

NORTHFIELD PUBLIC SCHOOLS
Office of the Superintendent
Memorandum

TO: Board of Education
FROM: Matt Hillmann Ed.D., Superintendent
RE: Table File Items for August 9, 2021, Regular School Board Meeting

6. Consent Agenda

e. Personnel Items

i. Appointments

21. Monica Irwin, General Ed EA-Kindergarten for 2 hours/day at Greenvale Park, beginning 8/30/2021; Gen Ed Step 1-\$15.57/hr.
22. Bob Pagel, Full-Time Teacher Substitute with the District, beginning 9/9/2021; \$28.60/hr.
23. Elizabeth Stanton, Early Childhood Screener for 13 hours/week and 1 Saturday per month at the NCEC, beginning 8/16/2021; \$22.00/hr.
24. Elizabeth Stanton, .5 FTE Early Childhood Teacher at the NCEC, beginning 8/23/2021; BA+10, Step 10.

ii. Increase/Decrease/Change in Assignment

51. Joy Amunrud, School Social Worker at Greenvale Park, add EBD BEST Project Participant for up to 80 hours/total at Greenvale Park, effective 8/6/2021-6/30/2022.
52. Correction: Tyler Balow, 1.0 Assistant Cross Country Coach at the High School, change to .6 Assistant Cross Country Coach at the High School, effective 8/16/2021; Level G, Step 5
53. Briana Bulfer, Teacher at Greenvale Park, change to Portage Elementary Teacher, effective 8/9/2021.
54. Anne Campbell, Special Ed Teacher at the High School, add EBD BEST Project Participant for up to 40 hours/total at the High School, effective 8/6/2021-6/30/2022.
55. Craig Cardinal, .4 Assistant Cross Country Coach at the High School, change to 1.0 Assistant Cross Country Coach at the High School, effective 8/16/2021. Level I, Step 3
56. Tyla Christiansen, Special Ed EA-PCA at Bridgewater, add EBD BEST Project Participant for up to 80 hours/total at Bridgewater, effective 8/6/2021-6/30/2022.
57. Matthew Crase, Special Ed Teacher at the High School, add EBD BEST Project Participant for up to 80 hours/total at the High School, effective 8/6/2021-6/30/2022.
58. Tyler Faust, Special Ed Teacher at Bridgewater, add EBD BEST Project Participant for up to 80 hours/total at Bridgewater, effective 8/6/2021-6/30/2022.
59. Roanne Johnson, Special Ed Teacher at Bridgewater, add ESY Special Ed Teacher Substitute with the District, effective 7/12/2021-8/5/2021.
60. Beth Kuyper, Special Ed EA-PCA Bus at the Middle School, add Special Ed EA-PCA Bus ESY Substitute with the District, effective 7/12/2021-8/5/2021.
61. Marie Kylo, Child Nutrition Associate II at the Middle School, change to Child Nutrition Manager I at Bridgewater, effective 8/20/2021.
62. Nick Mertesdorf, Special Ed EA PCA at the High School, add EBD BEST Project Participant for up to 40 hours/total at the High School, effective 8/6/2021-6/30/2022.
63. Leslie Miller Gordinier, Special Ed Teacher at Bridgewater, add ESY Special Ed Teacher Substitute with the District, effective 7/12/2021-8/5/2021.
64. Natalie Ponciano Bartolo, Special Ed EA PCA at Bridgewater, add EBD BEST Project Participant for up to 80 hours/total at Bridgewater, effective 8/6/2021-6/30/2022.
65. Kari Prestemon, School Social Worker at Bridgewater, add EBD BEST Project Participant for up to 40 hours/total at Bridgewater, effective 8/6/2021-6/30/2022.
66. Teri Quamme, Special Ed EA PCA at the Middle School, add EBD BEST Project Participant for up to 40 hours/total at the Middle School, effective 8/6/2021-6/30/2022.
67. Nicole Rasmussen, Special Ed EA-PCA at Bridgewater, add EBD BEST Project Participant for up to 80 hours/total at Bridgewater, effective 8/6/2021-6/30/2022.
68. Sara Redetkze, Special Ed EA PCA at the Middle School, add EBD BEST Project Participant for up to 40 hours/total at the Middle School, effective 8/6/2021-6/30/2022.
69. Correction: Maria Richert, .6 Assistant Cross Country Coach at the High School, change to .4 Assistant Cross Country Coach at the High School, effective 8/16/2021; Level G, Step 3

70. Michael Sherman, Special Ed Teacher at the Middle School, add EBD BEST Project Participant for up to 40 hours/total at the Middle School, effective 8/6/2021-6/30/2022.
71. Scott Stanina, Teacher at the High School, add Head Chess Coach at the High School, effective 9/7/2021.
72. Jane Streitz, Special Ed EA-PCA at Greenvale Park, add EBD BEST Project Participant for up to 80 hours/total at Greenvale Park, effective 8/6/2021-6/30/2022.
73. Emy Torres, Special Ed EA-PCA at Greenvale Park, add EBD BEST Project Participant for up to 80 hours/total at Greenvale Park, effective 8/6/2021-6/30/2022.
74. Lori Warner, Occupational Therapist with the District, add EBD BEST Project Participant for up to 80 hours/total at Greenvale Park, effective 8/6/2021-6/30/2022.
75. Jamie Wiebe, School Social Worker at Bridgewater, add EBD BEST Project Participant for up to 80 hours/total at Bridgewater, effective 8/6/2021-6/30/2022.

iii. Leave of Absence

iv. Retirements/Resignations/Terminations

8. Brittany Braucher, Child Nutrition at the High School, resignation effective 8/18/2021.
9. Erica Hubers, EA with the District, resignation effective 8/9/2021.
10. Pam Moening, Occupational Therapist with the District, resignation effective 8/8/2021.
11. Peggy Weaver, EA at the High School, resignation effective 8/19/2021.

v. Contract for Translation Services

Administration submits an agreement between Northfield Public Schools and Mar Valdecantos for translation services effective July 1, 2021 through June 30, 2023 at a cost of \$16,500 annually July 1, 2021 - June 30, 2022 and \$17,520 annually July 1, 2022 - June 30, 2023.

f. Grant Application Approval

Director Bailey is requesting board approval of a \$18,000.00 grant request from the Minnesota Department of Education (MDE) from September 1, 2021 - December 31, 2021. MDE makes this federal funding available for the purpose of enabling Minnesota's currently funded 21st Century Community Learning Center grantees to build or enhance student program attendance data collection systems in order to comply with new federal data collection requirements from the U.S. Department of Education. This grant supports the purchase of vendor-approved student program attendance data collection systems, staff time to create or enhance student program attendance data collection systems, and/or training for staff in the use of the data system.

7. Items for Individual Action

- b. Approval of COVID-19 Safety Protocols for 2021-22 School Year. An updated Resolution Adoption of Health and Safety Measures 2021-2022 document is included in the table file.

**CONTRACT FOR TRANSLATION SERVICES BETWEEN
NORTHFIELD PUBLIC SCHOOLS AND MAR VALDECANTOS**

This Agreement is made effective July 1, 2021 through June 30, 2023 between Northfield Public Schools and Mar Valdecantos (hereinafter called the Contractor). Agreement is for translation services provided to the Northfield Public Schools. Either party with 30 days written notice may terminate or request to renegotiate this contract. The Parties to this Agreement intend that the relationship between them created by this Agreement is that of an agency-independent contractor. The Contractor will provide an itemized list of the documents translated each month and the approximate time required for translation upon request by the Superintendent or designee.

No contracted services shall be provided or paid for after June 30, 2023 unless a subsequent contract is executed between the Northfield Public Schools and Mar Valdecantos.


Documents to be translated will be emailed directly from building or district administrators to the Contractor at least three (3) days prior to the date required (email address is marvaldecantos@yahoo.com). Translations may include but not be limited to the following:

- Principals portion of building newsletters
- Calendar portion of building newsletters
- District and building documents as requested by district or building administrator (including audio versions of some communications)
- Web documents as requested by district administrator
- Student Citizenship Handbook
- Building Handbooks

Compensation for translation services will be paid monthly over the term of the contract.

- 7.1.21 - 6.30.22 \$16,500 annually or \$1,375 per month
- 7.1.22 - 6.30.23 \$17,520 annually or \$1,460 per month

It is understood that the Contractor is not an employee of Northfield Public Schools. Therefore, the Contractor is not expected to fulfill the conditions of employment of a staff member, nor is the Contractor eligible for benefits. Payment of Social Security, workers compensation and state and federal taxes is the sole responsibility of the Contractor. If, for any reason, the Contractor is not able to complete these contractual requirements, payment will be adjusted on the basis of the work performed. Any work product generated through the contract becomes the property of the Northfield Public Schools.



Matthew J. Hillmann, Ed.D.
Superintendent
Northfield Public Schools



Mar Valdecantos
Contractor

08.09.2021

Date

August 7, 2021

Date

Grant Application Approval Form

August 9, 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

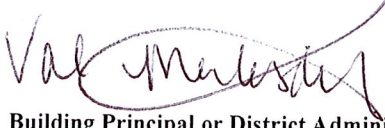
grant proposal. All proposals must:

- 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 | 21 st CCLC Data Collection Targeted Grant |
| Project Period | From: September 1, 2021 To: December 31, 2021 |
| Funding Source | Minnesota Department of Education |
| Application Deadline | August 11, 2021 – first screening deadline |
| List all Grant Applicants | Northfield Public Schools |
| School/Department | Northfield Community Education |
| Contact Person | Erin Bailey Phone No. 507-664-3652 |
| Project Information | |
| Brief Proposal Description | The Minnesota Department of Education makes this federal funding available for the purpose of enabling Minnesota's currently-funded 21 st Century Community Learning Center (21 st CCLC) grantees to build or enhance student program attendance data collection systems, in order to comply with new federal data collection requirements from the U.S. Department of Education. This grant supports the purchase of vendor-approved student program attendance data collection systems, staff time to create or enhance student program attendance data collection systems, and/or training for staff in the use of the data system. |
| Project Goal (in one Sentence) | This increased data entry and submission capacity will enable compliance with the federal data collection requirement to collect student-level hours of participation in 21 st CCLC programming and improve the efficiency of data collection and submission among 21 st CCLC grantees. |
| List All Personnel Involved in Application | Erin Bailey, Zach Pruitt |
| Budget Information | |
| Amount Requested | \$18,000.00 |
| 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 _____

NORTHFIELD PUBLIC SCHOOLS ISD NO. 659

Health and Safety Measures for the 2021-2022 School Year

WHEREAS, Minnesota Statutes Section 123B.09 vests the care, management, and control of independent districts in the school board; and

WHEREAS, the Superintendent of Independent School District 659, hereinafter the “Superintendent”, is responsible for the management of the schools, the administration of all School District policies, and is directly accountable to the School Board; and

WHEREAS, when responsibilities are not specifically prescribed nor School District policy applicable, the Superintendent shall use personal and professional judgment, subject to review by the School Board, pursuant to School District Policy 302, Superintendent; and

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) and the Minnesota Department of Health (“MDH”) have determined that the COVID-19 pandemic is currently ongoing and may remain ongoing for an unknown time; and

WHEREAS, the Minnesota Department of Education (“MDE”) has issued and may continue to issue written guidance for Minnesota schools on educational issues related to COVID-19; and

WHEREAS, the MDH has issued and may continue to issue written guidance for Minnesota schools on public health issues related to COVID-19; and

WHEREAS, the Superintendent and the administration of the School District have conferred with the School Board regarding COVID-19 health and safety measures, the current CDC, MDE, and MDH requirements for each, and other relevant information; and

WHEREAS, the district has taken into account the social, educational, political, and financial considerations of these protocols; and,

WHEREAS, based upon the collective consideration of these factors, the Superintendent has recommended to the School Board that health and safety measures be implemented at the commencement of the 2021-2022 school year.

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 659 as follows:

Section 1: The Superintendent is hereby directed to implement the following health and safety measures to open the 2021-2022 school year:

1. Face Coverings. All people ages two and older are required to wear a face covering when inside a Northfield School District facility or on a school bus. This excludes the children in the infant and young toddler rooms at Early Ventures. People do not need to wear a face covering when actively eating or drinking.
2. Physical Distancing. For programs held indoors, staff will take reasonable steps to provide safe spacing between participants as practicable.
3. Cleaning and Hygiene. There will be routine environmental cleaning and disinfection in classrooms and common spaces. Healthy hygiene behaviors, such as regular hand washing, are strongly recommended.
4. Handling a Suspected or Confirmed Case of COVID-19. The district COVID-19 coordinator will report cases of COVID-19 to the Minnesota Department of Health. Staff and families should self-report to the school if

they or their student have symptoms of COVID-19, test positive for COVID-19, or recently had close contact with someone who tested positive for COVID-19.

5. Quarantine. A student, participant, or staff who tests positive for COVID-19 must stay home until all three of the following things are true:
 - o They feel better. Their cough, shortness of breath, or other symptoms are better; and,
 - o It has been 10 days since they first felt sick or tested positive; and,
 - o They have had no fever for at least 24 hours, without using a medicine that lowers fever.

Students or staff with a member of their household who has tested positive for COVID-19 must follow the [Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#) to determine if the individual needs quarantine. Students displaying at least one common symptom or two less common symptoms will follow the [Recommended COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs](#). Quarantine for close contact at school with someone who has tested positive for COVID-19 is not required because of universal masking. The district will not conduct contact tracing during the school day.

6. Visitors and Volunteers. All sites and programs will keep a roster of visitors and volunteers (name, contact information, date, time, program, site, etc.) as practicable. All volunteers are required to share proof of vaccination.
7. Co-Curricular. COVID protocols for student/ athletes and spectators will be determined by the School District as more information is received from the Minnesota State High School League (MSHSL)

Section 2: The Superintendent is hereby authorized, after consultation with the School Board Chair and notification to the School Board, to select and implement different health and safety measures for the School District or any specific school buildings without School Board action if the Superintendent reasonably believes that prompt implementation of different health and safety measures is necessary, and that constraints of time and public health considerations render it impractical to hold a School Board meeting to approve the implementation. The health and safety measures selected and implemented by the Superintendent shall continue in effect unless and until the School Board, in consultation with the Superintendent and appropriate school district staff and public health officials, deems it in the best interest of the School District and its students to implement different health and safety measures.

Section 3: The Superintendent will provide regular updates to the School Board regarding the School District's efforts to implement COVID-19 related educational and public health guidance issued by the MDE and the MDH, respectively.

Adopted this _____ day of _____, 2021.

Roll Call Vote

School Board Chair

School Board Clerk