

**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

**TO:** Board of Education  
**FROM:** Matt Hillmann Ed.D., Superintendent  
**RE:** Table File Items for March 9, 2020, Regular School Board Meeting

VI. Consent Agenda

B. Gift Agreement

- \$4,776.00 donation from Northfield Sertoma for classroom amplification systems: one for Longfellow and three for Sibley Elementary.

D. Personnel Items

a) Appointments

5. Marissa Gallardo, Targeted Services PLUS Site Assistant for up to 6 hours/day at Bridgewater, beginning 6/18/2020-8/6/2020; Step 3-\$13.91/hr.
6. Averie Line, General Ed EA Instructional for 7 hours/day at Longfellow, beginning 3/16/2020-6/8/2020; Gen Ed Step 1-\$15.34/hr.
7. Ellyn Sheehy, 1.0 FTE Long Term Substitute Early Childhood Special Education Teacher at Longfellow, beginning 3/16/2020-6/8/2020; BA, Step 1-pending obtaining a Tier 1 license

b) Increase/Decrease/Change in Assignment

13. Sheila Atkinson, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
14. Rachael Basinger, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 3-\$13.91/hr.
15. Elizabeth Brewer, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
16. Kelle Edwards, EA at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
17. Janet Gannon, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
18. Michael Garlitz, Accelerate Northfield with the District, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
19. Jackie Groth, EA at Bridgewater, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
20. Robbin Hedberg, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 3-\$13.91/hr.
21. Jaylen Heller, Targeted Services PLUS Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 2-\$13.56/hr.
22. Mitzi Holden, Child Nutrition Manager I at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
23. Matthew Meyer, Community School Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 1-\$13.21/hr.
24. Matti Prayfrock, Targeted Services PLUS Site Assistant at Greenvale Park, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
25. Karen Rodriguez, Targeted Services Site Assistant at Greenvale Park, add Special Ed EA PCA for 6.75 hours/day at the Middle School, effective 3/31/2020-6/5/2020; Spec Ed Step 1-\$15.93/hr.
26. Ann Schmidt, CNA II and CNA III at the High School, add Summer Child Nutrition Associate for up to 4 hours/day at Bridgewater, effective 6/8/2020-8/6/2020; \$18.34/hr.

27. Robyn Spillman, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 4-\$14.49/hr.
28. Kim Slegers, Assistant Track Coach at the High School, Level F-Step 4, change to Assistant Track Coach at the High School, Level F-Step 11, effective 3/5/2020.
29. Jenny Streefland, Guidance Counselor at the Middle School, add Targeted Services BLAST Teacher for up to 4 hours/week at the Middle School, effective 3/9/2020-5/28/2020; Yr. 1-\$27.11/hr.
30. Karie Svien, EA at the Middle School, add Targeted Services Summer PLUS Site Assistant for up to 6 hours/day Mon.-Thurs. at Bridgewater, effective 6/18/2020-8/6/2020; Step 2-\$13.56/hr.
31. Cori Yamry, Guidance Counselor at the Middle School, add Targeted Services BLAST Teacher for up to 4 hours/week at the Middle School, effective 3/9/2020-5/28/2020; Yr. 1-\$27.11/hr.

c) Leave of Absence

3. Amanda Sieger, ADSIS Teacher at Sibley, Family/Medical Leave of Absence, effective 3/2/2020 for up to 60 workdays on an intermittent schedule.

d) Retirements/Resignation/Terminations

4. Nancy Kluver, Administrative Assistant at Longfellow, retirement effective 6/30/2020.

E. Co-Curricular Overnight Trips for 2019-2020

Director of Student Activities Joel Olson has provided the enclosed co-curricular trip for the 2019-2020 school year. Mr. Olson is requesting School Board approval.

F. Grant Application Approvals

1. Erin Bailey, Community Services Director, is requesting School Board approval of a \$20,000.00 grant request from Women In Northfield Giving Support (WINGS). In partnership with the Minnesota Children's Museum, the Community Services Division is working to transform the current Greenvale Park Elementary School media center into an indoor learning lab. This will expand and enhance our Early Childhood Family Education, Hand in Hand Preschool and Early Ventures Childcare Center programming. If received, this grant will serve 500+ children (unduplicated count) on an annual basis.
2. Director Bailey is requesting School Board approval of a \$38,300.00 grant request from Northfield United Way. PRIMEtime provides low-income and at-risk Northfield children with free mentoring, tutoring, skill-building workshops, and cultural enrichment programs after school and over the summer. The target population includes children at risk of academic failure and low-income youth receiving free/reduced price lunches. If received, this grant will provide after school and summer enrichment to over 850 Northfield youth July 1, 2020 - June 30, 2021.

VIII. Items for Information

- B. COVID-19 Preparations. In the board packet is a *COVID-19 Frequently Asked Questions* document that was shared with staff and school families on March 9, 2020.
- E. CVSEC Lease Update. Superintendent Hillmann will provide an update on the Cannon Valley Special Education Cooperative lease.

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 9<sup>th</sup> day of March, 2020, by and between Northfield Sertoma, hereinafter the "Donor", and Independent School District No. 659, Northfield, Minnesota, pursuant to the District's policy for receiving gifts and donations, as follows:

**TERMS**

Check # 10355 \$4,776.00 donation for classroom amplification systems needed. One for Longfellow and three for the new Sibley classrooms.

Northfield Sertoma

Donor

By: Received in District office

Approved by resolution of the School Board on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

INDEPENDENT SCHOOL DISTRICT No. 659

By: \_\_\_\_\_

Clerk



**RESOLUTION ACCEPTING DONATIONS**

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**WHEREAS**, Minnesota Statutes 123B.02, Sub. 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 Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Greenvale Park Elementary PTO	\$5,286.71	Supplies/materials as staff requests
Northfield Sertoma	\$4,776.00	Classroom amplification systems: one for Longfellow and three for Sibley Elementary.

The vote on adoption of the Resolution was as follows:

- Aye:
- Nay:
- Absent:

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk



*Northfield Public Schools  
Northfield, MN*

## **EXTENDED FIELD TRIP FORM**

Staff Member(s) Responsible (Name and phone): Jeff Wright (612)208-5004

School and Program: NHS Boys Lacrosse

Date of Requested Trip: May 8, 2020 - May 9, 2020

1. What group is taking this trip? Boys Lacrosse

Estimated # of Students: 45

Adult Supervisors: NHS Coaching Staff (Jeff Wright, Adam Becker, Garrett DeBuse, Chaz Irrthum)

2. Destination: Hermantown HS, Duluth HS

Date/Time of Departure: May 8 - Leave NHS by 11 am

Date/Time of Return: May 9 (approx. 7-8pm)

3. State purpose and/or educational value of trip (attach information to form if needed).

Non-Conf Lacrosse Games

Hermantown HS: 5:30/7pm game times

Duluth HS: 11:30/1pm game times

4. Name the manner of travel and the carrier. Northfield Lines Coaches

5. State housing arrangements (must include name, address and phone number of hotel).

6. List of coach, parent or guardian contact info.

Jeff Wright (Head Coach)

Adam Beccker (Asst Coach)

Garrett DeBuse (Asst Coach)

Chaz Irrthum (Asst Coach)

Terry Herbig (Boosters)

Deric Selchow (Boosters)

7. List participants (reminder to have participants complete parent/guardian permission form if applicable).

8. Indicate who will be in charge of supervising the trip (roles and responsibilities).

I, Jeff wright will be responsible for the team while on this trip. Terry Herbig (boosters) will also play a vital role on this trip, as he will handle a portion of the details, in terms of parents, hotels and team meals.

9. State the safety precautions and procedures for emergencies while on the trip.

11. Give budget costs, how trip will be funded and estimated cost per student.

12. List any proposed precautions, special needs, special concerns, student concerns, - if applicable.

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Signature of Staff Member Responsible:

Date field trip request was submitted to Principal:

Principal/Administrator Signature and Date:

Approved: *Joel Selchow* 3/9/20 Not Approved:

\*\*\*\*\*

Superintendent Signature and Date:

Approved: Not Approved:

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School Board Review Date:

Approved: Not Approved:



# Grant Application Approval Form

March 9, 2020

Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:

- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	Indoor Learning Lab
Project Period	From: July 1, 2020 To: June 30, 2022
Funding Source	Women In Northfield Giving Support (WINGS)
Application Deadline	March 13, 2020
List all Grant Applicants	Northfield Public Schools Community Services Division
School/Department	Northfield Community Services
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	In order to expand and enhance our Early Childhood Family Education (ECFE), Hand in Hand Preschool and Early Ventures Childcare Center programming, Northfield Public School is in the process of remodeling a current elementary school to house these programs. In partnership with the Minnesota Children's Museum, the Community Services Division is working to transform the current Greenvale Park Elementary School media center into an indoor learning lab. This learning lab will support the growth and development of children birth to Kindergarten entrance. We anticipate 500+ children (unduplicated count) will benefit from this space on an annual basis.
Project Goal (in one Sentence)	Serving children age's birth to Kindergarten entrance the indoor learning lab will serve 500+ children (unduplicated count) on an annual basis.
List All Personnel Involved in Application	Erin Bailey, Sara Line, Breezy Barrett, Kyle Roth, Jill Keeley, Flavia Berg
Budget Information	
Amount Requested	\$20,000.00
Matching Funds	\$2,250,000.00
Source of Matching Funds	\$2,250,000.00 Northfield Public Schools

Required Documents Attached:  Completed Application  Rough Draft  Summary of Application

Project Initiator Signature

*Erin Bailey*

Building Principal or District Administrator  
Signature

*Valerie Martens*

Approved by the School Board  Not Approved by the School Board Date \_\_\_\_\_



# Grant Application Approval Form

March 9, 2020

Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with a copy of the completed grant proposal. All proposals must:

- Support the District's mission and goals.
- Be financially feasible and supported by all affected District departments or buildings.
- Demonstrate collaboration and commitment from the District if required.

Grant Proposal Information	
Project Title	PRIMEtime Kindergarten – 8 <sup>th</sup> grade
Project Period	From: July 1, 2020 To: June 30, 2021
Funding Source	Northfield United Way
Application Deadline	March 16, 2020
List all Grant Applicants	PRIMEtime Collaborative
School/Department	Northfield Community Services
Contact Person	Erin Bailey Phone No. 507-664-3652
Project Information	
Brief Proposal Description	PRIMEtime (Preparing Responsible Individuals through Mentoring and Enrichment) provides low-income and at-risk Northfield children with free mentoring, tutoring, skill-building workshops, and cultural enrichment programs after school and over the summer. The target population includes children at-risk of academic failure and low-income youth receiving free/reduced price lunches. Now in its tenth year, PRIMEtime provides after-school and summer programming that will serve over 850 (unduplicated count) youth in Kindergarten through 8 <sup>th</sup> grade next year.
Project Goal (in one Sentence)	Serving children in grades K-8, PRIMEtime programs will provide after school and summer enrichment to over 850 Northfield youth next year.
List All Personnel Involved in Application	Erin Bailey, Daryl Kehler and PRIMEtime Collaborative
Budget Information	
Amount Requested	\$38,300.00
Matching Funds	\$362,489.00
Source of Matching Funds	\$234,500 Northfield Public Schools Targeted Services, \$124,489 21 <sup>st</sup> Century Community Learning Center grant and \$3,500 Northfield Public Schools Community Services Division

Required Documents Attached:  Completed Application  Rough Draft  Summary of Application

Project Initiator Signature 
  
 Building Principal or District Administrator  
 Signature 

Approved by the School Board  Not Approved by the School Board Date \_\_\_\_\_



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**Northfield Public Schools**  
**COVID-19 (coronavirus) Frequently Asked Questions (FAQs)**

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**\*\*Last update: March 9, 2020\*\***

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**What is COVID-19?**

COVID-19 is a viral respiratory illness caused by a coronavirus that has not been found in people before. Currently, there are two confirmed cases in Minnesota. Based on reports from places where it has circulated, COVID-19 presents a range of illnesses. While many cases may be mild to moderate with symptoms similar to colds and flu, some cases may be more severe. The risk of severe illness seems to be higher for older people and those with underlying health conditions. So far, very few children have fallen sick due to COVID-19. Because this is a new virus, there are still things we do not know, such as how severe the illness can be, how well it is transmitted between people, and other features of the virus.

**What is the Northfield Public Schools doing about COVID-19?**

We employ strategic disinfectant procedures during the influenza season. The same cleaning strategies that we use to limit influenza transmission are effective in combating COVID-19. These include frequent disinfecting of surfaces and spray/mist sanitizer machines that we can use to quickly and safely sanitize classrooms on a regular schedule. The District also has a crisis plan that includes a specific pandemic flu preparation strategy. We are currently reviewing this strategy and preparing to implement it, if necessary. This plan includes details about how we monitor any potential flu outbreak in a school building and the various action steps we will use to prevent the spread of illness.

**Will school be closed or activities canceled due to COVID-19?**

While cancellations do not appear imminent, the Minnesota Department of Health and Minnesota Department of Education have asked us to be prepared should this become necessary in the future. As a reminder, school and activity cancellations are sent directly to families via Skylert, are posted on our official social media channels, and are posted with a gold alert on our website.

**What will happen should schools be closed and activities canceled due to COVID-19?**

The District will execute its e-Learning Day plans should closures become necessary.

### **Will the District provide child care should schools be closed due to COVID-19?**

No, the District will not provide child care should schools be closed due to COVID-19. Parents should consider other arrangements if closure becomes necessary.

### **What actions should we take to protect our family?**

Right now, the most important actions people in our community can take to prevent illness are simple and effective. The Minnesota Department of Health indicates that following these basic good health practices is the most effective way to protect yourself and your family:

- Consider getting a seasonal flu shot. It's not too late!
- Make sure to cover coughs and sneezes.
- Encourage frequent and thorough handwashing with soap and water for at least 20 seconds. Model frequent handwashing in your home and workplace.
- Keep children home from school until fever-free for 24 hours without fever-reducing medication.
- Stay home from work if you are sick.
- If you plan to go to the doctor with flu-like symptoms, please call ahead so the clinic can be prepared for your arrival.

Additionally, you may take this opportunity to review your family's own emergency plans. Think about backup plans for child care if school is temporarily closed or if parents, children, or a child care provider is sick. Think about necessary items to have at home, including prescription medication (check your refill dates), and non-prescription medications, such as fever-reducing medications.

### **How do we talk with our children about COVID-19?**

The National Association of School Psychologists (NASP) has prepared guidance for parents to talk with their children about COVID-19.

- [Read the NASP guidance in English](#)
- [Read the NASP guidance in Spanish](#)

### **How does the Northfield Public Schools stay up to date about COVID-19?**

Student and staff health and safety is a top priority. We are monitoring developments closely and receive strong support from our partners at the Minnesota Department of Health and the Minnesota Department of Education. Northfield Public Schools is following the guidance of these and other state agencies. We are also receiving updates from the federal Centers for Disease Control and Prevention to ensure our school district has the latest information. Superintendent Dr. Matt Hillmann and the District's COVID-19 preparation team participates in a statewide call every Wednesday for schools solely about the virus and the information most valuable to schools.



## What else should I know?

- At this point, the CDC does not recommend the use of facemasks as a preventive measure for the general public. Facemasks are typically used in clinical settings to prevent the spread of diseases from ill patients to health care workers who are in close contact with them.
- Avoid showing prejudice to individuals who you perceive are more likely to have encountered COVID-19. This includes people who have recently traveled to Level 3 warning countries (as of March 9, 2020: China, Iran, Italy, and South Korea). Anyone in the U.S. who has not traveled to a Level 3 warning country or been in contact with someone confirmed or suspected to have COVID-19 in the last 14 days is at low risk of becoming sick.
- There is currently no vaccine to prevent COVID-19; however, research is underway.

## Further Questions

Please contact Superintendent of Schools Dr. Matt Hillmann directly with any questions about the District's preparation for COVID-19.

## Additional Resources:

Minnesota Department of Health resources:

In English: <https://www.health.state.mn.us/diseases/coronavirus/basics.pdf>

In Spanish: <https://www.health.state.mn.us/diseases/coronavirus/basicsspanish.pdf>

In Somali: <https://www.health.state.mn.us/diseases/coronavirus/basicssomali.pdf>

Minnesota Department of Health:

<https://www.health.state.mn.us/index.html>

Minnesota Department of Health *Prepare and Protect for COVID-19*:

<https://www.health.state.mn.us/diseases/coronavirus/prevention.html>

Centers for Disease Control COVID-19 Resources:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Family Emergency Preparedness:

<https://www.ready.gov/>