

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, September 26, 2016, 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To insure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments.

The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Approval of Minutes
- V. Announcements and Recognitions
- VI. Committee Reports.
- VII. Items for Discussion and /or Reports.
 - 1. QComp Application.
 - 2. Curriculum Review Process.
 - 3. Superintendent Evaluation Committee Update.
- VIII. Superintendent's Report
 - A. Items for Individual Action
 - 1. QComp Letter of Intent.
 - 2. Dundas Dome Rental Negotiation.
 - 3. Proposed 2016 Payable 2017 Property Tax Levy.
 - 4. Charter School Authorization Mission and Vision.
 - B. Items for Consent Grouping
 - 1. Sibley PTO Gift Agreement.
 - 2. Personnel Items.
- IX. Items for Information
 - 1. Board Policy 210.1 – Charter School Authorizer Conflict of Interest, First Reading.
 - 2. Strategic Planning Process Update.
 - 3. Every Student Succeeds Act (ESSA) Regional Meetings.
 - 4. Reception for National Merit Scholars – Monday, October 10 at 6:00 PM, High School Upper Cafeteria.
 - 5. Bus Driver Appreciation Breakfast – Friday, October 28 at 8:20 AM, Bridgewater Cafeteria.
- X. Future Meetings

Monday, October 10, 2016, 6:00 PM, Reception for National Merit Scholars, Northfield High School Upper Cafeteria
Monday, October 10, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
Monday, October 24, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center
- XI. Adjournment

NORTHFIELD PUBLIC SCHOOLS

MEMORANDUM

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

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed. D., Superintendent
RE: Explanation of Agenda Items for the September 26, 2016, School Board Meeting

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment
- IV. Approval of Minutes
Minutes of the Regular School Board meeting held on September 12, 2016, are enclosed for your review and comment.
- V. Announcements and Recognitions
- VI. Committee Reports.
Three Committee Reports are included in the packet.
- VII. Items for Discussion and / or Reports
 1. QComp Application.
Northfield Education Association Representative Ray Coudret will share the initial QComp plan. The report will include the components of the application, timelines, and provide an opportunity for questions. The Board will be asked to consider action on the initial application at the October 10, 2016, meeting.
 2. Curriculum Review Process.
Director of Teaching and Learning Mary Grace Hanson will provide the Board with an overview of the current curriculum review process.
 3. Superintendent Evaluation Subcommittee Update.
Members of the Superintendent Evaluation Subcommittee will provide an update and information based on feedback from Board members at the September 12th meeting and discussion with Minnesota School Boards Association (MSBA) staff.
- VIII. Superintendent's Report
 - A. Items for Individual Action
 1. QComp Letter of Intent.
Superintendent Hillmann will present the QComp letter of intent. The letter of intent begins, but does not commit the District to, the QComp process.

Superintendent's Recommendation: Motion to approve authorizing the Superintendent to sign the QComp letter of intent on behalf of the Northfield Public Schools.
 2. Dundas Dome Rental Negotiations.
Superintendent Hillmann will review the potential use of the Dundas Dome by spring athletic teams as previously presented. If authorized to do so by the Board, Superintendent Hillmann and Activities Director Tom Graupmann will negotiate a lease/rental with Dundas Dome management not to exceed the previous estimate of \$40,500 for approximately 90 hours of rental time. This cost would be paid through the District's lease/levy authority.

Superintendent's Recommendation: Motion to approve the Superintendent and Activities Director to negotiate a rental/lease of the Dundas Dome for a cost not to exceed \$40,500.

3. Proposed 2016 Payable 2017 Property Tax Levy.
The amount of the proposed levy for 2017 is \$15,581,285.67 and represents a 0.2% increase from the previous year. The proposed property tax levy for 2017 is required to be certified to the district's home county auditor no later than September 30, 2016. Director of Finance Val Mertesdorf will review the levy certification timelines, legislative changes, and analysis of proposed levy.

Superintendent's Recommendation: Motion to certify to County Auditors the 2016 Payable 2017 Proposed Certified Net Tax Levy at the maximum authority amount of \$15,581,285.67.

4. Charter School Authorization Mission and Vision.
Superintendent Hillmann will present the District's Mission and Vision specific to its activities as a Minnesota Department of Education approved Charter School Authorizer. This is a requirement of the District's Authorizer renewal action plan.

Superintendent's Recommendation: Motion to approve the District's Charter School Authorization Mission and Vision as presented.

B. Items for Consent Grouping

Superintendent's Recommendation: Motion to approve the following items listed under the Consent Grouping.

1. Gift Agreement.
Sibley Elementary School's PTO has donated \$6200 to be used as follows: \$5000 for classroom funding (25 teachers) and \$1200 for specialists.
2. Personnel Items.
 - a. Appointments.
 1. *Alyssa Anderson, Educational Assistant PCA for 7.0 hrs/day at the CVSEC-Alex beginning 9/24/2016; CVSEC Special Ed-Step 1-\$15.58/hr.
 2. Taryn Atchison, Target Services program PLUS Teacher for 1.25 hrs/day beginning 9/27/2016-5/04/2017; Year 7-\$27.73/hr.
 3. *Carley Benjamin, Spec Ed EA-PCA for 6.75 hrs/day Special Ed and .17 hrs/day Supervisory for a total of 6.92 hrs/day at Sibley beginning 10/3/2016-06/6/2017; Gen Ed EA, Step 1-\$14.52/hr., Spec Ed EA, Step 1-\$15.08/hr.
 4. Armando Fox, Educational Assistant-PCA for 7 hrs/day at CVSEC-SUN beginning 9/26/2016; CVSEC Special Ed, Step 4-\$16.69/hr.
 5. Daniel Hampsey, Head Custodian for 40 hrs/wk at Bridgewater beginning 10/03/2016; Step 3-\$22.29/hr.
 6. William Kruse, LTS and EA-PCA for 31.5 hrs/wk at Longfellow beginning 9/20/16-End of Leave of Absence portion on or about 12/22/2016; Special Ed, Step 1-\$15.08/hr.
 7. Stephanie Lindenfelser, TS PLUS Site Assistant for 1.5 hrs/day for four days a week (Mon.-Thur.) at GVP beginning 9/27/2016-05/04/2017; Step1-\$12.56/hr.
 8. Renee Malecha, LTS Administrative Assistant for 8 hrs/day at Greenvale Park beginning 8/15/2016-10/31/2016; LTS Office Employee rate-\$18.28/hr.
 9. Deborah Massey, LTS EL Elementary Teacher for 40 hrs/wk at Sibley beginning 10/02/2016-12/22/2016; Community Export-BA, Step 0.
 10. Morgan McCarty, SpecEd EA-PCA for 6.75 hrs/day Special Ed and .17 hrs/day Supervisory for a total of 6.92 hrs/day at Sibley beginning 9/26/2016; Special Ed, Step 1-\$15.08/hr.
 11. *George Monson, Assistant Girls Hockey Coach for 2.5 hrs/day at the High School beginning 10/31/2016-02/25/2017; Level E, Step 1.
 12. Amanda Moore, Gen Ed Teacher for 40 hrs/wk at the CVSEC-Alex beginning 09/15/2016; BA +30, Step 0.
 13. Cachina Rock, Educational Asst. - PCA CVSEC Alex for 7 hrs/day beginning 9/26/2016; CVSEC Special Ed -Step 4-\$16.69/hr.
 14. *Lisa Schuenke, Educational Assistant-PCA for 7.0 hrs/day at the CVSEC-SUN beginning 09/27/2016; CVSEC Special Ed, Step 4-\$16.69/hr.

15. *Kateva Shavers, Office Generalist-Sped Due Process Clerk for 7.5 hrs/day at MS/GVP beginning 9/26/2016-06/07/2017; Class II Office Generalist, Step 2-\$17.03/hr.
16. Christopher Zimmerman, CN Student Associate for 1 hr/day at Longfellow beginning 9/19/2016; CAN Student-\$9.50/hr.
17. Community Services Fall 2016 Brochure Instructors-See attached.

b. Increase/Decrease/Change in Assignment.

1. Kristin Basinger, Spec Ed Assistant at the Middle School, add Bus EA-PCA for 5.4 hrs/wk district wide beginning 09/19/2016-06/07/2017;
2. Kathy Beck, Spec Ed EA PCA at Greenvale Park, add Bus EA-PCA for 5.4 hrs/wk district wide beginning 09/19/2016-06/07/2017;
3. Theresa Brake, Gen Ed EA at GVP, add Community School Club Leader for 60 minutes before school Mon., Tues., Thurs., Fri., at GVP beginning 9/20/2016-06/08/2017; \$20.49/HR.
4. Liz Brewer, Spec Ed EA PCA at the Middle School, add Bus EA-PCA for 4.6 hrs/wk district wide beginning 09/19/2016-06/07/2017;
5. Mary Boyum, Spec Ed EA PCA at Sibley, add Bus EA-PCA for 5.4 hrs/wk district wide beginning 09/19/2016-06/07/2017;
6. Shari Bridley, Spec Ed EA PCA at the Longfellow, add Bus EA-PCA for 3.75 hrs/wk district wide beginning 09/19/2016-06/07/2017;
7. Brandie Carlson, EA-PCA for 7 hrs/day at CVSEC-Alex, change to EA-PCA for 6.5 hrs/day at CVSEC-STEP beginning 9/20/2016.
8. Kathleen Casson, German Teacher at the HS/MS, add Senior Class Advisor at the HS for the 2016-2017 school year beginning 9/01/2016; Level J, Step 1.
9. Janet Gannon, EA at the MS, add Evening Site Assistant for 3 hrs/wk and Club Leader for 3 hrs/wk at GVP beginning 09/15/2016-05/18/2017; Evening Site Assistant Step 4, \$13.78/hr and Club Leader \$20.49/hr.
10. Jackie Groth, Spec. Ed EA for 6.75 hrs/day at Bridgewater, change to Spec. Ed/Supervisory EA for 7.25 hrs/day at Bridgewater beginning 09/06/2016.
11. Joe Jorgenson, Asst. Student Council Advisor at the HS, change to Head Student Council Advisor at the HS for the 2016-2017 school year beginning 9/01/2016; Level G, Step1.
12. Shelly Kruger, Spec Ed EA PCA at the High School, add Bus EA-PCA for 10.4 hrs/wk district wide beginning 09/19/2016-06/07/2017;
13. Tiffany Malecha, Teacher at GVP, add TS PLUS Teacher for 1.25 hrs/day for up to 4 days per week at GVP beginning 9/27/2016-5/4/2017; Year 4-\$27.73/hr.
14. Vicki Malecha, Child Nutrition Manger at Bridgewater, add Bus EA-PCA for 8.75 hrs/wk district wide beginning 09/19/2016-06/07/2017; Special Ed, Step 1, \$15.08/hr.
15. Deborah Massey, LTS EL Elementary Teacher at Sibley, add Evening Site Assistant for 3 hrs/wk and Club Leader for 3 hrs/wk at GVP beginning 09/15/2016-05/18/2017. Site Assistant Step 1, \$12.56/hr. Club Leader \$20.49/hr.
16. Cheryl Mathison, ALC Teacher at Longfellow, add ALC Night School Teacher for 3 sessions, containing 10 classes per session for 2.5 hrs each class beginning 09/28/2016-05/12/2017; Lane/Step.
17. Jacque Meyer, Spec Ed Assistant at the High School, add Bus EA-PCA for 7.1 hrs/wk district wide beginning 09/19/2016-06/07/2017;
18. Nancy Meyers, Child Nutrition Associate at the Middle School, add Bus EA-PCA for 8.75 hrs/wk district wide beginning 09/19/2016-06/07/2017; Special Ed-Step 1-\$15.08/hr.
19. Rachel Morrison, Social Worker at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 1-\$27.11/hr.
20. Laurie Noonan, Spec. Ed/Supervisory EA for 7.25 hrs/day at Bridgewater, change to Spec. Ed EA for 6.75 hrs/day at Bridgewater beginning 09/06/2016.
21. Deb Pack, Spec Ed Assistant at the High School, add Bus EA-PCA for 5.85 hrs/wk district wide beginning 09/19/2016-06/07/2017;
22. Deborah Rasmussen, Guidance Counselor at the HS, add Building Supervisor as needed for up to 10 hrs/wk with Community Services beginning 09/17/2016; \$15.34/hr.

23. Tony Rasmussen, KidVentures Site Assistant for 23.5 hrs/wk at Bridgewater, change to 26 hrs/wk beginning 9/19/2016;
 24. Melissa Reuvers, Spec. Ed/Supervisory EA for 6.75 hrs/day at Bridgewater, change to Spec. Ed/Supervisory EA for 7 hrs/day at Bridgewater beginning 09/06/2016.
 25. Pamela Rivera, Spec. Ed-PCA for 6.75 hrs/day at Bridgewater, change to Spec. Ed-PCA for 7 hrs/day at Bridgewater beginning 09/06/2016.
 26. Jennifer Severson, Spec Ed EA PCA at the CVSEC STEP, add Bus EA-PCA for 14.6 hrs/wk district wide beginning 09/19/2016-06/07/2017;
 27. Micah Schultz, ALC Teacher at Longfellow, add ALC Independent Study Teacher for up to 30 hrs for 2016/17 school year beginning 09/22/2016-06/08/2017; Lane/Step.
 28. Josh Spitzack, Teacher at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 3-\$27.00/hr.
 29. Robyn Spillman, Spec Ed Assistant at Greenvale Park, add Bus EA-PCA for 5 hrs/wk district wide beginning 09/19/2016-06/07/2017;
 30. Mary Stanchina, Spec. Ed/Supervisory EA for 7 hrs/day at Bridgewater, change to Spec. Ed/Supervisory EA for 7.15 hrs/day at Bridgewater beginning 09/06/2016.
 31. Angie Timperley, Spec. Ed-PCA for 6.75 hrs/day at Bridgewater, change to Spec. Ed-PCA for 4 hrs/day at Bridgewater beginning 09/06/2016.
 32. Gigi Tisdale, Teacher at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 4-\$27.73/hr.
 33. Diane Torbenson, RTI Coach at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 4-\$27.73/hr.
 34. Ellen Trotman, Teacher at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 2-\$27.11/hr.
 35. Arlene Tuma, EA Family Ed at NCRC, add Evening Site Assistant for 6 hrs/wk at GVP beginning 09/15/2016 to 05/18/2017; Step 3-\$13.09/hr.
 36. Arlene Tuma, EA Family ED at NCRC, add TS PLUS Site Assistant 1.5 hrs/day for 4 days per week (Mon.-Thur.) at GVP beginning 9/27/2016-05/04/2017; Step 3-\$13.09/hr.
 37. Michele Warden, Spec. Ed-PCA/Gen Ed EA for 10.92 hrs/day at Bridgewater, change to Spec. Ed-PCA/Gen Ed EA for 6.5 hrs/day at Bridgewater beginning 09/06/2016.
 38. Mary Wojick, Teacher at GVP, add TS PLUS Teacher Mon.-Thur. for 1.25 hrs/day up to 4 days per week at GVP beginning 09/27/2016-05/04/2017; Year 3-\$27.11/hr.
- c. Leave of Absence Requests.
1. Noreen Cooney, Spec. Ed Social Worker at Sibley, FMLA Leave of Absence beginning 08/29/2016- Intermittent up to 60 work days.
 2. Debra James, Early Childhood Spec. Ed at Sibley, FMLA Leave of Absence beginning 10/18/2016-1/18/2017.
 3. Jeanne Mahoney-Hanzlik, Science Teacher at the HS, FMLA Leave of Absence beginning 10/17/2016-Intermittent up to 60 work days.
- d. TRA Part-Time Teacher Program
The Board is requested to authorize participation for the following teachers to participate in the TRA Part-Time Teacher Program, whereby the teachers who qualify can personally purchase TRA service credit at no cost to the Northfield School District: Shelley Hansen, Kristen Johnson and Lisa Krueger Robb
- e. Administration is recommending the approval of the following, effective July 1, 2016:
- Substitute Retired Custodian: Step 1 of Custodian Agreement
 - Substitute Nurse: Step 1 of Nurse Agreement
 - Long-term substitute Clerical/Custodian or Educational Assistant – more than 10 consecutive days for the same employee: Step 1 of Appropriate Agreement
 - Girls' Swimming & Diving Team: additional \$1,500 allocated for position, inclusive Coaching position needed. (Cindy Boyum) of salary/benefits, paid at \$14.00/hr.

* 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. Board Policy 210.1 – Charter School Authorizer Conflict of Interest, First Reading.
Superintendent Hillmann will share the rationale and components for this proposed policy that is required as part of the charter school authorization renewal action plan process.
2. Strategic Planning Process Update.
Superintendent Hillmann will provide an update on the strategic planning process, recap the September 22nd work session, and outline the next steps in the process.
3. Every Student Succeeds Act Regional Meetings.
Enclosed is a flyer provided by the MN Department of Education. Board members are invited to attend a regional meeting on the Every Student Succeeds Act.
4. National Merit Scholars Reception – Monday, October 10, 6:00 PM, Northfield High School Upper Cafeteria.
5. Bus Driver Appreciation Breakfast.
School Board members are invited to Bridgewater's annual Bus Driver Appreciation Breakfast on Friday, October 28 from 8:20 - 9:00 am in the Bridgewater Cafeteria. A flyer is enclosed.

IX. Future Meetings

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

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

Monday, October 24, 2016, 7:00 PM, Regular School Board Meeting, Northfield High School Media Center

X. Adjournment

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

School Board Minutes

September 12, 2016

Northfield High School Media Center

- I. Call to Order
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Bogott, Colangelo, Hardy, Iverson, Pritchard, Quinnell and Stratmoen.
- 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 August 22, 2016, were unanimously approved.
- V. Announcements and Recognitions
 - Superintendent Hillmann reported that last week was a great first week of school.
- VI. Items for Discussion and / or Reports
 1. Superintendent Evaluation Subcommittee Report.
Board Member Ellen Iverson presented the report for the Superintendent's Evaluation Subcommittee. The report outlined the Subcommittee's recommendation of an updated approach to the Superintendent's evaluation, including a modified evaluation form and a timeline that aligns more closely to District goal setting. Suggested changes to the evaluation process include:
 - Adding a mid-year evaluation to provide formative feedback to the Superintendent.
 - Including evaluative items on the form that are specific to the District's mission, vision and goals.
 - Ensuring the evaluation aligns with the current Superintendent job description.Superintendent Hillmann then presented his 2016-2017 school year goals for Board consideration. They are:
 1. Northfield Public Schools will adopt an updated mission, vision, and strategic plan by October 30, 2016, and begin implementation no later than June 1, 2017.
 2. Northfield Public Schools will adopt a long-range master facilities plan by November 30, 2016.
 3. Northfield Public Schools will continue to address the District's opportunity gap by recommending a core curriculum for social/emotional learning by June 1, 2017.The Board discussed the need to gather information addressed in some of the questions on the evaluation form, and other stakeholders participating in the evaluation of the Superintendent. The Subcommittee will meet to discuss these two issues and bring a recommendation to the September 26th Board meeting. The Board will act on the Subcommittee's recommendations and the Superintendent's 2016-2017 goals at the October 10 Board meeting. Members of the Superintendent Evaluation Subcommittee are Julie Pritchard, Fritz Bogott and Ellen Iverson.
 2. Technology Services Update.
Director of Technology Services Kim Briske provided an update on the Technology Services team, new equipment and systems that have been put in place this school year, and other education technology related initiatives and strategies within the District.
 3. Cannon Valley Special Education Cooperative (CVSEC) Update.
Director of Special Services Cheryl Hall provided an update on the opening of the Cannon Valley Special Education Cooperative. The report provided an overview of programs, current enrollment, celebrations and challenges. Cheryl thanked "all the staff who have worked tirelessly to help get the Cooperative up and running for this school year."

4. QComp.
Superintendent Hillmann and Northfield High School Mathematics teacher and Northfield Education Association Representative Ray Coudret reviewed the basics of the State's QComp program that were presented at the August 22nd Board meeting. Dr. Hillmann also engaged the Board in a discussion on initial questions about QComp, and reviewed the sample letter of intent required to start the QComp application process. The Board will act on the letter of intent and discuss the application at the September 26th meeting.
5. Dundas Dome.
Dr. Hillmann reviewed the August 22nd presentation regarding potential rental of the Dundas Dome facility for some Spring sports practices and shared a timeline for the Board's decision-making on such a rental. At the September 26th meeting the Board will decide if they wish to authorize Activities Director Tom Graupmann and Superintendent Hillmann to negotiate a rental agreement for use of the Dundas Dome facility.

VII. Superintendent's Report

A. Items for Individual Action

There were no items for individual action.

B. Items for Consent Grouping

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

1. Personnel Items.

a. Appointments.*

1. Correction: Bethany Rohde Early Childhood Teacher at Longfellow, change from starting date 08/01/2016 to 08/29/2016.
2. Correction: Theresa Wilson, Business Teacher at the HS beginning 08/24/2016; change from MA+15, Step 14 to MA+60, Step 14.
3. Joy Serie-Amunrud, Target Services PLUS Club Leader at GVP beginning 10/10/16-05/04/17; \$20.09/ hr.
4. *Patricia Anderson, Education Assistant – PCA at CVSEC –Alex bldng. For 7 hrs/day beginning 09/13/2016; Special Ed, Step 1-\$15.58/hr (CVSEC)
5. *Melissa Antonell, EA-PCA CVSEC –Alex bldng. For 7 hrs/day beginning 9/10/2016; CVSEC Special Ed, Step 2-\$15.92/hr.
6. Maya Ben-Shahar, PLUS Club Leader with Targeted Services Program at GVP for 1.0 hrs/day for max up to 4 days per week (Mon.-Thur.) beginning 10/10/2016 -05/04/2017; \$20.09/hr.
7. Meckenzie Dahle, EL Educational Assistant at the MS beginning 9/7/2016; General Ed-Step 2, \$14.86/hr.
8. Marcel Diggs, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
9. Leandro Ferreira, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
10. Shiloh Goodwin, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
11. Jackie Groth, Special Education EA-PCA at Bridgewater for 6.75 hrs/day beginning 8/30/2016; Special Ed, Step 1-\$15.08/hr.
12. Gao Hong, Chinese Teacher at the HS for .20 FTE beginning 8/28/2016- 06/6/2017; B.A, Step 13
13. *Michele Horak, Sped ED EA PCA at CVSEC-SUN bldng for 7 hrs/day beginning 9/10/2016.
14. Tiffany Ingham, KidVentures Site Assistant for 6.5 hrs/wk for 260 days at GVP beginning 9/15/2016; Step 1-\$12.43/hr.

15. Sydney Johnston, Sped EBD Teacher/Gen Ed at CVSEC-Alex bldng for 40 hrs/wk beginning 9/06/2016; BA, Step 0.
 16. Lacy Knutson, Dance Team Asst, Coach JV at the HS for 3 hrs/day beginning 10/24/2016; \$14.00/hr.
 17. Samuel Kuss, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.75/hour.
 18. *Armando Martinez, Custodian at GVP/SB beginning 8/31/2016; Step 1, Step 3 Custodian - \$15.93 ** Subject to change
 19. Holly McBeth, EarlyVentures Teacher at Longfellow for 37.75 hrs/wk beginning 8/29/2016; Venture Teacher, Step 3-\$16.16/hr.
 20. Cullen Mudrak, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
 21. Devin Murphy, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
 22. Davis Nemmers, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.75/hour.
 23. Kim Norton, PLUS Site Assistant with Targeted Services Program at GVP for 1.5 hrs/day for 4 days per week (Mon.-Thur.) beginning 9/27/2016 -05/04/2017; Step 2-\$12.77/hr.
 24. *Ashley Opatrny, Educational Assistant-PCA for 6.75 hrs/day Monday – Friday at GVP beginning 09/19/2016; Special Ed, Step 1-\$15.08/hr.
 25. Lars Stevenson, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
 26. Shelley Stulken, 1.0 FTE 5th Grade Classroom Teacher at Sibley beginning 8/29/2016; MA, Step 6.
 27. Thomas Vermillion, Sped EBD Teacher/Gen Ed at CVSEC-Alex bldng for 40 hrs/wk beginning 9/07/2016; MA +30, Step 14.
 28. *Jean Volkmuth, Educational Assistant 2 hrs/day Special Ed, 2 hrs/day General Ed and for a total of 4 hrs/day at the Middle School beginning 09/13/2016; Special Ed (2 hrs/day) Step 1 -\$15.08/hr, General Ed (2 hrs/day) Step 1-\$14.52/hr.
 29. *Peggy Wetmore, Sped ED EA PCA at CVSEC-Alex bldng for 7 hrs/day beginning 9/09/2016; CVSEC Special Ed, Step 2-\$15.92/hr.
 30. Khayleb Willis, Fall/Winter/Spring Recreation Position with Community Services, Tues/Thurs -2hrs beginning 09/06/2016-05/31/2017; Flag Football Coach \$9.50/hour.
 31. James Anderson, Event Worker at Various Locations beginning 9/12/2016.
 32. Daniel Lewis, 6th Grade Boys Soccer Coach for 2.5 hrs/day at the MS beginning 09/12/2016-10/19/2016; Level J, Step 1.
 33. Michael Litkewitsch, KidVentures Site Assistant, for up to 17 hrs/wk at Sibley beginning 09/12/2016; Site Asst, Step 1- \$12.43/hr.
 34. *Roseangely Montanez, Special Ed –PCA for 6.75 hrs/day at the MS, beginning 09/19/2016; Step 2 Special Ed-\$15.42/hr.
 35. Allison Trezona, Evening Site Assistant for 3 hrs/day at GVP beginning 09/15/2016-05/18/2017; Step 1-\$12.43/hr.
 36. Deborah Wagner, Media Center General Ed. EA for 2 hrs/day at the MS beginning 9/13/2016; Gen Ed, Step 3-\$15.19/hr.
- b. Increase/Decrease/Change in Assignment.
1. Paula Baragary, 1.0 FTE Teacher at Sibley Elementary, add District/Teacher Mentor at Sibley Elementary with a stipend of \$750 beginning 08/24/2016-06/06/2017;
 2. Kathy Beck, PCA 6.75 hrs/day at GVP, change to PCA 6.75, Supervisory .28 at GVP for 7.03 hrs/day beginning 08/30/2016.
 3. Jill Bohlen, PCA 6.75, Supervisory .50 at GVP for 7.25 hrs/day, change to PCA 6.75 at GVP for 6.75 hrs/day beginning 08/30/2016.
 4. Christina Chappuis, EA-LI 6.75 hrs/day; Supervisory .33 hrs/day at Sibley, change to EA-NB 6.75 hrs/day; Supervisory .40 hrs/day at Sibley beginning 09/06/2016.

5. Kelle Edwards, PCA 7.50 hrs/day at GVP, change to General Education EA for 7.00 hrs/day at GVP beginning 08/30/2016.
6. Jan Ensrud, 1.0 MS Teacher at the MS, add Teacher Mentor at the MS beginning 8/29/2016-06/06/2017; \$750 Stipend
7. Mark Ensrud, Counselor + 5 days at the High School, add 5 additional days to his contract beginning with the 2016-2017 year-ongoing;
8. Tyler Faust, 7th Grade Football Coach (hourly) at the MS, Change to 7th Grade Football Coach at the MS beginning 08/23/2016; Level H, Step 4.
9. Shannon Flegel, OT Nfld 1.0 at LF and GVP, change to Nfld OT .7 at LF and CVSEC OT .3 beginning 8/29/2016.
10. Anna Kelly, General Ed EA at GVP, add TS PLUS Club Leader at GVP for 1.0 hrs/day Mon-Thurs. (Flexible days) beginning 10/10/16-05/04/17. \$20.09/hr.
11. Lisa Laine, PCA 6.75, Supervisory .50 at GVP for 7.25 hrs/day, change to Resource Room 5.00, General Education 2.0 at GVP for 7.00 hrs/day beginning 08/30/2016.
12. Melissa Larsen, School Social Worker at GVP, Change to Positive Attention & Learning Support Specialist (PALS) at GVP beginning 08/29/2016.
13. Kristy Malecha, PCA 6.50, Supervisory .50 at GVP for 7.00 hrs/day, change to PCA 6.50, Supervisory .69 at GVP for 7.19 hrs/day beginning 08/30/2016.
14. Tresa Mazurek, PCA 6.50, Supervisory .50 at GVP for a total of 7.00 hrs/day, change to PCA 6.75, at GVP for a total of 6.75 hrs/day beginning 08/30/2016.
15. LaDonna Miller, PCA 6.50, General Education .70 hrs/day for a total of 7.20 hrs/day at GVP, change to PCA 6.75, General Education .28 at GVP for a total of 7.03 hrs/day beginning 08/30/2016.
16. Amy Pantze, PCA 6.50 hrs/day at GVP, change to Resource Room 6.50, Supervisory .50 at GVP for a total of 7.00 hrs/day beginning 08/30/2016.
17. Deborah Rasmussen, Counselor + 5 days at the High School, add 5 additional days to her contract beginning with the 2016-2017 year-ongoing.
18. Brent Rauk,, Elementary Ed. Teacher at Bridgewater, add to 7th Grade Football coach (hourly) at the Middle School, add Assistant Baseball Coach JV at the High School, beginning 08/29/2016 – 10/19/2016; \$18.00 /hr.
19. Dan Riesgraf, 1.0 Teacher at the MS, add .1 overload Teacher at the MS, beginning 08/29/2016-06/06/2017.
20. Kyle Roth, ECSE/DHH at LF, change to ECSE .8 at LF, DHH .1 at GVP, DHH .1 at SUN CVSEC beginning 8/29/2016.
21. Robin Spillman, PCA 2.50, Resource Room 1.50, General Education 3.00 at GVP for a total of 7.00 hrs/day, change to Resource Room 6.50, General Education .50 at GVP for a total of 7.00 hrs/day beginning 08/30/2016.
22. Rhonda Stanley, PCA 2.50, Resource Room 1.50, General Education 3.00 at GVP for 7.00 hrs/day, change to RR 4.59, General Education 2.50 at GVP for 7.09 hrs/day beginning 08/30/2016.
23. Jane Streitz, PCA 6.50 at GVP for 6.50 hrs/day, change to PCA 6.50, Supervisory .25 at GVP for 6.75 hrs/day beginning 08/30/2016.
24. Sarah Swan McDonald, social studies teacher at the High School, add New Teacher Mentor at the High School beginning 8/29/2016; \$750 Stipend.
25. Lori Warner, OT/AT Nfld/CVSEC (.6/.4) at the MS/ALL CVSEC, change to CVSEC AT .2 Nfld District Wide OT/AT .8 for a total of CVSEC .2 and Nfld .8 beginning 8/29/2016.
26. Jeff Wendt, Grade 6 Soccer Coach at the Middle School, Level J, change to Boys Soccer Coach 7th & 8th grade at the Middle School, Level H Step 4 beginning 09/06/2016.
27. Kathy Wiertsema-Miller, counselor + 5 days at the HS, add 5 additional days to her contract beginning with the 2016-2017 year-ongoing.
28. Sari Zack, Teacher at GVP, add Teacher Mentor at GVP beginning 09/06/2016; \$750 Stipend.
29. Jill Bohlen, PCA for 6.75 hrs/day at GVP, add .50 Supervision for a total of 7.25 hrs/day at GVP beginning 09/07/2016.

30. Michael Garlitz, Accel. Nfld., add Evening Site Assistant for up to 6 hrs/wk at GVP beginning 09/15/2016-05/18/2017; Step 2-\$12.77/hr.
31. Anna Kelly, General Ed EA at GVP, add Evening Club Leader for up to 8 hrs/wk at GVP beginning 09/15/2016; \$20.09/hr.
32. Anna Kelly, Media EA 5.5 hrs/day Supervisory EA 1.0 hrs/day at GVP, change to Media EA 5.5 hrs/day beginning 09/9/2016
33. Gail Kohl, 5th Grade Teacher at BW, add Teacher Mentor for BW beginning 09/06/2016 – 06/06/2017.
34. Tresa Mazurek, PCA for 6.75 hrs/day at GVP, add .25 Supervision for a total of 7.00 hrs/day at GVP beginning 09/07/2016.
35. Kari Prestemon, School Social Worker 1.0 FTE at the HS, change to .8 at the HS beginning 08/29/2016.

c. Leave of Absence Requests.

1. Jerome Jarvis, Custodian at GVP and Sibley, family/medical leave beginning 09/6/2016-10/19/2016.
2. Amanda Schrader, El Specialist at Sibley Elementary, family/medical leave beginning on or about 10/3/2016-01/3/2017.
3. Diane Torbenson, Teacher at GVP, family/medical leave beginning 10/24/2016 through 12/31/2016.
4. Christa Danielson, Kindergarten Teacher at Sibley, family/medical leave beginning on or about December 1, 2016 for 9 work weeks.

d. Resignations.

1. Anita Fisher Egge, School Volunteer Coordinator at the Middle School, resignation effective 09/02/2016.
2. Teresa Findlay, Due Process Clerk for the MS and GVP, resignation 09/06/2016. Returning to Special Ed position.

e. The Board approved the following:

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

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

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

VIII. Items for Information

1. Strategic Planning Update.

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

2. Board Member Committee Reports.

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

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

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

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

5. Enrollment Report.

Enrollment as of Friday, September 9, 2016, was shared with the Board.

IX. Future Meetings

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

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 9:17 p.m.

Noel Stratmoen
School Board Clerk

Committee Report

Board of Education



Name: Rob Hardy

Date Submitted: 9/19/2016 15:19:58

Committee: Human Rights Commission & District Youth Council (DYC)

During the teacher workshop day on September 1, members of the Human Rights Commission (including Larry Fowler and youth members Kajsa Johnson and Jack Cuddy) and DYC co-chair Gabi Estrada led a workshop on responding to bias incidents in the schools. Jack and Kajsa also organized a community celebration of the UN International Day of Peace on September 21. The DYC, meanwhile, is creating videos of all six school board candidates and organizing a candidate forum, as well as participating in the district's strategic planning process.

Committee Report

Board of Education



Name: Ellen Iverson

Date Submitted: 9/22/2016 1:26:40

Committee: Community Services Advisory Council

Over the summer the Community Services Advisory Council met twice. Highlights included reports on the Greenvale Park Community School, the Recreation program, and the Summer PLUS & BLAST programs. The Greenvale Park Community School demonstrated increased attendance (481 elementary, 86 middle school, and 105 high school students, 380 community members) with a range of programming from kids clubs, fitness classes, tutoring and academic-oriented programs for youth and adults, immunization and dental clinics, and food options. The Recreation program showed increased participation in activities such as skateboarding, skating school, archery, and the All Comers Track. More scholarships were awarded (82 in 2015 compared to 112 in 2016). Highlights for Summer PLUS & BLAST program included a continuation of the Reading Rockets program for elementary and enrichment club activities for middle school with rising 9th graders receiving .5 credit toward high school for 80% attendance.

Committee Report

Board of Education



Name: Julie Pritchard

Date Submitted: 9/22/2016 9:01:34

Committee: Schools For Equity in Education (SEE)

The General Membership Meeting that Dr. Hillmann and I attended included two presentations. One by Dr. David Heistad, the Director of Assessment for Bloomington Public Schools, and an expert in accountability and assessments. He presented an overview of his work in developing valid educational accountability indicators including an increased focus on a student's GPA as an indicator of post-secondary success. We also heard a presentation by Dr. Bill Morris, a leading analyst of public opinion and political trends. He presented the results from his recent surveys focusing on public perceptions of K12 education and the current political landscape. The most interesting results of his polling includes, our state's substantial support of a guaranteed minimum increase to the general fund formula that would be tied to inflation, as well as broad support for automatic renewal of existing school referenda. SEE's Executive Director, Brad Lundell, presented SEE's 2017 Legislative Platform that will focus the message to legislators during the upcoming session. The Platform focus is referendum and debt service equalization and an increase to the general fund formula of at least 3% in each of the next two years.

CURRICULUM

Report to the School Board

Monday, September 26, 2016

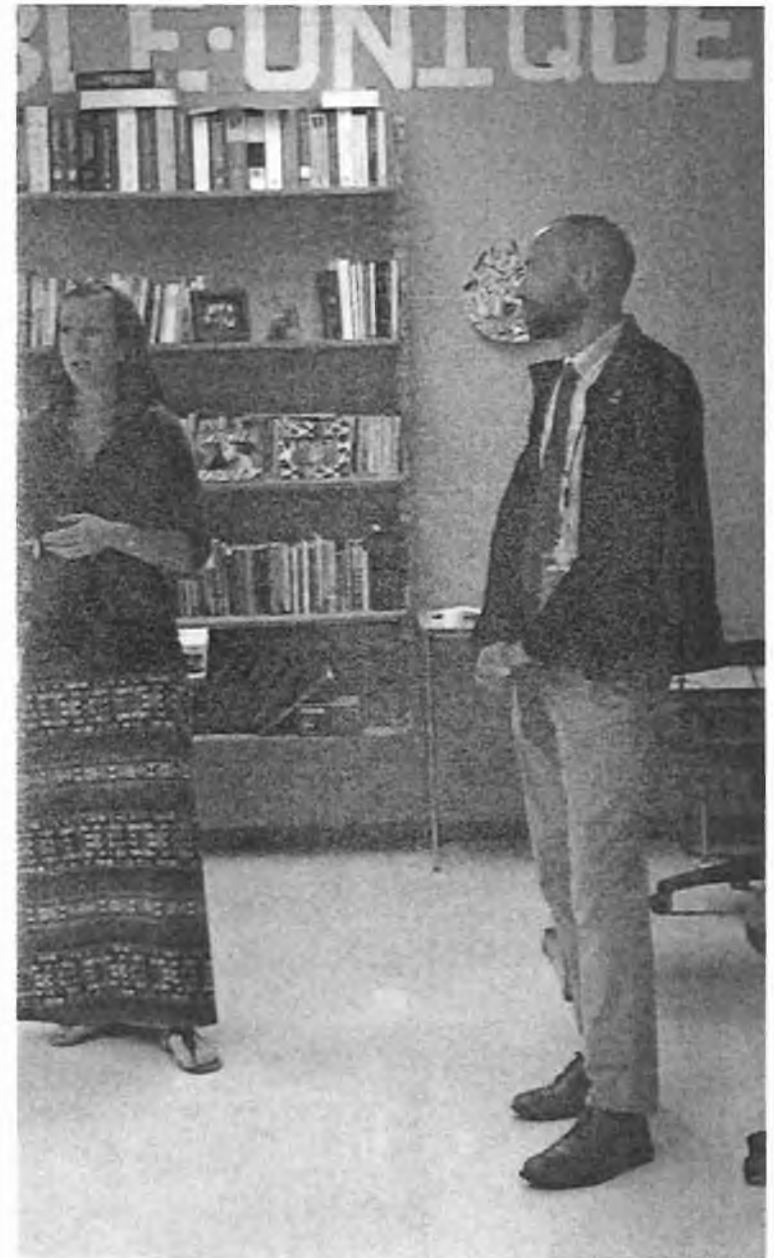
Fall Workshop Update

Monday: Teacher Workday

Tuesday: Building Meetings

Wednesday: Ready, Set, Go! Day-
Elementary
Professional Learning-PreK and Secondary

Thursday: Professional Learning-PreK-12



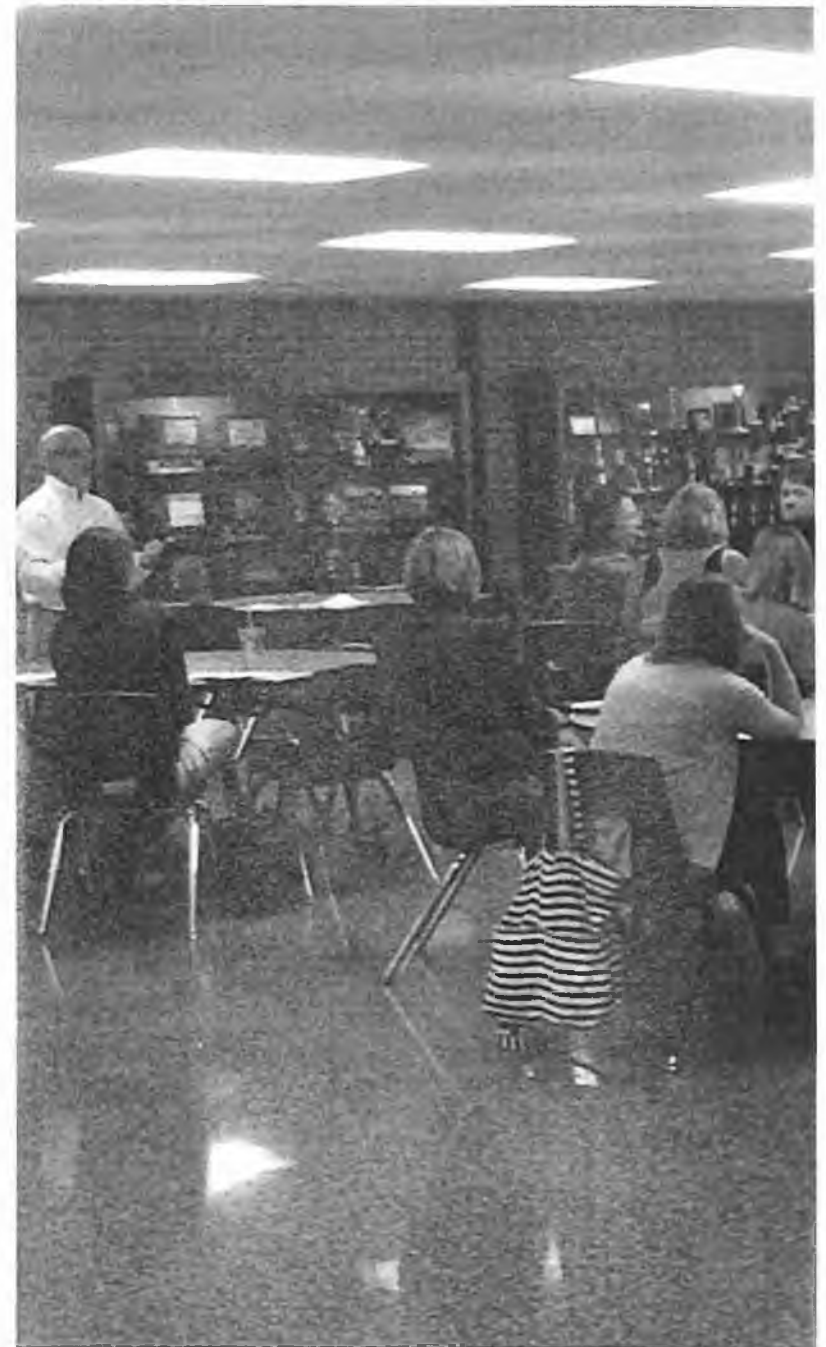
Data

131 Sessions (duplicate count)
66 Unique sessions

54 Presenters (50 on staff!)
Northfield Hospital; Northfield Human
Rights Commission; Strategic Planning
with Dr. Bruce Miles

“I liked the new format.”
Strongly agree and agree:
91.43% of secondary teachers
70.32% of elementary teachers

Including “Neutral” response:
97.14% Secondary
92.2% Elementary



Northfield Public School is committed to delivering educational excellence that empowers all learners to participate in our dynamic world.

“Here are the three elements that we should approach with ‘simplicity and diligence,’ until they are satisfactorily understood and implemented in every subject area.

1. What We Teach: This simply means a decent, coherent curriculum...
2. How We Teach: ...ordinary, structurally sound lessons that employ the same basic formula that educators have known for decades...
3. Authentic Literacy:...purposeful-and usually argumentative-reading, writing, and talking.”

Schmoker, Mike. Focus: Elevating the Essentials to Radically Improve Student Learning. ASCD, 2011. pp. 9-10

Minnesota Department of Education

- MDE Review Cycle
- **Minnesota K-12 Academic Standards Standards Review Schedule**
- Minnesota's K-12 academic standards are reviewed in one content area per year, following the schedule specified in Minnesota Statutes, section 120B.021, Subdivision 4. The schedule is as follows:
- **Arts**
- Revision in 2007-2008, implementation by 2010-2011; Revision in 2017-18, and every 10 years thereafter; implementation to be determined during rulemaking. (Districts may use state or local standards.)
- **Science**
- Revision in 2008-2009, implementation by 2011-2012; Revision in 2018-19, and every 10 years thereafter; implementation to be determined during rulemaking.
- **Language Arts**
- Revision in 2009-10, implementation by 2012-2013; Revision in 2019-20, and every 10 years thereafter; implementation to be determined during rulemaking.
- **Social Studies**
- Revision in 2010-11; implementation by 2013-2014; Revision in 2020-21, and every 10 years thereafter; implementation to be determined during rulemaking.
- **Mathematics**
- Revision in 2006-07, implementation by 2010-2011; Revision in 2021-22, and every 10 years thereafter; implementation to be determined during rulemaking.
- **Physical Education**
- MDE must adopt SHAPE America's "National Standards & Grade-Level Outcomes for K-12 Physical Education" and will adapt them as needed in 2016- 2017; implementation to be determined during rulemaking. Revised every 10 years thereafter following the 2017 revision (Minn. Stat. §§ 120B.021, Subd. 1(c); 120B.021, Subd.4(g)).
- Academic standards in **Health, Career and Technical Education**, and **World Languages** must be established locally and reviewed on a locally determined periodic review cycle (Minn. Stat. §§ 120B.021, Subd.4 (g) and 120B.022, Subd. 1). Districts must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- Updated 8.17.2016

Standards Based

- Standards found at Minnesota Department of Education
- <http://education.state.mn.us/MDE/dse/stds/>
- Minnesota Comprehensive Assessments: Based on reading, math, and science standards
- National or Association Standards:
World Languages: American Council on the Teaching of Foreign Languages

Northfield Public Schools curriculum documents are found in the Teaching and Learning section of the website.

Curriculum Review Cycle

• 6 Year Cycle for Northfield Public Schools

Years 1 and 2: Research, Evaluation, and Development

Years 3 and 4: Implementation and Evaluation

Years 5 and 6: Full Implementation

The Review Cycle and explanations are on the website in the Teaching and Learning section.

CTE on a site visit to Alexandria



Challenges and Good News

Outside Influences:

- Advanced Placement Courses
- MDE Cycle
- Publishing Companies: updates and expiration dates
- Larger classes and extra sections
- Budget

Good news:

- Dedicated teachers
- Professional Learning Communities
- Continuous Improvement: Site Improvement Plans
- Data Informed Decisions
- Technology

The Result:

- Students who are prepared to embrace their future with confidence.
- Thank you for your time!
- Questions?



DISTRICT OFFICE

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Curriculum Report to the Northfield Public School Board
Monday, September 26, 2016

Before we talk about the curriculum process, we have a brief review of Fall Workshop. A new format was introduced this year: Monday was a work day for teachers with no meetings or trainings. Tuesday began with an all staff assembly followed by a building day: Each building planned what best met their needs. Wednesday was Ready, Set, Go! Day for the elementary schools and professional learning for PreK, the Middle School, and the High School. Thursday was professional learning for all teachers.

Why is curriculum important to the mission of Northfield Public Schools? As Mike Schmoker explains, curriculum is one of the top three areas of focus for schools to improve student learning, with those three being what we teach, how we teach it, and authentic literacy.

The legislature adopts standards in curricular areas. The Minnesota Department of Education (MDE) reviews and recommends the standards and has developed the Minnesota Comprehensive Assessments (MCAs) to measure the success of the implementation of the standards. MDE has also developed a review cycle for the standards published in August 2016. The Northfield Public Schools curriculum review cycle will be reviewed and updated this year to reflect the MDE cycle. Currently Northfield Public Schools has a six year review cycle with years one and two spent in research, evaluation, and development. A committee or department meets throughout the year to analyze the standards and district data and trends, research best practice and teaching strategies, and participate in professional learning activities. The committee or department makes a request to purchase textbooks and materials near the end of year two. Years three and four are spent implementing new materials and assessments and preparing documentation. Professional learning and specific training on materials occurs. Years five and six have the standards fully embedded with adjustments made as formative assessments and data indicate the need.

There are outside influences that impact the curriculum and the curriculum process: Advanced Placement has their own cycle; MDE and the legislature can make changes at any time; publishing companies update their products and do not continue to support older products; and larger classes moving through the grade levels and extra sections in elementary or secondary require additional materials.

We have areas of good news: Our site improvement plans stress continuous improvement; we have committed to the professional learning communities; our use of data and technology are embedded in our practice; and we have highly qualified and dedicated teachers who work with the standards and the data so we can do the important work of connecting with our students and their families so the students can be prepared to follow their passions with confidence.

THE CURRICULUM REVIEW PROCESS

Northfield Public Schools

Each content area is systematically reviewed according to our district's Curriculum Review Cycle Schedule, which is aligned with the Minnesota Department of Education's standards review cycle. The curriculum review for each content area takes place over the course of 4 years and is conducted by the Curriculum and Staff Development Coordinators and a team of teachers who represent all stakeholder groups. The information below is a general outline that guides the work of each curriculum review team.

YEARS 1 & 2: Research, Evaluation & Development

- Identify goals to be accomplished throughout the curriculum review process and create an action plan to accomplish those goals.
- Study trends and issues in the content area through review of research, professional reading, site visits, PLC team work, workshops/conferences, etc.
- Analyze national, state, and district standards and benchmarks.
- Analyze the Minnesota Comprehensive Assessment (MCA) test specifications (if applicable to content area).
- Analyze the district's student performance data on state, district, and classroom assessments.
- Create mission, vision and collective commitments for content area.
- Create frameworks of K-12 curriculum that clearly identify the content that must be addressed in each grade level/course.
- Develop formative and summative assessments that address expected outcomes.
- Identify "best practice" instructional strategies.
- Identify and order resources that support the curriculum frameworks, instructional strategies, and assessments.
- Identify professional development needed to effectively implement the curriculum frameworks, instructional strategies, assessments, and resources.
- Plan for professional development and implementation.
- Periodically present findings/recommendations to administrators, content area staff, and district committees; gather feedback and make adjustments as necessary.

YEARS 3 & 4: Implementation and Evaluation

- Review/update goals and action plan.
- Provide professional development for the curriculum frameworks, instructional strategies, assessments, and resources.
- Implement curriculum frameworks, instructional strategies, assessments, and resources.
- Evaluate the effectiveness of implementation and make adjustments as necessary.
- Evaluate the curriculum review process.
- Present findings/recommendations to administrators, content area staff, and district committees; gather feedback and make adjustments as necessary.

Updated August 3, 2010

Curriculum Review Cycle Schedule: 2013/14 – 2029/30

Northfield Public Schools

	Year 1 of Cycle	Year 2 of Cycle	Year 3 of Cycle	Year 4 of Cycle	Year 6 or 7 Checkpoint
2013/14	Health FACS	Media Technology	Social Studies	Language Arts	Companeros ESL
2014/15	World Lang Business Ed	Health FACS	Media Technology	Social Studies	Science Gifted
2015/16	Industrial Tech Phy Ed	World Lang Business Ed	Health FACS	Media Technology	Language Arts
2016/17	Math	Industrial Tech Phy Ed	World Lang Business Ed	Health FACS	Social Studies
2017/18	Art Music	Math	Industrial Tech Phy Ed	World Lang Business Ed	Media Technology
2018/19	Science	Art Music	Math	Industrial Tech Phy Ed	Health FACS
2019/20	Language Arts	Science	Art Music	Math	World Lang Business Ed
2020/21	Social Studies	Language Arts	Science	Art Music	Industrial Tech Phy Ed
2021/22	Media/ Technology	Social Studies	Language Arts	Science	Math
2022/23	Health/ FACS	Media/ Technology	Social Studies	Language Arts	Art Music
2023/24	World Language/ Business Ed	Health/ FACS	Media/ Technology	Social Studies	Science
2024/25	Industrial Tech Phy Ed	World Language/ Business Ed	Health/ FACS	Media/ Technology	Language Arts
2026/27	Math	Industrial Tech Phy Ed	World Language/ Business Ed	Health/ FACS	Social Studies
2027/28	Art Music	Math	Industrial Tech Phy Ed	World Language/ Business Ed	Media/ Technology
2028/29	Science	Art Music	Math	Industrial Tech Phy Ed	Health/ FACS
2029/2030	Language Arts	Science	Art Music	Math	World Language/ Business Ed

Draft: June, 2015

BOARD OF EDUCATION

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www.northfieldschools.org**MEMORANDUM**

To: Members of the Board of Education

From: Fritz Bogott, Ellen Iverson, and Julie Pritchard

Date: September 21, 2016

Re: Report of the Subcommittee on Superintendent Evaluation

At the September 12, 2016, School Board meeting, the subcommittee on Superintendent Evaluation presented the revised evaluation timeline and form. During the Board discussion, two questions were raised for the subcommittee to address:

- Should the Board consider a 360-degree evaluation as part of the Superintendent Evaluation?
- Are all items that are performance measures sufficiently visible to Board members in ways that Board members can provide ratings and describe evidence?

In response to the 360-degree question, Board Chair Pritchard contacted MSBA for their guidance in understanding how a 360-degree evaluation could be included as an aspect of the Superintendent's evaluation. In review of the information provided by MSBA related to data privacy considerations and Minnesota's Open Meeting Law, the subcommittee recommends that we not include a 360-degree approach to the Superintendent Evaluation. In light of the information from MSBA, we do not think it is in the best interest of the district to add a 360-degree approach to our current process. We recommend that School Board members be the sole evaluators of the district's superintendent. For Board members' information, we have included in the Board packet an article addressing this topic published in the July 2011 *MSBA's Management Services newsletter*.

In response to the performance measures, one of the most important parts of the superintendent's evaluation is the written comments as they are the most valued aspect of the evaluation process. To provide further clarity to the nature and scope of the feedback Board members will provide, we have revised the comment portion to include observations, interactions, and overall knowledge of the performance. We think that Board members should have visibility or the means of seeking additional information related to the progress on the evaluation goals and performance measures identified. We have included the revised Superintendent Evaluation form in the Board packet. Lastly, we are also recommending that after one year, the Board revisit the revised timeline and form and make adjustments accordingly.

We look forward to a discussion of our recommendations related to these questions. Ideally, we would like to approve the revised timeline and form along with Dr. Hillmann's 2016-17 goals at our September 26, 2016, School Board meeting.

*employee's proven offense and (b) the record of the employee in his/her service with the [school district]?
"A 'no' answer to any one or more of the above questions normally signifies that just and proper
cause for discipline did not exist."*

SUPERINTENDENT EVALUATION AND 360-DEGREE EVALUATIONS

by Sandy Gundlach, MSBA Director of School Board Services

The superintendent's performance evaluation is an important activity that should be conducted at least annually as a best practice even though no legal requirement to that effect exists. The evaluation should be based on the superintendent's job description and any previously established goals and/or expectations. School boards should determine when and how often the evaluation(s) will take place, what criteria and tools will be used, and what evaluation procedures will be followed.

MSBA has long recommended that school boards not use "360-degree evaluations" to evaluate their superintendents. Such evaluations gather information from a variety of individuals (such as subordinates, peers, parents, students, and the public) to be used by school boards to determine their superintendents' strengths and/or areas in need of improvement. Advocates of 360-degree evaluations typically believe non-board members' evaluations are beneficial as one of several information sources. However, MSBA's reasons for rejecting 360-degree evaluations are provided below.

Governance: the school board, as a body, is the hiring authority. Because the school board employs and directs the superintendent, the school board is the entity responsible for evaluating the superintendent's performance. School district staff and community members are not responsible for hiring or directing the superintendent. They do not possess all of the information about the entire school district needed to effectively judge the superintendent's performance, and the school district's staff is directed and evaluated by the superintendent – not the other way around.

Open Meeting Law: school boards, unlike boards of private entities, are subject to Minnesota's Open Meeting Law (OML). When 360-degree evaluations are used, respondents often take the opportunity to vent their frustrations about the superintendent's (or other employee's) performance, and performance data is protected data which cannot be discussed in an open meeting. The school board is then expected to address those negative comments at an open school board meeting, and, if it does not do so, respondents may be disappointed, and unnecessary conflict may result.

Data Privacy: another factor to consider is data privacy. The superintendent's evaluation, like any evaluation, generates private, personnel data that are intended for the hiring and supervising authority (the school board) and superintendent only. The data that are created by the 360-degree evaluations are considered to be government data, and, as noted above, if a respondent includes comments about the superintendent's performance, the comments may be classified as private, personnel data. If so, the school board must protect the privacy of that information. In addition, some respondents may take the opportunity to vent about other school district employees, which may create additional private data that must also be protected.

Past Experience: in situations where 360-degree evaluations are helpful, the superintendent – not the school board – controls the process. The information gleaned from the evaluations is used for personal reflection and self-improvement. The superintendent decides whether to share the evaluation results with the school board. If a positive school board-superintendent relationship exists, the 360-degree evaluation may be viewed as useful; conversely, if problems exist, the evaluation will likely make matters worse. Newly hired superintendents are often expected to use the 360-degree evaluation process that was developed for the previous superintendent, even though the priorities and performance expectations have changed. Ultimately, the evaluation of a new superintendent must be determined by the school board working with that superintendent based on the superintendent's goals and the school board's expectations.

YOUTH SPORTS PROGRAMS (CONCUSSIONS)

by Bob Lowe, MSBA Director of Management Services

Effective September 1, 2011, M.S. 121A.37 requires that "any municipality, business, or nonprofit organization that organizes a youth (ages 18 and under) athletic activity for which an activity fee is charged, shall:

"(1) make information accessible to all participating coaches, officials, and youth athletes and their parents or guardians about the nature and risks of concussions, including the effects and risks of continuing to play after receiving a concussion . . . All information must be in keeping with protocols and content consistent with the current medical knowledge available from the Centers for Disease Control and Prevention (CDC).

"(2) require all participating coaches and officials to receive initial online training and online training at least once every three years thereafter. All online training must be consistent with the program, *Concussion in Youth Sports*, online training program on the CDC's website."

Coaches and officials using the CDC's online training tool can print a certificate demonstrating that

NORTHFIELD PUBLIC SCHOOLS

Superintendent Goals and Evaluation

TIMELINE

Winter/Spring

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

Summer

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

Winter

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

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

NORTHFIELD PUBLIC SCHOOLS

Superintendent's Annual Summative/Formative Assessment Form

Name:

Date:

Appraisal Period: From to

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

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

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

- I. Use these codes for the mid-year, formative evaluation:
 - 1 No progress** toward meeting this item/goal
 - 2 Limited progress** toward meeting this item/goal but improvement or greater progress is needed if item/goal is to be met
 - 3 Demonstrated progress** toward meeting this item/goal - on track to meeting expectations.
 - 4 Significant demonstrated progress** toward meeting this item/goal.
 - 5 Goal/item is already met and expectations exceeded.**
 - UA Unable to Answer**
- II. Use these codes for the end-of year, summative evaluation:
 - 1 Indicates unacceptable performance.** This evaluation code indicates that the Superintendent did not demonstrate any evidence of meeting expectations for this item during the review period.
 - 2 Indicates improvement needed.** This evaluation code indicates that the Superintendent demonstrated some evidence for aspects of this item but did not meet expectations for this item during the review period.
 - 3 Indicates meets expectations.** This evaluation code indicates that the Superintendent demonstrated and met expectations for this item during the review period.
 - 4 Indicates very good performance.** This evaluation code indicates that the Superintendent demonstrated and exceeded expectations for this item during the review period.

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

UA Unable to answer.

1. District Goals

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

Comments:

2. Mission and Vision

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

Comments regarding your observations, interactions or overall knowledge of the performance on these topics:

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

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

Comments regarding your observations, interactions or overall knowledge of the performance on these topics:

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

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

Comments regarding your observations, interactions or overall knowledge of the performance on these topics:

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

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

Comments regarding your observations, interactions or overall knowledge of the performance on these topics:

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

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

Comments regarding your observations, interactions or overall knowledge of the performance on these topics:

7. Oversees contractual negotiations with all bargaining units.

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

Comments regarding your observations, interactions or overall knowledge of the performance on these topics:

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

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

Comments regarding your observations, interactions or overall knowledge of the performance on these topics:

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

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

Comments regarding your observations, interactions or overall knowledge of the performance on these topics:

10. Oversees charter schools authorized by the District.

Monitors and evaluates the District's portfolio of charter schools' academic, financial, operational and student performance, including the school's compliance with the District's contract and applicable law.	[1] [2] [3] [4] [5] [UA]
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Comments regarding your observations, interactions or overall knowledge of the performance on these topics:

MEMORANDUM

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

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

DATE: September 8, 2016

RE: Proposed Superintendent's Goals 2016-17

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

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

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

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

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

Dear Commissioner Cassellius:

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

☐ All licensed staff members in the district.

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

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

Signature of District Superintendent or School Board Chair

Date

Signature of President of the Exclusive Representative of the Teachers

Date

Potential Dundas Dome Rental

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

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

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

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

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

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

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

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

Next Steps

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

Dundas Dome Rental - Frequently Asked Questions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Preliminary Levy Certification Pay 2017

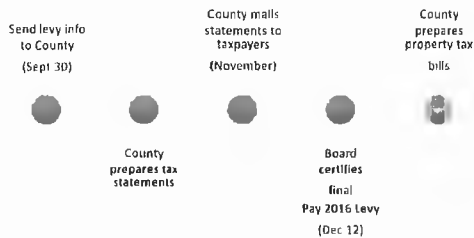
Northfield Public Schools
September 26, 2016

What is the levy? What does it do for us?

- Provides 21% of our overall budget
- Includes voter approved levies as well as state-authorized levies
- Allows the District to provide quality educational programming



Truth in Taxation Timeline



Tax Levy and Budgeting

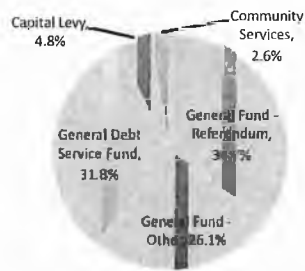
Pay 2017
(Levy Year • January 2017-December 2017)



2017-18 School Year
(Budget Year • July 2017-June 2018)

Pay 2017 includes adjustments from previous years (up to three years)

Proposed Pay 2017 Property Tax Levy



Subtotals by Fund	Pay 2017 Proposed Levy	Pay 2016 Certified Levy	Increase (Decrease)	Percent Change
General Fund	\$10,214,628.72	\$10,374,684.46	\$(160,055.68)	(1.5%)
Community Services Fund	\$404,181.75	\$407,503.44	\$(3,321.65)	(0.8%)
General Debt Service Fund	\$4,862,475.11	\$4,765,914.22	\$96,560.89	2.1%
Total	\$15,581,285.67	\$15,548,102.12	\$33,183.55	0.2%

Subtotals by Truth in Taxation Category	Pay 2017 Proposed Levy	Pay 2016 Certified Levy	Increase (Decrease)	Percent Change
Voter Approved	\$10,390,629.61	\$10,150,745.27	\$239,884.34	2.4%
Other	\$5,190,656.06	\$5,397,356.85	\$(206,700.79)	(3.8%)
Total	\$15,581,285.67	\$15,548,102.12	\$33,183.55	0.2%

Subtotals by Tax Base	Pay 2017 Proposed Levy	Pay 2016 Certified Levy	Increase (Decrease)	Percent Change
Referendum Market Value*	\$7,412,762.27	\$7,369,857.73	\$42,904.54	0.6%
Net Tax Capacity	\$8,168,523.45	\$8,178,244.39	\$(9,720.92)	(0.1%)
Total	\$15,581,285.67	\$15,548,102.12	\$33,183.55	0.2%

*Includes Operating Referendum and Equity Revenue

Levy History

	Pay 17 Proposed Levy	Pay 16 Certified Levy	Pay 15 Certified Levy	Pay 14 Certified Levy	Pay 13 Certified Levy
General Fund	\$10,214,628.78	\$10,374,684.41	\$9,786,009.72	\$9,285,857.04	\$9,315,210.73
Community Services	\$404,181.79	\$407,503.44	\$409,538.51	\$398,416.90	\$387,755.90
Debt Service	\$4,962,475.10	\$4,765,914.27	\$5,384,485.01	\$5,593,335.50	\$5,653,934.34
Total	\$ 15,581,285.67	\$ 15,548,102.12	\$ 15,580,033.24	\$ 15,277,610.44	\$ 15,356,900.97
Difference	\$33,183.55	\$(31,931.16)	\$305,133.30	\$(79,290.53)	\$(652,446.52)
Percent Change	0.20%	(0.20%)	2.00%	(0.52%)	(4.08%)

Pay 2017 Notable Changes

- Long-Term Facilities Maintenance Revenue
- Uniform General Education levy – phase out
- Health & Safety
- Operating Capital
- Lease Levy comparable to prior with 3 CVSEC sites



Analysis

- Pay 2017 levy: 0.2% increase compared to Pay 2016
- Referendum inflationary factor plays a role
- Long Term Facilities Maintenance Revenue – Combining Health & Safety, Deferred Revenue and Alternative Facilities Bonding
- Overall slight increase in funding

Questions?

Pay 2017 Preliminary Levy Certification Narrative | September 26, 2016
Val Mertesdorf | Director of Finance

What is the levy? What does it do for the District?

We are asking for preliminary certification of the Pay 2017 property tax levy tonight. The levy is the local portion of taxes that are authorized, either by the State or by local voters, and eventually provide us with funding. Our local levy provides approximately 21% of our overall budget. Our budget supports the resources needed – human and capital – to provide quality educational programming for students in our schools. Our proposed levy will be 0.2% more than last year's levy.

Truth in Taxation Timeline

After we certify this proposed levy, the District will send the information to the county auditor's office by September 30th. At that point, the County begins preparing tax statements that are mailed to taxpayers in November. We will then hold our Truth in Taxation hearing during the regular School Board meeting on December 12th and ask the Board to finalize certification of the Pay 2017 levy.

Tax Levy and Budgeting

The State's tax year and our budget year don't quite match up. The Pay 2017 levy covers a span from January 2017 through December 2017. Property taxes are paid in May and October each year while our budget year runs from July 2017-June 2018. These levy dollars will eventually provide a portion of our funding for that budget year.

Each levy can also include budget adjustments from previous levy years – both positive and negative. These adjustments can be made for a period of up to three years.

Proposed Pay 2017 Property Tax Levy

This pie graph demonstrates (see PowerPoint file) the different categories that comprise our overall proposed levy.

The table (next slide) illustrates the subtotals of the levy by fund, by voter approved, and by tax base.

Overall, a decrease in the general fund and community services fund is helping offset the increase in debt service.

The voter approved category shows an increase of \$239,884.34. This is primarily due to the increase in debt service. This year we will be making the final payment for the Bridgewater building bond. To maintain consistency for taxpayers we structured the Middle School building bonds to have an accelerated payment schedule beginning in 17-18.

The decrease in the other category of \$206,700.79 is largely due to the change in the equalization of the operating capital formula. We will now receive more state aid for this program.

We have also included a five year levy analysis. The four percent reduction for Pay 2013 was an effort by the District to help taxpayers when the legislature repealed the Market Value Homestead credit. Over the past five years the District has averaged a 0.52% decrease in the levy.

Pay 2017 Changes

There are minor changes for Pay 2017 when compared to Pay 2016. The most notable change is the phased increase of the Long Term Facilities Maintenance Revenue program. This program combines the old Health & Safety, Deferred Revenue and Alternative Facilities Bonding programs into one revenue source. This revenue can be used to maintain our current buildings or prevent further erosion. This was approximately a \$310,000 increase over the prior year.

The Uniform General Education Levy that was brought back on the Pay 2015 levy was voted to be phased out. This is roughly \$80,000 that will be phased out by 2017.

Fiscal year 2015-16 was the last year we used the Health and Safety program, we had a few large projects that we did not complete which resulted in a negative adjustment on the Pay 2017 levy. Operating capital in total will be maintained, but the state will pick up a larger share in the form of aid instead of levy moving forward.

Also notable was the fact that our lease levy revenue is very consistent despite moving from one site with the joint powers agreement to three sites with the Cannon Valley Special Education Cooperative. This is directly related to the Cooperative having four member districts instead of two.

Summary

This District is proposing we levy at our max authority of \$15,581,285.67 which represents a 0.20% increase compared to last year.

Northfield Public Schools | Charter School Authorizer Renewal Update

09.26.2016

As part of the action plan to maintain our charter school authorizer status, we are asking the Board to approve the District's Mission and Vision statements specific to our role as a charter school authorizer. The proposed Mission and Vision statements are as follows:

Vision: Northfield Public Schools families should have access to high quality public charter schools within the District boundaries.

Mission: Our mission (as an authorizer) is to authorize high quality charter schools within the Northfield School District boundaries.

The mission and vision will be part of a comprehensive web site designed to communicate our approach, processes, and procedures as an authorizer. A screenshot is included below. Superintendent Hillmann will provide a brief demonstration of the web site at the Board meeting.

The screenshot displays the Northfield Public Schools website. At the top left is the Northfield Public Schools logo. To its right is a small box with the text: "Weather and school alerts will appear here. [Learn more »](#)". Below the logo is a dark navigation bar with links: "About the District", "Schools", "Departments", "Academics", "Community Services", "News & Publications", "Activities & Events", "Calendars", and "Contact". The main content area is divided into a left sidebar and a right main section. The sidebar, titled "In this section:", lists various links: "Superintendent's Welcome", "Mission & Objectives", "School Board", "Handbooks", "Staff Directory", "Enrollment", "District Boundaries", "Transportation", "Employment", "2011 Levy Election", "Charter School Authorization", "Annual Goals", "Authorizer Team", "Best Practices and Collaboration", and "Contracts and Renewals". The main section is titled "Private: Charter School Authorization [Edit](#)". It contains several sub-sections: "Charter School Authorization" (with a paragraph about the district's history), "Authorizer Vision" (with a paragraph about family access), "Authorizer Mission" (with a paragraph about the mission), "Authorizer Beliefs and Organizational Strategies" (with a paragraph about district beliefs), "Public Education" (with a paragraph about the foundation of the democratic republic), and "Learning" (with a paragraph about nurturing gifts and talents).

Northfield
PUBLIC SCHOOLS

Weather and school alerts will appear here. [Learn more »](#)

[About the District](#) [Schools](#) [Departments](#) [Academics](#) [Community Services](#) [News & Publications](#) [Activities & Events](#) [Calendars](#) [Contact](#)

In this section:

- [Superintendent's Welcome](#)
- [Mission & Objectives](#)
- [School Board](#)
- [Handbooks](#)
- [Staff Directory](#)
- [Enrollment](#)
- [District Boundaries](#)
- [Transportation](#)
- [Employment](#)
- [2011 Levy Election](#)
- [Charter School Authorization](#)
- [Annual Goals](#)
- [Authorizer Team](#)
- [Best Practices and Collaboration](#)
- [Contracts and Renewals](#)

Private: Charter School Authorization [Edit](#)

Charter School Authorization

Northfield Public Schools has a long history of supporting public school choice within our district. In that spirit, Northfield Public Schools serve as a Minnesota Department of Education approved charter school authorizer

Authorizer Vision

Northfield Public Schools families should have access to high quality public charter schools within the District boundaries.

Authorizer Mission

Our mission (as an authorizer) is to authorize charter schools within the Northfield School District boundaries

Authorizer Beliefs and Organizational Strategies

Northfield Public Schools has a long history of supporting public school choice with our district. These district beliefs have been tailored to meet our mission as an authorizer

Public Education

We believe that public education is the foundation of our democratic republic. Charter schools are an important part of our public education system.

Learning

We believe that everyone can learn and has unique gifts and talents that must be nurtured and valued. We believe that learning is a lifelong, multi-faceted process that involves more than academics. We recognize that students learn in different

The District is continuing to build the web site and will submit it in accordance with the current timelines associated with our action plan.

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 15th day of Sept, 2016 by and between Sibley PTO, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

TERMS

\$5000 - Classroom Funding (25 teachers)
\$1200 Specialist Funding
\$6200 TOTAL

Sibley PTO - Pasha Quaas
Donor

Approved by resolution of the School Board on the 26 day of Sept, 2016

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

COMMUNITY SERVICES
Fall 2016 Brochure Instructors

Victor Albrecht	Robert Knutson
Alan Anderson	Angela Lauterbach
American Red Cross	Juliana Lima
Alice Barevich	Mike Lynch
Jay Benanav	Mad Science of Minnesota
Doug Bengtson	Mary Malone
Carly & John Born	Gail Marek
Kate Buckmeier	Bob McNeely
Community Services Staff	North Star Haidong Gumdo
Teresa Cover	Northfield Arts Guild
Kevin Dahle	Nfld Raiders Clay Target Club Instructor
Michael Detjen	Northfield Senior Center Staff
Robert Dobrow	Northfield Skating School Staff
Sandra Donohue	Project ABLE Staff
Doorway to College	Renee Reinardy
Daniel Elo	St Olaf Honor House Students
Tracy Fossum	Kate Southwick
Arlette Gerber	Sports Unlimited
Cynthia Gilbertson	Angela Sydnese
Dave Gilmore	Carey Tinkelenberg
Gracia Gimsa McKinley	Vicki Tyler
Tracy Giza	Mary Upham
Gary Greenlund	Watch Me Draw
Lori Hameister	Waterford Warriors Snowmobile Club
Heartwork Yoga Studio	Griff Wigley
Daniel Hummel	Scott Wopata
Tom Jacobson	Youth Enrichment League Staff
Naomi Jirele	

To: Dr. Matt Hillmann, Superintendent
From: Tom Graupmann, Director of Student Activities
RE: Student Activity Account/ Girls' Swimming & Diving
Date: September 6, 2016

The students participating in Girls' Swimming & Diving this year have determined that an additional coaching position would be valuable to their team.

The MAFA Manual that oversees operations of a student activity fund states that student activity accounts are used to account for funds raised by the students to be used for the students. The Minnesota Department of Education has authorized students to fund raise for additional coaches.

The Girls' Swimming & Diving team will be allocating \$1,500 (inclusive of salary and benefits) for the 2016-17 school year to hire Cindy Boyum at a rate of \$14.00 per hour. I have verified that there are sufficient funds available in the activity account.

The staff will complete a payroll claim form. The Activities Office will review and approve the payroll claim form and submit to payroll. The Finance Department will process payroll and invoice the student activity account quarterly for the total cost of salary and benefits.

If you have any questions, please contact me.

Thanks!

Policy 210.1 CHARTER SCHOOL AUTHORIZER CONFLICT OF INTEREST

As an authorizer, Northfield Public Schools does not run charter schools; it functions to carry out monitoring and oversight, to assure compliance with the law, and support the establishment and success of innovative and successful public charter schools. Therefore, Northfield Public Schools shall not enter into the following types of contracts with schools it authorizes:

- financial management,
- administration,
- accounting or auditing services, or
- lease of space.

Before Northfield Public Schools would offer any other services to schools, such as training, the School Board will first obtain clarification to confirm that provision of such services is allowed to charter school authorizers.

Northfield Public School's responsibilities as an authorizer require that it provide comprehensive oversight of its chartered schools. Northfield Public Schools is a legally authorized agency to help ensure public accountability for the schools that Northfield Public Schools authorizes. Northfield Public Schools will operate in a monitoring relationship providing feedback on compliance, sharing observations, asking questions, facilitating sharing of effective practices and evaluating school performance based on the Northfield Public Schools-School contract and law to help ensure the success of the schools that Northfield Public Schools authorizes.

In addition, Northfield Public School's contract language will provide that, except as otherwise provided in the contract itself or by Applicable Law, the Authorizer has no authority, control, power, administrative or financial responsibility over the School.

The sole purpose of Northfield Public Schools, as an authorizer, is to authorize public charter schools in accordance with all Minnesota Statutes that govern the duties and responsibilities of charter school authorizers. Contracts with authorized schools will provide that the schools have the full extent of autonomy allowed to Minnesota charter schools under the law, and that except as otherwise provided by the authorizer contract or Applicable Law, the authorizer has no authority, control, power, administrative or financial responsibility over the School.

Policy 210.1 – Charter School Authorizer Conflict of Interest

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

ESSA

Every Student Succeeds Act



You are invited...

To join Commissioner Brenda Cassellius and the Minnesota Department of Education for a regional meeting on the Every Student Succeeds Act:

Come learn and share your thoughts about the Every Student Succeeds Act (ESSA) and the vision for the Minnesota State Plan so far.

Duluth: October 5

Denfeld H.S. Auditorium, 401 N. 44th Avenue W.

Bemidji: October 6

Bemidji H.S. Performing Arts Center, 2900 Division Street W.

Marshall: October 13

Marshall M.S. Theater, 401 S. Saratoga

Rochester: October 14

Wood Lake Meeting Center, 210 Wood lake Drive SE

St. Cloud: October 26

Apollo H.S. Auditorium, 1000 44th Avenue N.

Burnsville: November 3

Diamondhead Education Center, 200 W. Burnsville Parkway

All events 6:00 - 7:30 p.m.

Please register by visiting education.state.mn.us/MDE/ESSA.

Please contact us to request a reasonable accomodation to participate in these events. Call 651-582-8800 or email mde.essa@state.mn.us.

Minnesota Department of
Education

Bus Driver Appreciation Breakfast

When: Friday, October 28, 2016

Where: Bridgewater Elementary Cafeteria

Time: 8:20-9:00 a.m.

Why: The Northfield Public School District appreciates all that you do to keep our students safe, and this is one small way to say thank you!

