

OFFICIAL MINUTES

Chatfield Public Schools School Board ISD #227

Regular Board Meeting

Date | time 05/10/2023 8:00 PM | *Meeting called to order by* Chair Katie Priebe

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 10, 2023.

Roll call was taken with these members present in-person: Priebe, Sovinski, Thompson, Harstad, Johnsrud & Keefe. All present said the Pledge of Allegiance.

Approval of Agenda

Harstad/Johnsrud motion to approve the agenda with these additions and removal:

ADD:

7. Reports

- a. Chatfield Education Foundation

8. Consent Items

d. New Hire(s)

- iii. JV/9th Grade Volleyball Coach: Shelby Nolan
- iv. Valleyland Assistants: Alaina Armstrong, Kylie Sinn
- v. HS Math Teacher: Cheri Stageberg

e. Resignation(s)

- ii. Kindergarten: Carmen Berge
- iii. Kindergarten: Kristine Welper
- iv. Preschool Aide: Sarah Lange
- v. HS Custodian: Eddie Copeman

f. Job Posting(s)

- i. Elementary Teacher

g. Elementary Summer School Hires

- i. General Education Teachers: Elissa Johnsrud, Kirsten Armstrong, Anna Olson, Jodie Daniels, Brenda Semmen, Kristine Groski, Jessica MacLeod, Ashley Kester, Katie Goldsmith
- ii. General Education Para: Connie Walker
- iii. ESY (Special Education Summer School): Emily Tutland

h. Prom DJ: Tony Becker

REMOVE:

8. Consent Items

e. Resignations

- i. Elem Special Education: Emily Tutland

Motion carried 6-0.

Approval of Claims & Accounts

Harstad/Keefe motion to approve them as presented. Motion carried 6-0

Reports

Chatfield Education Foundation – Gina Jaquith, Alison Bentley, Lance Boyum: summarized their organizations objective and goals for the board. A complete copy of their report is attached.

HVED – Tom Keefe: a special board meeting is scheduled to discuss the possibility of a new building.

Transportation Committee – Dave Sovinski/Katie Priebe: have reviewed the proposed contract and recommend the board approve as presented later on the agenda.

Meet & Confer Committee – Jill Harstad: they met on Monday May 8 to discuss number of students in the classrooms.

Community Education/504 & Test Coordinator – Luann Klevan: Summarized the need of the recent grant (\$15,000) they received for Social Emotional Learning in the classroom. She has seen a rise in social emotional issues in the last couple of years. Be on the lookout for the Summer Enrichment catalog coming soon to your mailbox. Preschool enrollment is up for SY 2023-2024. A complete copy of her report is attached.

Shane McBroom – Elementary Principal: Last week they celebrated Teacher Appreciation Week. The annual Eagle Bluff trip was a success. MCA testing is complete in his building. Summer school is scheduled and staffed. Kindergarten roundup was a great evening. Some of our 6th grade students participated in the D.A.R.E Twins Game. A complete copy of his report is attached.

Eric Nelson – High School Principal: earlier this evening several students were recognized at the Academic Awards Celebration. He thanked Laura Adams, Jr. Class advisor, and the Prom committee for an excellent evening. S.A.D.D. sponsored a mock crash presentation for grades 9-12 on 4. There will be some staff adjustments made for SY 2023-2024. Rebecca Copeman takes home a state Speech championship trophy, while mom Stephanie Copeman brings home Section 1A coach of the year, along with Rachel Schieffelbein. Mrs. Copeman and Mrs. Schieffelbein co-coach our speech team. A complete copy of his report is attached.

Ed Harris - Superintendent: Updated the board with a picture of the new valance in the gym. Is looking to expand the parking by the track gate. Asked the board to consider scheduling a special meeting regarding facilities and budget. He will review the action items as we get to them later on the agenda. A complete copy of his report is attached.

Approval of Consent Items

Sovinski/Harstad motion to approve the Consent Items.

- a. 04/12/2023 Minutes
- b. Winter 2023-2024 Varsity Coaches
 - i. Dance: Brenda Strande
 - ii. Boys Basketball: Jeremy McBroom
 - iii. Wrestling: Matt Mauseth
- c. Fall 2023 Jr High and Assistant Coaches
 - i. Football: Josh Berhow, Tom Bance, Adam Hurley, Kirk Affeldt, Sean Trewin
 - ii. Volleyball: Maddie Kammer, Nikki Ostby
 - iii. Cross Country: Jenny Bradt
- d. New Hire(s)
 - i. Elem Media Center Assistant: Sarah Hopp
 - ii. Jr High Football Coach: Corey Dornack
 - iii. JV/9th grade Volleyball Coach: Shelby Nolan
 - iv. Valleyland Assistants: Alaina Armstrong, Kylie Sinn
 - v. HS Math Teacher: Cheri Stageberg

- e. Resignation(s)
 - i. Elem Special Education: Emily Tutland
 - ii. Kindergarten: Carmen Berge
 - iii. Kindergarten: Kristine Welper
 - iv. Preschool Aide: Sarah Lange
 - v. HS Custodian: Eddie Copeman
- f. Job Posting(s)
 - i. Elementary Teacher
- g. Elementary Summer School Hires
 - i. General Education Teachers: Elissa Johnsrud, Kirsten Armstrong, Anna Olson, Jodie Daniels, Brenda Semmen, Kristine Groski, Jessica MacLeod, Ashely Kester, Katie Goldsmith
 - ii. General Education Para: Connie Walker
 - iii. ESY (Special Education Summer School: Emily Tutland
- h. PROM DJ: Tony Becker

Motion carried 6-0

1st Reading of District Policies

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

- a. 528 Student Parental, Family, & Marital Nondiscrimination
- b. 529 Staff Notification of Violent Behavior by Students
- c. 532 Use of Peace Officers & Crisis Teams to Remove Students with IEPs from School Grounds
- d. 601 School District Curriculum & Instruction Goals

2nd Reading of District Policies

Keefe/Harstad motion to approve the following policies:

- a. 509 Enrollment of Nonresident Student
- b. 517 Student Recruiting
- c. 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
- d. 525 Violence Protection (Applicable to Students & Staff)
- e. 527 Student Use & Parking of Motor Vehicles; Patrols, Inspections & Searches
- f. 527 Student Parking Permit Request Form

Motion carried 6-0

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

Action Items

- a. Johnsrud/Keefe motion to approve the Local Literacy Plan as presented by Mr. McBroom. Motion carried 6-0. The plan is attached or can be found online: [Public Notices - Chatfield Public Schools \(chatfieldschools.com\)](https://www.chatfieldschools.com/public-notices)
- b. Thompson/Harstad motion to approve the annual EDIAM Resolution as presented. Motion carried 6-0. The resolution is attached or can be found online: [Resolutions - Chatfield Public Schools \(chatfieldschools.com\)](https://www.chatfieldschools.com/resolutions)
- c. Sovinski/Thompson motion to approve the Transportation contract. Mr. Harris took a moment to summarize the changes. Motion carried 5-0; member Keefe abstained.

- d. Keefe/Harstad motion to approve the increase in hours for Lisa Kohlmeyer from 30 hours per week to 37.5 hours per week. Mr. Harris explained that this is an investment for the district as it will increase efficiency and effectiveness from the district office. Motion carried 6-0.

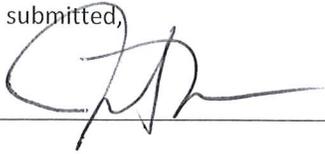
Adjournment

Keefe/Sovinski motion to adjourn at 8:51pm. Motion carried 6-0

Respectfully submitted,

/s/

Board Clerk



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

These minutes can also be found online: [Meeting Minutes - Chatfield Public Schools \(chatfieldschools.com\)](https://www.chatfieldschools.com/MeetingMinutes-ChatfieldPublicSchools) or by contacting the District Office.



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The Chatfield Education Foundation is a non-profit organization dedicated to advocating, promoting and funding initiatives to enrich the educational experiences for Chatfield students.

Overview

- Our non-profit organization will be separate from the school district budget/ finances. It will be used to help fund different initiatives, educational experiences for students (to reduce/ eliminate the need for student fundraisers) and provide funding within the classrooms.
- Requests will be processed on a grant basis through a submission form from teachers, for examples such as field trips/experiences, technology upgrades, food or supplies for classroom events, equipment, etc.

Requests

- Requests will be processed on a grant basis through a submission form from teachers.
 - Examples may include: field trips/experiences, technology upgrades, food or supplies for classroom events, equipment, etc.
- The CEF Board will monitor the grants that have been requested to ensure the funds are distributed appropriately
(through a variety of teachers, grades, opportunities)

Teacher Liaisons

- Teacher Liaisons will collect the requests to send to the CEF Board to review
- One teacher selected from both the Elementary School and the High School
 - Elementary School- Jolene Dornack
 - High School- TBD

Upcoming Events

- Saturday, August 5, 2023 - Side x Side Ride
 - Chatfield Golf Course
- Saturday, December 2, 2023 - Live/Silent Auction Event
 - Joy Ridge Event Center

More information

- Board Members include:
 - *President- Andy Harstad, Vice President- Mitch Berry, Treasurer-Gina Jaquith, Secretary-Alison Bentley, Jenny Allen, Katie Bernard, Brian Bicknese, Lance Boyum, Tim Danielson, Greg Laplante, Al Neis, Maggie Ruskell, & Julie Sogla, along with several other volunteers.*
- For further information or any questions, check us out on Facebook at *Chatfield Education Foundation* or by email at chatfieldeducationfoundation@gmail.com.



OUR MISSION

Chatfield Education Foundation is a non-profit organization dedicated to advocating, promoting and funding initiatives to enrich the educational experiences for Chatfield students.

OUR PURPOSE

Money raised will be used to help fund different initiatives, educational experiences for students, reduce student fundraisers, and provide funding within the classrooms. We believe if we can assist in alleviating costs, it will help lighten the school district budget to make funds more readily available in other important areas of education.

Chatfield Education Foundation
501(c) (3) #92-2414100

For More Information
Contact us:



FACEBOOK.COM/CHATFIELDEDUCATIONFOUNDATION



Chatfieldeducationfoundation@gmail.com



P.O. Box 531 Chatfield, MN 55923

MARK YOUR CALENDARS AND JOIN US FOR OUR FIRST ANNUAL FUNDRAISING EVENTS



Saturday August 5

Side by Side Ride.

Join us for a day of fun, meat raffles and 50/50 drawings. The event will start and end at the Chatfield Golf Course. Follow us on FB for more details!



Saturday December 2

Our Annual Main Event 2023!

Live & Silent Auction held at Joy Ridge Event Center. Follow us on FB for more details!



100% OF ALL PROCEEDS GO TO SUPPORT CHATFIELD ISD #227

We strongly believe in our mission and purpose. We greatly hope you will join and be a part of these fundraising efforts!

Ways to Contribute

-F&M Community Bank-
Attn: Chatfield Education Foundation

-Venmo-

-Auction Items-

-Volunteer Opportunities-



venmo

COMMUNITY EDUCATION / DAC

Board Report – May 10, 2023

Valleyland – Summer Valleyland is full in most grade levels. We still have a couple openings for 3rd grade.

Preschool - Preschool enrollment will be up for the next school year. Currently, we have 54 enrolled in the 4 & 5 year old classes. We added another 4-day section (with the Friday Child Care option). Both 4-day classes and the 3-day class are full. We just opened a 2-day option for future enrollments. We have 10 spots left in the 3 year old classes.

Summer Enrichment & Recreation -- The summer catalog is available on the Community Education page of the school website. The link has been shared with all prek-6th grade families. New offerings this year – *Softball for 2nd & 3rd grade, Pickleball, Brick Building through Enrichment League.*

Testing – MCA Testing is completed. Thanks to everyone who helped proctor the tests. Special thanks to Sue Danielson for helping with the set up and testing for the elementary. 1st & 2nd grade are currently taking the NWEA reading & math tests..

SEL GRANT for Early Childhood – Our Early Childhood Program has received a \$15,000 grant for Social Emotional Learning (SEL) from Southern MN Initiative Foundation. The project is called the “Let’s SEL it Campaign”. The funds will be used to provide staff training, classroom resources, parent education, and resources for families. There will be a special event to kick-off the campaign in the fall.

- A committee has been established to help determine the most effective, efficient way to use the funds. The committee will select a SEL model, determine the best option for SEL curriculum, identify resources for the classroom, and establish the resources and supports needed for our early childhood families. The committee includes Jayna Harstad (ECSE), Angie Grant (ECFE), Kaitlyn Dunlay (Kindergarten), Nikki Vanderhoof (HVED), Ashley Kester (Elem. Social Worker), and the preschool teachers—Renee Bakken, April McBroom, Janel Sackreiter, and Samantha Geving.
- The goal will be to find a SEL model that works in ECFE, Preschool, and Kindergarten. By doing so, the language and expectations will be consistent through our students’ early years in education.
- Through ECFE we will develop and distribute family resource packets. Fillmore County Public health will assist us in distributing packets, as well.
- We will be working with the Chatfield Alliance to create a community awareness plan.

CHATFIELD ELEMENTARY REPORT TO THE SCHOOL BOARD



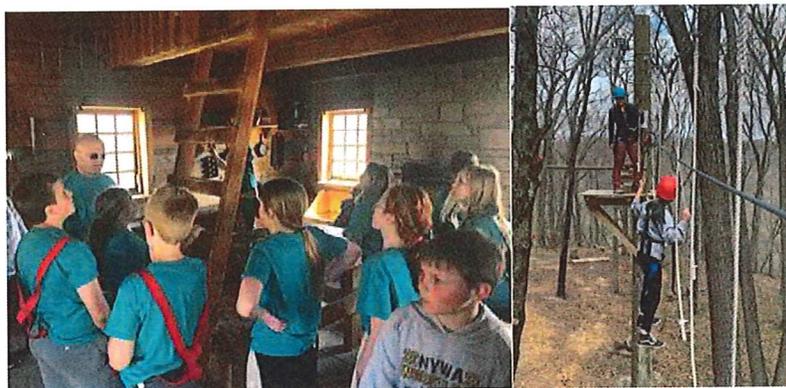
May 10, 2023

Teacher Appreciation Week:

Last week was Teacher Appreciation Week. Every year our teachers do an outstanding job and deserve a great deal of recognition. This year we had a theme for each day and it was coordinated by our para group. It's exciting to see how our staff support each other! As a colleague, parent of children in our district, and community member I feel we should be very proud of the work that our staff does each and every day!

Eagle Bluff – 5th Grade Trip

Last week our 5th graders went on the annual 5th Grade Eagle Bluff field trip. Our staff does a nice job with coordinating the event and our students did a great job. A big thank you to our chaperones that took the time out of their busy lives to help out. The event went very well. I saw students step outside their comfort zone as well as learning about the nature and around us. The staff at Eagle Bluff did a great job!



MCA Testing Update:

We are completed with our MCA Testing. I am proud of the effort that our students and staff put forth to prepare for these tests.

Last Weeks of School

Our last weeks will be very busy with many activities and field trips. It is refreshing to have all these opportunities back on the schedule!

Summer School Planning

Our summer school dates are set and staffing in place once approved. We have a large number of teachers but not all teachers are available for the full 4 weeks. The COVID funding we're using for gen ed summer school is ESSER and GEER funds, specifically GEER Summer Expanded Learning and ESSER III Learning Loss.

Thank you for all the support throughout the 2021-2022 School Year.

Respectfully,

Shane McBroom

CHATFIELD ELEMENTARY REPORT TO THE SCHOOL BOARD



May 10, 2023

Kindergarten Round-Up

We were able to hold our Kindergarten Round-Up two weeks ago. I want to thank our staff and student council students that helped put this on for our families. It was a fun evening and our 6th grade leaders did a great job. We have 49 students registered and are looking forward to working with our next group of students!



D.A.R.E.

We finished up our D.A.R.E. Program and I'd like to thank Officer Kevin Landorf for the efforts he puts in to providing this experience for our 6th graders. Graduation was held on Monday of last week. We also had some students participate in the D.A.R.E. Twins Game.





Chatfield High School Board Report

May, 2023

Chatfield students scheduled to be recognized over the next month

Tonight's Academic Awards Celebration starts off the recognition events that end with Commencement on June 4th. Tonight's program focused on the tremendous academic achievements of our high school students. Next week we will be doing the same for our middle school students with a morning event, an evening event for the graduating class, and an FFA celebration. Individual sports will also host end of year celebrations in the coming month. These events are always a great opportunity to celebrate the students and I appreciate the adjustment of the Board meeting to accommodate tonight's event.

In addition to receiving recognitions, a number of students will be active participants in the award ceremonies and Commencement:

Senior Recognition speakers:

Alyssa Frank

Lillian Hanson

Commencement speakers:

Hunter Bernau

Sydney Ellis

Commencement host:

Belle Carr

Commencement name readers:

Josie Koenigs

Peyton Ellis

Junior Commencement Ambassadors:

Ruby Evans

Nick Long

Mary Halvorson

Jack Dornack

Brayden Fretland

Evelyn Goldsmith

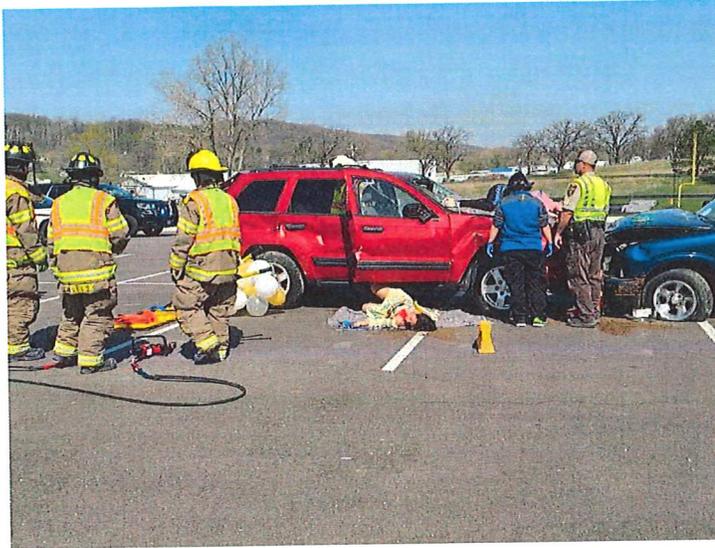
Prom was a huge success

On Saturday the Chatfield High School Prom was held at CHS. This event was only possible because of the efforts of Laura Adams, the Prom Committee and many volunteers. The community and local businesses also provided many prizes and gifts for the attendees.



We had a massive crowd for the grand March ahead of the Prom. Somehow we were able to get everyone seated. The couples did a great job with the evening and represented themselves very well at this public event. After the Prom there was an all-night party for the students to continue their fun. Thank you to the parents and community members that organized that event.

Two days prior to the Prom we hosted a mock crash that demonstrated the potentially fatal consequences that come from distracted, drunk, and irresponsible driving. The mock crash included two wrecked vehicles. Students served as participants in the crash but the rest of the participants were actual first responders. A huge thank you to Chatfield Police and Fire, Chatfield Ambulance, and the Fillmore and Olmsted Sheriff's Departments for their participation.



CHS to make some adjustments to our staffing plan for 2023-24

We will be making several adjustments to our assignments in order to meet the needs of our students next year. The incoming 7th grade class is smaller than our current graduating class so we will be adjusting a few sections to serve the middle level both in regular classes and with interventions.

- Our 7th grade math numbers are not as easily divided as they have been in recent years. This will result in the addition of a fourth section each trimester.
- We will have additional intervention sections to serve our struggling students. We have not focused on Tier 2 interventions (interventions occurring outside of our general classes) in the past. Now we will have more interventions at that level. It should help students in their classes and, hopefully, reduce the need for students moving to intensive Tier 3 programming.
- We will be moving Tom Moody from the ALP into a full-time special education assignment. This will .5 FTE increase will significantly impact the caseload sizes for our special educators.
- Adam Hurley will serve as the new ALP coordinator. His assignment will also include the coordination of our online classes. Adam has been in the ALP in the past and has seen his role increase in the ALP over the course of this year.

I have kept Supt. Harris apprised of these changes during the staffing season. In all, it appears that our total instructional staffing will either be identical or a tiny bit less (.08 FTE) than the current year.

Rebecca Copeman wins State Speech title and CHS Speech takes 3rd in Speech

Rebecca Copeman became Chatfield's 3rd individual state champion (Kail Schott and Javier Berg also won in wrestling) this year. Rebecca competed in the Humorous Interpretation category. Her win, along with the other State participants from Chatfield, contributed to a 3rd place trophy for the team sweepstakes. This repeats the accomplishment of last year's Speech team.

Other Gophers competing at State included:

Greta Kunene placed second in Drama Interpretation;
Sydney and Peyton Ellis placed second in Duo Interpretation;
Claudia Meyer placed 2nd in Informative;
Nick Long placed 3rd in Storytelling;
Josie Koenigs competed in Great Speeches; and
Emilie Copeman competed in Poetry Reading



Reported May 10 – Eric Nelson

Chatfield Public Schools

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

Fax 888-518-0704 Phone 507-867-4210 www.chatfieldschools.com

Education Identity & Access Management 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.

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

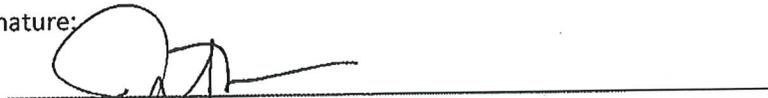
The Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOWA) for this organization:

Print Name: Edward Harris

Title: Superintendent of Schools

Board Clerk Signature:

Name:



Date:

May 10, 2023

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

SUPERINTENDENT'S REPORT 05/10/2023

<https://www.evernote.com/shard/s265/sh/27ad4b50-26c7-ecba-7a49-4d24eb95e0be/IrnAtI5fBODEYqNNYdBgHr4aePKm25J4gkyl67QDvISAUpuNDhVs8oNPng>

Chatfield Education Foundation Introduction

This is a local group that have organized to raise and offer monetary aid to support teaching and learning experiences. We have been in communication about their aims and have met in person to office guidance and answer questions. They will be coming to the meeting to introduce their efforts during reports.

CEF Slides Presentation

https://link.edgепilot.com/s/158df730/sZZ6ocyAKEeBK-_7ukcChQ?u=https://docs.google.com/presentation/d/1nRGFsATym186hx--MjzOarWaOb08coBqGBJVpH1fHvY/edit%23slide=id.p1

Valance Update: see attached picture

Site Project Follow Up

I have requested pricing for an expansion of parking stalls near the track gate and filling in a portion of the preschool drive with additional asphalt. This could be supported by funds remaining in the site project fund from last summer. When I get pricing, I will approach the Board for approval.

Facilities and Budget Review

Discus posting for a special meeting for discussion purposes.

1st Reading of District Policies

509 Enrollment of Nonresident Student

No material changes.

517 Student Recruiting

No material changes.

522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

No material changes.

525 Violence Protection (Applicable to Students and Staff)

No material changes.

527 Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches

No material changes.

527 Student Parking Permit Request Form

No material changes.

2nd Reading of District Polices

509 Enrollment of Non-Resident Student

No material changes.

517 Student Recruiting

No material changes.

522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process

No material changes

525 Violence Protection

No material changes.

527 Student Use & Parking of Motor Vehicles; Patrols, Inspections, Searches

No material changes.

527 Student Parking Permit Request Form

No material changes.

Action Items

11a Local Literacy Plan:

This is an annual requirement to release local literacy aid revenue. Shane will present on this at the meeting.

11b Education Identity and Access Management Resolution

This is an annual MDE approval to continue access to various functionalities in the MDE web site.

11c 2023-2027 Transportation Contract

Katie and Dave are reviewing the proposed transportation contract. Mike Bernard and I have been working on this since the bid widow closed. Bernard Bus was the only company to submit a bid. If you average the base costs of the last two years with the projected/proposed costs for the next 4 years, the average cost increase for the district over that 6 year period is projected to be roughly 2.5%. I feel this is a very reasonable contract given the current economy that will provide cost predictability. Over the course of the past 63 years, Bernard Bus has served the district very well. I recommend approval.

<https://docs.google.com/document/d/1BrIOfYo17v1SHkwo1-uuGwU1YzqHXUQ5/edit?usp=sharing&oid=115919107520663026426&rtpof=true&sd=true>

11d HR Increase (Lisa Kohlmeyer)

Here is a summary of the request we discussed to increase Lisa's hours from 30 to 37.5 per week. The cost is approximately \$10,000 for increased time. This staffing change is a part of longer range, budget friendly staffing plan in the district office.

In our continuing efforts to create efficiencies in the business office that assist staff and budget management, the following are some of the updates that can be done in the upcoming year:

- a. Further develop use of Recruit & Hire by actively viewing candidates and forward to principals for review and sending invitations to apply to open positions
- b. Data entry in HR software for quick access to Seniority lists (Seniority list required for annual approval and various admin decisions)
- c. Data entry in HR software for quick access to licensures and certifications
- d. Assist admin in review of and updates to district's job descriptions
- e. Assist admin to update the staff cloud with business office specific information
- f. Employee file/records cleanup
- g. Starting this fall, we plan to rollout a 'New Hire Onboarding' program. The district has not had a consistent process to onboard new employees and while we have made real positive progress since the addition of this position almost 2 years ago, this is the next step. This will be done in cooperation with each building, CE and VL, to give new employees all the information they need to feel welcomed, valued and informed as they begin their employment with us, whatever their position may be.
- h. Starting in FY25, we'd like to roll out a benefits platform what will make enrolling and annual open-enrollment periods must more efficient. The setup is rather labor intensive but the result will be a smooth process for all users and easy maintenance for the payroll/benefits department. This will also aid in annual requirements.
- i. As more tasks are completed for efficiencies, the district office will be set up to absorb additional job duties as needed. Position schedule is currently 7:30-3:30 Monday-Thursday; an approved increase will change schedule to 5 days. 1 day per week will be working from elem office in order to create connectivity with, and answer questions for, employees in that building.



Chatfield Elementary
11555 Hillside Dr. SE
Chatfield, MN 55923

**MINNESOTA
DISTRICT/SCHOOL
LOCAL LITERACY PLAN**

2023-2024

I. General Information and Instructions:

Minnesota Local Literacy Plans are due July 1, 2023.

**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

<i>Local Literacy Team Members</i>	<i>Local Literacy Team Roles</i>
Ed Harris	Superintendent
Shane McBroom	Elementary Principal
Eric Nelson	7-12 Principal
Elissa Johnsrud	Reading Specialist
Melissa Papenfuss	School Psychologist
LuAnn Klevan	Community Ed Director
Jayna Harstad	Special Education Teacher
Kirsten Armstrong	Teacher
Tracy Raaen	Teacher
Brenda Semmen	Reading Interventionist
Melanie Murphy	Teacher

	<p>Chatfield Elementary 11555 Hillside Dr. SE Chatfield, MN 55923</p>	<p>MINNESOTA DISTRICT/SCHOOL LOCAL LITERACY PLAN</p>	<p>2022-2023</p>
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LOCAL BOARD OF EDUCATION ACTION	
<p>The local Board of Education of Chatfield Public Schools has authorized Shane McBroom at a monthly meeting on May 4, 2022 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 2022-2023. 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.</p>	
<p> _____ (Signature of Superintendent/Director)</p>	<p><u>5/10/23</u> _____ (Date)</p>

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>2023-2024</p>
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I. GOALS AND OBJECTIVES

Our goal is to be at 80% proficient in reading in grades K-6. 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 of 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 supports 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 a reading program that sets individualized 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 promotes 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 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.
- 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.

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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 assessment system.
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 (1-6) are also tested on the fall and winter NWEA MAP (Northwest Evaluation Assessment – Measures of Academic Progress) testing suite. Kindergarten Students are assessed using the ESGI program Fall, Winter and Spring. 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 phonics or comprehension need. Teachers will use the IRLA (Independent Reading Level Assessment Framework) to track student independent reading progress daily and diagnose areas of concern. 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 explicit instruction 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 and other strategies to accelerate individual progress. Where individual students are not making accelerated progress, new strategies and methods will be tried until the student's progress accelerates.

If the students are below the 20% in 3 areas (IRLA, FASTbridge CBMs and NWEA reading), students qualify for ADSIS. 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:

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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 communicating their child’s individual reading goals and asking them to work with them half an hour each night. Materials will be provided to 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. 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 is posted on our school website. Training videos are used to explain what we expect from them as “at home coaches”. We will also provide open communication for families 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.

IV. INTERVENTIONS AND SUPPORTS

Tier I

Chatfield teachers have written a curriculum based on the Minnesota State Standards for English Language Arts 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.

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In reading, Tier 1 universal support interventions are implemented during core instruction. Every student has an reading assessment that indicates individual student needs. This is monitored in core instruction at frequent intervals.

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 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. Our staff is 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 diversity and individuality in their students and literature selection. We have written in house curriculum that is based on the Minnesota state standards. We are currently modifying this curriculum to align with the Science of Reading.

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 readers with a school-wide efforts in collaboration and accountability that supports literacy development in all students.