

# OFFICIAL MINUTES

## Chatfield Public Schools School Board ISD #227

Regular Board Meeting

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*Date / time* 7/14/2021 7:00 PM | *Meeting called to order by* Board Chair Lanny Isensee

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### In Attendance

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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 is absent. All present said the Pledge of Allegiance.

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

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### Approval of Agenda

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

**ADD:**

8. Consent Items

- g. Approve new hire(s)
  - iv. Kate Johnson/LTS 1<sup>st</sup> Grade – Maternity Leave
- h. Approve the following resignations:
  - i. Haley Brackett/PK Techer
  - ii. Pam Flattum/Elem Para

11. Action Items

- a. \$22,409.95
- g. Business Office Staffing
- h. Softball Concession/Storage Shed
- i. JH Officials Pay Rate

Motion carried 5-0

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### Approval of Claims & Accounts

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Harstad motioned to approve claims and accounts as presented. Keefe seconded the motion. Motion carried 5-0

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## Reports

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**Keefe, Thompson, McMahon – Negotiations:** met to discuss the non-certified staff contracts. It was agreed to proceed with the recommendations.

**Isensee, McMahon, Priebe – Facilities & Finance:** discussed the district office staffing needs and the softball concession stand/storage shed project.

**Shane McBroom – Elementary Principal:** Camp Invention was success again this year. Summer school is going well. A complete copy of his report is attached.

**Eric Nelson – High School Principal:** We will be initiating a new program that will redefine are college and career readiness. Business communications course is being added to our middle school curriculum. He is appreciative to be working in Chatfield High School. A complete copy of his report is attached.

**Ed Harris - Superintendent:** Welcomed Eric Nelson as the new High School Principal. He highlighted key points from committee meeting last month; Activities Committee, Negotiations Committee and the Finance & Facilities Committee. Action Items were summarized and recommended for board approval. The youth association has come up \$30,000 over three years and are hoping the district will match that. A complete copy of his report is attached.

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## Approval of Consent Items

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Thompson/Harstad motion to approve the Consent Items.

- a. Approve June 9, 2021 Meeting Minutes
- b. Designate The Chatfield News Co as our official newspaper FY 2021-2022
- c. Employee Activity Passes SY 2021-2022
- d. SY 2021-2022 HVED Agreement to Purchase Services
- e. Application for Dissolution of Cooperative Sponsorship – Alpine Ski/Girls
- f. Approve 8<sup>th</sup> Grade Boys Basketball Coach job posting
- g. Approve new hire(s)
  - i. Bayli Henderson/Intervention 1.0FTE position
  - ii. Carter Duxbury/HS Summer School Teacher
  - iii. Jayna Harstad/ECSE & Elem EBD Teacher
  - iv. Kate Johnson/LTS 1<sup>st</sup> Grade – Maternity Leave
- h. Approve the following resignations:
  - i. Haley Brackett/PK Teacher
  - ii. Pam Flattum/Elem para

Motion carried 5-0

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## 1st Reading of District Policies

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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. 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- b. 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- c. 616 School District System Accountability

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## 2nd Reading of District Policies

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Thompson/Keefe motion to approve the following policies:

- a. 410 Family & Medical Leave Policy
- b. 524 Internet Acceptable Use & Safety Policy and Form
- c. 806 Crisis Management Policy

Motion carried 5-0

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

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## Action Items

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- a. Harstad/Thompson motion to Acknowledge 2020-2021 Donations/Grants received: \$22,409.95. Motion carried 5-0
- b. Keefe/Harstad motion to approve Long-term Facilities Management Plan. Motion carried 5-0
- c. McMahon/Thompson motion to approve School Lunch Account Reconciliation. Motion carried 5-0
- d. Harstad/Thompson motion to approve the Teacher Development & Evaluation. Motion carried 5-0
- e. Thompson/Harstad motion to approve the Local Wellness Policy Triennial Assessment. Motion carried 5-0
- f. Keefe/Thompson motion to approve the Non-certified contracts. Motion carried 5-0
- g. Harstad/Keefe motion to approve Business Office Staffing addition of 0.75FTE. Motion carried 5-0
- h. Keefe/Harstad motion to proceed with the Softball Concession/Storage Shed project. Motion carried 5-0
- i. McMahon/Keefe motion to increase the JH Officials Pay Rate from \$45 to \$65.  
The following voted in favor: Isensee, Harstad, McMahon, Keefe  
The following voted against: none  
The following abstained: Thompson  
Motion carried 4-0-1

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## Adjournment

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Harstad/Keefe motion to adjourn at 7:41pm. Motion carried 5-0

Respectfully submitted,

/s/



Board Clerk



<https://www.evernote.com/shard/s265/sh/fde10b87-f9c8-a9e3-8412-fe55e28e62c0/920e53f7ff6f9c870fbd11c06a7b7c73>

#### Welcome Eric Nelson - HS Principal

I would like to officially welcome Eric to the school district! He has been on site several days since latter June and is busy acclimating to CHS! We are very excited to have Eric in Chatfield and I very much look forward to working with him this coming school year.

#### June AC, HC Coach, CYSA Meeting

1. FF Committee to review the CYFA SB Pavilion proposal.
2. Develop annual/singular parent meeting/event for all activities (required attendance or sign off on viewing of recorded stream). Athletes and coaches then meet pre-season.
3. Ejection = automatic suspension from the next home event for that program. Announce at the parent meeting.

#### Why We Play Video (SB Members)

As per MSHSL annual assurances, all SB members are to view this video. I believe that Jill, Tom, and Josh have yet to view this.

[https://mshsl-my.sharepoint.com/:p/g/person/arjohnson\\_mshsl\\_org/EQldQKCEELZBqLnE\\_mVSBSAB1vA8BWebh-RT0V4m05Pn58A?rttime=mlMJy8w2Ug](https://mshsl-my.sharepoint.com/:p/g/person/arjohnson_mshsl_org/EQldQKCEELZBqLnE_mVSBSAB1vA8BWebh-RT0V4m05Pn58A?rttime=mlMJy8w2Ug)

#### Committee Reports

1. Negotiations
2. Finance and Facilities

#### SB Meetings and ZOOM

The Governors emergency powers have ended. This means changes to how SB members can attend meetings remotely (ZOOM).

#### **1st Reading of District Policies (Annual Review)**

##### 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse

No changes.

##### 415 Mandated Reporting of Maltreatment of Vulnerable Adults

No changes.

##### 616 School District System Accountability

No changes.

#### **2nd 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.

**Action Items**

Negative School Lunch Account Reconciliation

We spoke of this at the February 17 special School Board meeting. At that time, the informal consensus was to move forward. So, I indicated that I would prepare it for an agenda item in July. Below is my draft letter/notification to parents. That will help refresh your memory on the February discussion. The negative lunch account total is about \$25,000. This will be written off as bad debt again the general fund. The auditors have been made aware and approve. We have the funds for this.

Teacher Development and Evaluation

Jay Harstad worked on this update with me as an administrative internship project. No significant content or procedural changes.

[Teacher Evaluation Plan \(July 2021 update\).docx](#)

Triennial Wellness Policy Review /Report

See attachment or Policy 533 on the website

The plan will be posted to the school district web site as per MDE requirements.

Non-Certified Contracts

The SB Negotiations Committee approved 2.5 /2.5 percent salary increases for Barb Sass, LuAnn Klevan, Sue Tangen, Dan Schindler, Damon Lueck, and Steve Irish. This is similar to the settlements for the teachers and principals. Approval was also given to add Dental Insurance to Damon Lueck's contract as well as convert more of his existing salary to 403b contribution. They also approved a request from Trista O'Connor to update her salary to be more in line with her BM peers now that her inaugural contract has concluded. Her salary for FY22 will be \$68,517 and \$73,998 for FY23.

LTFM Annual Submission

See attachment

#### Business Office Staffing

Trista and Michele engaged with Region V in a comprehensive, two day business office operations review. The resulting conclusions and recommendations are summarized in this document.

#### Business Office Executive Summary

This was a very strong, forward looking effort by Trista and Michele as evidenced by the excellent executive summary. I believe that if we move forward with the recommendations we will not only become more efficient across the district, but also save money in the general fund and develop manageable workloads in business office. This is especially important as we now face another 2 years of COVID budget management which is akin to managing another entirely separate budget for Trista and Michele. And, this will address some of the concerns noted in the annual audit that exist due to our lack of business office staff (separation of duties). For all of these reasons, I recommend approving the new position with an evaluation of its viability and effectiveness prior to FY24.

#### Softball Concession/Storage Shed

This is carry over item from the June meeting. The Finance and Facility Committee discussed this on Thursday, July 8 and will be

#### JH Officials Pay Rate

I would like to propose that we increase the pay rate for our local JH officials from \$45 to \$65. There has not been an increase in many years. This will then match the pay rate for the officials from Rochester officials who come to officiate our JH games. The cost will be marginal.



## Chatfield High School Board Report

July, 2021

### Redefining Readiness

Chatfield High School will be joining a number of other SE Minnesota districts that are participating in a two-year program examining college and career readiness indicators. We have a small team of staff members committed to continuous improvement that will lead these efforts.

Over the course of two years we will:

- Develop a pilot scorecard illustrating progress related to the Redefining Ready College and Career Indicators to be completed by July 31, 2022
- Develop and launch of a public scorecard illustrating progress related to the Redefining Ready College and Career Indicators to be completed and shared with community members, local businesses and industries, families, students and other stakeholders by July 31, 2022
- Carry out actions outlined in the month by month calendar of action determined at Cohort meetings. These actions would include but not be limited to: 1) defining, accurately tracking and reporting of district metrics based on the Redefining Ready indicators in alignment with the district strategic plan, 2) education of and ongoing communications with staff, community, local businesses, families and students on the importance of tracking and meeting these indicators to support student success, 3) providing resources to support the work including financial and district leadership buy in, and 4) learning about and implementing ways to utilize the data to improve student experience and success.
- Publish and use the scorecard to assist in future strategic planning.

This AASA initiative will begin its 3<sup>rd</sup> cohort of Wisconsin schools this summer. SSC is bringing it across the river to Minnesota this year.



### **Business Communication added to Grades 7 and 8**

7<sup>th</sup> and 8<sup>th</sup> Graders will be adding a Business Communications course to their schedules beginning in the fall. These courses will provide students with a business-focused set of communication and technology skills. Many of the skills previously taught in the Enriching Reading course will be included. Both grades will be using the same curriculum this year. A second course will be added for 8<sup>th</sup> graders a year from now. We are pleased to have business teacher Nancy Earnhardt joining our staff.

### **Appreciation**

I would like to thank the Board and Chatfield Public Schools for providing me the opportunity to serve the students, staff, families, and communities of the District as your principal. I am honored to be in this position and have been made to feel welcome in the role.

My wife (Chris) and I look forward to becoming part of the Chatfield Schools community.

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*RESOLUTION ACCEPTING DONATIONS*

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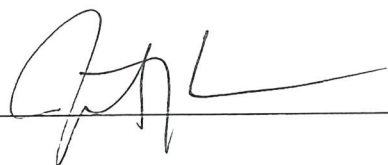
WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

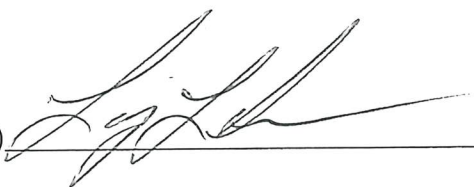
WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Chatfield, ISD #227, gratefully accepts the following donations as identified in the attachment:

BY ORDER OF THE SCHOOL BOARD

(s)  \_\_\_\_\_  
Board Clerk  
July 14, 2021

(s)  \_\_\_\_\_  
Board Chair  
July 14, 2021

ACTIVITY FUND	FROM	AMOUNT
FFA - Pancake Breakfast	All-American Co-Op	\$ 250.00
Volleyball	Threads	\$ 76.50
FFA - General Fund	Chatfield Vet Clinic	\$ 90.75
Class of 2021	Shane Fox	\$ 100.00
Elementary Student Council	Edna Hughes family	\$ 110.00
Volleyball	Threads	\$ 187.60
Cross Country	Strande	\$ 100.00
Cross Country	Threads	\$ 158.50
Dance Team	Threads	\$ 162.00
Volleyball	Dayna LaPlante	\$ 90.00
Service club	snow shoveling	\$ 138.00
Class of 2022/Prom	Hammell Equipment	\$ 75.00
Class of 2022/Prom	SG Chiropractic	\$ 100.00
Class of 2022/Prom	6 donors	\$ 335.00
Eagle Bluff	RR Bank & others	\$ 360.00
Class of 2022/Prom	4 donors	\$ 145.00
	<b>TOTAL DONATIONS</b>	\$ 2,478.35



$$\begin{array}{r} 17,241.60 \\ 2,690.00 \\ 2,478.35 \\ 22,409.95 \end{array} \begin{array}{r} + \\ + \\ + \\ * \end{array}$$

	DATE	FROM	AMT REC.	FOR
	7/7/2020	Dave Dudeck	\$ 250.00	Planner
	7/7/2020	Root river state bank	\$ 500.00	Planner
	8/17/2020	Rick Bell State farm Insurance	\$ 250.00	Planner
	9/23/2020	Iva Anderson Family	\$ 400.00	Elm Books
2	10/26/2020	VFW	\$ 125.00	books
0	10/22/2020	Chatfield youth sports	\$ 4,150.00	hudl
2	0	presbyterian church (SR)	\$ 1,795.69	lunch money
-	6/21/2020	presbyterian church (SR)	\$1,336	lunch money
2	1/20/2020	presbyterian church (SR)	\$ 1,355.00	hs books
0	2/8/2021	Alice Mitchell Memorial	\$ 689.09	
2	2/10/2021	wrestling Booster club (picture \$)	\$ 50.00	books
1	2/18/2021	Mr & MRS Clemens - Alice Mitchell Mem.	\$ 50.00	staff lunch
G	2/18/2021	Randy Paulson	\$ 50.00	staff lunch
E	2/18/2021	Ed Harris	\$ 50.00	staff lunch
N	2/23/2021	Shane McBroom(cash)	\$ 100.00	lunch program
E	2/24/2021	Nancy Dieter	\$ 1,000.00	Early Learning
A	3/27/2021	Meridian Lodge #25	\$ 1,000.00	Trap Team
L	4/14/2021	Chatfield Fish and Game club	\$ 90.85	staff lunch
F	5/10/2021	Shane McBroom(cash)	\$ 500.00	Basketball equip
U	5/13/2021	ST charles golf course	\$ 2,500.00	Basketball equip
N	5/13/2021	Chatfield youth Basketball	\$ 1,000.00	Basketball equip
D	5/13/2021	Molly Jake Alumni		

TOTALS	\$ 17,241.60
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[illegible]

DATE	FROM	AMOUNT	FOR
2000			
02			
00			
-			
20			
02			
21			
ACTIVITY			
FUND			
DONATIONS			
TOTAL		\$ -	

DATE	GOODS DONATED FROM & GOOD(S) DONATED	VALUE	FOR

FY21 DONATIONS TOTAL	\$ 19,931.72
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## CHATFIELD ELEMENTARY REPORT TO THE SCHOOL BOARD

July 14, 2021



### Camp Invention 2021

The week of June 14<sup>th</sup> was an exciting week for a number of our students, staff and area students. Thank you to Kaitlin Dunlay for coordinating this event again. The building was full of creative thinking and building. It was nice to have kids back this year in the building for the Camp!

### Summer Cleaning

A big thank you to our summer cleaning crew Jeff, Brian, Marley, and Tristen for all the work that they are doing to get our building ready for the school year.

### Summer School Programming

We were able to get our summer school programming started up in June. We have a number of kids coming in and staff members helping out.

Our last month has been fairly quiet with a much needed break from all the hustle and bustle of the school year.

Thank you,

Shane McBroom

## **13D.02 OTHER ENTITY MEETINGS BY INTERACTIVE TECHNOLOGY.**

### **Subdivision 1.**

#### **Conditions.**

(a) A meeting governed by section 13D.01, subdivisions 1, 2, 4, and 5, and this section may be conducted by interactive technology so long as:

- (1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;
- (2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;
- (3) at least one member of the body is physically present at the regular meeting location;
- (4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and
- (5) each location at which a member of the body is present is open and accessible to the public.

(b) A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

- (1) the member is serving in the military and is at a required drill, deployed, or on active duty; or
- (2) the member has been advised by a health care professional against being in a public place for personal or family medical reasons. This clause only applies when a state of emergency has been declared under section 12.31, and expires 60 days after the removal of the state of emergency.

#### **Subd. 1a. Meeting exception.**

This section applies to meetings of entities described in section 13D.01, subdivision 1, except meetings of:

- (1) a state agency, board, commission, or department, and a statewide public pension plan defined in section 356A.01, subdivision 24; and
- (2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

#### **Subd. 2. Members are present for quorum, participation.**

Each member of a body participating in a meeting by interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.



**Subd. 3. Monitoring from remote site.**

If interactive technology is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting electronically from a remote location.

**Subd. 4. Notice of regular and all member locations.**

If interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any site location where a member of the public body will be participating in the meeting by interactive technology, except for the locations of members participating pursuant to subdivision 1, paragraph (b). The timing and method of providing notice must be as described in section 13D.04.

[Subd. 5 is deleted]

**Subd. 6. Record.**

The minutes for a meeting conducted under this section must reflect the names of any members appearing by interactive technology and state the reason or reasons for the appearance by interactive technology.

**This language represented the act as presented to the Governor. The version passed by the legislature is the final engrossment. It does not represent the official 2021 session law, which will be available on the Revisor's website in the summer 2021 as Chapter 14.**

**Effective date Sec. 1-4, Sec. 5, Sub. 1-3, 5-6, Sec. 6 08/01/21; Sec. 7 01/01/21 (retroactive); Sec. 5, Sub. 4 05/07/21**

# Chatfield Public Schools

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

Fax 888-518-0704

Phone 507-867-4210

[www.chatfieldschools.com](http://www.chatfieldschools.com)

July 2021

RE: Negative Lunch Account Balances

Dear Parents,

At the July 2021 School Board meeting, the School Board acted on an administrative recommendation to reset existing negative lunch account balances for the 2021-2022 school year to \$0.00. All lunch accounts with positive balances at the conclusion of the 2020-2021 school year will be carried forward as is. The primary reason for this unusual action is as follows.

In 2018-2019, Skyward (our previous school management software platform) advised the district to move to a new version of their software. The new version and support for it turned out to be seriously flawed. This created many problems with data reliability. While we have rectified most of this, the one remaining area that remains a concern is lunch account management (balances). This situation was further exacerbated by COVID 19 during the 2019-2020 and 2020-2021 school years as the free lunch programming made suspect lunch account data older, and thus less reliable. The data reliability concern was then exacerbated when we switched to JMC vacate what had become a serious operational liability (Skyward).

I believe that some lunch account balances (particularly those that were negative and ongoing) are not reliable and are unable to be verified with 100% confidence now that we have been forced to migrate to new software provider (JMC). Therefore, I do not feel it is right to press parents for payment on negative lunch account balances if we cannot guarantee that our balance information is accurate. Thus, I recommended to the School Board that the most ethical way to move forward from this situation is a onetime zeroing out of negative lunch account balances.

However, there will be one new aspect to lunch account management beginning this coming school year. To reduce long term/large lunch account debt, the district will be utilizing the services of a collection agency to keep accounts current. Specifically, accounts that reach negative \$200 will be referred to collections.


I realize that this has been very frustrating for some of you. Please know that it has been very frustrating for us too and that I look forward to a far more seamless and effective system this coming year supported by a much-improved software system (JMC) and normalization of food service relating routines.


Thank you very much for your patience and understanding.

Sincerely,

Edward J. Harris  
Superintendent



 <b>Division of School Finance</b> 1500 Highway 36 West Roseville, MN 55113-4266		<b>Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06</b>																			
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFRS) finance code and by fiscal year in the cells																					
<b>District Info.</b> District Name: <b>Chatfield Public Schools</b> District Number: <b>227</b> District Contact Name: <b>Edward J. Harris</b> Contact Phone #: <b>507-867-3240</b>		<b>Enter Information</b> Date: <b>6/21/2021</b> Email: <b>eharris@chatfieldschools.com</b>																			
<b>Expenditure Categories</b>																					
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.</b>																					
<b>Finance Code</b>				<b>Category (1)</b>		<b>2021 (base year)</b>		<b>2022</b>		<b>2023</b>		<b>2024</b>		<b>2025</b>		<b>2026</b>		<b>2027</b>		<b>2028</b>	
347				Physical Hazards		\$7,000		\$7,000		\$11,000		\$7,000		\$7,000		\$7,000		\$7,000		\$11,500	
349				Other Hazardous Materials		\$5,707		\$1,500		\$1,500		\$6,500		\$9,000		\$5,000		\$1,500		\$1,500	
352				Environmental Health and Safety Management		\$14,774		\$14,020		\$13,650		\$13,350		\$14,850		\$13,750		\$13,950		\$14,150	
358				Asbestos Removal and Encapsulation		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800		\$1,800	
363				Fire Safety		\$10,535		\$5,900		\$5,950		\$8,950		\$5,950		\$5,950		\$8,950		\$5,950	
366				Indoor Air Quality		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
				Total Health and Safety Capital Projects		\$39,816		\$30,220		\$33,900		\$37,600		\$38,600		\$33,500		\$33,200		\$34,900	
				Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year																	
<b>Finance Code</b>				<b>Category (2)</b>																	
358				Asbestos Removal and Encapsulation		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
363				Fire Safety		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
366				Indoor Air Quality		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
				Total Health and Safety Capital Projects \$100,000 or More																	
				Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151																	
<b>Finance Code</b>				<b>Category (3)</b>																	
355				Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
				Total Remodeling for Approved Voluntary Pre-K Projects		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
<b>Finance Code</b>				<b>Category (4)</b>																	
367				Accessibility		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
				Total Accessibility Projects		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
				Deferred Capital Expenditures and Maintenance Projects																	
<b>Finance Code</b>				<b>Category (5)</b>																	
368				Building Envelope		\$0		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500	
369				Building Hardware and Equipment		\$5,300		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500	
370				Electrical		\$3,775		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500	
379				Interior Surfaces		\$10,900		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500	
380				Mechanical Systems		\$20,748		\$7,500		\$7,500		\$7,500		\$7,500		\$7,500		\$7,500		\$7,500	
381				Plumbing		\$6,000		\$7,500		\$7,500		\$7,500		\$7,500		\$7,500		\$7,500		\$7,500	
382				Professional Services and Salary		\$500		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
383				Roof Systems		\$10,000		\$2,500		\$2,500		\$2,500		\$2,500		\$2,500		\$2,500		\$2,500	
384				Site Projects		\$22,500		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500		\$1,500	
				Total Deferred Capital Expense and Maintenance		\$79,723		\$25,000		\$25,000		\$25,000		\$25,000		\$25,000		\$25,000		\$25,000	
				Total Annual 10-Year Plan Expenditures		\$119,539		\$55,220		\$58,900		\$62,600		\$63,600		\$58,500		\$58,200		\$59,900	

 <b>DEPARTMENT OF EDUCATION</b>		<b>Division of School Finance</b> 1500 Highway 36 West Roseville, MN 55113-4266			<b>Projects Only</b>		ED - 02478-07	
Instructions: Enter estimated, allowable LTFM expenditures: (Fund 01 and/or Fund 06 only) under Minnesota provided.								
<b>District Info.</b>		<b>Enter Information</b>						
District Name:	Chaffield Public Schools							
District Number:	227							
District Contact Name:	Edward J Harris							
Contact Phone #	507-867-3240							
<b>Expenditure Categories</b> Health and Safety - this section excludes project costs in <b>Category 1</b> of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.								
<b>Finance Code</b>					<b>2029</b>	<b>2030</b>	<b>2031</b>	
<b>Category (1)</b>								
347	Physical Hazards	\$7,000	\$7,000	\$7,000				
349	Other Hazardous Materials	\$6,500	\$9,000	\$5,000				
352	Environmental Health and Safety Management	\$15,850	\$14,450	\$14,450				
358	Asbestos Removal and Encapsulation	\$1,800	\$1,800	\$1,800				
363	Fire Safety	\$5,950	\$8,950	\$5,950				
366	Indoor Air Quality	\$30,000	\$0	\$0				
<b>Total Health and Safety Capital Projects</b>					<b>\$67,100</b>	<b>\$41,200</b>	<b>\$34,200</b>	
<b>Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year</b>								
<b>Finance Code</b>								
<b>Category (2)</b>								
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0				
363	Fire Safety	\$0	\$0	\$0				
366	Indoor Air Quality	\$0	\$0	\$0				
<b>Total Health and Safety Capital Projects \$100,000 or More</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151</b>								
<b>Finance Code</b>								
<b>Category (3)</b>								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0				
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Finance Code</b>								
<b>Category (4)</b>								
367	Accessibility	\$0	\$0	\$0				
<b>Total Accessibility Projects</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Finance Code</b>								
<b>Category (5)</b>								
<b>Deferred Capital Expenditures and Maintenance Projects</b>								
368	Building Envelope	\$1,500	\$1,500	\$1,500				
369	Building Hardware and Equipment	\$1,500	\$1,500	\$1,500				
370	Electrical	\$1,500	\$1,500	\$1,500				
379	Interior Surfaces	\$1,500	\$1,500	\$1,500				
380	Mechanical Systems	\$7,500	\$7,500	\$7,500				
381	Plumbing	\$7,500	\$7,500	\$7,500				
382	Professional Services and Salary	\$0	\$0	\$0				
383	Roof Systems	\$2,500	\$2,500	\$2,500				
384	Site Projects	\$1,500	\$1,500	\$1,500				
<b>Total Deferred Capital Expense and Maintenance</b>					<b>\$25,000</b>	<b>\$25,000</b>	<b>\$25,000</b>	
<b>Total Annual 10-Year Plan Expenditures</b>					<b>\$92,100</b>	<b>\$66,200</b>	<b>\$59,200</b>	





## **Local Wellness Policy: Triennial Assessment Template**

### **Background Information**

An assessment of your school wellness policy must be conducted a minimum of once every three years; however, Local Educational Agencies (LEAs) may assess their policy more frequently if they wish. The results of the assessment must be made available to the public.

### **Purpose**

The template below is offered as a way to summarize the information gathered during your assessment. Members of a school wellness committee who are completing their triennial assessment for their school wellness policy may use this template. It contains the three required components of the triennial assessment, including 1) compliance with the wellness policy 2) how the wellness policy compares to model wellness policies 3) progress made in attaining the goals of the wellness policy.

### **Results**

The copy of the assessment must be made available to the public. How the assessment is made available is the decision of the LEA. Many LEA's choose to post the results on their district website. The triennial assessment summary and the assessment details (e.g. WellSAT 3.0 report) must be shared.

### **Recordkeeping**

Keep a copy of the most recent triennial assessment, along with supporting documentation on file. This will be needed when you have a School Nutrition Program administrative review.

## Local Wellness Policy: Triennial Assessment Summary

### Section 1: General Information

School(s) included in the assessment:

**Chatfield Public Schools**

Month and year of current assessment: **May, 2021**

Date of last Local Wellness Policy revision: **May, 2021**

Website address for the wellness policy and/or information on how the public can access a copy:

**www.chatfieldschools.com**

### Section 2: Wellness Committee Information

How many times per year does your school wellness committee meet? \_\_\_\_\_

Designated School Wellness Leader

Name	Job Title	Email Address
LuAnn Klevan	Wellness Coordinator	lklevan@chatfieldschools.com

School Wellness Committee Members

Name	Job Title	Email Address
Brian Baum	HS Health/PE Teacher	bbaum@chatfieldschools.com
Gwen McCaulley	Food Service Director	kitchen@chatfieldschools.com
Katie Priebe	School Board/Parent	kpriebek1@gmail.com
Lanny Isensee	School Board Chair	lannyisensee@chatfieldschools.com
Jennifer Allen	Parent	jennifer.allen@hotmail.com
Randy Paulson	HS Principal	rpaulson@chatfieldschools.com
Shane McBroom	Elem. Principal	smcbroom@chatfieldschools.com



### Section 3. Comparison to Model School Wellness Policies

Complete the WellSAT3.0 assessment tool and keep a copy of the results on file for at least three full school years plus the current year, as it will be reviewed during the next administrative review of your school nutrition program.

Indicate model policy language used for comparison:

- ☐ Alliance for a Healthier Generation: Model Policy
- ☐ WellSAT 3.0 example policy language
- ☒ Other (please specify): MSBA/MASA Model Policy 533

Describe how your wellness policy compares to model wellness policies.

We used the template for the MSBA/MASA Model and made additions to fit our district. The district policy meets the minimal requirements for local wellness policies.

### Section 4. Compliance with the Wellness Policy and Progress towards Goals

At a minimum, local wellness policies are required to include:

- Specific goals for:
  - Nutrition promotion and education
  - Physical activity
  - Other school based activities that promote student wellness.
- Standards and nutrition guidelines for all foods and beverages sold to students on the school campus during the school day that are consistent with Federal regulations for school meal nutrition standards, and the Smart Snacks in School nutrition standards.
- Standards for all foods and beverages provided, but not sold, to students during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- Policies for food and beverage marketing that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- Description of public involvement, public updates, policy leadership, and evaluation plan.

Using the tables below, indicate the language that is currently written in the district local wellness policy in relation to each topic area. Next, assess and discuss whether the district is meeting the goal, partially meeting the goal, or not meeting the goal. Finally, indicate the progress made for each goal and next steps that have been identified.

Nutrition Promotion and Education Goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps
Will encourage and support healthy eating by students and engage in nutrition promotion that... a) provides students the knowledge & skills to promote and protect their health, b) is part of health education as well as other classroom instruction, and c) is enjoyable, developmentally appropriate, and culturally relevant.	yes			Both buildings - displays & activities used to promote healthy eating habits. Nutrition education is part of the life science curriculum in elementary and included in the Health 8 & 10 curriculum. Science core classes included discussion on health & nutrition.

Physical Activity Goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps
1. Health & PE will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities. 2. Opportunities for physical activity will be incorporated into other subject lessons. 3. Classroom teachers will provide short physical activity breaks.	yes			Our action plan tracks students' fitness levels from 5th through 10th grade. Students receive health & fitness questionnaire each year. HS offers "Sports & Fitness" as an elective. Elementary students have PE class 3 days/week for 45 minutes or every other day for 22 minutes. Students have 20 minute noon recess. Grades 3-6 have an add'l morning recess upon arrival. All teachers make an effort to provide a movement break. NEXT STEP:

School-based activities to promote student wellness goal(s)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps
1. High School & middle school, as appropriate, will offer interscholastic sports programs. 2. Schools will offer a range of activities that meet the needs, interests, and abilities of all students. 3. Afterschool child care and enrichment programs will provide and encourage daily periods of moderate to vigorous physical activity.	yes			Fall, winter, & spring sports are provided for middle school and highschool students. School-age care schedules gym-time or outdoor time on a daily basis. Sports clinics and outdoor programs are offered through the after school enrichment program.

Nutrition guidelines for all foods and beverages for sale on the school campus (i.e. school meals and smart snacks)	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps
All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum		yes		Information is provided to groups regarding food sales. NEXT STEP: Improve the process to ensure all groups have the necessary information.

Guidelines for other foods and beverages available on the school campus, but not sold	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps
i. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus		yes		Teachers are made aware of the Smart Snack guidelines for food in the classroom or for student activities. NEXT STEP: Improve the communications with parents and teachers regarding Smart Snack Guidelines.

Marketing and advertising of only foods and beverages that meet Smart Snacks	Meeting Goal	Partially Meeting Goal	Not Meeting Goal	Describe progress and next steps
1. School-based marketing will be consistent with nutrition education and health promotion. 2. ii. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.	yes			All marketing must be approved by the principals. They follow the guidelines provided in the Wellness Policy. NEXT STEP: Written communication with individuals or organizations displaying promotional information.

Include any additional notes, if necessary:

Minnesota State High School League  
2100 Freeway Blvd., Brooklyn Center, MN 55430-1735  
763-560-2262, Fax: 763.569.0499

Application for DISSOLUTION of Cooperative Sponsorship

APPROVED JUL 14 2021

**Deadline: Not later than the first day of practice for that sport season.**

PLEASE SEE BYLAW 403.2 (A-C) and 403.4 (A-D) (amended May 15, 2017) FOR INFORMATION REGARDING REQUIRED DOCUMENTATION AND APPLICATION PROCEDURE

The governing boards of each participating school must jointly make application for dissolution of cooperative sponsorship.

On behalf of the following schools, we hereby apply for dissolution of the cooperative sponsorship of

Alpine Ski - Girls

(activity) (boys' or girls') (Adapted-CI or PI) beginning with the 2021 - 2022 school year.

List **ALL** schools included in the cooperative sponsorship. *Attach another form if necessary.*

	School	City
High School #1:	Rochester John Marshall	Rochester, MN
High School #2:	Chatfield	Chatfield, MN
High School #3:		
High School #4:		

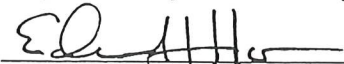

1. Has the school board of each member school of the existing co-op approved a resolution to dissolve the co-op?

- ☒ **Yes** A copy of the resolution approved by the school board of each member school, stating the reason to dissolve the co-op, **MUST** be included with this application.
- ☐ **No** DO NOT SUBMIT this application until a resolution, stating the reason to dissolve the existing co-op, has been approved by the school board of each member school.

2. Please circle appropriate letter.

	Member School			Reason for the Dissolution
High School #1	(A)	B	C	A. Our school is dropping the activity.
High School #2	(A)	B	C	B. Our school will sponsor this activity without a cooperative sponsorship.
High School #3	A	B	C	C. Our school will sponsor this activity as part of a new cooperative sponsorship. Please submit an Application for Cooperative Sponsorship for the new co-p.
High School #4	A	B	C	

**Signature of the person duly authorized by the member school to act on behalf of the member school.**

High School #1:	 Designated School Representative	 Title of the Designated School Representative
High School #2:	 Designated School Representative	 Title of the Designated School Representative
High School #3:	 Designated School Representative	 Title of the Designated School Representative
High School #4:	 Designated School Representative	 Title of the Designated School Representative

**Official Action of the MSHSL Board of Directors**

☐ Approved

☐ Not Approved

Signature: \_\_\_\_\_  
MSHSL Executive Director

Date: \_\_\_\_\_



Chatfield Public Schools  
Teacher Support and Evaluation  
2014-2015  
2020-2021 (revised)

The Chatfield School District ("District") and the Chatfield Education Association ("CEA") have collaborated on the creation of a Teacher Development and Evaluation Plan ("Plan") to meet the new statutory requirements that are to be in place for the 2014-2015 school year (MN Statute 122A.40 & 122A.41). The goal was to develop a Plan that supports teacher development in a meaningful and efficient manner while making every attempt to utilize current District practices in order to minimize redundancy. School districts were given a choice to either develop their own or be obligated to use the Minnesota State Model Plan as developed by the Minnesota Department of Education ("MDE").

A group of teacher leaders and administrators formed the Teacher Evaluation Committee ("Committee") and have been working to achieve joint agreement on what the plan should look like and how it should work.

Teacher Evaluation Committee: Brenda Semmen, Nora Gathje, Stacy Fritz, Blake Jansen, Brian Kobs, Jodie Daniels, Kirsten Armstrong, Shane McBroom, Eric Nelson, Ed Harris

**Yearly Teacher Requirements**

Probationary Teachers

3 formal observations annually  
Develop and participate in a yearly Action Plan  
Analyze student survey results

Tenured Teachers

1 Formal Observation every 3 years  
Off years: Complete a peer observation  
Develop and participate in a yearly Action Plan  
Analyze student survey results

The following items in **bold** are the statutory requirements for teacher evaluations. The text in *Italics* is the actual language. What follows are components of the Chatfield Plan as determined by the Teacher Evaluation Committee.

**The District and CEA jointly agree on a process or use the MN State Model**

*122A.40, Subd. 8 (a) To improve student learning and success, a school board and an exclusive representative of the teachers in the district may develop a teacher evaluation and peer review process for probationary and continuing contract teachers through joint agreement. If a school board and the exclusive representative of the teachers do not agree to an annual teacher evaluation and peer review process, then the school board and the exclusive representative of the teachers must implement the state teacher evaluation plan.*

The Committee felt from the start that it was clearly in everyone's best interest to develop a local plan given the expanse and complexity of the State's model which goes above and beyond the statute. Here is a link to a document that compares the State model to the statutory requirements.  
<https://drive.google.com/file/d/1Q6ocpoJjRatIKd7mapX-YHAsMVm1jtyM/view?usp=sharing>

The agreement itself articulates that the District and CEA will continue a good faith partnership while implementing the new evaluation plan which includes continued responsibilities for the Teacher Evaluation Committee to make sure the plan is properly monitored and adjusted if necessary. Here is a link to the Joint Agreement.

<https://drive.google.com/file/d/1656iuXz3liQgmttdP9eDdprlOdI5f9lh/view?usp=sharing>

**Includes an Individual Growth and Development Plan ("IGDP") & 3 year review cycle for all teachers**

*122A.40, Subd. 8 (b) (2) To develop, improve and support qualified teachers and effective teaching practices and improve student learning and success, the annual evaluation process for teachers must establish a three-year professional review cycle for each teacher that includes an individual growth and development plan.*

In Chatfield's Plan, the IGDP component of the process has been replaced by the Action Plans that are created, documented, and analyzed on a yearly basis through Chatfield's PLC system. Each year teachers will participate in a new or continued action plan approved by the PLC facilitator committee and principal. Other improvement plans may replace Action Plans upon approval of the principal such as the elementary's current work on individualized learning. Action Plans are reviewed weekly during established PLC time and also reviewed monthly through lead facilitator meetings with the principal. Here is a link to the scoring rubric that each PLC will follow during their Action Plan: [PLCActionWorkPlanRubric.Lead.Lag.doc](#)

**Includes 3 evaluations annually for probationary teachers**

*122A.40, Subd. 5 (a) The school board must adopt a plan for written evaluation of teachers during the probationary period that is consistent with Subdivision 8. Evaluation must occur at least three times periodically throughout each school year for a teacher performing services during that school year; the first evaluation must occur within the first 90 days of teaching service.*

The Chatfield plan calls for 3 formal classroom observations/evaluations of each non-tenured teacher. The first of which is to start within the first 90 days of teaching service.

**Aligns with Minnesota Standards of Effective Practice for Teachers (MN Rule 8710.2000)**

*122A.40, Subd. 8 (b) (3) The annual evaluation process for teachers must be based on professional teaching standards established in rule.*

Chatfield has chosen to utilize iObservation. iObservation is an instructional and leadership improvement system. It collects, manages and reports longitudinal data from classroom walkthroughs, teacher evaluations and teacher observations. Teacher growth and leadership practices inform professional development differentiated to individual learning needs for every teacher and leader to increase his/her classroom effectiveness each year.

[Classroom Walkthrough & Professional Development System \(iobservation.com\)](#)

**Includes job embedded learning opportunities**

*122A.40, Subd. 8 (a) The annual teacher evaluation process for teachers must include having trained observers serve as peer coaches or having teachers participate in professional learning communities.*

*122A.40, Subd. 8 (b) (2) The annual evaluation process for teachers must establish a three-year professional review cycle for each teacher that includes the opportunity to participate in a professional learning community.*

The professional development structures in the district (PLC groups) will serve as a structure to address these requirements. Currently, the plan calls for PLC Facilitators to present their Action Plans to the lead facilitator group and building principals, discuss their plan for success and review the results at the end of the year.

**Coordinates staff development and teacher evaluation**

*122A.40, Subd. 8 (b) (4) The annual evaluation process for teachers must coordinate staff development activities under [Minnesota Statutes] 122A.60 and 122A.61 with this evaluation process and teachers' evaluation outcomes. [The annual process] (5) may provide time during the school day and school year for peer coaching and teacher collaboration; [and] (7) may include mentoring and induction programs.*

It is the intention of the Committee to ensure that our staff development activities directly link to the teacher evaluation plan. The relationship of the Action Plans to the PLC provides connectivity. The new plans for weekly PLC time will also greatly assist in providing the job embedded, collaborative staff development time needed in order for this effort to be successful.

**Includes peer coaching/review by trained observers**

*122A.40, Subd. 8 (a) . . . The process must include having trained observers serve as peer coaches or having teachers participate in professional learning communities, consistent with paragraph (b).*

*(b) (2) The process must establish a three-year professional review cycle for each teacher that includes an individual growth and development plan, a peer review process, and at least one summative evaluation performed by a qualified and trained evaluator such as a school administrator. For the years when a tenured teacher is not evaluated by a qualified and trained evaluator, the teacher must be evaluated by a peer review.*

The training that staff has received on how to cultivate effective PLC activities is suitable training to enable them to effectively act as peer reviewers for each other with respect to student and staff learning goals. In our plan, tenured teachers not in their summative evaluation year will partner and conduct a peer observation using the forms provided by iObservation. Notes from these discussions are private to the teacher unless they elect to share them with people outside of the PLC groups (i.e. administrators).



**Includes at least 1 summative evaluation performed by a qualified and trained evaluator during the 3-year cycle**

*122A.40, Subd. 8 (b) (2) the annual evaluation process for teachers must establish a three-year professional review cycle for each teacher that includes at least one summative evaluation performed by a qualified and trained evaluator such as a school administrator. (11) Must require qualified evaluators such as school administrators to perform summative evaluations. Evaluators must be trained in the specifics of TDE.*

Chatfield's plan recognizes that principals are qualified and trained to conduct the summative evaluation as written in the plan. One summative evaluation for each tenured teacher will occur during their 3 year cycle. The District is planning to support professional development for principals by using Dr. Marzano's iObservation as previously mentioned.

**Includes an option for a teacher to develop and present a portfolio as the summative evaluation**

*122A.40, Subd. 8 (b) (8) The annual evaluation process for teachers must include an option for teachers to develop and present a portfolio demonstrating evidence of reflection and professional growth and include teachers' own performance assessment based on student work samples and examples of teachers' work, which may include video among other activities for the summative evaluation.*

The CEA will collaborate with Education Minnesota to recommend a portfolio protocol to the Committee for consideration.

**Gives teachers not meeting standards support through a teacher improvement plan (TIP) that includes goals and timelines, and discipline for a teacher for not making adequate progress in the TIP**

*122A.40, Subd. 8 (b) (12) The annual evaluation process for teachers must give teachers not meeting professional teaching standards support to improve through a teacher improvement process that includes established goals and timelines; and (13) must discipline a teacher for not making adequate progress in the teacher improvement process that may include a last chance warning, termination, discharge, nonrenewal, transfer to a different position, a leave of absence or other discipline a school administrator determines is appropriate.*

The following documents are templates made available for use by Education Minnesota for possible use if a teacher is not meeting performance expectations and is placed on a Teacher Improvement Plan (TIP).

Teacher Improvement Plan Template

Teacher Improvement Plan Outcome Letter



**Bases 35% of a teacher's overall evaluation on student growth data from assessments that are valid, reliable and aligned to standards**

*122A.40, Subd. 8 (b) (9) The annual evaluation process for teachers must use data from valid and reliable assessments aligned to state and local academic standards and must use state and local measures of student growth and literacy that may include value-added models or student learning goals to determine 35 percent of teacher evaluation results.*

In Chatfield's plan, the 35% referenced above will be based upon the outcome of the student growth data contained in the teacher's Action Plan.

**Includes longitudinal data on student engagement and connection**

*122A.40, Subd. 8 (b) (10) The annual evaluation process for teachers must use longitudinal data on student engagement and connection, and other student outcome measures explicitly aligned with the elements of curriculum for which teachers are responsible, including academic literacy, oral academic language and achievement content areas of English learners.*

Student engagement in grades 3-12 will be assessed using a research-based survey platform designed to give teachers useful feedback from their students about their classroom practice. Surveys used by Resonant Education are based upon the Charlotte Danielson teaching framework, so it is a measure of teacher practice as well as student engagement. There are multiple controls in place that guard against errant and/or vindictive responses and the classroom feedback can be seen in aggregate at the building level. This tool will create a consistent and objective source of information regarding the student experience in the classroom rather than relying on subjective, momentary observance and anecdotal information. Based upon how the survey is scored (5-point Likert-type scale) a teacher's proficiency would be rated as follows with the goal being an overall average of 3 or more on the 6 proficiencies (Presenter, Manager, Counselor, Motivator, Coach, Content Expert).

- 0-2 Unsatisfactory
- 2-3 Development Needed
- 3-4 Satisfactory
- 4-5 Exemplary

Here is a link to detailed product information.

<https://drive.google.com/file/d/1x9YgS5tb6-0vSodQGUwwHKlaN6-UbH17/view?usp=sharing>

NOTE: Student surveys will be given every year for all teachers so longitudinal data is available to all staff every year. Survey results will comprise 5% of a teacher's evaluation.

## Frequently Asked Questions

**Q:** How is the evaluation plan broken down in terms of what counts and for how much?

**A:** State law requires that 35% of it be based on student growth data (articulated within the Action Plan). The remaining 65% is to be based upon teacher practice.

**Q:** How do we determine what the 35% student growth data is supposed to be for each teacher?

**A:** This will be different for everyone and will be a perfect discussion item within PLC groups at the start of each year. Here is a link to a guide that should be very useful in helping teachers and principals determine how to best address this.

[https://drive.google.com/file/d/1NaJ7TchqV1x\\_UPV5MkYVE5v2x\\_py\\_7qd/view?usp=sharing](https://drive.google.com/file/d/1NaJ7TchqV1x_UPV5MkYVE5v2x_py_7qd/view?usp=sharing)

**Q:** What makes up the teacher practice percentage of the evaluation (65%)?

**A:** 2021-2022

1. 30% Proficiency within iObservation rubric as contained in the summative evaluation document
2. 30% Degree of success in completing the Action Plan during PLC time.
3. 5% Student survey results (My Student Survey)

**Q:** What staff development resources are going to be available to teachers who want or need to improve their classroom practice skills relative to the elements using iObservation teacher practice rubric?

**A:** The district subscribes to the digital professional development resources through the iObservation platform. This service can provide specially tailored staff development for teachers that can be broken down to very small elements. PLC groups could also use this as a means to generate collaborative

discussions and action plan activities. It would also be possible for teachers to get CEU's as well for completion of prescribed or electively taken coursework.

