - Explore space options for KidVentures at each elementary building
4	Continue to improve Community Services spaces and provide input on the district's Master Facilities Plan	Sept. 15, 2016	June 30, 2017	N. Kolb M. Bernhard B. Barrett L. Oto C. Grabau E. Bailey	Time Money	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Install new wood chips on the Longfellow playground - Explore shade grant opportunities for Longfellow playground - Invite Superintendent Hillmann to discuss Community Services staff visits to other community education programming sites - Explore the use of the kitchen at the NCRC for Enrichment Programming

5	Explore software system options for Community Services programming	July 1, 2016	June 30, 2017	E. Bailey N. Kolb M. Bernhard B. Barrett L. Oto C. Grabau V. Mertesdorf	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Survey program participants regarding their experience with online registration - Determine internal software programming needs - Invite 2 software systems for presentations
6	Review and make any changes necessary to the District Facility Use Policy	Sept. 30, 2016	June 30, 2017	E. Bailey J. Becker S. Boran Principals	Time	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Survey area districts regarding their facility use fees and policies - Review current energy fees - Facilitate work group to review District Facility Use Policy
7	Explore curricula to use across birth – 5 programs	Sept. 1, 2016	June 30, 2017	Hand in Hand staff ECFE staff E. Bailey	Time Money	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Review 5 established curricula - Try 10 sample lessons in the classrooms/homes - Rate and determine curricula for programs
8	Expand outreach to Early Childhood children and families	Sept. 1, 2016	June 30, 2017	Hand in Hand staff ECFE staff E. Bailey	Time Money	Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Develop ECFE outreach programming in partnership with the Northfield Library - Explore outreach programming options in the neighborhood around the NCRC - Develop and implement the Latino Childcare Network with at least 7 participants - Develop ECFE class coupons to allow families to try classes. At least 5 coupons will be used - Determine appropriate online presence for ECFE programming. - Support 25 Hand in Hand students receiving scholarships - Expand Bridges to Kindergarten program by one classroom



2016-17 Site Continuous Improvement Plan

Community Services Division

Site Improvement Objective: #3

Site Improvement Objective: Expand and enhance professional development opportunities for all Community Services staff.

New/Continuing Objective: New Length of Objective: 3 years Which Year: year 1 of the plan

District or DEPAC Strategy/Strategies Supported: (Delete all strategies that are not applicable.)

Strategic Plan Quality Education - We will hire and retain highly qualified educators and provide them with ongoing support and training to deliver high quality instruction that meets the unique needs of all learners.

Strategic Plan Stewardship - We will consistently demonstrate good stewardship by analyzing information, prioritizing needs and managing our financial, physical and human resources to support our mission.

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Strategic Plan Diversity - We will implement plans and practices that foster full participation by all learners and that address issues that include, but are not limited to, race, gender, culture, religion, sexual orientation, language, disabilities and socio-economic factors.

DEPAC 2016-17 Assessment - To support the ongoing measurement of student growth, Northfield Public Schools will develop a comprehensive formative assessment framework within each Professional Learning Community.

DEPAC 2016-17 Teaching and Learning - To meet specific needs of all learners and improve student achievement, Northfield Public Schools will collect and implement best practices, collaborate and share successes, challenges and strategies.

DEPAC 2016-17 Student Services - To ensure student engagement, connectedness and success, Northfield Public Schools will implement and evaluate a multi-tiered system of academic and behavioral interventions.

DEPAC 2016-17 Student Services – To ensure student engagement, connectedness and success, Northfield Public Schools will integrate practices and services for social emotional learning and children's mental well-being.

Measurable Evidence of Need:

1. The Community Services Division employs a significant number of full-time, part-time and seasonal staff.
2. The Community Services Division needs to meet professional development guidelines for the Department of Human Services, Minnesota Department of Education, Parent Aware ratings and Minnesota Community Education Association.

2016-17 Action Plan Details:

Task No.	Task to be Completed	Begin Date	End Date	Assigned to	Resources Reallocated Time/\$/Materials	Monitoring Dates	Monitoring Indicators
1	Increase opportunities for CSD staff to receive internal and external professional development	Sept. 1, 2016	June 30, 2017	N. Kolb M. Berhard B. Barrett L. Oto E. Bailey	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Early Ventures staff spend 2% of their hours/year on professional development (DHS license guideline) - KidVentures staff spend 2% of their hours/year or 25 hours (whichever is less) on professional development (an MCEA school-age care guideline) - MSYC staff spend 6 hours/year on professional development (a MCEA guideline) - Review standards for aquatics staff and determine professional development needs - Provide additional training to EA staff from SPED staff - Review programming schedules to provide time for professional development
2	Create and update internal staff documents	Sept. 1, 2016	June 30, 2017	N. Kolb M. Berhard B. Barrett L. Oto E. Bailey	Time	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Develop MSYC staff manual - Update Hand in Hand staff manual
3	Access and promote existing professional development opportunities for Community	Sept. 1, 2016	June 30, 2017	N. Kolb M. Berhard B. Barrett	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Determine feasibility of sending 1 staff member to the LERN Conference in 2017

	Services Coordinators and office staff			L. Oto E. Bailey S. Boran J. Becker M. Hansen			<ul style="list-style-type: none"> - 2 staff members attend the MCEA conference - 1 staff member participates in the MCEA Mentor Experience - 5 staff members participate in program specific networking groups
4	Provide ongoing support and training for Early Childhood staff	Sept. 1, 2016	June 30, 2017	Hand in Hand staff ECFE staff E. Bailey	Time Money	Sept. 30, Dec. 30, Mar. 30, June 30	<ul style="list-style-type: none"> - Continued early childhood staff representation on DCSDC (2 staff members) - Provide 3 additional Early Childhood professional development opportunities during workshop week - Explore collaborating with other districts for Early Childhood professional development - Determine feasibility of an Early Childhood teacher mentor - Send 2 staff members to the MNAFEE conference