

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, August 14, 2017, 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. Area Learning Center (A.L.C) and Bridgewater Elementary School Improvement Plans.
 - 2. Summary of Superintendent's Performance Appraisal.
 - 3. Superintendent's 2017-2018 Goals.
 - 4. Tour of Area High Schools on August 11, 2017.
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Resolution Establishing Ballot Boards.
 - B. Items for Consent Grouping
 - 1. Northfield Swim Club Agreement.
 - 2. Corrected Gift Agreement.
 - 3. Additional Co-Curricular Overnight Trip Request 2017-2018.
 - 4. Personnel Items.
- VIII. Items for Information
 - 1. Referendum Update.
- IX. Future Meetings
Monday, August 28, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, September 11, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

Monday, August 14, 2017, 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 August 14, 2017, 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 July 10, 2017, and minutes of the Special School Board meeting held on July 24, 2017, are enclosed for your review and comment.
- V. Announcements and Recognitions.
- VI. Items for Discussion and/or Reports
 1. Area Learning Center (ALC) and Bridgewater Elementary School Improvement Plans.
On Monday night the ALC and Bridgewater Elementary School will present their continuous school improvement plan to the Board. There will be school improvement plan presentations at each Board meeting through the first Board meeting in September.
 2. Summary of Superintendent's Performance Appraisal.
School Board Chair Julie Pritchard will share her summary of the Superintendent's Performance Appraisal.
 3. Superintendent's 2017-2018 Goals.
Superintendent Matt Hillmann will share a draft of his proposed goals for 2017-18.
 4. Tour of Area High Schools on August 11, 2017.
Dr. Hillmann and School Board Chair Pritchard will share a recap of a series of visits made to Twin Cities area high schools on August 11, 2017.
- VII. Superintendent's Report.
 - A. Items for Individual Action
 1. Resolution Establishing Ballot Boards.
The School District is responsible for administering election duties related to the District's Special Election in November. Minnesota Statute 203B.121, Subd.1 requires the School Board, by resolution and notwithstanding section 9 of the Resolution Revoking Existing Referendum Revenue Authorization; Approving New Authorization and Approval of School District Bond Issue, to establish a ballot board(s). The Board is asked to approve the enclosed Resolution Establishing Ballot Board as presented.

Superintendent's Recommendation: Motion to approve the Resolution Establishing Ballot Boards.
 - B. Items for Consent Grouping
Superintendent's Recommendation: Motion to approve the following items listed under the Consent Grouping.

1. Northfield Swim Club Agreement.

The School Board is asked to approve the enclosed agreement with the Northfield Swim Club. This Agreement is for the time period September 1, 2017 to August 31, 2018. Changes include: (1) Update to dates in the agreement; (2) Update of hourly wage for custodial services outside the normal hours of building operation; and (3) Includes the need for early termination by either party to be provided by a written, 30-day notice.

2. Corrected Gift Agreement.

At the July 10, 2017, School Board meeting, the Gift Agreement with the Northfield Booster Club incorrectly reported fee waivers totaling \$12,776 for the 2016-2017 school year. The correct amount is \$11,218, as reflected in the Gift Agreement dated August 14, 2017.

3. Additional Co-Curricular Overnight Trip Request for 2017-2018.

Activities Director Tom Graupmann is requesting the Board to approve an additional co-curricular overnight trip for 2017-2018. See his enclosed email message. The Cross Country team will be going to Decorah, IA on August 21 and returning August 22.

4. Personnel Items.

a. Appointments

1. **CORRECTION: Ashley Baker, 1.0 FTE Compañeros Grade 2 Classroom Teacher at Sibley, beginning 08/28/2017; MA, Step 1-additional transcripts received.
2. Chrissy Alexander, Assistant Volleyball Coach B at the High School, beginning 8/14/2017-11/11/2017. Level E, Step 1.
3. Leticia Arredondo, Office Generalist-Special Education Due Process – Class II for 3.75hrs/day at Bridgewater, beginning 09/05/2017-06/07/2018; Class II, Step 3-\$17.89/hr.
4. **Caitlin Bushey, 1.0 FTE Special Education Teacher SLD, ABS at Bridgewater and Greenvale Park, beginning 08/28/2017; BA, Step 0.
5. Tricia Christopherson, Spanish Speaking Early Childhood Screening Staff for 4days/month at the NCRC, beginning 07/17/2017; \$20.00/hr.
6. Katlyn Clark, KidVentures Site Assistant for 16.5hrs/wk at Sibley, beginning 08/28/2017; Step 3-\$13.22/hr.
7. Charlie Cloud, Assistant Football Coach for 3hrs/day at the High School, beginning 8/14/2017-11/25/2017; Level E, Step 1- 75% Stipend.
8. Laura DeGroot, Strength Training Coach-Fall at the High School, beginning 08/14/2017; Level I, Step 2.
9. **Hong Dice, .20 FTE Foreign Language Teacher (Chinese) at the High School, beginning 08/28/2017-06/07/2018; BA, Step 13.
10. Mackenzie Glassing, KidVentures Student Site Assistant for up to 16hrs/wk at GVP, beginning 08/21/2017. \$9.50/hr.
11. Cecelia Green, Concessions Manager at the High School (Activities) for the 2017-18 school year; \$2,050 Stipend.
12. Garrick Hoekstra, General Education EA-Will program for 7hrs/day at the Middle School, beginning 08/29/2017; General Ed, Step 2-\$15.08/hr.
13. **Jennifer Lehmann, Special Education Teachers for Extended School Year Services for 4hrs/day at Longfellow, beginning 07/10/2017-08/03/2017; Lane/Step.
14. Theodore Lucas, Summer recreation with Community services, beginning 08/08/2017-08/31/2017. Lacrosse Coach \$10.50/hr.
15. Renee Malecha, 1.0 FTE Administrative Support Assistant at Greenvale Park, beginning 08/03/2017. Class IV, Step 5-\$20.23/hr.
16. Robert Matthies, General Education Educational Assistant-Building/Door Greeter for 2hrs/day at the High School, beginning 09/06/2017-06/06/2018; Step 2, \$15.08/hr.

17. Amanda Morelan, Child Nutrition Associate 1 for 3.25hrs/day at Bridgewater, beginning 08/21/2017; CNA 1, \$16.83/hr.
18. Julie Omalza, Child Nutrition Associate 1 for 3.75hrs/day at the Middle School, beginning 08/21/2017; CNA 1, \$16.83/hr.
19. Claudia Perez, Summer Targeted Services PLUS Site Assistant for 5.75hrs/day for 4days/wk at Greenvale Park, beginning 07/19/2017-08/03/2017; \$12.56/hr. (Temporary, Step 1).
20. **Tiffany Ryan, 1.0 FTE Third Grade Teacher at Bridgewater, beginning 08/28/2017-06/07/2018; BA, Step 7 (2017-18).
21. Cale Steinhoff, Assistant Boys Soccer Coach for 3hrs/day at the High School, beginning 08/14/2017-11/2/2017; \$14.00/hr.
22. Jordan Streiff, 1.0 FTE Administrative Support Assistant (Class IV) with Special Services at the High School, beginning 07/31/2017; Class IV, Step 1-\$18.83/hr.
23. Andrea Stowe, EarlyVentures Teacher for up to 40hrs/wk at Longfellow, beginning 08/28/2017; EarlyVenture Teacher, Step 1-\$15.30/hr.
24. Linda Wicklund, Child Nutrition Assistant 1 for 3.25hrs/day at the High School, beginning 08/21/2017; CNA 1, \$16.83/hr.
25. Regina Young, Assistant Girls Soccer Coach at the High School, beginning 08/14/2017-11/2/2017; Level F, Step 1.

b. Increase/Decrease/Change in Assignment

1. Ann Ackerman, Speech/Language at Greenvale Park, change to Speech/Language at Sibley beginning with the 2017-18 school year, effective 08/28/2017.
2. Tari Atchison, Targeted Services Club Leader, change to Targeted Services Summer PLUS Teacher at Greenvale Park, effective 07/12/2017-08/3/2017; Year 8-\$28.22/hr.
3. Mark Auge, Teacher at the High School, add ALC Summer School Teacher for up to 5hrs./day 4 days/wk at the ALC, effective 07/17/2017-07/27/2017. Lane/Step.
4. Lisa Battaglia, MTSS at the High School, change to .6 FTE ADSIS & .4 FTE MTSS at the High School, effective 08/28/2017.
5. Cathy Bennetts, .57 FTE ADSIS/.43 FTE Reading at Sibley, change to 1.0 FTE ADSIS at Sibley, effective 08/28/2017.
6. Shari Bridley, EA/PCA-NB for 6.5hrs/day at Longfellow, change to EA/PCA-NB for 4.5hrs/day + 1.80hrs/day at Longfellow in Hand in Hand program, effective 08/30/2017.
7. Ray Coudret, 1.0 FTE Math Teacher at the High School, change to .80 FTE Math/.20 FTE ADSIS at the High School beginning with the 2017-18 school year, effective 08/28/2017.
8. Elliott Courchaine, Special Education EA at the Middle School, add Camp FRIENDS Staff with Community Services, effective 07/31/2017-08/17/2017.
9. Doug Davis, .80 FTE Phy Ed/.20 DAPE at the High School, change to 1.0 FTE Phy Ed at the High School beginning with the 2017-18 school year, effective 08/28/2017.
10. Martha Donahoe, Office Generalist Class II, Step 4 at Longfellow, add Office Specialist Class III, Step 4 at Longfellow, effective 08/23/2017.
11. Mark Ensrud, Counselor + 5 days at the High School, change to Counselor + 15 days at the High School, effective 08/28/2017.
12. Sarah Erny-Moyer, Sped EA PCA at Greenvale Park, add Extended School Year Sped EA PCA DCDMM for 4hrs/day for 4days/wk at Sibley, effective 07/06/2017-08/03/2017.
13. Becky Gainey, .50 FTE RtI Coach; .50 FTE Reading at Sibley, change to .50 FTE RtI Coach; .30 FTE Reading; .20 FTE MTSS at Sibley, effective 08/28/2017.
14. Michael Garlitz, Accelerate Northfield District Wide, continue as Volunteer Coordinator for Accelerate Northfield for the 2017-18 school year, effective 07/13/2017-06/30/2018. Step 4-\$17.47/hr.
15. Kristen Geissler, Special Education Teacher at the Middle School, add Behind the Wheel Instructor with Community Services, effective 01/01/2018.
16. Katie Goehring, School Readiness Teacher for 36hrs/wk at Longfellow, change to School Readiness Teacher for 40hrs/wk at Longfellow, effective 08/28/2017.

17. Mary Grace Hanson, Director of Teaching and Learning with the District, add Interim Principal for 50 days at Greenvale Park, during the 2016-17 school year; Interim pay \$4,804.20.
18. Bob Gregory-Bjorklund, continuing to be the Musical Director (Fall) at the High School, effective 08/14/2017-11/30/2017; Level F, Step 7.
19. Erica Hubers, EA/PCA Hand in Hand for 20.75hrs/wk at Longfellow, change to EA/PCA Hand in Hand 20.25hrs/wk at Longfellow, effective 08/30/2017.
20. Jill Kohel, Social Studies/English Teacher at the High School, change to .6 FTE Social Studies Academy/ .4 FTE Social Studies at the High School, effective 08/28/2017.
21. Kristi Kortuem, 1.0 FTE Math Teacher at the High School, change to .80 FTE Math/.20 FTE ADSIS at the High School beginning with the 2017-18 school year, effective 08/28/2017.
22. Lisa Kruger Robb, .60 FTE EL Teacher at the High School, change to .80 FTE EL Teacher at the High School, effective 08/28/2017-06/07/2018.
23. Richelle Kruger, Special Education EA at the High School, add Camp Friends Staff with Community Services, effective 07/31/2017-08/17/2017.
24. Angela Kruse, Speech/Language Pathologist at Bridgewater and Greenvale Park, change to Speech/Language Pathologist at Greenvale Park, effective 08/28/2017.
25. Beth LaCanne, Tennis with Community Services, add Junior Team Tennis with Community Services, effective 07/18/2017-08/31/2017. \$15.00/hr.
26. Hope Langston, District Assessment Coordinator Instructional Coach with Bridgewater and District Wide, Change to District Assessment Coordinator District Wide, effective 07/01/2017; \$93,290 + Step 3.
27. Joan Lizaola, Minority Liaison District Wide, change to Cultural Liaison District Wide, effective 07/01/2017.
28. Yolanda Loken, EA/PCA Hand in Hand for 31.25hrs/wk at Longfellow, change to EA/PCA Hand in Hand 30.38hrs/wk at Longfellow, effective 08/30/2017.
29. Elizabeth McColley, EA/PCA CVSEC-ALEX for 6.75hrs/day at CVSEC, change to EA/PCA DCD/MM for 6.75hrs/day at the High School, effective 08/29/2017. Spec Ed Step 3-\$15.98/hr.
30. Teresa Morris, EA/PCA Hand in Hand for 16.25hrs/wk at Longfellow, change to EA/PCA Hand in Hand 17.50hrs/wk at Longfellow, effective 08/30/2017.
31. Ellen Mucha, Language Arts Teacher at the High School, add National Honor Society co-advisor at the High School, effective 09/05/2017. 50% Stipend.
32. Debra Pack, Special Education EA at the High School, add Camp Friends Staff with Community Services, effective 07/31/2017-08/17/2017.
33. Heather Pudas, Special Education DHH with the District, change to Special Education DHH .50 FTE at the High School; .30 FTE at the Middle School; and .20 FTE at the elementary buildings beginning with the 2017-18 school year.
34. Susan Puppe, Special Ed Assistant PCA at Sibley, change to Special Education Teacher SLD at Sibley, effective 08/28/2017; BA +60, Step 5.
35. Deborah Rasmussen, Counselor + 5 days at the High School, change to Counselor + 15 days at the High School, effective 08/28/2017.
36. Kyle Roth, ECSE/DHH/CVSEC at Longfellow, Greenvale Park and CVSEC, change to .9 FTE ESCE B-5/.1 FTE DHH at Longfellow, beginning with the 2017-18 school year, effective 08/28/2017.
37. Jodie Rud, Long Term Substitute Grade 3 for 2016-17 at Sibley, change to Grade 4 Teacher 2017-18 at Sibley, effective 08/28/2017.
38. Leah Sand, .80 FTE Phy-Ed/.20 FTE MTSS Teacher at the High School, change to .60 FTE Phy-Ed/.20 FTE Phy Ed DAPE/.20 FTE MTSS Teacher, add 1 class of health for 1st semester at the High School, effective 08/28/2017.
39. Shari Setchell, continuing to be the Musical Assistant Director (Fall) at the High School, effective 08/14/2017-11/30/2017; Level I, Step 6.
40. Brad Skapyak, Custodian at the High School and Bridgewater, change to Custodian at Greenvale Park and Sibley, effective 07/17/2017.
41. Michelle Sonnega, Language Arts Teacher at the High School, add National Honor Society co-advisor at the High School, effective 09/05/2017. 50% Stipend.

42. Brynne Stellner, Language Arts Teacher at the High School, change to .6 FTE Language Arts Academy/.4 FTE Language Arts at the High School, effective 08/28/2017.
43. Pilar Sullivan, EA/PCA Hand in Hand for 23.75hrs/wk at Longfellow, change to EA/PCA Hand in Hand 30.38hrs/wk at Longfellow, effective 08/30/2017.
44. Allison Sweeney, Grade 5 Teacher at Sibley, change to Grade 3 Teacher at Sibley, effective 08/28/2017.
45. Sara Webster, Speech/Language at Sibley, change to Speech/Language at Longfellow beginning with the 2017-18 school year, effective 08/28/2017.
46. Travis Weibe, Science Teacher at the High School, change to .6 FTE Science Academy/.4 FTE Science at the High School, effective 08/28/2017.
47. Kathy Wiertsema Miller, Counselor + 5 days at the High School, change to Counselor + 15 days at the High School, effective 08/28/2017.
48. Lisa Williams, EA/PCA ECSE for 30.25hrs/wk at Longfellow, change to EA/PCA ECSE Resource 30.38hrs/wk at Longfellow, effective 08/30/2017.
49. Rick Wilmes, Custodian at Greenvale Park and Sibley, change to Custodian at Bridgewater and the High School, effective 07/17/2017.
50. Theresa Wilson, Business Teacher .4 FTE 1st semester and .6 FTE 2nd semester at the High School, change to Business Teacher .6 FTE 1st semester and .8 FTE 2nd semester at the High School for the 2017-18 school year, effective 08/28/2017-06/07/2018.
51. Mark Woitalla, 1.0 FTE Industrial Tech Teacher at the High School, add an overload for 1st Semester only of the 2017-18 school year at the High School, effective 08/28/2017-01/26/2018.

c. Leave of Absence Requests

1. Brittany Ellerbusch, Teacher at Bridgewater, FMLA-Childcare Leave of Absence on or about 01/04/2018- for 8 work weeks.

d. Retirements/Resignations

1. Mike Allen, Assistant Football Coach at the High School, resignation effective 01/26/2017.
2. Scott Cooper, Special Ed Teacher at the Middle School, decline position 06/20/2017.
3. Brea Cruce, Child Nutrition Associate at the High School, resignation effective 08/7/2017.
4. Laura DeGroot, Weight Room Assistant at the High School, resignation effective 8/12/2017.
5. Brittany Dupay, Assistant Gymnastics Coach at the High School, resignation effective 8/03/2017.
6. Isabella Jenkinson, KidVentures Student Site Assistant at Sibley, resignation effective the end of the 2016-17 School year.
7. Margaret Jewison, Teacher at the High School, declined position, effective 7/21/2017.
8. Monique Kolb, Enrichment Coordinator with Community Services, resignation effective 09/06/2017.
9. Kathryn Lozada, Co-Coordinator of the Greenvale Park Community School Initiative, resignation effective 08/19/2017.
10. Katie Luckraft, Assistant Girls Basketball coach at the High School, resignation effective 07/21/2017.
11. Kelly Luiten, Volunteer Coordinator at the Middle School, resignation effective 08/19/2017.
12. Jed McGuire, Long Term Substitute Teacher at Greenvale Park, declined position 08/06/2017.
13. Alex Mousel, Assistant Soccer Coach at the High School, resignation effective 07/12/2017.
14. Natalia Romero, Music Teacher at Sibley, resignation effective 08/04/2017.
15. Shannon Tassava, Special Ed EA PCA at Sibley, resignation effective 07/11/2017.

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

** Subject to change upon Board approval of the employee agreement.

VIII. Items for Information

1. Referendum Update.

Dr. Hillmann will provide an update on preparations for the November 7, 2017, referendum.

IX. Future Meetings

Monday, August 28, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

Monday, September 11, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

July 10, 2017

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, Hardy, Iverson, Pritchard Quinnell and Stratmoen. Goerwitz was 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 Quinnell, seconded by Colangelo, minutes of the Regular School Board meeting held on June 12, 2017, were unanimously approved.
- V. Announcements and Recognitions
 - Superintendent Hillmann announced that the School District will be having a table at Crazy Daze on July 27th that will be staffed by administrators.
- VI. Items for Discussion and / or Reports
 1. SEL/Peer Helper Update.
Northfield High School School Psychologist Carrie Duba presented a plan to incorporate a "Peer Helpers" program during the 2017-18 school year as part of the District's overall Social/Emotional Learning curriculum implementation.
 2. Northfield Middle School and Northfield High School Improvement Plans.
Northfield Middle School and Northfield High School principals Greg Gelineau and Joel Leer presented their continuous school improvement plan to the Board. There will be school improvement plan presentations at each Board meeting through the first Board meeting in September.
- VII. Superintendent's Report
 - A. Items for Individual Action
 1. School Bus Transportation Contract with Benjamin Bus Inc. 2017 - 2019.
On a motion by Quinnell, seconded by Stratmoen, the Board unanimously approved the School Bus Transportation Contract with Benjamin Bus Inc. for 2017-2019 as presented.
 2. Long-Term Facilities Maintenance and Ten-Year Plan.
On a motion by Colangelo, seconded by Iverson, the Board unanimously approved the Long-Term Facilities Maintenance Ten-Year Plan as presented.
 3. FY 2017 Audit Engagement Letter.
On a motion by Stratmoen, seconded by Hardy, the Board unanimously approved the 2016-2017 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$23,300 plus expenses.
 4. Resolution Regarding Christopher Columbus Day.
On a motion by Colangelo, seconded by Quinnell, the Board unanimously approved the following Resolution Regarding Columbus Day.
WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then
BE IT RESOLVED, that Christopher Columbus Day on October 9, 2017, shall not be a holiday.

Voting 'yes' was Colangelo, Hardy, Iverson, Pritchard Quinnell and Stratmoen. No one voted 'no.' Goerwitz was absent.

B. Items for Consent Grouping

On a motion by Iverson, seconded by Hardy, the Board unanimously approved the following items listed under the Consent Grouping.

Superintendent Hillmann highlighted the retirements of Activities Director Tom Graupmann and Administrative Assistant at Greenvale Park Donna Hall.

1. Fiscal Year Organization Actions.

The School District's financial year runs from July 1 to June 30. The following financial organizational issues were approved.

- a) Authorized the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2017-2018.
- b) Approved designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2017-2018.
- c) Approved authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2017-2018.

2. Memberships for 2017-2018.

The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below were renewed for the 2017-2018 school year.

- a. Minnesota State High School League. The designated Northfield High School Representative is Activities Director Tom Graupmann and the designated School Board Representative is Board Member Jeff Quinnell.
- b. Minnesota Association of School Administrators.
- c. Minnesota Association of Charter School Authorizers.
- d. Schools for Equity in Education.
- e. Southeast Service Cooperative.
- f. Region V Computer Services Cooperative.
- g. Rice County Family Services Collaborative.
- h. Minnesota School Boards Association.
- i. Healthy Community Initiative.

3. Athletic Training Services.

The Board approved the Agreement between Northfield Hospital and Clinics and Northfield High School to provide athletic training services to high school sport participants. This agreement will be in effect for the 2017-2018 and 2018-2019 school years. The only change from previous agreements is the hourly rate. There has been a 3.4% increase; from \$29 to \$30 per hour.

4. Financial Reports -- April and May 2017.

The Board approved the following:

- Paid bills totaling \$1,552,656.84, payroll checks totaling \$3,013,428.78 and the financial reports for April 2017. There were no bond payments made in April 2017.
- Paid bills totaling \$1,427,632.96, payroll checks totaling \$3,146,723.06 and the financial reports for May 2017. There were no bond payments made in May 2017.

5. Gift Agreement.

The Board approved a gift agreement with Northfield Booster Club in the amount of \$11,983 to be used to purchase a variety of items, as listed on the Gift Agreement. Also, an additional \$12,776 was gifted to the School District to cover athletic fee waivers for the 2016-2017 school year.

6. Personnel Items.

a. Appointments

1. Lacy Knutson, Dance Team Assistant Coach JV at the High School, beginning 10/16/2017-02/17/2018; Level F, Step 2.
2. **Gloria Sterud, 1.0 FTE Long Term Substitute 2nd Grade Teacher at Bridgewater, beginning 08/28/2017-12/20/2017; MA, step 6.
3. Brendan Aug, Summer Recreation with Community Services, beginning 07/03/2017-08/31/2017; Lifeguard \$10.00/hr. Swim Aide \$9.50/hr. Class Lead \$10.50/hr.
4. Samuel Carlson, Summer Recreation with Community Services, beginning 06/28/2017-08/31/2017; Soccer Coach \$9.50/hr.
5. Derek Docken, Special Ed Educational Assistant for 7hrs./day at Sibley, beginning 09/05/2017; Spec Ed, Step 1-\$15.31/hr.
6. Kristen Geissler, 1.0 FTE Special Ed Teacher-SLD, EBD, ASD at the Middle School, beginning 08/28/2017; MA+45, Step 1.
7. Bonnie Johnson, General Education EA-Media Center for 5.5hrs./day at Sibley, beginning 09/05/2017; General Education, Step 4-\$15.87/hr.
8. Jennifer Lehmann, 1.0 FTE Special Ed ASD Teacher at the Middle School, beginning 08/28/2017; MA, Step 2.
9. Mark Mercurio, Assistant Wrestling Coach at the High School, beginning 11/20/2017-03/03/2018; Level E, Step 6 Full Stipend.
10. Lauren Moravchik, Summer Recreation with Community Services, beginning 07/10/2017-08/31/2017. Lifeguard \$10.00/hr., Swim Aide \$9.50/hr. Class Lead \$10.50/hr.
11. Ricky Wilmes, Custodian at Greenvale Park and Sibley Elementary, beginning 07/03/2017; Step 3-\$17.07/hr.

b. Increase/Decrease/Change in Assignment

1. Kathleen Casson, German Teacher at the High School and Middle School, add an additional class for an overload, 5 classes at the High School and 1 class at the Middle School, effective 09/05/2017-06/07/2018.
2. Jessica Enge, Special Ed EA-PCA at Longfellow, change to Long Term Substitute ECSE Teacher at Longfellow, effective 08/28/2017-10/26/2017.
3. Sarah Erny-Moyer, Special Ed EA PCA at Greenvale Park for 5.0 hrs./day plus Supervisory EA for .25hrs./day; change to Special Ed EA PCA for 6.0 hrs./day plus supervisory EA for .25 hrs./day, effective 8/30/17.
4. Molly Gehrke, Softball Coach with Community Services, change rate of pay to \$9.75/hrs. effective 06/22/2017.
5. Amy Hales, EA at Bridgewater, add Extended School Year Special Ed EA PCA at Sibley, effective 07/06/2017-08/03/2017.
6. Rachel Hoffelt, Math Teacher at the High School, add one additional section of math for an overload, at the High School effective 09/05/2017-06/07/2018.
7. Roanne Johnson, Special Education EBD Teacher at Greenvale Park, add an overload for EBD at Greenvale Park, effective 02/01/2017-05/08/2017.
8. Joni Karl, .8 FTE Math Teacher at the High School, change to 1.0 FTE Math Teacher at the High School, effective 09/05/2017-Ongoing.
9. Kelly Luiten, Volunteer Coordinator at the Middle School, add Targeted Services PLUS Site Assistant for up to 5.75hrs/day at Greenvale Park, effective 06/19/2017-08/03/2017.
10. Jacob Odell, Educational Assistant at the High School, add Camp FRIENDS Coordinator with Community Services, effective 06/26/2017-09/01/2017.
11. Susan Puppe, Special Ed Assistant PCA at Sibley, change to Special Education Teacher SLD at Sibley, effective 08/28/2017.
12. Sherry Schwaab, Third Grade Teacher at Bridgewater, change to Second Grade Teacher at Bridgewater, effective 06/26/2017.
13. Karl Viesselman, Math Teacher at the High School, add one additional section of math for an overload at the High School, effective 09/05/2017-06/07/2018.

14. Kathleen Beck, Extended School Year Sped EA/PCA at Sibley, add Extended School Year Bus EA/PCA for a total of 4.45hrs./day at Sibley, effective 07/10/2017-08/03/2017.
15. Shari Bridley, Extended School Year Sped EA/PCA at Longfellow, add Extended School Year Bus EA/PCA for a total of 5.83hrs./day at Longfellow, effective 07/10/2017-08/03/2017.
16. Martha Donahoe, Office Generalist for 4hrs./day at Longfellow, add Office Specialist (Class III) for 4hrs./day at Longfellow, effective 08/23/2017; Step 4-\$19.24/hr.
17. Shelly Kruger, Extended School Year Sped EA/PCA at the Middle School, add Extended School Year Sped Bus EA/PCA for a total of 4.83hrs./day at the Middle School, effective 07/7/2017-08/03/2017.
18. Beth Kuyper, Extended School Year Sped EA/PCA at the Middle School, add Extended School Year Sped Bus EA/PCA for a total of 4.42hrs./day at the Middle School, effective 07/10/2017-08/03/2017.
19. Yolanda Loken, Extended School Year Sped EA/PCA at Longfellow, add Extended School Year Sped Bus EA/PCA for up to 5.33hrs./day at Longfellow, effective 07/10/2017-08/03/2017.
20. Jeannie Mahoney Hanzlik, Science Teacher at the High School, add an overload for the 2017-18 School Year, effective 08/28/2017-06/07/2018.
21. Carolyn Manderfeld, Extended School Year Sped EA/PCA at the Middle School, add Extended School Year Sped Bus EA/PCA for up to 4.46hrs./day at the Middle School, effective 07/7/2017-08/03/2017.
22. Beth McClune, Extended School Year Sped EA/PCA at Sibley, add Extended School Year Sped Bus EA/PCA for a total of 4.45hrs./day at Sibley, effective 07/6/2017-08/03/2017.
23. Jackie Meyer, Extended School Year Sped EA/PCA at the Middle School, add Extended School Year Sped Bus EA/PCA for a total of 5.25hrs./day at the Middle School, effective 07/10/2017-08/03/2017.
24. Jackie Moon, Extended School Year Sped EA/PCA at the Middle School, add Extended School Year Sped Bus EA/PCA for a total of 5.25hrs./day at the Middle School, effective 07/10/2017-08/03/2017.
25. Deb Pack, Extended School Year Sped EA/PCA DCDMM at Sibley, add, Bus EA/PCA for a total of 4.5hrs./day at Sibley, effective 07/10/2017-08/03/2017.
26. Katie Remmey, Extended School Year Sped EA/PCA at Sibley, add Extended School Year Bus EA/PCA for a total of 4.33hrs./day at Sibley, effective 07/10/2017-08/03/2017.
27. Mark Welinski, Junior Team Tennis Instructor with Community Services, add Tennis with Community Services, effective 07/06/2017-08/31/2017; \$10.50/hr.

c. Leave of Absence Request Approved.

1. Jessica Enge, Special Education Educational Assistant PCA at Longfellow, request for an unpaid leave of absence for the 2017-18 school year.

d. Retirements/Resignations

1. Erin Collins, Long Term Substitute Elementary Music Teacher, declined position 06/23/2017.
2. Tom Graupmann, Activities Director at the High School, retirement effective 01/01/2018.
3. Wyatt Grosse, Summer Recreation with Community Services, declined position 05/31/2017.
4. Donna Hall, Administrative Assistant at Greenvale Park, retirement effective 06/30/2017.
5. Kari Heid, Early Ventures Teacher at Longfellow, resignation effective 07/11/2017.
6. Mark Johnson, Head Boys Tennis Coach, resignation effective 6/21/2017.
7. Len Kallsen, Assistant Football Coach, resignation effective 01/14/2017.
8. Kimberly McMillan, Educational Assistant at the High School, resignation effective 06/06/2017.
9. Margaret (Maggie) Molter, Head JV Girls Soccer Coach, resignation effective 4/6/2017.
10. Bethany Rohde, Preschool Teacher with Hand in Hand, resignation effective 07/05/2017.

11. Anthony Seidl, Second Grade Teacher at Bridgewater, resignation effective 07/01/2017.
12. Mark Thacher, Assistant Nordic Ski Coach, resignation effective 06/14/2017.
13. Cori Yamry, Volleyball Coach, resignation effective 06/12/2017.

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

** Subject to change upon Board approval of the employee agreement.

VIII. Items for Information

1. Referendum Update.

Superintendent Hillmann provided a brief update on preparations for the November 7, 2017, referendum. There will be a special School Board meeting on Monday, July 24, 2017, at 7 PM in the High School Media Center to consider a Resolution Combining Polling Places.

IX. Future Meetings

Monday, July 24, 2017, Special School Board meeting, 7:00 PM, Northfield High School Media Center
Monday, August 14, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 28, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Colangelo, the Board adjourned into a Closed Negotiation Strategy Session at 8:45 p.m.

Noel Stratmoen
School Board Clerk

NORTHFIELD PUBLIC SCHOOLS

Special School Board Meeting Minutes

Special School Board Meeting Minutes
July 24, 2017
Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Special meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Colangelo, Goerwitz, Hardy, Iverson, Pritchard Quinnell and Stratmoen. No one was absent.
- II. Agenda Changes / Table File
The table file was added.
- III. Superintendent's Report
 - A. Items for Individual Action
 1. Resolution Establishing Combined Polling Places For Certain Multiple Precincts And Designating Hours During Which Each Polling Place Will Remain Open For Voting For School District Elections Not Held On The Day Of A Statewide Election.
On a motion by Goerwitz, seconded by Colangelo, the Board unanimously adopted the Resolution Establishing Combined Polling Places For Certain Multiple Precincts And Designating Hours During Which Each Polling Place Will Remain Open For Voting For School District Elections Not Held On The Day Of A Statewide Election. Voting 'yes' was Colangelo, Goerwitz, Hardy, Iverson, Pritchard Quinnell and Stratmoen. No one voted 'no'.
 2. Resolution Relating To Revoking The Existing Referendum Revenue Authorization Of The School District And Approving A New Authorization, Authorizing the Issuance of School Building Bonds, And Calling An Election Thereon.
On a motion by Stratmoen, seconded by Iverson, the Board unanimously adopted the Resolution Relating To Revoking The Existing Referendum Revenue Authorization Of The School District And Approving A New Authorization, Authorizing the Issuance of School Building Bonds, And Calling An Election Thereon. Voting 'yes' was Colangelo, Goerwitz, Hardy, Iverson, Pritchard Quinnell and Stratmoen. No one voted 'no'.
 3. Review and Comment Submission Authorization.
On a motion by Hardy, seconded by Iverson, the Board unanimously authorized the District administration to submit the required Review and Comment materials to the Minnesota Department of Education.
- IV. Future Meetings
Monday, August 14, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, August 28, 2017, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- V. Adjournment
On a motion by Quinnell, seconded by Stratmoen, the Board adjourned at 7:25 p.m.

Noel Stratmoen
School Board Clerk

Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

2016-17 School Improvement Plan Goals Review and Key Reflections

Goal	Results
The ALC will have 60% of students achieve an 85% or better attendance rate per grading period for the 2016-17 school year.	Goal achieved in the first grading period. We had an increase in attendance in grading period 7 from last year but it was not quite 60% of students.
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 year.	There was a 5% increase in grading periods 1, 2, 6, 7. We did increase in 4 as well, but it was not 5%.
All graduating seniors will have a post-secondary life plan including; being currently employed, enrolled (or in process) in college, or enlisting in the military.	All graduating seniors took the exit survey and stated they had a life plan in place. There was a majority stating that employment was current and they were going to save some money before enrolling in post-secondary.

Key reflections: There were trends throughout the year of attendance and credit completion. Students start strong in the first grading period, hit a low point right before Winter Break, and rebound in the Spring. We worked at implementing a SEL curriculum in 2016-17 with 24 topics focused on self-awareness, self-management, and responsible decision making. Our "alternative" attendance policy allowed us to work with students if they reached excessive absences. We continue to work to develop a positive atmosphere through Positive Behavior Interventions and Supports (PBIS) activities and strive to provide students with experiential education through field trips and activities.

2017-18 School Improvement Plan Goals, Strategies, and Evaluation

SMART Goal	Strategies	Evaluation
<p>60% of ALC students will achieve an 85% or better attendance rate per grading period for the 2017-18 school year.</p> <p><i>Strategic Plan Alignment: "Building and fostering relationships – commitment to social/emotional health for all."</i></p>	<ul style="list-style-type: none"> ● New Advisor period to continue to cover SEL topics, credits, attendance. ● More student involvement of goal setting and data tracking. ● PLC to cover implementation strategies of how to assist students' learning. ● Support staff (Social Worker, Psychologist, Promise Fellow, Chemical Dependency Counselor, etc.) to assist in removing barriers to learning. 	<ul style="list-style-type: none"> ● Data tracking of attendance rates per grading period ● Staff and Student Survey on effectiveness of advisory period
<p>Of the total credits attempted, there will be an increase in credits earned per grading period when compared to the same grading period from the previous year.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● New Advisor period to continue to cover SEL topics, credits, attendance. ● More student involvement of goal setting and data tracking. ● PLC to cover implementation strategies of how to assist students' learning. ● Support staff (Social Worker, Psychologist, Promise Fellow, Chemical Dependency Counselor, etc.) to assist in removing barriers to learning. 	<ul style="list-style-type: none"> ● Data tracking on credits achieved by grading period. ● Staff and Student Survey on effectiveness of advisory period
<p>All graduating seniors will have a post-secondary life plan including: being currently employed, enrolled (or in process) in college, or enlisting in the military.</p> <p><i>Strategic Plan Alignment: "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● New Advisor period to continue to cover SEL topics, credits, attendance. ● More student involvement of goal setting and data tracking. ● PLC to cover implementation 	<ul style="list-style-type: none"> ● Data tracking on exit surveys of seniors

	<p>strategies of how to assist students' learning.</p> <ul style="list-style-type: none">• Support staff (Social Worker, Psychologist, Promise Fellow, Chemical Dependency Counselor, etc.) to assist in removing barriers to learning.	
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Summary

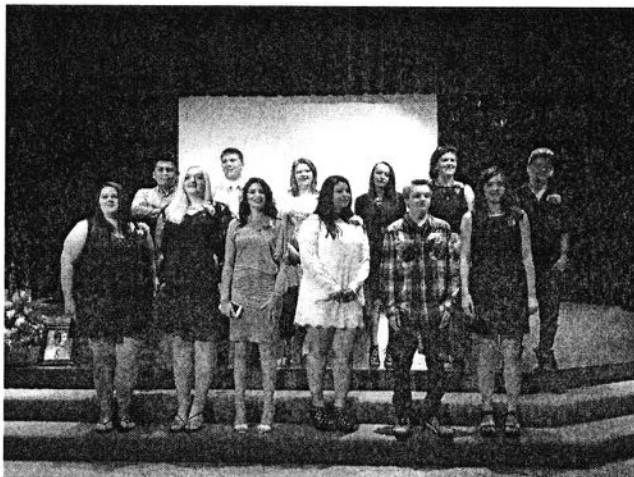
The ALC will continue to work on attendance, credit completion, and life plan because we feel these are the issues at our core. These issues continue to be challenging and we strive to continue to work at improving the areas of attendance and credit completion. We also feel that students need to have a life plan in place in order to increase their success rate of life after high school. We work with the students to try and get the plan in place and barriers removed so they are set up for success after they meet the requirements for graduation.

Northfield Area Learning Center (ALC)

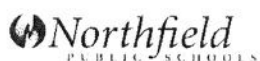
2017-18 School Improvement Plan Report
08.14.2017



The ALC strives to support all students to be successful in reaching graduation.

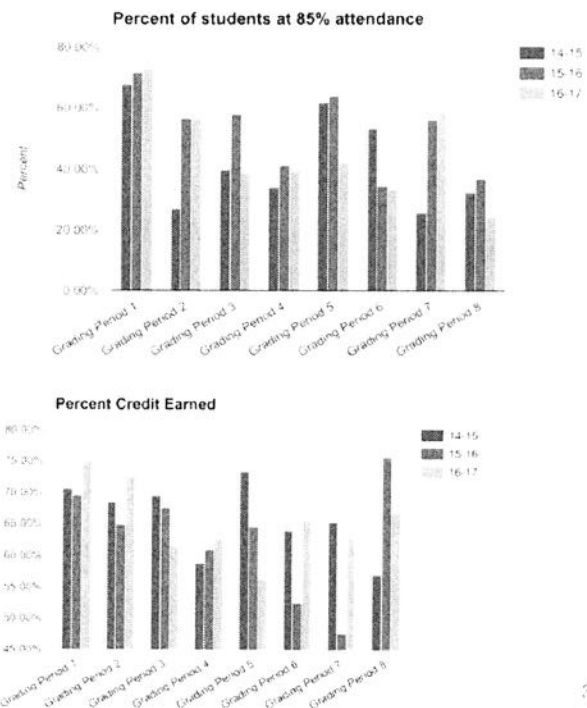


- The three main areas the ALC focuses on
 - Attendance
 - Credit Completion
 - Post secondary plans



2016-17 SIP Goals Review

- Goal #1
 - The ALC will have 60% of students achieve an 85% or better attendance rate per grading period for the 2016-17 school year.
- Goal #2
 - 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 year.
- Goal #3
 - All graduating seniors will have a post-secondary life plan including: being currently employed, enrolled (or in process) in college, or enlisting in the military.



Key reflections from 2016-17 SIP



- Definite trends throughout the year of attendance and credit completion.
 - Starts strong in Grading Period (GP) 1
 - Low point right before Winter Break
 - Rebounds in Spring
- Main interventions implemented
 - SEL (Social Emotional Learning) throughout the year (24 topics)
 - Self Awareness
 - Self Management
 - Responsible Decision Making
 - "Alternative" attendance policy
 - Working with students if they reach excessive absences
 - Field trips, activities
 - Student conference
 - PBIS
 - Positive Atmosphere

2017-18 School Improvement Plan Goals

- Goal #1
 - 60% of ALC students will achieve an 85% or better attendance rate per grading period for the 2017-18 school year.
- Goal #2
 - Of the total credits attempted, there will be an increase in credits earned per grading period when compared to the same grading period from the previous year.
- Goal #3
 - All graduating seniors will have a post-secondary life plan including; being currently employed, enrolled (or in process) in college, or enlisting in the military.

2017-18 Strategies and Assessments

New Advisor period to continue to cover SEL topics, credits, attendance.

More student involvement of goal setting and data tracking.

PLC to cover implementation strategies of how to assist students' learning.

Support staff (Social Worker, Psychologist, Promise Fellow, Chemical Dependency Counselor, etc.) to assist in removing barriers to learning.

Continued Data tracking of goals with updates.

Questions and Discussion



Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

2016-17 School Improvement Plan Goals Review and Key Reflections

Goal	Results
K: The number of students in the low-risk category on the spring FAST screener will be 75% in both reading and math.	Reading: The number of students in the spring low-risk category was 54%. Goal not met. Math: The number of students in the spring low-risk category was 64%. Goal not met.
1: The number of students meeting their fall to spring MAP target growth will remain at 80% or higher in both reading and math.	Reading: 94% of first-graders met their fall to spring reading MAP target growth. Goal met. Math: 85% of first-graders met their fall to spring math MAP target growth. Goal met.
2: The number of students meeting their fall to spring MAP growth target will be 70% in reading and 60% in math.	Reading: 61% of second-grade students met their fall to spring reading MAP target growth. Goal not met. Math: 74% of second-grade students met their fall to spring math MAP target growth. Goal met.
3: The percentage of students outperforming the fall MAP predictor of proficiency will be more than 20% in reading and 10% in math.	Reading: Third-grade students outperformed their fall MAP reading proficiency rate by 13% on the spring MCA. Goal not met. Math: Third-grade student proficiency rate on the math MCA was 1% lower than predicted on the fall MAP. Goal not met.
4: The number of students meeting or exceeding their MCA target score based on prior year scale score will be 60% in reading and 75% in math.	Reading: 67% of fourth-graders met or exceeded their target reading score on the 2017 MCA. Goal met. Math: 76% of fourth-graders met or exceeded their target math score on the 2017 MCA. Goal met.
5: The number of students meeting or exceeding their MCA target score based on prior year scale score will be 55% in reading and 55% in math.	Reading: 60% of fifth-graders met or exceeded their target reading score on the 2017 MCA. Goal met. Math: 45% of fifth-graders met or exceeded their target math score on the 2017 MCA. Goal not met.
90% of students will receive no more than one fix-it plan for the	93% of students did not receive a fix-it plan for the 16-17 school

16-17 school year following the Bridgewater Behavior Guidelines of work, respect, belong and safety.	year. Goal met.
Conference attendance will be above 92% by one or both parents.	Fall conference attendance: 97% Spring conference attendance: 98% Goal met.

Key reflections: The Bridgewater SMART goals were written with each PLC, and they were tailored to be stretch goals to raise the bar for all students. While some grade levels did not reach their goals, student outcomes were solid. Contributing factors to our success include the adoption of a literacy program in grade four, teacher use of data in PLCs, the addition of the Behavior Specialist position, and the belief that we will do whatever it takes to help students make both academic and social progress.

2017-18 School Improvement Plan Goals, Strategies, and Evaluation

SMART Goal	Strategies	Evaluation
<p>K: The number of students in the low-risk category on the spring FAST screener will increase by 10% in both reading and math.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● PLC study of FAST alignment to curriculum covered. ● Implement intervention groups based on student need. 	<ul style="list-style-type: none"> ● PLC minutes. ● FAST data.
<p>1: The number of students meeting their fall to spring MAP target growth will remain at 80% or higher in both reading and math.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Continue with current practices of monitoring student progress and support of both struggling and advanced learners. 	<ul style="list-style-type: none"> ● MAP and common assessment data
<p>2: The number of students meeting their fall to spring MAP growth target will be 65% in reading and 75% in math.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Continue sharing math unit test data and the implementation of EM4. ● Augment flex grouping with interventions to ensure that the needs of all learners are met. 	<ul style="list-style-type: none"> ● MAP, EM4 and common assessment data.
<p>3: The percentage of students outperforming the fall MAP predictor of proficiency will be more than 15% in reading and 10% in math.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Focus on the alignment of math standards to EM4. ● Build consistency with reading instruction across the team. 	<ul style="list-style-type: none"> ● MAP, common assessments, and MCA data.
<p>4: The number of students meeting or</p>	<ul style="list-style-type: none"> ● Continue with current practices 	<ul style="list-style-type: none"> ● MAP, common assessments, and

<p>exceeding their MCA target score based on prior year scale score will be 60% in reading and 75% in math.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<p>supporting the PLC process which in turn supports students academically and socially.</p>	<p>MCA data.</p>
<p>5: The number of students meeting or exceeding their MCA target score based on prior year scale score will be 50% in reading and 50% in math.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> Continue with current practices supporting the PLC process which in turn supports students academically and socially. 	<ul style="list-style-type: none"> MAP, common assessments, and MCA data.
<p>90% of students will receive no more than one fix-it plan for the 17-18 school year following the Bridgewater Behavior Guidelines of work, respect, belong and safety.</p> <p><i>Strategic Plan Alignment: "Building and fostering relationships – commitment to social/emotional health for all" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> Begin the implementation of PBIS developing common teacher language. Implement SEL with all students. 	<ul style="list-style-type: none"> Fix-it plan data. SWIS data.
<p>Conference attendance will be above 92% by one or both parents.</p> <p><i>Strategic Plan Alignment: "Building and fostering relationships – commitment to social/emotional health for all."</i></p>	<ul style="list-style-type: none"> Continue inviting/scheduling parents to attend parent-teacher conferences. 	<ul style="list-style-type: none"> Conference attendance data.

Summary

A Bridgewater group attended the first session of PBIS training in August 2017, and will begin to implement strategies in conjunction with the new Social-Emotional Learning curriculum and Responsive Classroom. There will be a committee dedicated to this initiative lead by our Behavior Specialist.

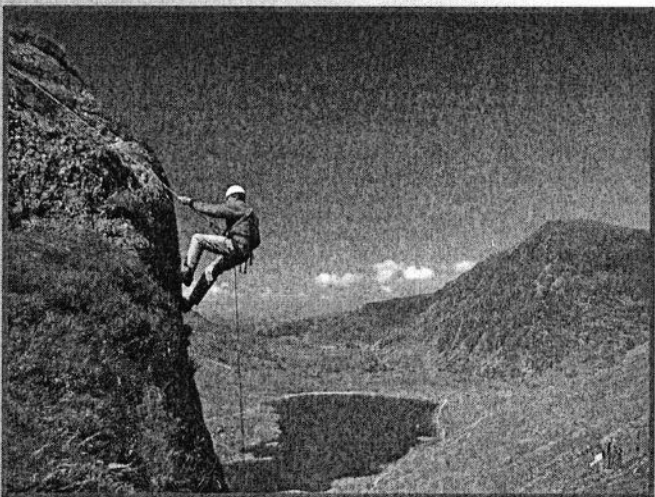
We will continue to address the improvement of student achievement results through grade-level PLCs offering support and strategies to assist students. We will also continue to address the needs of advanced learners to ensure that they are academically challenged to continue to grow. STEAM activities will also be continued and expanded to provide students unique ways to apply their learning.

Bridgewater Elementary

2017-18 School Improvement Plan Report
August 14, 2017



Continuous Improvement

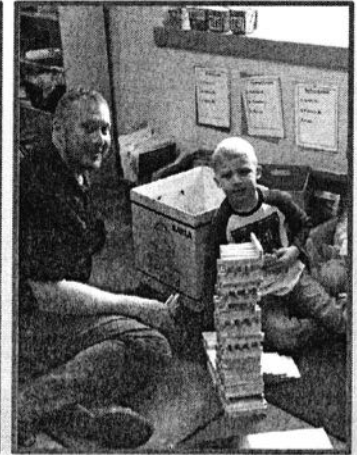


- Bridgewater Elementary focuses all practices on students and their academic and social needs.
- We seek to improve each year by partnering with parents and the community.
- We focus on growth because all students deserve the opportunity to learn and grow.
- We will do whatever it takes to support all learners.



2016-17 Bridgewater SIP Goals Review

- Met 6 of 10 grade-level math and reading goals in Grades 1-5
- Four of five grade levels (1-5) met at least one of their goals
- Met climate goal
- Met parent engagement goal



Key reflections from 2016-17 SIP



- Grade-level SMART goals designed to raise the bar to meet the needs of all learners.
- Student outcomes were solid even when the goal was not met.
- Factors to success: fourth-grade literacy curriculum, use of data in PLCs, Behavior Specialist, partnership with parents, belief in doing whatever it takes for students.
- Social-Emotional Learning is an integral foundation for Academic Learning.

2017-18 School Improvement Plan Academic Goals

- **Kindergarten:** The number of students in the low-risk category on the spring FAST screener will increase by 10% in both reading and math.
- **First Grade:** The number of students meeting their fall to spring MAP target growth will remain at 80% or higher in both reading and math.
- **Second Grade:** The number of students meeting their fall to spring MAP growth target will be 65% in reading and 75% in math.
- **Third Grade:** The percentage of students outperforming the fall MAP predictor of proficiency will be more than 15% in reading and 10% in math.
- **Fourth Grade:** The number of students meeting or exceeding their MCA target score based on prior year scale score will be 60% in reading and 75% in math.
- **Fifth Grade:** The number of students meeting or exceeding their MCA target score based on prior year scale score will be 50% in reading and 50% in math.

2017-18 School Improvement Plan Climate Goals

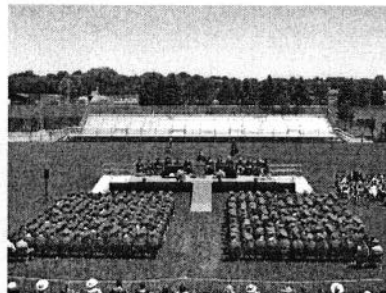
- 90% of students will receive no more than one fix-it plan for the 17-18 school year following the BW Behavior Guidelines of work, respect, belong and safety.
- Conference attendance will be above 92% by one or both parents.

2017-18 Strategies and Assessments

- Support PLCs to address the needs of all students. SST used to intervene with students academically and behaviorally.
- Use data to inform instruction.
- Build partnerships with parents and community.
- Implement PBIS and SEL.
- Full STEAM ahead!
- Use of MAP, MCA, EM4 and common assessment data.



Questions and Discussion



Summary of Annual Performance Appraisal
for Matthew Hillmann, Ed. D.
Superintendent Northfield Public Schools
For the appraisal period of 7/1/16 to 6/30/17
Summarized by Board Chair, Julie Pritchard
August 14, 2017 Regular School Board meeting

For this review period, all seven School Board members completed the annual performance appraisal. The evaluation form covers the many facets of the superintendent's job responsibilities. Board members provide numeric ratings on a 1-5 (1=low and 5=high) for 50 job responsibilities organized around ten major topics. In addition to completing the numeric ratings, board members provide additional comments.

Board Chair, Julie Pritchard compiled and summarized all board members' input for Dr. Hillmann. For the numeric ratings, means were calculated. While this scale should be interpreted more as categorical data rather than interval data, in an effort to provide a more "at a glance" interpretation, means were used for each item (as the range of values for each item is very small) If board members were unable to answer, they marked "UA" next to each item. This was also marked as part of the summary. All written comments were shared verbatim, but were not attributed to a specific board member. As Board Chair, I met one-on-one with Dr. Hillmann on August 7, 2017 to review this appraisal.

Board members gave Dr. Hillmann a very strong performance rating across all key areas. His overall average score was 4.95 on a 5-point scale across the 50 areas. Dr. Hillmann's exceptional work over the past school year resulted in the following accomplishments:

- Dr. Hillmann's most impressive accomplishment in his first year as superintendent was the updating of the District's mission, vision and strategic plan. This work was accomplished through a comprehensive and inclusive process that included a broad range of stakeholder feedback. This plan has given the entire district a positive, expectant vision for the years to come. What is equally impressive is how Dr. Hillmann has ensured that the strategic plan is integrated into his day-to-day decision-making, operations and accountability practices for the district.
- Dr. Hillmann has made exceptional progress toward achieving the near-term priorities that were adopted as part of the district's strategic planning process. He has demonstrated in-depth knowledge of educational practices in his work that will provide social emotional K-8 Curriculum and a strong evidence-based Peer Helper Program at the high school for the Fall of 2017, as well as the career and college ready focused Ramp-up Curriculum at the middle school.

- As part of the formal curriculum review process for teaching reading, Dr. Hillmann has led the significant work that is underway to select a new comprehensive strategy for teaching reading within the district with anticipation of full implementation for Fall of 2018. Dr. Hillmann's belief that reading is a foundational skill, his work in this area aligns with the district's near-term priority of "equitable opportunities and support for all career and college paths"
- The creation and adoption of a viable long- range Master Facilities Plan for Northfield Schools was another significant accomplishment for Dr. Hillmann. The adoption of this plan followed an extensive two- year process including demographic and facilities studies as well as his reaching out through creative paths to a wide range of stakeholder groups to gather information and vision for the district's facilities. He was well focused on the need for spaces that can be relevant for the future. The near-term priority of "spaces that are modern, creative and flexible " has been the guiding principle in the School Board's decision to pursue a Levy and Bond Election in November of 2017.
- Board members also acknowledged Dr. Hillmann's strong leadership abilities and effective communication skills. Below is a sampling of board member's comments:

"What I love about Dr. Hillmann's leadership style is that he is visible throughout the district, regularly stopping in at all schools and learning the name of every employee. He makes his staff feel valued and appreciated, while remaining very approachable."

"Dr. Hillmann is an exceptional spokesperson for our school district. He is very positive and knowledgeable, able to make school district issues relatable and understandable to the public. He is also a good listener, with plenty of compassion to understand all sides of a situation"

"Building, fostering, and maintaining effective relationships are huge strength's of Dr. Hillmann's. I have heard from staff, parents and community members how much they value his visibility in the community and the intentional practices he has in place of ensuring strong communications."

In summary, board members gave Dr. Hillmann a very strong performance appraisal for his first year as superintendent. They expressed great confidence in his leadership and his vision for moving for the district forward.

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

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

DATE: August 10, 2017

RE: Proposed Superintendent's Goals 2017-18

As part of the updated Superintendent's Evaluation process, please consider the following proposed goals for the 2017-18 school year:

1. The District will complete all required components to administer the District's operating levy and bond election on November 7, 2017.
2. The Second Step Social/Emotional Learning Curriculum will be implemented in Grades K-8 as evidenced by the aggregation and reporting of the pre- and post-curriculum assessment baseline data.
3. The District will finalize a new K-5 reading curriculum implementation plan for 2018-19 no later than January 30, 2018. The implementation plan will include curriculum selection, assessment strategies, and professional development schedule.
4. The District's Education Program Advisory Council (DEPAC), rebranded as Northfield Forward, will be implemented as approved by the 2016-17 DEPAC so that at least 75% of the committee will "agree" or "strongly agree" that the redesign plan was followed.

These targets are set recognizing there will be additional work towards the District's realization of its strategic plan, near-term, and ongoing priorities.

RESOLUTION ESTABLISHING BALLOT BOARD

BE IT RESOLVED by the School Board of Independent School District No. 659, State of Minnesota, as follows:

1. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes ballot boards at the Rice County Auditor/Treasurer's Office and Dakota County Voting and Elections, to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.127 and other applicable laws.

2. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include school district staff trained as election judges.

3. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status.

4. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

August 14, 2017

AGREEMENT

This Agreement is entered into this fourteenth day of August 2017 by and between the Northfield Public Schools (hereinafter the School) and the Northfield Swim Club (hereinafter the NSC). It is understood between the parties hereto that the NSC wishes to utilize certain facilities belonging to the School for swim practice purposes. It is further understood that the School wishes to accommodate the NSC pursuant to the School's Policy Regarding Community Use of School Facilities.

This Agreement is a legal contract and each party understands that it may be enforced in the District Court of the County of Rice, State of Minnesota against the School or the NSC if either one of them does not comply with the terms of this Agreement.

I. Description of Premises – The premises covered by this Agreement are the Northfield Middle School swimming pool, and the adjacent girls and boys locker rooms.

II. Use of Premises – Under this Agreement, the NSC is allowed to use the premises for swim practices. No other use of the premises is authorized under this Agreement. It is expressly agreed and understood between the parties that the NSC shall use the premises for swim practices only on weekdays, Monday through Friday, based on a schedule provided by the facilities scheduling designee or a member of the NSC Board of Directors and approved by the School's Facilities Scheduler. Any other use, such as swim meets, will require a separate application.

III. Term of Agreement – This agreement shall commence on September 1, 2017 and shall continue until August 31, 2018 unless terminated prior to that date as provided herein. Early termination of this agreement by either party requires a thirty-day written notice. This Agreement may be extended for an additional term, should the parties choose to do so; however, nothing contained herein shall be construed to require the School to extend the Agreement.

IV. Expenses – The NSC hereby agrees to pay to the School the following expenses related to its use of the Premises:

- Facilities – Effective September 1, 2017 the NSC will pay a facility fee of \$22.50 per hour for use of the swimming pool and the girls and boys locker rooms, with a two (2) hour maximum charge per date of use. These fees represent a negotiated 10% reduction from established community use fees. In addition, the NSC will pay an energy fee of \$12.00 per hour for every hour of use of the Pool and Locker Rooms after two hours per date of use. When the NSC shares space with the Community Services Division and SCUBA classes, the NSC will pay one-half of the agreed upon rental fee.
- Fee Reduction - The fee reduction is applied for facility rental costs for regular swim practices only, and not for meets or special events.
- Custodial – The NSC will pay \$47.00 per hour to the School for custodial services related to the NSC's use of the Premises should the use fall outside the normal hours of building operation, Monday through Friday. The NSC understands and agrees that the custodial services shall include any clean up necessary from any other event located on or about the premises which might occur during the day or evening prior to the NSC's practices. The NSC understands and agrees that custodial service is required in the building prior to, and after, the NSC's use of the premises. In addition, any use during non-school

months in June, July and August, as the schedule allows, up to two hours per day of regular custodial time may be charged.

V. Payment of Expenses – The School will bill the NSC monthly for any of the aforementioned expenses. The NSC will make payment within 30 days of its receipt of any such invoice. Invoices will be sent electronically to the NSC Treasurer, email to be provided by the NSC.

VI. Limitations on NSC Use of Premises

- School and Non-school Related Activities and Events – The NSC understands that, according to the school district facility policy, school district activities and events and other school and non-school related activities may take precedence over permit usage. In the event the NSC's use of the premises is precluded by any such activity, the School will attempt to provide two weeks' notice to the NSC that it will not be allowed to use the premises. In addition, the NSC understands there may be School or non-school activities which may require that certain pieces of equipment be left in the pool area or in locker rooms located on the premises. The NSC agrees that in such an event it will take every precaution not to disturb such equipment. Activities scheduled in school facilities can be viewed at <http://fs-northfield.rschooltoday.com/calendar/index/publicview/>. Northfield High School Swim and Dive Team meet schedules can be viewed at http://www.big9.org/g5-bin/client.cgi?G5genic=4&school_id=2493
- Weather Closing – The NSC understands and agrees that if the School announces that schools will close early or are canceled due to inclement weather, NSC practices for those days are also canceled.
- Calamitous Event – The NSC understands and agrees that, in the event of any event which may substantially impair the safety or viability of the premises, the School will exercise its discretion in deciding whether to cancel any scheduled use of the premises by the NSC. The School hereby agrees to make every effort to provide the NSC with as much advance notice of any such cancellation as possible.

VII. Keys – The NSC understands and agrees that this Agreement shall entitle the NSC to possess two sets of keys to access the swimming pool, pool office, pool equipment room and locker rooms on the premises. The NSC has determined that these keys are to be issued to the current President and the current Head Coach of the NSC. The assigned key holders will each sign for and be issued a key from the Facilities Scheduler at the beginning of the contract period and shall return the key at the end of the contract period, or when there is a change in key holder. In the event these keys are lost, the NSC will be charged actual costs for re-keying/re-coring as necessary.

VIII. Storage – The NSC understands and agrees that it shall be allowed to store items of a swim practice nature only on the premises with the knowledge and permission of the School's Facilities Scheduler, Activities Director and Director of Buildings and Grounds. All stored items, plus any School items used, must be returned to their assigned location at the end of each day.

IX. Northfield Public School Access Policy – The NSC understands and agrees that the Northfield Public Schools Policy regarding Community Use of School Facilities (the Policy), including any amendments thereto, and the permit delineating dates of use and expectations of use are hereby incorporated into this Agreement. Adequate and responsible adult supervision must be

present in all areas where participants in NSC activities are located. In the event any provision of this Agreement contradicts any provision of the Policy, this Agreement shall control.

X. Assignment and Delegation – The NSC hereby agrees that none of its rights contained in this Agreement may be assigned, nor may any of its duties be delegated, without the express written permission of the School. The NSC further agrees that any such permission will be at the sole discretion of the School.

XI. Default – The NSC understands that in the event the NSC violates any provision of this agreement, or any provision of the Policy, the School may, at its sole discretion, declare this Agreement void and discontinue the NSC's use of the premises.

XII. No Oral Representations – The parties hereto understand that this Agreement constitutes the complete understanding of the parties, and that neither party is relying on any oral representations made by the other party.

XIII. Insurance – During the term of this agreement, the NSC shall obtain and maintain at its expense, the following types and amounts of insurance:

Insurance against bodily injury and property damage which is to be in the amount of at least One Million Dollars (\$1,000,000) per occurrence and naming the School as an additional insured with copies thereof to be provided by the NSC. Furthermore, insurance covering all property owned by the NSC and stored on the premises shall be the sole responsibility of the NSC.

XIV. Waiver of Subrogation – The NSC hereby waives all claims for recovery from the School for any loss or damage to any of its property regardless of the nature of how said loss or damage occurred.

Northfield Swim Club

Northfield Public Schools

NSC President

Date

Noel Stratmoen, Clerk

Date

NSC Treasurer

Date

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 14th day of August, 2017,
by and between Northfield Booster Club,
hereinafter the "Donor", and Independent School District No. 659, Northfield Minnesota,
hereinafter the "District", pursuant to the District's policy for receiving gifts and donations, as
follows:

TERMS

The donor agrees to give the district a total value of \$11,218, to be used as follows:

- Fee Waivers for School year 2016-17:: **\$11,218.00**

This is the corrected amount. The previous amount was incorrect; recorded inaccurately by Tom Graupmann (NHS Activities Director).

Northfield Booster Club

Donor

By: _____

Scott Ims, President

Approved by resolution of the School Board on the 14 day of
August, 20 17.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

Overnight CC

1 message

Tom Graupmann <tgraupmann@northfieldschools.org>

Fri, Jul 28, 2017 at 3:00 PM

To: Donita Delzer <ddelzer@northfieldschools.org>

Cc: Sheryl Docken <sdocken@northfieldschools.org>

Donita,

Our new cross country coach is requesting an overnight trip for the night of August 21 and to return to Northfield on August 22.

The Cross Country team will be going to Decorah, IA.

We have done this trip in the past as well.

I'm hoping we can get School Board approval for this overnight.

The Cross Country team (CC Student Activities Account) will be covering the cost of the overnight trip.

Thanks....and please let me know if you need more information.

TG

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Tom Graupmann
Northfield High School Activities Director
MSHSL President
Office: 507-663-0632
Email: tgraupmann@northfieldschools.org
FAX: 507-645-3455

Northfield High School
1400 Division Street South
Northfield, MN 55057

I coach and lead to help others succeed, not only in interscholastic activities, but more importantly in LIFE!



NORTHFIELD HIGH SCHOOL

Raiders

Approved 6/12/17

Activities Office

1400 Division St. Northfield, MN 55057

507-663-0632

June 7, 2017

Co-Curricular Trips List of Overnight trips for 2017-18

Boys Soccer – Grand Rapids (August 19, 20, 21)
Girls Soccer – Duluth (August 21, 22, 23)
Volleyball – Marshall (September 8)
Nordic Ski – Hayward, WI (December 27, 28, 29)
Wrestling – Fargo, ND (December 27, 28, 29)
Wrestling – Rochester (February 16, 17)
Wrestling – Rochester (February 23, 24)
Weight Lifting – Destination ? (February, 2018)
Girls Golf – Lake City (April 13, 14)

All trips are self-funding except for those who qualify for state tournament competition.