

OFFICIAL MINUTES

Chatfield Public Schools School Board ISD #227

Regular Board Meeting

Date / time 5/5/2021 7:01 PM | *Meeting called to order by* Board Chair Lanny Isensee

In Attendance

Pursuant to due call and notice thereof, the regular meeting of the School Board of Independent School District No. 227, Olmsted, Fillmore and Winona Counties was held on Wednesday May 5, 2021.

Roll call was taken with these members present in-person: Isensee, Harstad, Keefe, Thompson; and these members via video conference: McMahon; Priebe was absent. All present said the Pledge of Allegiance.

To view this meeting online: [CCTV- Chatfield Public Schools \(chatfieldschools.com\)](https://chatfieldschools.com)

Approval of Agenda

Keefe/Harstad motion to approve the agenda with these additions & removals:

ADD:

8. Consent Items

- b. Approve these new job postings:
 - ii. Varsity Boys Basketball Coach
 - iii. JV Boys Basketball Coach
- c. Approve resignations:
 - i. Dawn Lubahn/HS Para
 - ii. Jeff DeBuhr/Varsity Boys Basketball Coach
 - iii. Ryan Eppen/JV Boys Basketball Coach
- d. Approve Winter 2021-2022 Varsity Coaches
 - i. Brenda Nelson-Strande/Dance
 - ii. Brian Baum/Girls Basketball
 - iii. Matt Mauseth/Wrestling
- e. Approve Extended School Year Elem SpEd Hire: Kelly Reinecke
- f. Approve Summer School Hires
 - i. Brenda Semmen/Elementary
 - ii. Elissa Johnsrud/Elementary
 - iii. Samantha Thorson/Elementary
 - iv. Mitch Lee/High School Teacher
 - v. Regan Little/High School Para
- g. Approve new hires:
 - i. Sara Duxbury/Senior Class Advisor
 - ii. Jessica Hanson/Sr High Knowledge Bowl Coach
 - iii. Nora Gathje/MN Honor Society Advisor

REMOVE:

11. Action Items

- c. Resolution for Membership Renewal in the MSHSL

Motion carried 5-0

Approval of Claims & Accounts

Harstad presented claims & accounts and recommended their approval as presented. Keefe/Thompson motioned their approval. Motion carried 5-0

Reports

Tom Keefe – HVED: is amazed at the number of resources for students and parents especially for the 0-3 age group.

Isensee, McMahon, Priebe – Facilities & Finance: discussion on renewing an operating levy referendum at November election. Finances are a little better than expected this due to COVID19 funding.

Shane McBroom – Elementary Principal: With the help of Officer Landorf we were able to complete this year's DARE program. The 5th graders were able to enjoy Eagle Bluff. MCA testing is complete. A complete copy of his report is attached.

Randy Paulson – High School Principal: Our Achievement & Integration Budget plan was approved by MDE. Lots of teams heading to state competitions this year including History Day, FFA & Speech. Annual Spring banquets and graduation are planning in-person events with limited attendance. Lanny Isensee and Josh Thompson will hand out diplomas at graduation. We have received \$8000 in renewable scholarship grants from the Gene Haas Foundation for our engineering and manufacturing students. A complete copy of his report is attached.

Ed Harris - Superintendent: National Education Week was celebrated at the high school with coffee cake & pizza and at the elementary with Mr. McBroom grilling for his staff. The summer food service program application has been submitted. Budgets for the ESSER II & III funds are under development. School Perceptions is working on a survey regarding the upcoming referendum that will be submitted to the community in July. CYFA has proposed a joint project with us to build a concession/storage facility. He recommends approving the HVAC resolution and the F21 revised budget in Action Items. A complete copy of his report is attached.

Approval of Consent Items

Harstad/Keefe motion to approve the Consent Items.

- a. Approve April 14, 2021 Meeting Minutes
- b. Approve the following job postings:
 - i. 2 Intermediate Elementary Teachers
 - ii. Varsity Boys Basketball Coach
 - iii. JV Boys Basketball Coach
- c. Approve resignations:
 - i. Dawn Lubahn/HS Para
 - ii. Jeff DeBuhr/Varsity Boys Basketball Coach

- iii. Ryan Eppen/JV Boys Basketball Coach
- d. Approve Winter 2021-2022 Varsity Coaches
 - i. Brenda Nelson-Strande/Dance
 - ii. Brian Baum/Girls Basketball
 - iii. Matt Mauseth/Wrestling
- e. Approve Extended School Year Elem SpEd Hire: Kelly Reinecke
- f. Approve Summer School Hires
 - i. Brenda Semmen/Elementary
 - ii. Elissa Johnsrud/Elementary
 - iii. Samantha Thorson/Elementary
 - iv. Mitch Lee/High School Teacher
 - v. Regan Little/High School Para
- g. Approve new hires:
 - i. Sara Duxbury/Senior Class Advisor
 - ii. Jessica Hanson/Sr High Knowledge Bowl Coach
 - iii. Nora Gathje/MN Honor Society Advisor

Motion carried 5-0

1st Reading of District Policies

Chair Isensee noted that the following district policies are before the board for their first reading. The board should refer any questions to Mr. Harris.

- a. 407 Employee Right to Know-Exposure to Hazardous Substances
- b. 704 Development & Maintenance of an Inventory of Fixed Assets and A Fix Asset Accounting System
- c. 705 Investments
- d. 801 Equal Access to School Facilities

2nd Reading of District Policies

Thompson/Harstad motion to approve the following policies:

- a. 901 Community Education
- b. 902 Use of School District Facilities & Equipment
- c. 906 Community Notification of Predatory Offenders
- d. 907 Rewards

Motion carried 5-0

All district policies can be found at: [Forms & Policies - Chatfield Public Schools \(chatfieldschools.com\)](https://www.chatfieldschools.com/forms-policies)

Action Items

- a. Keefe/Harstad motion to approve Local Literacy Plan. A copy of this plan is attached.
Motion carried 5-0.

- b. Board Member Josh Thompson introduced the following resolution:

Education Identity & Access Management Board Resolution

Board member Harstad motioned for adoption of the forgoing resolution; it was duly seconded by board member Thompson and upon vote being taken thereon, the following voted in favor thereof: Isensee, Harstad, Keefe, Thompson, McMahon.

The following voted against: none

Motion carried 5-0. Whereupon said resolution was declared duly passed and adopted. A complete copy of the resolution is attached.

- c. Removed from agenda due to not receiving resolution from MSHSL.
d. Board Member Josh Thompson introduced the following resolution:

Resolution Authorizing Contract for Services with Southeast Mechanical (Lanny Isensee) Chatfield MN

WHEREAS, the School District wishes to retain the services of an experienced mechanical services contractor to perform maintenance and repair services; and

WHEREAS, School Board member **Lanny Isensee** is experienced at providing such services through **Southeast Mechanical**, a business that he owns; and

WHEREAS, the School Board has determined that the District should retain **Southeast Mechanical** to provide such services; and

WHEREAS, Public officers cannot have a financial interest in a contract with a School Board unless a statutory exemption applies. A contract for professional mechanical services is exempt under Minnesota Statutes, section 471.88, subdivision 5; and

WHEREAS, Minnesota Statutes, section 471.89, subdivision 2, requires the School Board to adopt a resolution setting forth the essential facts of the contract and determine that the price is as low or lower than the price elsewhere.

NOW, THEREFORE be it resolved by the School Board of Independent School District No. 227, Chatfield Public Schools, as follows:

1. The School Board has thoroughly considered this matter and determined **Southeast Mechanical** will best suit the needs of the District for maintenance and repair services. The contract with **Southeast Mechanical** is hereby approved. Said contract sets forth the essential facts of the agreement.
2. The contract price for maintenance and repair services agreed to between the School Board and **Southeast Mechanical** is as low as or lower than the price at which the related services can be obtained elsewhere.
3. **Lanny Isensee** shall file an affidavit as required by Minnesota Statutes, section 471.89, subdivision 3, prior to the District's payment of any fees under the contract.

Board member Keefe motioned for adoption of the forgoing resolution; it was duly seconded by board member Harstad and upon vote being taken thereon, the following voted in favor thereof: Harstad, Keefe, Thompson, McMahon.

The following voted against: none

The following abstained: Isensee

Motion carried 4-0. Whereupon said resolution was declared duly passed and adopted. A complete copy of the resolution is attached.

- e. Keefe/Harstad motion to approve FY21 revised budgets. Mr. Harris reviewed these with the board. A budget sheet is attached. Motion carried 5-0

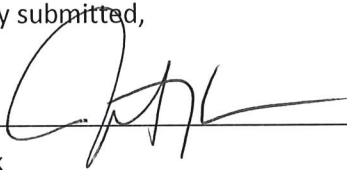
Adjournment

Thompson/Harstad motion to adjourn at 7:43pm. Motion carried 5-0

Respectfully submitted,

/s/

Board Clerk



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Superintendent's May 2021 Report

<https://www.evernote.com/shard/s265/sh/4cf2f921-07ba-ba0a-9e28-582f11049aa5/dc6c45eeb731d291706501e9da7f64cb>

Superintendent Report

Summer Food Service Program

Application submitted (Trista) to allow for free regular meal (breakfast/lunch) for any students through the end of the school year.

ESSER II and III (Federal COVID 19 Support Funds)

Budgets for these funds (\$800,000) are under development using MDE expenditure guidelines. The expenditure window for these funds closes in September of 2023.

School Perceptions Survey

Under development. The SB will review the first draft when it is ready. Scheduled to go out in July.

Facilities

A proposal by the Chatfield Youth Fastpitch Association (CYFA) for a joint project to develop a concession stand/spectator/ storage structure where the existing batting cage is located has been submitted to the District. Donations secured to date by CYFA and the District: Scheels (\$7500 over 5 years) and HBC (\$1,000). Estimated funds required: \$40,000 (+/- \$5,000).

1st Reading of District Policies

407 Employee Right to Know-Exposure to Hazardous Substances

No changes.

704 Development & Maintenance of an Inventory of Fixed Assets and A Fix Asset Accounting System

No changes.

705 Investments

No changes.

801 Equal Access to School Facilities

No changes.

2nd Reading of District Policies

901 Community Education

No changes.

902 Use of District Facilities and Equipment

No changes.

906 Community Notification of Predatory Offenders

No changes.

907 Rewards

No changes.

Action Items

Local Literacy Plan

Annual submission. Mr. McBroom can speak to this.

Resolution Appointing Iowa

Annual approval for access to MDE systems

HVAC/Commercial Appliance Maintenance Resolution/Agreement

Area Quotes

1. Superior Mechanical: \$99 dispatch fee. \$96 per hour reg rate. Evenings and weekends are \$139 dispatch and time and 1/2.
2. Tonna Heating & Cooling: \$125 per hour shop to shop. Time and 1/2 for evenings and weekends.
3. Paape Companies: \$97 per hour. Time and 1/2 for evenings and weekends.
4. B and C Plumbing and Heating: \$110 per hour reg rate. Time and 1/2 for evenings and weekends.
5. Southeast Mechanical: \$89 per hour. Time and 1/2 for evenings and weekends. 2 techs on site = 1.5 Rate.

(There are occasions where short, quick calls are not charged).

My recommendation is to approve. SE Mechanical has served the district for several years. They are very responsive, knowledgeable of our systems, and cost effective.

FY21 Revised Budget

Normal update. Still projected to come in under budget by about \$200,000 (+/- \$50,000). Expenditures have been held down. Enrollment to date has been consistent.



High School Board Report Go Gophers!

Achievement and Integration Budget Approved



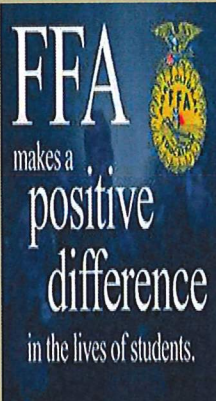
The Achievement and Integration Budget for the 2021-22 school year has been approved by MDE.

History Day Going on to State



All 3 teams participating in History Day this year moved on to state. Congratulations to Nathan Dietz, Brennan Hill, Josie Koenings, Lillian Hanson, Anna Kivimagi, Bree Volker, Carly Fitzgerald and Hunter Bernau.

FFA and Ag Teacher Recognized



Congratulations to Advisor and Ag Instructor Stacy Fritz for being selected by Fillmore County Journal as the 2021 Teacher of the Year. This is a very well deserved award for Stacy. She has brought fame to the FFA and Agriculture Program at Chatfield High School. We have had one of the top chapters in the state for several years in a row and a strong Agriculture program as well. Well

done Ms. Fritz!

State Speech Meet



Congratulations to Peyton and Sydney Ellis for placing 5th in Duo, and Aletta Strande for placing seventh in Storytelling at the State Speech Meet.

Congratulations to Nick Fryer for making the Minnesota All State Speech Team! Very nice way to end his Speech Team career.

Achievement Program for 7th & 8th Graders

The Middle School Achievement Awards Program is scheduled for Wednesday, May 18th, at 8:45 am in the high school gym. This program will be in-person and attendance restricted two per family and four for split households.

26th Annual Academic Banquet/Program



This year's Academic Banquet will be in-person but a little different from our past banquets. The program is scheduled for 7 PM, on Wednesday, May 12th, in the high school gym.

Invites will be two per family and 4 for split household. Tickets will be sent to the parents.

No Meal- We will be serving Cup Cakes.

Reduce to only students getting awards (no participation invites). All Leadership position certificates would be considered an award.

Try to reduce the length of the program.

In the past we wanted to have a large attendance, but this year we want to keep our numbers down.

2021 Graduation and Practice



This year's graduation will be in-person. There is a mandatory practice for all graduating seniors on Tuesday, June 1st at 10:00, in the high school Forum. Students that have a legitimate conflict need to contact Mr. Paulson so that he can review the procedures with them and give them their chair assignment in advance of the ceremony. Graduation is at 1:30 PM, on Sunday, June 6th, in the high school gym. Doors will open at 12:50. The general public will not be invited to attend. Only those with tickets will be allowed in. Each graduate's family will receive four tickets. Both the Band and Choir will be performing. We will need two board members that are willing to hand out the diplomas.

Congratulations to our 2021 Prom Royalty



Back Row: Max Aug, Tate Karver, Ben Roline, AJ Karver, Reid Johnson, and King Nathan Dietz

Front Row: Karla Gomez, Erica VanDeWalker, McKenzie Rowland, Alyssa Luehmann, Rylee Burnett and Queen Jaelyn Sprau.

Senior Banquet In-Person

The Senior Banquet is scheduled for 6:30 PM, May 25th, in the High School gym. More information will be coming.

It is hard to believe but the next time the board meets in June, we will have all of our programs done including graduation.



**Please call or e-mail me if you have any questions.
Thanks!**

Randy Paulson rpaulson@chatfieldschools.com

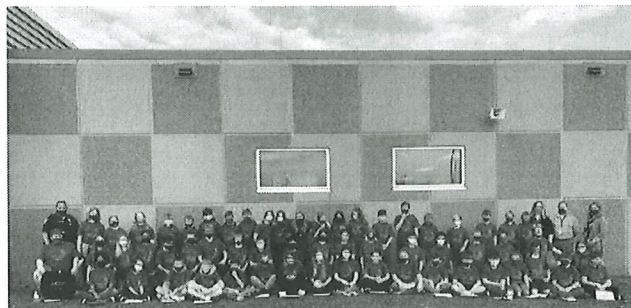
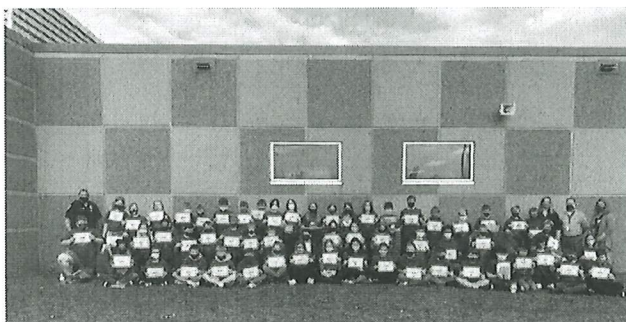
CHATFIELD ELEMENTARY REPORT TO THE SCHOOL BOARD

May 5, 2021



D.A.R.E.

This year we didn't know if D.A.R.E. would happen but we were able to complete the program with the help of Officer Kevin Landorf with the Chatfield Police Department. Our 6th graders did a very nice job through the entire 10 lesson program.



Eagle Bluff – 5th Grade Trip

Last Thursday and Friday our 5th graders were able to go on the 5th Grade Eagle Bluff Trip. The weather was very nice and we were thankful for the opportunity. Unfortunately, we didn't get to make it an overnight experience but at least the kids got to go and enjoy the outdoor activities. Thank you our staff and chaperones for the work that they did with the trip.



MCA Testing:

We have completed most of our Reading and Math MCA's. With the challenges of COVID the last 13 months, I anticipated scores to be a little bit lower. I am proud of the effort that our students put in and will review the final scores with our staff and look to make necessary changes to help our students move forward. Thank you to Mrs. Klevan and Mrs. Danielson for the work that they did in setting up the tests.

Upcoming Dates

5/10-11	6 th Grade to Eagle Bluff	
5/11	PLC Facilitator Meeting	
5/14	Book Swap	
5/20	Fourth grade field trip to Mabel Farm Safety (Preston Fairgrounds)	
5/21	SpEd Track Meet (High School)	
5/21	Kindergarten field trip to Oxbow Park	
5/21	3 rd grade to SpEd Track Meet/Mill Creek/Savannah Springs nature hike	
5/21	Teachers submit 2021-2022 Class Lists to office	
5/26	Post Class lists to JMC or on elementary web site	
5/27	Tentative Date for End of the Year Celebration K-3	
5/28	Tentative Date for End of the Year Celebration 4-6	
5/28	1 st Grade field trip to Whitewater State Park	
5/31	No School	
6/2	Talent Show 4-6	
6/2	Students meet 2021-2022 teachers 8:15-8:25 a.m.	
6/3	Last Day of School	
6/14-18	Camp Invention (red wing 9:00 a.m.-3:30 p.m.)	
6/14-17	ESY Summer School (8:30-11:30)	8/9-19 ESY Summer School (8:30-11:30)
7/19-22	Summer Academic Camp (8:30-10:30)	8/16-19 Summer Academic Camp (8:30-10:30)
7/26-29	Summer Academic Camp (8:30-10:30)	8/23-26 Summer Academic Camp (8:30-10:30)
8/9-12	Summer Academic Camp (8:30-10:30)	

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2020/2021 REVISED Budget Projection May 5, 2021*Fund 01- General Fund*

100 - Salaries & Wages

200- Employee Benefits (Insurances, FICA, Retirement, Severance, Workman's Compensation, Unemployment)

300- Purchased Services (Communication, Postage, Utility Services, Property Insurance, Repair & maint., Transportation costs, Travel, Leases)

400- Supplies and Materials (Supplies, Textbooks, Fuel for Buildings)

500- Equipment

800 - Other Expenditures (Dues and Memberships, Real Estate Taxes, Entry Fees)

Expenditures

100 - Salaries & Wages	\$5,095,664.45
200- Employee Benefits	\$1,187,914.60
300- Purchased Services	\$1,822,416.04
400- Supplies and Materials	\$612,016.96
500 - Equipment	\$105,887.92
800 - Other Expenditures	\$86,628.63

Total \$8,910,528.60

Change in Unassigned Fund Balance **\$330,743.32**
(unreserved /undesignated)

Long Term Facilities Management	\$61,309.37
Capital	\$90,071.46
Gifted & Talented	\$766.37
Student Activities (Fund 30 crosswalked to general)	\$118,080.00
other reserved/assigned	\$552,215.08

Revenues

State Aid - Gen Ed, other	\$6,712,613.15
State Special Education Aid	\$760,006.39
Levy	\$959,725.48
Federal	\$659,827.33
Misc. Local	\$149,099.57

Total \$9,241,271.92

Long Term Facilities Management	\$123,249.33
Capital	\$206,648.38
Gifted & Talented	\$12,422.80
Student Activities (Fund 30 crosswalked to general)	\$116,484.00
other reserved/assigned	\$532,038.19

Total Expenditures **\$9,732,970.88**

Total Revenues **\$10,232,114.62**

Change in Overall Fund Balance **\$499,143.74**

Enrollment Used for Projection

Pre-K	3
HDK	6
KDG	55
1st - 3rd	178
4th - 6th	200
7th - 12th	<u>428</u>
	870

Fund 02 - Food Service

Revenue	\$440,031.00
Expenditures	\$437,958.00
Net	\$2,073.00

2019-2020 Meal Prices

Elem Breakfast	\$1.60
HS Breakfast	\$1.80
Elementary Lunch	\$2.30
High School Lunch	\$2.50
Adult Lunch	\$3.95
Milk	\$0.50

2020-2021 Meal Prices

Elem Breakfast	\$1.70
HS Breakfast	\$1.90
Elementary Lunch	\$2.40
High School Lunch	\$2.60
Adult Lunch	\$4.05
Milk	\$0.50

Fund 04 - Community Service

	Revenue	Expenditures
Community Education 431	\$261,461.15	\$265,401.62
ECFE 432	\$47,766.31	\$41,550.55
Learning Readiness 444	\$186,171.44	\$197,618.73
EC Screening; CARES Act (COVID)	\$28,369.64	\$27,684.64
Total	\$523,768.54	\$532,255.54
Net		-\$8,487.00

Fund 06 - Construction Fund

Revenue	\$5.34
Expenditures	\$55,243.77
Net	-\$55,238.43 This will close out Fund 06.

Fund 07 - Debt Service

This fund includes the payment of Alternative Facilities Bonds and Building Bonds.

Revenue	\$1,874,899.56
Expenditures	\$1,861,925.00
Net	\$12,974.56

Fund 08 - Trust Fund


Different organizations award scholarships to graduating students each year. The money from trusts flows through Fund 08. Alice Groen trust fund is ran through fund 08. We will deplete the account in its entirety this year.

Revenue	\$13,453.87
Expenditures	\$13,450.00
Net	\$3.87

Fund 18 - Custodial Fund

Different organizations award scholarships to graduating students each year. The money that passes through the district, with no district involvement in who receives the awards, nor in a trust, runs through Fund 18. This was a change to coding in FY20.

Revenue	\$0.00
Expenditures	\$0.00
Net	\$0.00

	Chatfield Elementary 11555 Hillside Dr. SE Chatfield, MN 55923	MINNESOTA DISTRICT/SCHOOL LOCAL LITERACY PLAN	2021-2022
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I. General Information and Instructions:

Minnesota Local Literacy Plans are due July 1, 2021.

APPROVED MAY - 5 2021


**DISTRICT/CHARTER and SCHOOL SITE
IDENTIFICATION INFORMATION**

District Name and Number: Chatfield Public Schools	Phone: (507) 867-4210
Superintendent/Director: Mr. Ed Harris	Fax: 888-518-0702
Site Address: 205 Union St. NE, Chatfield, MN 55923	Email: eharris@chatfield.k12.mn.us
School Name and Number: Chatfield Elementary School	Phone: (507) 867-4521
Principal/Director: Shane McBroom	Fax: 888-518-0701
Site Address: 11555 Hillside Drive, Chatfield, MN 55923	Email: smcbroom@chatfieldschools.com

Local Literacy Team Members

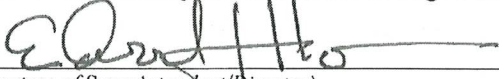
Local Literacy Team Roles

Ed Harris	Superintendent
Shane McBroom	Elementary Principal
Eric Nelson	7-12 Principal
Elissa Johnsrud	Reading Specialist
Melissa Holdgrafer	School Psychologist
LuAnn Klevan	Community Ed Director
TBD	Special Education Teacher
Kristine Welper	Teacher
Tracy Raaen	Teacher
Carmen Berge	Teacher
Melanie Murphy	Teacher

	<p>Chatfield Elementary 11555 Hillside Dr. SE Chatfield, MN 55923</p>	<p>MINNESOTA DISTRICT/SCHOOL LOCAL LITERACY PLAN</p>	<p>2021-2022</p>
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LOCAL BOARD OF EDUCATION ACTION

The local Board of Education of Chatfield Public Schools #0227 has authorized Shane McBroom, Elementary Principal at a monthly meeting on Wednesday May 5, 2021 to act as the Local Education Agency (LEA) representative in reviewing and filing the attached plan as provided under P.L. 107-110 for school year 2021-2022. The LEA Representative ensures the school district maintains compliance with the appropriate federal statutes, regulations, and procedures and acts as the responsible authority in all matters relating to the review and administration of this literacy plan.


 (Signature of Superintendent/Director)

5/4/2021
 (Date)

All Minnesota School Districts are required to develop (or revise) and implement a local literacy plan based on the five elements prescribed under MS section 120B.12:

Five requirements to be included in the local literacy plan include:

1. How you will ensure reading proficiency for all students by the end of Grade 3.
2. The process to assess students' level of reading proficiency.
3. How you will notify and involve parents.
4. How and when you will intervene with students who are not reading at or above grade level.
5. How you will identify and meet staff development needs.


All Minnesota School Districts are required to develop (or revise) and implement this local literacy plan so that teachers provide comprehensive scientifically based reading instruction consistent with PL 122A.06 subd. 4:

Comprehensive scientifically based reading instruction includes:

- Comprehension
- Vocabulary
- Fluency
- Phonics
- Phonemic Awareness

This can be accomplished as follows:

- Districts/School Sites K-3 must develop or revise a local literacy plan ~AND~
- Use the attached rubrics (appendix A) to guide your school local literacy planning

	<p><i>Chatfield Elementary</i> 11555 Hillside Dr. SE Chatfield, MN 55923</p>	<p>MINNESOTA DISTRICT/SCHOOL LOCAL LITERACY PLAN</p>	<p>2021-2022</p>
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I. GOALS AND OBJECTIVES

Our goal is to be at 80% proficient in reading in grades K-6. We have seen progress for all of our students over the last several years and our state test scores show our reading growth. Our free and reduced priced lunch population is our lowest performing subgroup but we are continuing to close the gap. We are working to ensure our students are reading proficiently by 3rd grade through a strong core for all students and a strong intervention program for those who need more support.

Our vision to have students reading well by the end third grade is supported by some of the following:

- Chatfield Elementary has formed professional learning communities to discuss student data and collaborate on effective methods of instruction and intervention.
- We have a very strong preschool program that feeds into our Kindergarten providing a strong foundation for literacy.
- A strong volunteer base as well as a Minnesota Reading Corps Volunteer also helps provide our students with individuals to assist with reading strategies.
- We have implemented personalized learning opportunities that will allow us to better meet student's specific needs.
- We have a reading program that sets goals for students and partners with parents, providing a strong home to school connection.


Mission Statement

The mission of the Chatfield Pre-K-3 Literacy Plan is to educate all students to proficiency and beyond in order to prepare them for success in higher education, careers, and responsible citizenship through the following goals:

- Rigorous, standards based curriculum
- Research-based instructional practices
- A common, high-quality assessment system
- A tiered system of support for all students

Vision

- The Chatfield Pre-K-3 Literacy Plan guarantees high quality literacy learning in every classroom, every day, for every student.
- Parents play a major role in early literacy. Children who are read to regularly receive a variety of enriching experiences through literature.
- Teachers should value and use students' prior knowledge to enhance literacy.
- Students should have choice in their reading. They should be coached by strong literacy teachers. Students know how to set and reach reading goals.
- Teachers use a variety of teaching strategies to accommodate all children.
- Teachers must intervene early to ensure all students' success.
- Professional development is critical to a literacy program.
- Reading and writing instruction should include: phonics, reading strategies, authentic writing, vocabulary building, and comprehension in all genres.
- Students must learn to access and use a variety of information.

	<p>Chatfield Elementary 11555 Hillside Dr. SE Chatfield, MN 55923</p>	<p>MINNESOTA DISTRICT/SCHOOL LOCAL LITERACY PLAN</p>	<p>2021-2022</p>
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- The more students read & write, the better they become; time on task is critical.
- Teachers must read to students daily.
- Students should be reading meaningful text daily.
- Students must write meaningful text every day.
- Teaching reading and writing is the responsibility of all teachers, parents and community leaders.

5 Key Areas of Focus:

1. **Curriculum** = Implement a rigorous, relevant, standards-based curriculum.
2. **Instruction** = Employ engaging, research-based instructional practices; this includes attention to classroom environment.
3. **Assessment** = Utilize a common, high quality, balanced assessment system while ensuring assessment literacy.
4. **Professional Development** = Deepen research-based instructional knowledge and practice.
5. **Intervention** = Provide a tiered system of support for all students.

II. ASSESSMENT PROCESS


Screening Tools. Using the American Reading Companies Action 100/100 Book Challenge program, all Chatfield elementary students will be screened in the fall to determine their independent reading level and will be assigned an Action 100 color level based on that assessment. All Chatfield elementary students (K-6) are also tested on the fall and winter NWEA MAP (Northwest Evaluation Assessment – Measures of Academic Progress) testing suite. Preschool students are assessed for pre-literacy skills.

Students who are below their grade level benchmark using the Action 100 screening are benchmarked using FAST. Kindergarten students are benchmarked using the FastBridge Tests of Early Literacy letter names and sounds. First through sixth graders are benchmarked using the FastBridge test or Oral Reading Fluency. Using these 3 data points, each grade level team will meet to discuss students' screening data. The team determines who qualifies for interventions such as ADSIS reading, Title 1 services, and Americorps.

Diagnostic. The classroom teachers will conference with individual students as other students work on skills related to their color level. Teachers will use the IRLA (Independent Reading Level Assessment Framework) to track student independent reading progress daily and diagnose areas of concern. Changes to a student's Color Level are reported in a school wide data management system called SchoolPace. Student progress will also be tracked by how many steps they read each day at school and at home. STEPS is a count of: 1 step = 15 minutes of engaged reading at school; 1 step = 15 minutes of engaged reading at home logged by their parent. Every child's goal is to read 800 steps (200 hours) and grow at least 1.0 year in their reading level. Students who qualify for an intervention are accelerated and the rate of growth goal is 1.5 years in 1 school year. Teachers discuss student's growth and administration has access to individual student data and can track overall progress.

Progress Monitoring:

Throughout the school year, teachers will be conferencing with students during their independent reading time to determine their appropriate reading level and determine new power goals. Below-level readers will receive more time in small groups than on-level readers. Teachers will provide one-to-one expert coaching for students who are not making adequate progress. The teacher will use a variety of auditory, kinesthetic, visual, social and

	<p><i>Chatfield Elementary</i> 11555 Hillside Dr. SE Chatfield, MN 55923</p>	<p>MINNESOTA DISTRICT/SCHOOL LOCAL LITERACY PLAN</p>	<p>2021-2022</p>
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other strategies to accelerate individual progress. Where individual students are not making accelerated progress, as assessed using the IRLA, alternative methods – including changing the one-to-one coach—are tried. New strategies and methods will be tried until the student’s progress accelerates as desired.

The web-based student data-tracker provides real-time dashboards for all and tracks the:

- Average rate of reading growth of every student, classroom, and school in real time, every day.
- Common Core State Standards for Language Arts that each student has mastered.
- Level of text complexity each student is currently able to handle.

In ADSIS intervention, students are benchmarked every two weeks. Students are carefully monitored to ensure that growth is being made. If concerns arise, students are brought to the student assistance team and a plan of action is made. Students are then revisited in 6 weeks to discuss if the intervention worked or if a new intervention should be tried.

Communication:

Teachers will communicate with students by conferencing with them during their independent reading time in ways that enable them to monitor their own progress and promote the development of personal achievement.


Teachers will collaborate with parents by asking parents to sign on as Home Coaches and by having parents agree to working with their child for half an hour each night using the proposed home academic routines. Support systems and materials will help parents provide an academically successful home environment. Parents will understand where their children are in reading and how to help and think and talk about nightly reading.

III. PARENTAL INVOLVEMENT

Parents are an important part of our reading program and our goal is to have them partner with us as home coaches. As part of our Action 100/100 Book Challenge initiative, parents are asked to sign a “Home Coach Contract” to become home coaches for their child(ren). Parent information is provided before the school year begins on how to be a successful home coach. Classroom teachers send books home every night for their students to read. Teachers also send a power goal home for parents to practice with their child. Thirty minutes of reading is required every night of all students. Parents are asked to:

- Eliminate distractions by turning off the TV, cell phones, computers and games for 30 minutes every night
- Understand where their children are in reading and how to help support their child’s progress
- Talk about nightly reading

Information about our Action 100/100 Book Challenge initiative will be posted on our school website. Training videos are used to explain what we expect from them as “at home coaches”. We will also provide an avenue for families and community members to express their needs and concerns and to provide a clear pathway for families to stay informed of ways they can support their child’s literacy development.

	<p>Chatfield Elementary 11555 Hillside Dr. SE Chatfield, MN 55923</p>	<p>MINNESOTA DISTRICT/SCHOOL LOCAL LITERACY PLAN</p>	<p>2021-2022</p>
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IV. INTERVENTIONS AND SUPPORTS

Tier I

Chatfield teachers have written a curriculum based on the Minnesota State Standards for English Language Arts (2010) using a process to define the essential benchmarks that need to be mastered at each grade level in order for our students to be reading at grade level by the end of third grade and beyond.

Chatfield Elementary uses a School-Wide MTSS accountability framework to transform our school culture using student metrics to drive all of our instructional decisions. Every grade level has Professional Learning Communities who have been trained and effectively use action research to improve student achievement through curriculum, instruction, environment and learner analysis, goal setting and improvement. A PLC leadership team has grade level members who represent all the PLC's and the K-6 staff. This PLC leadership team sets the direction for the school's MTSS. Subsets of this PLC leadership team tackle specific student achievement and behavior areas. The process of action research involves identifying grade or school level goals with baseline, formative and summative assessments to evaluate performance. The results of these assessments provide guidance for our core instruction and Tier 1 support.

In reading, Tier 1 universal support interventions are implemented during core instruction. Every student has an Independent Reading Level Assessed (IRLA) Reading Color Level that is monitored in core instruction at frequent intervals. Also their number of minutes of "engaged" reading will be logged and recorded daily as STEPs. Reading Color Level and STEPs are entered into the online SchoolPace Data Tracker.

Tier II


In reading, students who need additional support are benchmarked at least monthly. Students below the 20th percentile typically qualify for ADSIS reading. Students receive interventions at their Tier II instructional needs level with the amount based on their diagnostic need. This instruction is 100% aligned with the core instruction goals using individualized instruction strategies, curriculum and interventions specifically targeted to their needs and strengths. If students do not qualify for ADSIS but do need additional support, above the 20th percentile, they also may qualify to see the Title paraprofessional or enter AmeriCorps.

Tier III

In reading, students who qualify for ADSIS Tier II and are below the 10th percentile receive a Tier III support time. These students get 1-on-1 time of focused instruction using an additional reading intervention such as Orton-Gillingham or ROAR.

V. PROFESSIONAL DEVELOPMENT

Chatfield Elementary School is committed to providing excellent reading instruction to all our students. We provide individual reading instruction to each student and meet them at their ability. We have recently had our staff trained in American Reading Company's Action 100 program which helps our teacher's set individual goals for every student, meeting them at their individual needs and tracking growth to ensure progress. We work collaboratively with our preschool to ensure early literacy initiatives. Our preschool also uses Action 100 which allows us to use common language. We train new staff as well as meet as a whole staff to maintain the fidelity of the program. The elementary teachers promote the arts, diversity, and individuality in their students

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and literature selection. We have written in house curriculum that is based on the Minnesota state standards. We use strategies that engage and motivate students.

Our staff will participate in professional learning communities. These professional development opportunities are built into the school schedule, with consistent opportunities to learn about new research and practices in reading.

K-3 teachers will be provided with opportunities to meet and reflect upon new ideas. The Student Assistance Team will meet bi-weekly to address student needs. A multi-tiered system of support is in place to meet the needs of all students. Staff will be trained to effectively recognize students' diverse needs and provide them what they need for their individual literacy development.

Chatfield Elementary is striving to create a culture of literacy with a culture of collaboration that supports the school-wide efforts to drive cultural changes and develop district-wide accountability that supports literacy development in all students.

Chatfield Public Schools

205 Union St. N.E. Chatfield, MN 55923

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Education Identity & Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOWA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOWA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOWA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOWA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local education agency or organization (the Superintendent or Director) is designated as the IOWA. The IOWA will grant the IOWA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity Access Management

Organization Name: Chatfield Public Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0227-01

The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:


Print Name: Edward Harris

Title: Superintendent of Schools

Board Member Signature:

Name:

Date:



6/9/2021

Once the EDIAM Board Resolution is completed, scan and send it to: useraccess.mde@state.mn.us