

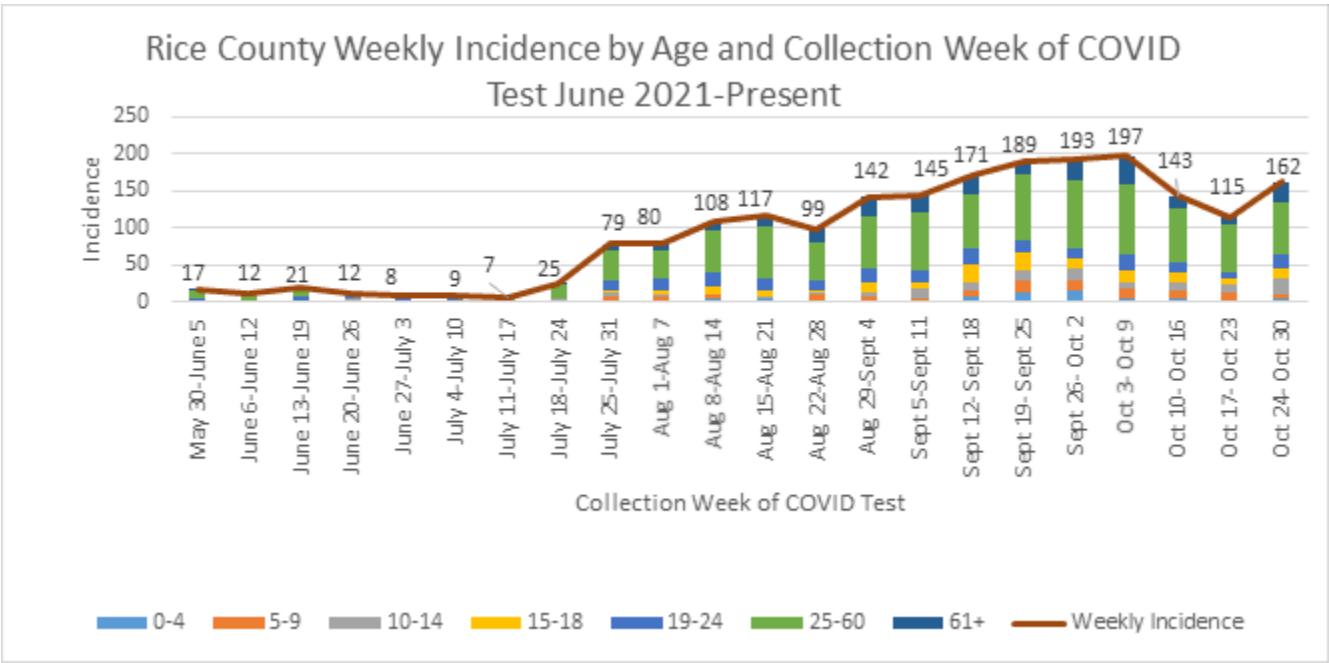
**NORTHFIELD PUBLIC SCHOOLS**  
**Office of the Superintendent**  
**Memorandum**

**TO:** Board of Education  
**FROM:** Matt Hillmann Ed.D., Superintendent  
**RE:** Table File Items for November 8, 2021, Regular School Board Meeting

5. Items for Discussion and Reports
  - e. Superintendent Operations and COVID-19 Update. Superintendent Hillmann's report has been updated to include the most current COVID-19 cases per week graph available from Rice County.
6. Consent Agenda
  - c. Personnel Items
    - i. Appointments
      17. Cortney Gillum, 1.0 FTE Building Nurse at Greenvale Park, beginning 1/4/2022; Step 4-\$36.84/hr.
      18. Change: Candace Hard, 1.0 FTE Long Term Substitute Special Ed Teacher-ABS, LD, EBD at Bridgewater, beginning on 11/12/2021-2/11/2022; BA10, Step 10
      19. Grant Hutton, Program Assistant with Community Education Recreation, beginning 11/7/2021-5/31/2022; \$10.50/hr.
      20. Michelle Oaxaca, Special Ed EA-PCA for 6.75 hours/day at the High School, beginning 11/11/2021; Step 4-\$17.52/hr.
      21. Ryan Oden, ELL EA for 7 hours/day at the Middle School, beginning 11/22/2021-6/10/2021; Step 3-\$16.29/hr.
      22. Tony Rezac, Head Wrestling Coach for 2 hours/day at the Middle School, beginning 11/15/2021; Stipend \$2,987 + step 4-\$125.00
      23. Nathan Stevens, Program Assistant with Community Education Recreation, beginning 11/7/2021-5/31/2022; \$10.08/hr.
    - ii. Increase/Decrease/Change in Assignment
      30. Mark Johnson, Seasonal Grounds with the District, change to Substitute Custodian with the District for snow plowing purposes, effective 11/4/2021.
      31. Debra Pack, Special Ed EA at the High School, add Special Ed EA PCA Bus morning route for 1.42 hrs/day with the District, effective 10/29/2021-6/10/2022.
      32. Sheldon Volkert, .5 Assistant Gymnastics Coach at the High School, change to .3 Assistant Gymnastics Coach at the High School, effective 11/8/2021.
    - iii. Leave of Absence
    - iv. Retirements/Resignations/Terminations
      1. Karl Viesselman, Girls Head Track Coach at the High School, resignation effective 11/5/2021.
  - d. Grant Application Approvals
    - i. Director of Child Nutrition Stephany Stromme is requesting school board approval of a \$16,000.00 grant from MN Department of Agriculture. The AGRI Full Tray Farm to School program will enhance our farm to school offerings and assist us in being proactive in purchasing equipment so production is not disrupted with repair downtimes. The grant request is for \$5,000 for Full Tray Grant to support farm to school purchases and \$11,000 equipment request to purchase a counter top freezer for both the middle school and high school to offer frozen ala carte items that meet Smart Snack guidelines, as well as a steamer or combi oven at the high school.
    - ii. Director Community Education Erin Bailey is requesting school board approval of a \$20,000.00 grant request from Southern Minnesota Initiative Foundation. This grant funding will be used to provide wrap-around childcare for students enrolled in the full day Hand in Hand Preschool section who are receiving free or reduced price lunch. This childcare will be offered from 7:30 a.m. to the start of preschool and from 3:45 p.m. to 5:00 p.m. This will allow families to have a complete day of care for their child. Early Ventures Learning Center is at capacity and thus not able to provide this service. If received, this grant will provide funding February 8, 2022 - February 8, 2023.

**Executive Summary:** This report provides an overview of the district’s operations, bright spots, anti-racism work, and response to COVID-19.

The graph below represents the COVID-19 cases in Rice County per week. The chart is from the Rice County Public Health website.



The district began counting positive COVID-19 tests within the school community on Aug. 31. As of November 4, the district had 95 total positive COVID-19 cases and 25 active cases recorded in the last 14 days. People can view the latest district data through the district’s COVID-19 dashboard at:

<https://northfieldschools.org/covid-19/reported-covid-19-cases-dashboard/>

The district average percentage of students quarantined for the week of Oct. 25-29 was 0.92%. The district average percentage of students absent with influenza-like illness symptoms was 1.45% during the same time frame.

**Vaccination for Students Ages 5-11**

The FDA and CDC have approved the use of Pfizer-BioNTech’s vaccine for children ages 5-11. While vaccination is a family’s choice, the district will continue to provide information so that families who desire vaccination can access an appointment.

The district is collaborating with Rice County Public Health and hosting a vaccination clinic on Nov. 18 at the NCEC. This clinic will be held after school hours 3:30 p.m. - 6:00 p.m. for Pfizer (five years and older), and first, second, booster doses, and additional doses for immunocompromised individuals. People can register for this clinic online through [Rice County Public Health](#).

**COVID-19 Testing Program Update**

The district opened its on-site testing program at the district offices on Nov. 2. We have been able to serve 15 appointments per day to begin. All appointments were utilized during the first three days of testing. The district is using the Cue molecular test. Testing is available to Northfield School District students, staff, and children of district staff who live in a different district (to support staffing levels). People taking the test park their vehicles along Second Street facing east. The



district's health aide brings the nasal swab to the vehicle and collects the sample. The test is processed inside the building and results are ready in approximately 20 minutes. The tests are free to the district at this time. The district has also received a \$200,000 grant from the Minnesota Department of Education to support the staffing costs to administer the program.

The district is still awaiting the BinaxNow rapid antigen tests that it will use to create a "test and stay" program. Students required to quarantine due to being identified as a close contact with someone who tested positive for COVID-19 at school will be permitted to attend classes if they test negative daily during what would have been the quarantine period. The district will provide more information as it is available.

### **School Resource Officer Change and Contract Update**

The district will have a change in its school resource officer. Officer Bart Wiese has been in the position since 2017 and will be shifting back to patrol responsibilities in Jan. 2022. Officer Wiese has done an excellent job leading the DARE program at our elementary schools, building relationships with students and families, and assisting with school-related issues requiring law enforcement support. He will be missed.

Officer Gabriel Crombie will be the new school resource officer. Officer Crombie is a graduate of Northfield High School and has a background in social work, serving in Rice County Social Services for several years before entering law enforcement. We look forward to Officer Crombie supporting the Northfield School District beginning in January. We are excited for Officer Crombie to join our team.

The district is preparing to renew the contract with the City of Northfield for the school resource officer for another term. It will come before the board at the second board meeting in November.

### **Child Nutrition Supply Chain Update**

There have been numerous news stories about challenges related to supply chain issues impacting school food service programs across the country. In Northfield, there has been a limited impact so far. In most cases, the child nutrition department has been able to substitute a like-for-like product (i.e., a different chicken patty instead of the typical one that we order.)

Food costs have increased. One example of increases relates to the fresh produce program that the district participates in through the Department of Defense. Costs related to this program are ahead of pace compared to what has typically been spent at this time of the year.

Some excellent news for peanut butter and jelly sandwich aficionados: after a brief backorder period, the Uncrustable has returned as an option for our students.

### **Bright Spot: Grade-Level Flexible Grouping at Elementary Schools**

The district uses a variety of tools and interventions to accelerate student reading skill development affected by the pandemic. One of the most promising practices is the use of grade-level flexible grouping for a segment of daily literacy instruction. The district had used this practice at times in the past. Due to scheduling issues, it hasn't been a consistent tool used in the district in the past few years.

Flexible grouping breaks students into more class sections than usual for specific instruction, reading in this case. This approach is currently being used with third grade students at Bridgewater and Spring Creek. Spring Creek has five regular sections of third grade. With flexible grouping, reading specialists are added to the team and students are broken into eight sections instead of five. Bridgewater also has eight flexible reading groups (there usually are four sections) in third grade. Early progress monitoring is showing gains at Bridgewater. The program has not been operating at Spring Creek long enough to conduct progress monitoring assessments.

# Grant Application Approval Form

Date 11/3/2021

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 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	
<b>Project Title</b>	AGRI Full Tray Farm to School
<b>Project Period</b>	<b>From:</b> 1/1/22 <b>To:</b> 8/31/22
<b>Funding Source</b>	MN Dept of Agriculture
<b>Application Deadline</b>	11/4/22
<b>List all Grant Applicants</b>	Stephany Stromme, Director of Child Nutrition
<b>School/Department</b>	Child Nutrition
<b>Contact Person</b>	Stephany Stromme Phone No. 507.663.0618
Project Information	
<b>Brief Proposal Description</b>	\$5,000 for Full Tray Grant to support Farm to School purchases \$11,000 equipment request to purchase a counter top freezer for both the MS and HS to offer frozen ala carte items that meet Smart Snack guidelines. As well as a steamer or combi oven at the HS.
<b>Project Goal (in one Sentence)</b>	Enhance our farm to school offerings and be proactive in purchasing equipment so we don't disrupt production with repair downtimes.
<b>List All Personnel Involved in Application</b>	Stephany Stromme, Val Mertesdorf
Budget Information	
<b>Amount Requested</b>	\$16,000
<b>Matching Funds</b>	<input checked="" type="checkbox"/> Are Required (1:1) <input type="checkbox"/> Not Required
<b>Source of Matching Funds</b>	Child Nutrition funds

Required Documents Attached: ☒ Completed Application ☐ Rough Draft ☐ Summary of Application

Stephany Stromme  
Project Initiator Signature

Val Mertesdorf  
District Administrator Signature

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

## Grant Application Approval Form

November 8, 2021

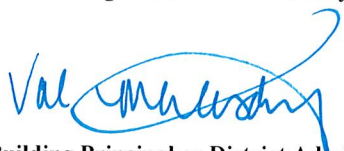
**Any proposal submitted to an external funding source that involves any entity within the Northfield Public Schools must be approved by the School Board before the proposal is submitted. This form will accompany all requests to the School Board and will be filed with the Grant Coordinator along with 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	Expanding Access
Project Period	From: February 8, 2022 To: February 8, 2023
Funding Source	Southern Minnesota Initiative Foundation
Application Deadline	November 16, 2021
List all Grant Applicants	Northfield Community Education
School/Department	Northfield Community Education Center
Contact Person	Erin Bailey      Phone No. 507-664-3652
Project Information	
Brief Proposal Description	Grant funding will be used to provide wrap around childcare for students enrolled in the full-day Hand in Hand Preschool section who are receiving free or reduced price lunch. This childcare will be offered from 7:30 a.m. to the start of preschool and from 3:45 p.m. to 5:00 p.m. This will allow families to have a complete day of care for their child. Early Ventures Learning Center is at capacity and thus not able to provide this service.
Project Goal (in one Sentence)	Grant funding will be used to provide wrap around childcare for students enrolled in the full-day Hand in Hand Preschool section who are receiving free or reduced price lunch.
List All Personnel Involved in Application	Erin Bailey, Sara Line
Budget Information	
Amount Requested	\$20,000.00
Matching Funds	
Source of Matching Funds	

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 \_\_\_\_\_