

INDEPENDENT SCHOOL DISTRICT 659
REGULAR SCHOOL BOARD MEETING
Monday, July 9, 2018 7:00 PM
Northfield High School, Media Center

AGENDA

- I. Call to Order
- II. Agenda Changes / Table File
- III. Public Comment

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
 - A. ALC Continuous School Improvement Plan Presentation
 - B. High School Continuous School Improvement Plan Presentation
 - C. Summary of Superintendent's Performance Appraisal
 - D. Preliminary Contingency Fund Report
 - E. Master Facilities Plan Discussion
- VI. Consent Agenda
 - A. Approval of Minutes
 - B. Financial Report - May 2018
 - C. Additional Co-Curricular Overnight Trips for 2018-2019
 - D. Fiscal Year Organization Actions
 - E. Memberships for 2018-2019
 - F. Gift Agreement
 - G. Personnel Items
- VII. Superintendent's Report
 - A. Items for Individual Action
 - 1. Approval of Separation Agreement
 - 2. Long-Term Facilities Maintenance and Ten-Year Plan
 - 3. Resolution Regarding Christopher Columbus Day
 - 4. Authorize Administration to Submit Review and Comment for Possible Fall Bond Referendum
- VIII. Items for Information
 - A. First Reading: Policy 533 (Wellness) Update.
 - B. Filing for School Board is July 31-August 14, 2018 in the District Office.
 - C. The National Merit Reception will be held on Tuesday, November 13th.
- IX. Future Meetings
 - A. Monday, August 13, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
 - B. Monday, August 27, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
 - C. Monday, September 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- X. Adjournment

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IV. Announcements and Recognitions

V. Items for Discussion and Reports

A. ALC Continuous School Improvement Plan Presentation

Area Learning Center Director Daryl Kehler will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2017-2018 school year as well as new goals set for the 2018-2019 School year.

B. High School Continuous School Improvement Plan Presentation

High School Principal Joel Leer will present the continuous school improvement plan to the Board. The presentation will include a progress report on the goals set for the 2017-2018 school year as well as new goals set for the 2018-2019 School year.

C. Summary of Superintendent's Performance Appraisal

School Board Chair Julie Pritchard will share her summary of the Superintendent's Performance Appraisal.

D. Preliminary Contingency Fund Report

Superintendent Hillmann will review the use of contingency funds for 2018-2019 and identify remaining class size concerns.

E. Master Facilities Plan Discussion

Superintendent Hillmann and Chair Pritchard will facilitate a discussion about next steps in regards to a potential bond referendum. This discussion will include preliminary results from the recent Thoughtexchange process, updated project costs from ATS&R Architects, and tax impact information from Ehlers, Inc.

VI. Consent Agenda

A. Minutes

The Board is asked to approve the Minutes of the June 11, 2018 Regular School Board meeting.

B. Financial Report - May 2018

Director of Finance Val Mertesdorf requests that the Board approve paid bills totaling \$2,232,450.08, payroll checks totaling \$3,126,578.80, and the financial reports for May 2018.

C. Additional Co-Curricular Overnight Trips for 2018-2019

Tania Will has provided the enclosed list of co-curricular overnight trips for the 2018-2019 school year. She is requesting School Board approval.

D. Fiscal Year Organization Actions

The School District's financial year runs from July 1 to June 30. Each year at the first School Board meeting in July, financial organizational issues must be approved. They are as follows:

1. Motion to approve authorizing the Director of Finance to invest surplus district funds in accordance with applicable laws and with the district's Investment Policy, Policy 705, for fiscal year 2018-2019.
2. Motion to approve designating Wells Fargo Bank, N.A., PMA/Associated Bank, Frandsen Bank & Trust Dundas, U.S. Bank Minnesota and the Minnesota School District Liquid Asset Fund as official bank depositories provided they maintain adequate pledged collateral as required by law per district procedures to Policy 705 - Investments, for fiscal year 2018-2019.
3. Motion to approve authorizing the Director of Finance to make appropriate wire transfers to and from district depository accounts for fiscal year 2018-2019.

E. Memberships for 2018-2019

The school district belongs to several cooperatives, leagues and associations. Membership in the groups listed below should be renewed for the 2018-2019 school year.

1. Minnesota State High School League. The designated Northfield High School Representative is Activities Director Joel Olson and the designated School Board Representative is Board Member Jeff Quinnell.
2. Minnesota Association of School Administrators.
3. Minnesota Association of Charter School Authorizers.
4. Schools for Equity in Education.
5. Southeast Service Cooperative.
6. Region V Computer Services Cooperative.
7. Rice County Family Services Collaborative.
8. Minnesota School Boards Association.
9. Healthy Community Initiative.

F. Gift Agreement

The School Board is asked to approve a gift agreement.

- \$18,050 for 2017-18 fee waivers and \$1,000 for 2-\$500 Booster Club Scholarships

G. Personnel Items

a) Appointments

1. Correction: Stephen Sandberg, Special Education LD/EBD Teacher at the ALC .50 FTE and High School .50 FTE, beginning 08/27/2018; MA, Step 15

2. Brooke Bulfer, 1.0 FTE Office Specialist (Class III) at Greenvale Park, beginning 08/22/2018; Step 1-\$18.85/hr.
 3. Dorothy Cohan, 1.0 FTE Buildings and Grounds Administrative Assistant (Class IV) at the District Office, beginning 06/21/2018; Class IV-Step 5-\$20.97/hr.
 4. Lindsey Draeger, 1.0 FTE Family and Consumer Science Teacher at the Middle School, beginning 08/27/2018; MA, Step 7 (2018-19)
 5. Brent Grossman, Targeted Services PLUS Teacher for up to 5.75 hours/day, at Greenvale Park beginning 07/09/2018-08/02/2018; Year 1-\$27.11/hr.
 6. Paige Haley, 1.0 FTE Long Term Substitute Kindergarten Teacher at Bridgewater, beginning 08/27/2018-10/16/2018; MA, Step 1
 7. Noah Holt, Summer Recreation Position with Community Services, beginning 6/19/2018-08/31/2018; \$9.65/hr.
 8. Madison Ims, Summer Recreation Position with Community Services, beginning 6/18/2018-08/31/2018; \$9.65/hr.
 9. Brenda Kell, Summer Aquatics Position with Community Services, beginning 6/12/2018-08/31/2018; Lead \$10.50/hr., Swim Aide \$9.65/hr.
 10. Matthew Laudenschlager, 1.0 FTE Grade 6-8 Choir Teacher at the Middle School, beginning 08/27/2018; BA, Step 1 (2018-19)
 11. Deborah Russell, 1.0 FTE Long Term Substitute Grade 2 Compañeros Teacher at Bridgewater, beginning on or about 10/12/2018-on or about 2/24/2019; MA, Step 1
 12. Terry Rydberg, .6 FTE Visual Arts Teacher at the High School, beginning 08/27/2018-06/07/2019; BA, Step 2 (2018-19).
 13. Ethan Schaffer, Summer Aquatics Position with Community Services, beginning 6/25/2018-08/31/2018; Lifeguard \$10.00/hr., Swim Aide \$9.65/hr., Lead \$10.50/hr.
 14. Victoria Voegelé, Special Ed EA-PCA for 6.75 hours/day at Sibley, beginning 08/27/2018; Spec Ed Step 3-2018-19 TBD
 15. Charles Woida, High School Weight Room Assistant (Summer Season) for 2.5 hours/day at the High School, beginning 06/18/2018-08/18/2018; \$15.00/hr.
 16. **Summer Recreation Position Hourly Rates #2660, Effective June 13, 2018 – August 31, 2018**
Larry Sanftner – General Recreation \$15.00/hr., Building Supervisor \$15.50/hr.
- b) Increase/Decrease/Change in Assignment
1. Sohair Abboud, Special Ed EA PCA for 6.05 hours/day at Longfellow, change to Special Ed EA PCA for 5.60 hours/day at Longfellow, effective 08/27/2018.
 2. Mark Auge, Science Teacher at the High School, add an overload of Science 1st Semester at the High School, effective 09/04/2018-01/24/2019.
 3. Stephanie Balma, EarlyVentures Teacher for 40 hours/wk. at Longfellow, change to EarlyVentures Teacher for 26 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
 4. Trish Beacom, EarlyVentures Teacher for 40 hours/wk. at Longfellow, change to EarlyVentures Teacher for 30 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
 5. Kathy Beck, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
 6. Allyson Bernstorf, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/16/2018.
 7. Courtney Beumer, EarlyVentures Teacher for 37.75 hours/wk at Longfellow, change to EarlyVentures Teacher for 25.5 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
 8. Stefanie Bothun, Elementary Band Teacher with the District, add Summer Band Lesson Instructor at the High School, effective 06/12/2018-08/31/2018; Summer Band Rate.
 9. Haanah Braun, EarlyVentures Site Assistant for 36.25 hours/wk at Longfellow, change to EarlyVentures Site Assistant for 18 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
 10. Mary Boyum, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
 11. Shari Bridley, Special Ed EA at Longfellow, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/28/2018-08/02/2018.
 12. Deb Budin, Special Ed EA PCA Resource Room for 5 hours/day and Read 180 for 2 hours/day at the High School, change to Special Ed EA PCA Resource Room for 6.75 hours/day at the High School, effective 08/27/2018.
 13. Anita Corwin, EarlyVentures Site Assistant for 37.5 hours/wk. at Longfellow, change to EarlyVentures Site Assistant for 23.5 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.

14. Matthew Crase, Special Ed EA at the Middle School, add Special Ed ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
15. Matthew Crase, Special Ed EA at the Middle School, add Special Ed EA-PCA Eagle Bluff Trip, effective 07/23/2018-07/25/2018.
16. River Dittrich, Skateboarding Supervisor with Community Services at \$10.90/hr., change to Skateboarding Co-Supervisor with Community Services at \$10.40/hr., effective 06/12/2018-08/31/2018.
17. Kelle Edwards, Gen Ed EA at Greenvale Park, add Gen Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
18. Kelle Edwards, Gen Ed EA for 5.5 hours/day and Supervisory for 1.75 hours/day at Greenvale Park, change to Gen Ed EA for 6 hours/day and Supervisory for 1.25 hours/day at Greenvale Park, effective 09/04/2018.
19. Julie Erickson, EarlyVentures Teacher for 40 hours/wk. at Longfellow, change to EarlyVentures Teacher for 38 hours/wk. at Longfellow, effective 06/13/2018-08/24/2018.
20. Teresa Findley, Special Ed EA at the Middle School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
21. Debbie Foley, EarlyVentures Assistant Teacher for 30 hours/wk at Longfellow, change to EarlyVentures Assistant Teacher for 28.75 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
22. Marilyn Frey, Special Ed EA at the High School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/28/2018-08/02/2018.
23. Sara Gerdesmeier, EarlyVentures Site Assistant for 35 hours/wk. at Longfellow, change to EarlyVentures Site Assistant for 20 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
24. Leah Grisim, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
25. Denise Halvorson, Teacher at the High School, add Targeted Services Summer PLUS Teacher for up to 4.75 hours/day Mon.-Thurs. at Greenvale Park, effective 06/28/2018-08/02/2018; Yr. 1-\$27.11/hr.
26. Jonna Hanek, Custodian Engineer w/license at the High School, change to temporary Head Custodian at the High School, effective 05/18/2018-estimated 6-12 weeks.
27. Shelly Hansen, Social Worker .30 FTE ALC and .25 FTE Longfellow, change to Social Worker .40 FTE ALC and .40 FTE Longfellow, effective 08/27/2018.
28. Karna Hauck, .6 FTE Art Teacher at the High School, change to .8 FTE 1st semester and .6 FTE 2nd Semester Art Teacher at the High School, effective 08/27/2018.
29. Kristi Hayes, Special Ed EA PCA for 6.30 hours/day at Longfellow, change to Special Ed EA PCA for 3.50 hours/day at Longfellow, effective 08/27/2018.
30. Kaci Henry, EarlyVentures Teacher for 40 hours/wk. at Longfellow, change to EarlyVentures Teacher for 28.75 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
31. Lucas Herreid, Skateboarding Supervisor with Community Services at \$9.90/hr., change to Skateboarding Co-Supervisor with Community Services at \$10.40/hr., effective 06/12/2018-08/31/2018.
32. Isabele Hessian, Softball Coach with Community Services at \$9.65/hr., change to Softball Co-Supervisor with Community Services at \$10.00/hr., effective 06/20/2018-08/31/2018.
33. Rachael Hudson, 1.0 FTE School Psychologist at the Middle School, add an overload for MTSS purposes at the Middle School, effective 08/27/2018-06/07/2019.
34. Craig Johnson, Science Teacher at the High School, add an overload of Science 2nd Semester at the High School, effective 01/28/2019-06/07/2019.
35. Martell Johnson, Tennis Coach at the High School, add Tennis Staff with Community Services, effective 06/19/2018-08/31/2018; \$10.00/hr.
36. Roanne Johnson, Special Ed Teacher at Greenvale Park, change to Special Ed Teacher at Bridgewater, effective 08/27/2018.
37. Jill Kohel, .6 FTE Academy and .4 FTE Social Studies at the High School, change to .4 FTE Academy; .4 FTE English and .2 FTE Social Studies at the High School, effective 08/27/2018.
38. Lisa Krueger-Robb, .80 FTE EL Teacher at the High School, change to 1.0 FTE EL Teacher at the High School, effective 08/27/2018-06/07/2019.
39. Richelle Kruger, Special Ed EA at the High School, add Special Ed ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
40. Delores Larson, Special Ed EA at Sibley, add Special Ed ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
41. Delores Larson, Special Ed EA at Sibley, add Special Ed PCA ESY for 3 hours/day Mon.-Thurs. at Sibley, effective 07/30/2018-08/16/2018.
42. Yolanda Loken, Special Ed EA at Longfellow, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/28/2018-08/02/2018.

43. Yolanda Loken, Special Ed EA PCA for 6.08 hours/day at Longfellow, change to Special Ed EA PCA for 6.30 hours/day at Longfellow, effective 08/27/2018.
44. MacKenzie Love, Event Worker with the District, add Targeted Services Site Assistant for up to 4 hours/day Mon. – Thurs. at the Middle School, effective 06/19/2018-08/03/2018; Step 1-\$12.56/hr.
45. Kim Luke, Special Ed EA at the High School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
46. Carolyn Manderfeld, Special Ed EA at the Middle School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
47. Sarah Marohl, Special Ed EA PCA for 4.10 hours/day at Longfellow, change to Special Ed EA PCA for 4.50 hours/day at Longfellow, effective 08/27/2018.
48. Makenzie Mathews, Special Ed EA at Longfellow, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/28/2018-08/02/2018.
49. Makenzie Mathews, Special Ed EA PCA-temporary for 6.0 hours/day at Longfellow, change to Special Ed EA PCA for 6.30 hours/day-ongoing at Longfellow, effective 08/27/2018.
50. Brigid McCabe, Special Ed EA at Head Start, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/19/2018-08/02/2018.
51. Beth McClune, Special Ed EA at the Middle School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
52. Peter McGorry, General Ed EA Literacy for 6 hours/day at Sibley, change to General Ed EA Literacy for 4.09 hours/day at Sibley, effective 08/27/2018-06/07/2019.
53. Kim Medin, Special Ed EA at the Middle School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
54. Jackie Meyer, Special Ed EA at the High School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/28/2018-08/02/2018.
55. Jackie Moon, Special Ed EA at the Middle School, add Special Ed ESYE for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
56. Annie Moore, Event Worker with the District, add Targeted Services Site Assistant for up to 4 hours/day Mon. – Thurs. at the Middle School, effective 06/19/2018-08/03/2018; Step 1-\$12.56/hr.
57. Marilyn Morgan-Malecha, Special Ed EA at the High School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
58. Diane Nagy, .50 FTE Instructional Coach and .50 FTE Title 1 at Bridgewater, change to 1.0 FTE Instructional Coach at Bridgewater, effective 08/27/2018.
59. Carol Nick, EarlyVentures Teacher for 35 hours/wk at Longfellow, change to EarlyVentures Teacher for 20 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
60. Kim Norton, Special Ed EA at Longfellow, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/19/2018-08/02/2018.
61. Kim Norton, Special Ed EA PCA for 7.0 hours/day at Longfellow, change to Special Ed EA PCA for 6.30 hours/day at Longfellow, effective 08/27/2018.
62. Mallory Nystuen, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
63. Jacob Odell, Educational Assistant at the High School, add Camp FRIENDS Coordinator for up to 6 hours/day with Community Services, effective 06/11/2018-08/24/2018; \$15.65/hr.
64. Debra Pack, Special Ed EA at the High School, add Special Ed ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
65. Susan Puppe, Special Ed Teacher at Sibley, add Special Ed Teacher ESY at Sibley, effective 06/12/2018-06/29/2018.
66. Katie Remmey, Special Ed EA at the Middle School, add Special Ed ESY for 4 hours/day Mon.-Thurs. at the Middle School, effective 06/28/2018-08/02/2018.
67. Karen Roback, Special Ed EA PCA Resource Room for 6.75 hours/day at the High School, change to Special Ed EA PCA Resource Room for 5 hours/day and Read 180 for 2 hours/day at the High School, effective 08/27/2018.
68. Kathy Roth, EarlyVentures Teacher for 38 hours/wk at Longfellow, change to EarlyVentures Teacher for 39.75 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
69. Jessica Rushton, Special Ed EA at Sibley, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
70. Leah Sand, PE/MTSS/Health/DAPE Teacher at the High School, change to .2 FTE Health, .2 FTE DAPE, .8 FTE PE for 1st semester and .6 FTE PE for 2nd Semester, and add an overload for Phy Ed 1st semester at the High School, effective 08/27/2018-01/25/2019.
71. Bobbi Schmidtke, EarlyVentures Site Leader for 40 hours/wk at Longfellow, change to EarlyVentures Site Leader for 30 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.

72. Katie Schuman, EarlyVentures Teacher for 40 hours/wk at Longfellow, change to EarlyVentures Teacher for 30 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
73. Tammy Schwagerl, Special Ed EA at the High School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Longfellow, effective 06/19/2018-08/02/2018.
74. Janet Smith, Teacher at the High School, add Assistant Cross Country Coach at the High School, effective 06/19/2018; Level I, Step 1
75. Brynne Stellner, .6 FTE Academy and .4 FTE English at the High School, change to .4 FTE Academy and .6 FTE English at the High School, effective 08/27/2018.
76. Andrea Stowe, EarlyVentures Teacher for 31 hours/wk at Longfellow, change to EarlyVentures Teacher for 39.75 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
77. Christina Suhsen, Special Ed EA PCA-temporary for 2.2 hours/day at Longfellow, change to Special Ed EA PCA-ongoing for 3.50 hours/day at Longfellow, effective 08/27/2018.
78. Donna Torgeson, Special Ed EA at the Middle School, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
79. Diana Tyutyunnyk, Assistant Girls Soccer Coach at the High School, change to Assistant Girls Soccer Coach-hourly at the High School, effective 06/22/2018.
80. Karrie VanZuilen, Special Ed EA PCA-temporary for 2.2 hours/day at Longfellow, change to Special Ed EA PCA-ongoing for 2.10 hours/day at Longfellow, effective 08/27/2018.
81. Andrea Waldock, Special Ed EA at Bridgewater, add Special Ed PCA ESY for 4 hours/day Mon.-Thurs. at Sibley, effective 06/28/2018-08/02/2018.
82. Katie Waters, ECSE at Longfellow, change to a B-3 flex schedule at Longfellow, effective 07/01/2018.
83. Mark Welinski, Tennis Coach at the Middle School, add Tennis Staff with Community Services, effective 06/19/2018-08/31/2018; \$11.15/hr.
84. Travis Wiebe, .6 FTE Academy and .4 FTE Science at the High School, change to .4 FTE Academy and .6 FTE Science at the High School, effective 08/27/2018.
85. Lisa Williams, Special Ed EA PCA for 6.08 hours/day at Longfellow, change to Special Ed EA PCA for 6.30 hours/day at Longfellow, effective 08/27/2018.
86. Mary Williams, High School Band Teacher, add Summer Band Lesson Instructor at the High School, effective 06/12/2018-08/31/2018; Summer Band Rate.
87. Tiffani Wilson, EarlyVentures Teacher for 40 hours/wk at Longfellow, change to EarlyVentures Teacher for 38 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.
88. Mark Woitalla, 1.0 Industrial Tech Teacher at the High School, add an overload of Industrial Tech at the High School, effective 08/27/2018-06/07/2019.
89. Sarah Woodcock, EarlyVentures Teacher for 37.5 hours/wk at Longfellow, change to EarlyVentures Teacher for 35.5 hours/wk at Longfellow, effective 06/13/2018-08/24/2018.

c) Retirements/Resignations/Terminations

1. Alex Gerdes, 9th Grade Soccer Coach at the High School, resignation effective 06/14/2018.
2. Tyler Hudson, School Play Director at the Middle School, resignation effective 06/16/2018.
3. Gunnar Olson, Boys Lacrosse Head Coach at the High School, resignation effective 06/13/2018.
4. Alexi Thompson, Special Education Teacher at Bridgewater, resignation effective 07/01/2018.
5. Theresa Wilson, Business Education Teacher at the High School, resignation effective at the end of the 2017-18 School year.

d) Administration is Recommending the Approval of the Following:

The Board is asked to approve the enclosed updated substitute rates of pay for approval. These substitute rates of pay are effective July 1, 2018.

** Conditional offers of employment are subject to successful completion of a criminal background check and Prewrite screening (if applicable)*

VII. Superintendent's Report

A. Items for Individual Action

1. Approval of Separation Agreement.

Superintendent's Recommendation: Motion to approve the proposed separation agreement.

2. Long-Term Facilities Maintenance and Ten-Year Plan.

Jim Kulseth, Director of Buildings & Grounds will review the Long Term Facilities Maintenance ten year revenue and expenditure plan. In addition, the Indoor Air Quality Management Plan is part of

the ten year plan and must be reviewed annually. The board approved plan must be submitted to the Department of Education by July 31.

Superintendent's Recommendation: Motion to approve the Long-Term Facilities Maintenance Revenue and Ten-Year Plan.

3. Resolution Regarding Christopher Columbus Day.

A regular School Board meeting is scheduled for Monday, October 8, which is Columbus Day. Minnesota Statutes 645.44, Subd 5, states that no public business can be transacted on Christopher Columbus Day unless the Board of Education passes a resolution that states that it is not a holiday for this district. What follows is a resolution stating that Christopher Columbus Day shall not be a holiday for the Northfield Public Schools during the 2018-2019 school year.

Superintendent's Recommendation: Motion to approve the following Resolution Regarding Columbus Day.

WHEREAS, Minnesota Statutes, Section 645.44, Subdivision 5, and Minnesota Statutes, 120A.42 gives the district an option of determining whether Christopher Columbus Day shall be a holiday, then

BE IT RESOLVED, that Christopher Columbus Day on October 8, 2018, shall not be a holiday.

4. Authorize Administration to Submit Review and Comment for Possible Fall Bond Referendum.

All projects associated with a bond referendum must be submitted to the Minnesota Department of Education (MDE) for "Review and Comment." Superintendent Hillmann has been collaborating with ATS&R Architects to finalize the document for MDE.

Superintendent's Recommendation: Motion to approve authorizing administration to submit the "Review and Comment" document as required by the Minnesota Department of Education for the elementary projects associated with the Master Facilities Plan.

VIII. Items for Information

A. First Reading: Policy 533 (Wellness) Update

Superintendent Hillmann will share recommended changes to Policy 533.

B. Filing for School Board is July 31-August 14, 2018 in the District Office. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 14, 2018.

C. The National Merit Reception will be held on Tuesday, November 13th at 6:00 PM in the NHS Media Center (immediately preceding the School Board meeting scheduled that evening.)

IX. Future Meetings

A. Monday, August 13, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

B. Monday, August 27, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

A. Monday, September 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

2017-18 School Improvement Plan Goals Review and Key Reflections

Goal	Results
The ALC will have 60% of students achieve an 85% or better attendance rate per grading period for the 2016-17 school year.	We achieved the goal for grading periods 1, 6, 7, and 8. Our percentages for all grading periods were 66%, 58%, 57%, 50%, 52%, 63%, 74%, and 70%. This was the most times we were over 60% since we have been keeping this data.
Of the total credits attempted, there will be a 5% increase in credits earned per grading period when compared to the same grading period from the previous year.	We met the goal one grading period (GP 8) with an 8% increase in credits earned. We only had one other grading period where there was an increase from the previous year (GP 5). Our overall credit earned for the year went down from 65% to 57%.
All graduating seniors will have a post-secondary life plan including; being currently employed, enrolled (or in process) in college, or enlisting in the military.	We had the largest graduating class since I have been at the ALC with 33 graduates. 28 plan to or already have joined the workforce, 4 have enrolled in 2 year programs, and 1 was deployed June 14 for the Army.

Key reflections:

The 2017-18 school year had some unique trends for attendance and credit completion. The attendance was bowl shaped in that it took a downward trend until grading period 4 (GP 4) and then went up the second half of the year. The attendance rate was higher than previous years as well. The credit completion rate was lower than previous years and remained low all year except a spike at the last grading period. We continued work from last year in that we worked with students to gain credits even if there were attendance issues. This helped increase some credit completion, but it seemed to affect our attendance rates more. Students continued to come to school even if they had absented out of a class (or classes) as they tried to obtain some credit. I believe this helped with the climate of the school where most students didn't give up on credits but tried to salvage something each grading period.

2018-19 School Improvement Plan Goals, Strategies, and Evaluation

SMART Goal	Strategies	Evaluation
<p>60% of ALC students will achieve an 85% or better attendance rate per grading period for the 2018-19 school year.</p>	<ul style="list-style-type: none"> ● Continue Advisor period to cover credits and attendance. ● Continue student involvement of goal setting and data tracking through advisory. ● PLC to cover implementation strategies of how to assist students' learning. ● First hour pilot program for incentivizing attendance ● Support staff (Social Worker, Psychologist, Promise Fellow, Chemical Dependency Counselor, etc.) to assist in removing barriers to learning. Adding a partnership with the Key to provide a staff part-time at the ALC and part-time at the Key to bridge resources. 	<ul style="list-style-type: none"> ● Data tracking of attendance rates per grading period ● Staff and Student Survey on effectiveness of ALC programming (connectedness, respect, engagement)
<p>Of the total credits attempted, there will be an increase in credits earned per grading period when compared to the same grading period from the previous year.</p>	<ul style="list-style-type: none"> ● Advisor period to continue to cover credits and attendance. Positive student feedback throughout 2017-18 on being aware of where they are with credits and attendance more regularly. ● Continue student involvement of goal setting and data tracking. ● Support staff (Social Worker, Psychologist, Promise Fellow, Chemical Dependency Counselor, etc.) to assist in removing barriers to learning. 	<ul style="list-style-type: none"> ● Data tracking on credits achieved by grading period.
<p>All graduating seniors will have a post-secondary life plan including; being currently employed, enrolled (or in</p>	<ul style="list-style-type: none"> ● Continue Advisor period to cover SEL and Career/College topics. ● More student involvement of goal 	<ul style="list-style-type: none"> ● Data tracking on exit surveys of seniors

<p>process) in college, or enlisting in the military.</p>	<p>setting and data tracking.</p> <ul style="list-style-type: none"> • Support staff (Social Worker, Psychologist, Promise Fellow, Chemical Dependency Counselor, etc.) to assist in removing barriers to learning. Adding a partnership with the Key to provide a staff part-time at the ALC and part-time at the Key to bridge resources. 	
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Summary

The ALC will continue to work on attendance, credit completion, and life plan because we feel these are the issues at our core. These issues continue to be challenging and we strive to continue to work at improving the areas of attendance and credit completion. We also feel that students need to have a life plan in place in order to increase their success rate of life after high school. We work with the students to try and get the plan in place and barriers removed so they are set up for success after they meet the requirements for graduation.

Northfield Area Learning Center (ALC)

2018-19 School Improvement Plan Report
July 9, 2018

The ALC strives to support all students to be successful in reaching graduation.

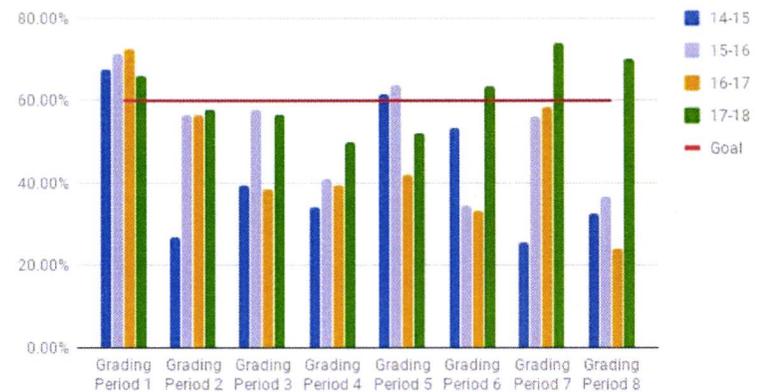


- The four main areas the ALC focuses on
 - Attendance
 - Credit Completion
 - Post secondary plans
 - Community
 - ALC and Northfield (greater)

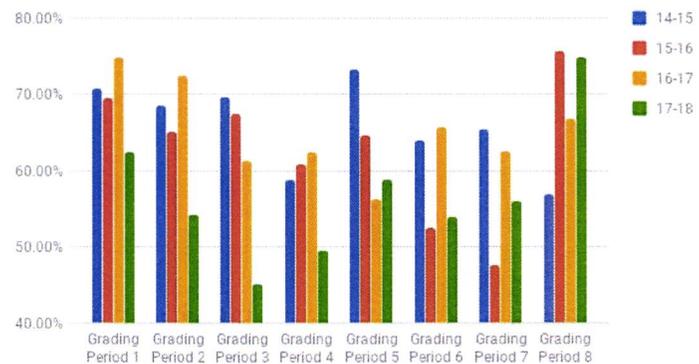
2017-18 SIP Goals Review

- Goal #1
 - The ALC will have 60% of students achieve an 85% or better attendance rate per grading period for the 2016-17 school year.
- Goal #2
 - Of the total credits attempted, there will be a 5% increase in credits earned per grading period when compared to the same grading period from the previous year.
- Goal #3
 - All graduating seniors will have a post-secondary life plan including; being currently employed, enrolled (or in process) in college, or enlisting in the military. (28 work, 4 two year program, 1 deployed)

85% attendance



Percentage of Credits Earned



Key reflections from 2017-18 SIP



- Unique trends throughout the past year.
 - Attendance has “bowl shaped”
 - Credits earned overall was down
 - 100% of credit earned was good, but 0% credit earned was higher than previous years
- Main interventions implemented
 - SEL (Social Emotional Learning) throughout the year (24 topics)
 - 2018 Promising Practice Award
 - “Alternative” attendance policy
 - Students didn’t “give up”, continued to try and salvage credit
 - Field trips, activities
 - Student conference
 - PBIS
 - Positive Atmosphere

2018-19 School Improvement Plan Goals

- Goal #1
 - 60% of ALC students will achieve an 85% or better attendance rate per grading period for the 2018-19 school year.
- Goal #2
 - Of the total credits attempted, there will be an increase in credits earned per grading period when compared to the same grading period from the previous year.
- Goal #3
 - All graduating seniors will have a post-secondary life plan including; being currently employed, enrolled (or in process) in college, or enlisting in the military.

2018-19 Strategies and Assessments

Continue Advisor period to continue to cover SEL and Career/College topics, credits, and attendance.

PLC/ESSA to cover implementation strategies of how to assist students' learning.

Support staff (Social Worker, Psychologist, Promise Fellow, Chemical Dependency Counselor, The Key staff, etc.) to assist in removing barriers.

Partnerships with The Key to provide a part-time staff at the ALC and Key to bridge resources between programming.

Continued Data tracking of goals with updates.

Questions and Discussion



Purpose

The purpose of the school improvement planning process is to establish a clear set of shared goals, aligned with the District's strategic plan, that inspire action and align efforts for student growth and achievement.

2017-18 School Improvement Plan Goals Review and Key Reflections

Goal	Results
<p>96% of NHS students, and 88% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2017-18 school year.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<p>92.5% of NHS Students and 81% of NHS students identified for intervention by MTSS staff passed all their classes during the 2016-17 school year.</p>
<p>Surveyed in May 2018, there will be an increase of 10% in students 10-12 who indicate they feel connected to their high school "almost always" and "often."</p> <p><i>Strategic Plan Alignment: "Building and fostering relationships – commitment to social/emotional health for all" and "Equitable opportunities and support for all career and college paths."</i></p>	<p>82% of 10-12th graders indicated they feel connected to their high school "almost always" and "often." This was an increase from the previous year's 77.6%, but short of the 10% we aimed for.</p>
<p>We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. As a result, 96% of students 9-12 will pass all their classes.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<p>92.5% of 9-12th graders passed all their classes.</p>

Key reflections:

- We continue to improve, modify, and expand our MTSS offerings as we pursue the 100% passing rate. In addition to our previous offerings, we will add an 11th grade component of ADSIS math (which is in addition to a EL math course we created mid-year last year for SLIFE students), continue to develop our peer helpers program, and really look to our FLEX period as a place to further expand the academic and social/emotional offerings for our students.
- We continue to hold fast to the goal of reaching all passing grades for all kids.
- Student connections checklist will return for 2018-19, and a new data-collection for SEL (which started this spring) will include feedback about our new flex period and its impact on students. We are headed in the right direction.

2018-19 School Improvement Plan Goals, Strategies, and Evaluation

SMART Goal	Strategies	Evaluation
<p>94% of NHS students, and 86% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2018-19 school year.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● MTSS Team will look at data to create list of students who will receive added support ● MTSS team will place students in appropriate support programs and courses. ● MTSS team will track progress of identified students through monthly meetings, looking at data from formative and summative assessments, grade tracking, and DIF list. ● MTSS team will analyze year-end data to determine success of MTSS intervention system. 	<ul style="list-style-type: none"> ● Spring grade analysis
<p>Surveyed in May 2019, there will be an increase of 10% in students 10-12 who indicate they feel connected to their high school "almost always" and "often."</p> <p><i>Strategic Plan Alignment: "Building and strengthening relationships – commitment to social/emotional health for all" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● Fall Student Survey ● Spring Student Survey ● Student Connections Checklist ● Peer Helpers ● Individual Student Follow-up ● RaiderNation T-shirts for incoming 9th and new students ● RaiderNation Rebranding via Neuger Communications 	<ul style="list-style-type: none"> ● May 2019 Survey Results
<p>We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. As a result, 94% of students 9-12 will pass all their classes.</p> <p><i>Strategic Plan Alignment: "Robust core subject instruction" and "Equitable opportunities and support for all career and college paths."</i></p>	<ul style="list-style-type: none"> ● PLCs ● Progress Checks ● MTSS intervention system ● Academic Student Coaches ● Peer Helpers ● DIF list creation and Analysis 	<ul style="list-style-type: none"> ● Spring Grade Analysis

Northfield High School

2018-19 School Improvement Plan Report
9 July 2018

From Good to Great...



The NHS Site Improvement Plan is a clear set of shared goals that...

- Is aligned with the District's strategic plan,
- Inspires action, and
- Aligns efforts for student growth and achievement.

We are a “pretty good” school. We also recognize that being “pretty good” means that there is room for growth.

The site improvement plan allows our staff to turn the concept of growth into a quantifiable result.

2017-18 Site Improvement Plan Goals Review

- 96% of NHS students, and 88% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2017-18 school year. (Actual 92.5% & 81%)
- Surveyed in May 2018, 87.6% of students 10-12 will indicate they feel connected to their high school “almost always” and “often.” (Actual 82% - up from 77.6%)
- We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. As a result, 96% of students 9-12 will pass all their classes. (Actual 92.5%)



Key reflections from 2017-18 Site Improvement Plan



- MTSS...continue to improve, modify, and expand in the quest for the 100% passing rate.
 - Additional level of ADSIS math (11)
 - EL Math for SLIFE students
 - Increased presence of peer helpers
 - FLEX Period Opportunities
- Passing Rate...continue to focus on goal of reaching all passing grades for all kids.
- School Climate...we need to expand, linking to specific students.
 - Target our response in a way that positively impacts the students who don't feel connected.
 - student connections checklist
 - Neuger "rebrand"
 - FLEX Period

2018-19 School Improvement Plan Goals

1. 94% of NHS students, and 86% of NHS students identified for intervention by MTSS staff, will pass all their classes during the 2018-19 school year.
2. Surveyed in May 2019, there will be an increase of 10% in students 10-12 who indicate they feel connected to their high school “almost always” and “often.”
3. We will demonstrate increased proficiency for each student in the essential learning of content areas as measured by either passing rates or common assessments selected by Professional Learning Communities. As a result, 94% of students 9-12 will pass all their classes.

2018-19 Strategies and Assessments

1. MTSS Data Team, MTSS Programming, ADSIS Programming, Peer Helpers & Academic Student Coaches, Flex Period
2. Student Survey, Connections Checklist, Peer Helpers, RaiderNation Initiative, Student Leadership Representative Assembly, Flex Period
3. PLCs, Sound Core Instruction, MTSS/ADSI supports, rigorous curriculum, Flex Period

Thank you!



Summary of Annual Performance Appraisal
for Matthew Hillmann, Ed.D.
Superintendent Northfield Public Schools
For the Appraisal Period of 7/1/17 to 6/30/18
Summarized by Board Chair Julie Pritchard
July 9, 2018 Regular School Board meeting

For this review period, all seven School Board members completed the annual performance appraisal. The evaluation form covers the many facets of the superintendent's job responsibilities. Board members provide numeric ratings on a 1-5 (1=low and 5=high) for 50 job responsibilities organized around ten major topics. In addition to completing the numeric ratings, Board members provide additional comments.

Board Chair Julie Pritchard compiled and summarized all Board members' input for Dr. Hillmann. For the numeric ratings, means were calculated. While this scale should be interpreted more as categorical data rather than interval data, in an effort to provide a more "at a glance" interpretation, means were used for each item (as the range of values for each item is very small.) If Board members were unable to answer, they marked "UA" next to each item. This was also marked as part of the summary. All written comments were shared verbatim but were not attributed to a specific Board member. As Board Chair, I met one-on-one with Dr. Hillmann on June 28, 2018 to review this appraisal.

Board members gave Dr. Hillmann a very strong performance rating across all key areas. His overall average score was 4.9 on a 5-point scale across the 50 areas. Board members cited Dr. Hillmann's exceptional work this year. A summary of his most significant accomplishments and a sampling of Board members' comments are below.

- **Dr. Hillmann's exceptional work administering all aspects of the District's November operating levy and bond election.**

Board members cited not only his work in successfully administering all aspects of the referendum, but more importantly his actions following the failed vote. Although the bond question failed, Dr. Hillmann put in an extraordinary effort leading up to the election, learned from the initial failure, and has worked to find a new way forward. Even when confronted with failure and setbacks, his leadership is inspiring and visionary.

- **The implementation of both the Social/Emotional Learning Curriculum (SEL) and the new literacy curriculum-Collaborative Classroom.**

Dr. Hillmann's work on implementing these two important initiatives was outstanding. His oversight of the SEL implementation process, professional development and his support of the teaching staff has been key to its success. Dr. Hillmann is to be

commended for developing a comprehensive, multifaceted implementation plan to ensure the successful launch of the new literacy curriculum; the most significant curriculum change in the District's history.

- **Outstanding Communication and Relationship Building Skills.**

Dr. Hillmann is exemplary at communicating the mission, needs and triumphs of the Northfield Schools. He is excellent at fostering respectful and mutually supportive relationships with the ultimate goal of providing the best possible educational environment for Northfield's students. Board members noted his recognition of the need to improve the District's community outreach efforts. Two examples are his innovative approach to reach a broader cross section of the community through the use of the Community Services brochure and the postcard mailing to encourage Thoughtexchange participation.

- **Exemplary Management of the District's Finances.**

Dr. Hillmann and his team have continued the impressive stewardship of the District's resources. Together they successfully manage both the District's immediate financial needs as well as continually looking ahead to ensure the District's financial position of strength in the years ahead. The District's high bond rating is a clear tribute their skills.

In summary, Board members gave Dr. Hillmann an exceedingly positive annual performance appraisal. They expressed great confidence in his leadership and abilities to continue to move the District forward.

2018-19 Contingency Fund Update
Superintendent Matt Hillmann, Ed.D. | 07.09.2018

Class size continues to be a topic of concern across Northfield Public Schools. One of the District's near-term priorities is to *develop a long-term solution that allows for reasonable class sizes while maintaining financial stability*. The Board has approved expanding its contingency fund for 2018-19 from 4.0 FTE to 6.0 FTE. The District's contingency fund pre-approves FTE that allows administrators to strategically address specific class size concerns. Despite this increase in contingency, we have some class size concerns that may eclipse the 6.0 FTE already planned for 2018-19.

How does it work? Principals request contingency FTE to address specific class size concerns at their building. This ranges from using a full 1.0 FTE to add an elementary section to a 0.2 FTE (one class period) at a secondary school for a particular subject area. Almost all contingency positions at the secondary schools manifest as an overload assignment -- assigning a class period to a teacher's schedule in lieu of a supervision. The Master Agreement with the Northfield Education Association governs the compensation. Positions funded by contingency FTE are not guaranteed beyond one school year and all the FTE returns to the District for redistribution the next year.

How is this funding planned to be spent in 2018-19? The table below demonstrates the FTE already allocated from the 2018-19 contingency fund:

School	Contingency FTE Allocated	Notes
Area Learning Center	0.0	
Bridgewater Elementary	1.0	Grade 4 - 115 students
Greenvale Park Elementary	0.0	
Northfield High School	3.5	Largest student population in recent memory.
Northfield Middle School	0.4	Elective support
Sibley Elementary	0.0	
Totals	4.9 of 6.0	

Where are the additional concerns?

There are two areas of concerns for the 2018-19 school year that could cause a need for more contingency FTE that is remaining. As of June 28, 2018, Bridgewater Elementary School's incoming Kindergarten class has 106 students enrolled and is scheduled for four sections - an average of 27 Kindergarteners per classroom. Northfield Middle School's incoming 6th Grade has more than 340 students enrolled. This could manifest in core subject sections of 30-34 students. Additional FTE may be required if both of these circumstances remain at these levels. It is probable administration may request up to one additional 1.0 FTE for the contingency fund to address these concerns.



Northfield School District Financing Options for 2019 Bond Referendum

Ehlers has prepared the following information for consideration and planning purposes for the Northfield School Board. The goal of this information is to help the school board to make an informed decision about the structure of payments for the bonds.

We have provided information on three bond structuring options. All three options include a “wrap around” structure, coordinating payments on the new bonds with existing bonds. This allows for lower payments on the bonds in earlier years and higher payments after the existing bonds are paid off. The goal is to keep the combined tax rate relatively level over time and keep the initial tax impact lower. All three options are also based on the same project costs and the same 20-year term for the bonds. Finally, all three options include a decline in the tax rate after five years; this would make it easier for the district to finance another building program in 4 or 5 years with less impact on taxes at that time.

The differences among the three options are in the use of “capitalized interest” (bond proceeds that are used to finance a portion of the interest payments on the bonds). This is particularly important for Northfield because you only have two more tax levies left (2019 and 2020) before there is a major reduction in tax levies for existing debt. The three options are.

Option 1 – No Capitalized Interest. Even though you would be paying interest only on the new bonds for the two years, the total debt service tax rate (for existing debt and the new debt) would be substantially higher in 2019 and 2020 than in the later years. The estimated tax impact in 2019 on a \$250,000 home would be \$128.

Option 2 - \$1.9 Million of Capitalized Interest. This allows for lower tax impact in the first two years (\$54 per year on a \$250,000 home). It would cause an increase in the bond amount and in the total tax levies over 20 years.

Option 3 - \$2.6 Million of Capitalized Interest. This would further reduce the tax impact in the first two years (\$27 per year on a \$250,000 home). It would cause a further increase in the bond amount and in the total tax levies over 20 years.

The last page summarizes the tax impact for all three options for taxes payable in 2019, along with the bond amounts, amount of capitalized interest, and total tax levies over 20 years.



PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Northfield School District No. 659

Estimated Sources and Uses of Funds for Building Bonds
July 2, 2018

Option	1	2	3
	No Capitalized Interest	\$1.9 Million Capitalized Interest	\$2.6 Million Capitalized Interest
Estimated Project Cost	\$38,810,000	\$38,810,000	\$38,810,000
Bond Amount	\$38,370,000	\$40,270,000	\$40,975,000
Dated Date of Bonds	2/1/2019	2/1/2019	2/1/2019
Sources of Funds			
Par Amount	\$38,370,000	\$40,270,000	\$40,975,000
Estimated Investment Earnings*	573,610	573,552	573,601
Estimated Net Bond Premium **	0	0	0
Total Sources	\$38,943,610	\$40,843,552	\$41,548,601
Uses of Funds			
Allowance for Discount Bidding	\$0	\$0	\$0
Capitalized Interest	0	1,900,000	2,600,000
Estimated Legal and Fiscal Costs#	129,348	133,173	134,906
Net Available for Project Costs	38,814,262	38,810,380	38,813,695
Total Uses	\$38,943,610	\$40,843,552	\$41,548,601

* Estimated investment earnings are based on an average interest rate of 1.5% and an average life of 1 year.

** The underwriter of the bonds may pay a premium to purchase the bonds. The amount will be determined based on the competitive bidding process, and may range from 0 to 5 percent or more of the bond amount. If any premium is received, it will be used either to pay a portion of the first years' interest or deposited in the construction fund and used to reduce the par amount of the bonds.

*** With Options 2 and 3, the district would pay some or all of the first two years of interest on the bonds from bond proceeds, in order to keep overall debt service tax rates relatively level over time.

Includes fees for financial advisor, bond counsel, rating agency or agencies, paying agent, and county certificates.

PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Northfield School District No. 659

Estimated Payments and Tax Levies for Existing Debt and Proposed New Debt

**\$38,370,000 Building Program
November 2018 Election; 20 Years
Wrapped Around Existing Debt**

Principal Amount:	\$38,370,000
Dated Date:	2/1/2019
Avg. Interest Rate:	3.90%

Option 1 - No Capitalized Interest

July 2, 2018

Levy Pay.	Fiscal Year	Tax Capacity Value ¹ (\$000s)	City Value ¹	Existing Commitments					Proposed New Debt				Combined Totals			
				Building Bonds ²	Alt. Fac	Est. Debt Excess ³	Net Levy	Tax Rate	Principal	Interest	Est. Debt Excess ³	Adjusted Debt Levy	Adjusted Debt Levy	State Debt Aid	Net Levy	Tax Rate
2018	2019	27,755	5.5%	4,660,943	1,004,745	(290,602)	5,375,086	19.37	-	-	-	-	5,375,086	-	5,375,086	19.37
2019	2020	28,865	4.0%	4,659,053	1,044,330	(300,281)	5,403,102	18.72	-	1,496,430	-	1,571,252	6,974,354	-	6,974,354	24.16
2020	2021	29,154	1.0%	4,661,468	1,089,060	(256,652)	5,493,876	18.84	-	1,496,430	-	1,571,252	7,065,128	-	7,065,128	24.23
2021	2022	29,446	1.0%	2,415,728	1,132,530	(258,774)	3,289,485	11.17	805,000	1,496,430	-	2,416,502	5,705,986	-	5,705,986	19.38
2022	2023	29,446	0.0%	2,643,664	1,179,990	(159,672)	3,663,982	12.44	580,000	1,465,035	(108,743)	2,038,544	5,702,526	-	5,702,526	19.37
2023	2024	29,446	0.0%	2,655,096	1,226,085	(172,064)	3,709,116	12.60	545,000	1,442,415	(91,734)	1,995,051	5,704,167	-	5,704,167	19.37
2024	2025	29,446	0.0%	-	1,354,815	(174,653)	1,180,162	4.01	645,000	1,421,160	(89,777)	2,079,691	3,259,853	-	3,259,853	11.07
2025	2026	29,446	0.0%	-	-	-	-	-	1,920,000	1,396,005	(93,586)	3,388,219	3,388,219	-	3,388,219	11.51
2026	2027	29,446	0.0%	-	-	-	-	-	2,050,000	1,321,125	(152,470)	3,387,211	3,387,211	-	3,387,211	11.50
2027	2028	29,446	0.0%	-	-	-	-	-	2,130,000	1,241,175	(152,425)	3,387,309	3,387,309	-	3,387,309	11.50
2028	2029	29,446	0.0%	-	-	-	-	-	2,215,000	1,158,105	(152,429)	3,389,331	3,389,331	-	3,389,331	11.51
2029	2030	29,446	0.0%	-	-	-	-	-	2,300,000	1,071,720	(152,520)	3,387,786	3,387,786	-	3,387,786	11.51
2030	2031	29,446	0.0%	-	-	-	-	-	2,390,000	982,020	(152,450)	3,388,171	3,388,171	-	3,388,171	11.51
2031	2032	29,446	0.0%	-	-	-	-	-	2,480,000	888,810	(152,468)	3,384,783	3,384,783	-	3,384,783	11.50
2032	2033	29,446	0.0%	-	-	-	-	-	2,580,000	792,090	(152,315)	3,388,379	3,388,379	-	3,388,379	11.51
2033	2034	29,446	0.0%	-	-	-	-	-	2,680,000	691,470	(152,477)	3,387,566	3,387,566	-	3,387,566	11.50
2034	2035	29,446	0.0%	-	-	-	-	-	2,785,000	586,950	(152,440)	3,388,107	3,388,107	-	3,388,107	11.51
2035	2036	29,446	0.0%	-	-	-	-	-	2,895,000	478,335	(152,465)	3,389,537	3,389,537	-	3,389,537	11.51
2036	2037	29,446	0.0%	-	-	-	-	-	3,005,000	365,430	(152,529)	3,386,422	3,386,422	-	3,386,422	11.50
2037	2038	29,446	0.0%	-	-	-	-	-	3,125,000	248,235	(152,389)	3,389,508	3,389,508	-	3,389,508	11.51
2038	2039	29,446	0.0%	-	-	-	-	-	3,240,000	126,360	(152,528)	3,382,150	3,382,150	-	3,382,150	11.49
2039	2040	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2040	2041	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2041	2042	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2042	2043	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2043	2044	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals				21,695,953	8,031,555	(1,612,698)	28,114,809		38,370,000	20,165,730	(2,365,745)	59,096,771	87,211,580	-	87,211,580	

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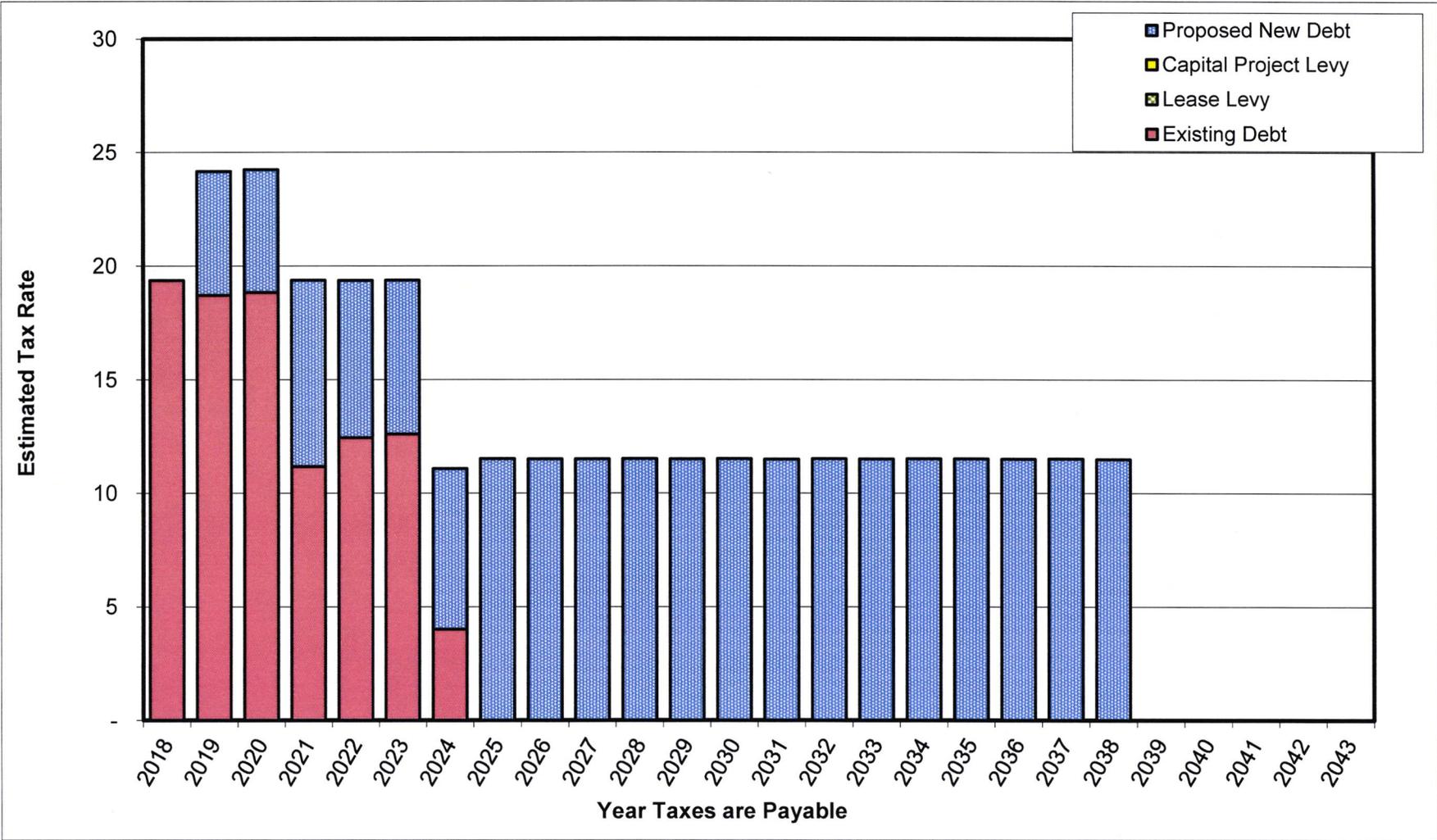


Northfield School District No. 659
Estimated Tax Rates for Capital and Debt Service Levies
Existing Commitments and Proposed New Debt

\$38,370,000 Building Program
November 2018 Election; 20 Years
Wrapped Around Existing Debt

Option 1 - No Capitalized Interest

Date Prepared: July 2, 2018



PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Northfield School District No. 659

Estimated Payments and Tax Levies for Existing Debt and Proposed New Debt

**\$40,270,000 Building Program
November 2018 Election; 20 Years
Wrapped Around Existing Debt**

Option 2 - Capitalize \$1.9 Million of Interest

July 2, 2018

Principal Amount: **\$40,270,000**
Dated Date: 2/1/2019
Avg. Interest Rate: 3.90%

Levy Pay.	Fiscal Year	Tax Capacity Value ¹ (\$000s)		Existing Commitments					Proposed New Debt				Combined Totals			
				Building Bonds ²	Alt. Fac	Est. Debt Excess ³	Net Levy	Tax Rate	Principal	Interest	Est. Debt Excess ³	Adjusted Debt Levy	Adjusted Debt Levy	State Debt Aid	Net Levy	Tax Rate
2018	2019	27,755	5.5%	4,660,943	1,004,745	(290,602)	5,375,086	19.37	-	-	-	-	5,375,086	-	5,375,086	19.37
2019	2020	28,865	4.0%	4,659,053	1,044,330	(300,281)	5,403,102	18.72	-	1,570,530 ⁴	667,307	6,070,409	-	6,070,409	21.03	
2020	2021	29,154	1.0%	4,661,468	1,089,060	(256,652)	5,493,876	18.84	-	1,570,530 ⁴	635,807	6,129,683	-	6,129,683	21.03	
2021	2022	29,446	1.0%	2,415,728	1,132,530	(258,774)	3,289,485	11.17	1,195,000	1,570,530	2,903,807	6,193,291	-	6,193,291	21.03	
2022	2023	29,446	0.0%	2,643,664	1,179,990	(159,672)	3,663,982	12.44	1,005,000	1,523,925	(130,671)	2,524,700	6,188,682	-	6,188,682	21.02
2023	2024	29,446	0.0%	2,655,096	1,226,085	(172,064)	3,709,116	12.60	985,000	1,484,730	(113,611)	2,479,605	6,188,721	-	6,188,721	21.02
2024	2025	29,446	0.0%	-	1,354,815	(174,653)	1,180,162	4.01	1,105,000	1,446,315	(111,582)	2,567,299	3,747,460	-	3,747,460	12.73
2025	2026	29,446	0.0%	-	-	-	-	-	1,950,000	1,403,220	(115,528)	3,405,353	3,405,353	-	3,405,353	11.56
2026	2027	29,446	0.0%	-	-	-	-	-	2,060,000	1,327,170	(153,241)	3,403,288	3,403,288	-	3,403,288	11.56
2027	2028	29,446	0.0%	-	-	-	-	-	2,140,000	1,246,830	(153,148)	3,403,024	3,403,024	-	3,403,024	11.56
2028	2029	29,446	0.0%	-	-	-	-	-	2,225,000	1,163,370	(153,136)	3,404,652	3,404,652	-	3,404,652	11.56
2029	2030	29,446	0.0%	-	-	-	-	-	2,310,000	1,076,595	(153,209)	3,402,715	3,402,715	-	3,402,715	11.56
2030	2031	29,446	0.0%	-	-	-	-	-	2,400,000	986,505	(153,122)	3,402,708	3,402,708	-	3,402,708	11.56
2031	2032	29,446	0.0%	-	-	-	-	-	2,495,000	892,905	(153,122)	3,404,178	3,404,178	-	3,404,178	11.56
2032	2033	29,446	0.0%	-	-	-	-	-	2,590,000	795,600	(153,188)	3,401,692	3,401,692	-	3,401,692	11.55
2033	2034	29,446	0.0%	-	-	-	-	-	2,690,000	694,590	(153,076)	3,400,743	3,400,743	-	3,400,743	11.55
2034	2035	29,446	0.0%	-	-	-	-	-	2,795,000	589,680	(153,033)	3,400,881	3,400,881	-	3,400,881	11.55
2035	2036	29,446	0.0%	-	-	-	-	-	2,905,000	480,675	(153,040)	3,401,919	3,401,919	-	3,401,919	11.55
2036	2037	29,446	0.0%	-	-	-	-	-	3,020,000	367,380	(153,086)	3,403,663	3,403,663	-	3,403,663	11.56
2037	2038	29,446	0.0%	-	-	-	-	-	3,140,000	249,600	(153,165)	3,405,915	3,405,915	-	3,405,915	11.57
2038	2039	29,446	0.0%	-	-	-	-	-	3,260,000	127,140	(153,266)	3,403,231	3,403,231	-	3,403,231	11.56
2039	2040	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2040	2041	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2041	2042	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2042	2043	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
2043	2044	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-
Totals				21,695,953	8,031,555	(1,612,698)	28,114,809		40,270,000	20,567,820	(2,462,226)	59,422,485	87,537,294	-	87,537,294	

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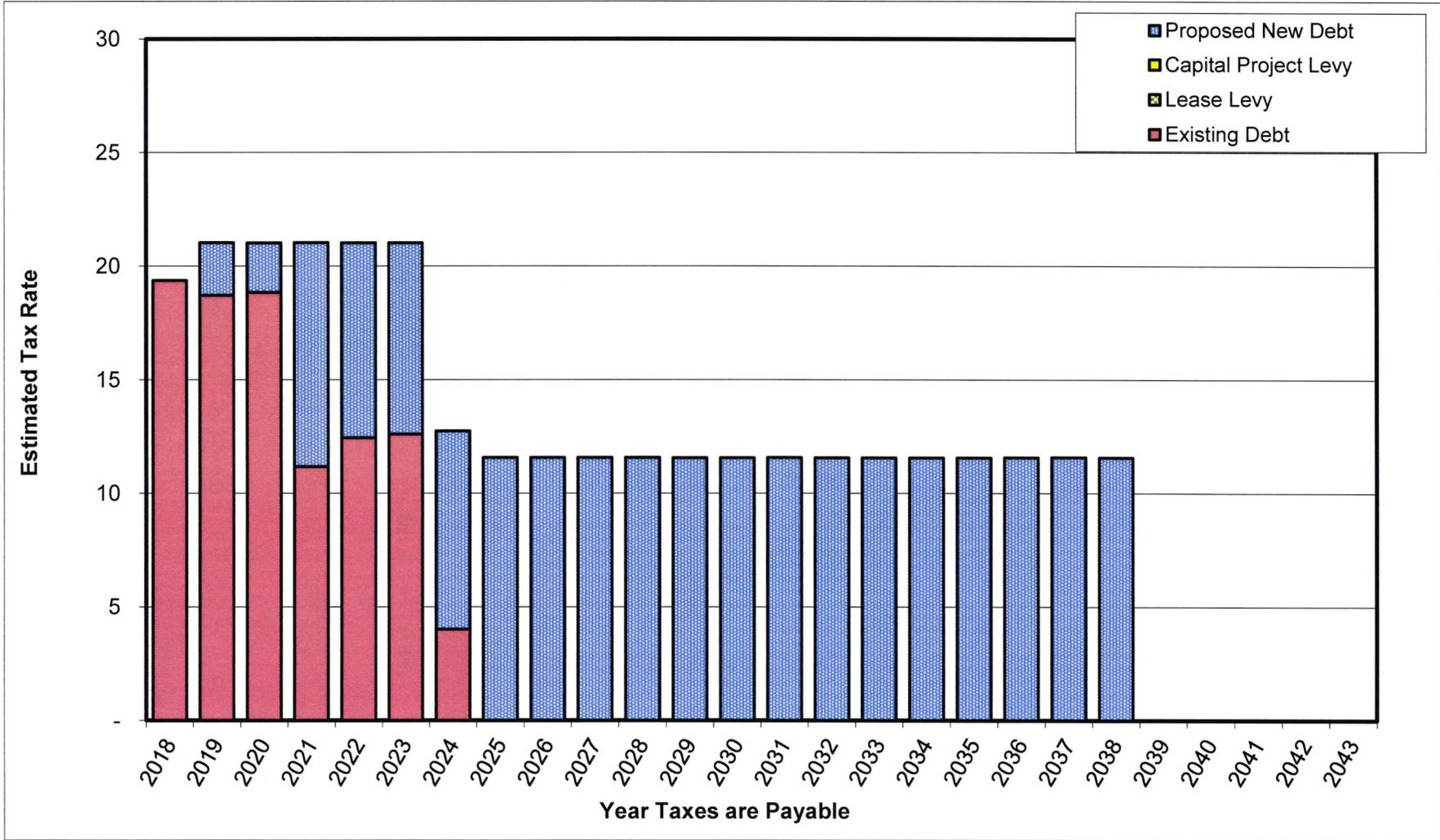


Northfield School District No. 659
Estimated Tax Rates for Capital and Debt Service Levies
Existing Commitments and Proposed New Debt

\$40,270,000 Building Program
November 2018 Election; 20 Years
Wrapped Around Existing Debt

Option 2 - Capitalize \$1.9 Million of Interest

Date Prepared: July 2, 2018



PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Northfield School District No. 659

Estimated Payments and Tax Levies for Existing Debt and Proposed New Debt

**\$40,975,000 Building Program
November 2018 Election; 20 Years
Wrapped Around Existing Debt**

Principal Amount:	\$40,975,000
Dated Date:	2/1/2019
Avg. Interest Rate:	3.90%

Option 3 - Capitalize \$2.6 Million of Interest

July 2, 2018

Levy Pay.	Fiscal Year	Tax Capacity Value ¹ (\$000s)		Existing Commitments				Proposed New Debt				Combined Totals					
				Building Bonds ²	Alt. Fac	Est. Debt Excess ³	Net Levy	Tax Rate	Principal	Interest	Est. Debt Excess ³	Adjusted Debt Levy	Adjusted Debt Levy	State Debt Aid	Net Levy	Tax Rate	
2018	2019	27,755	5.5%	4,660,943	1,004,745	(290,602)	5,375,086	19.37	-	-	-	-	-	5,375,086	-	5,375,086	19.37
2019	2020	28,865	4.0%	4,659,053	1,044,330	(300,281)	5,403,102	18.72	-	1,598,025 ⁴	-	328,676	5,731,778	-	5,731,778	19.86	
2020	2021	29,154	1.0%	4,661,468	1,089,060	(256,652)	5,493,876	18.84	-	1,598,025 ⁴	-	297,176	5,791,052	-	5,791,052	19.86	
2021	2022	29,446	1.0%	2,415,728	1,132,530	(258,774)	3,289,485	11.17	835,000	1,598,025	-	2,554,676	5,844,161	-	5,844,161	19.85	
2022	2023	29,446	0.0%	2,643,664	1,179,990	(159,672)	3,663,982	12.44	625,000	1,565,460	(114,960)	2,185,023	5,849,005	-	5,849,005	19.86	
2023	2024	29,446	0.0%	2,655,096	1,226,085	(172,064)	3,709,116	12.60	590,000	1,541,085	(98,326)	2,139,313	5,848,429	-	5,848,429	19.86	
2024	2025	29,446	0.0%	-	1,354,815	(174,653)	1,180,162	4.01	915,000	1,518,075	(96,269)	2,458,460	3,638,622	-	3,638,622	12.36	
2025	2026	29,446	0.0%	-	-	-	-	-	2,050,000	1,482,390	(110,631)	3,598,379	3,598,379	-	3,598,379	12.22	
2026	2027	29,446	0.0%	-	-	-	-	-	2,180,000	1,402,440	(161,927)	3,599,635	3,599,635	-	3,599,635	12.22	
2027	2028	29,446	0.0%	-	-	-	-	-	2,265,000	1,317,420	(161,984)	3,599,557	3,599,557	-	3,599,557	12.22	
2028	2029	29,446	0.0%	-	-	-	-	-	2,350,000	1,229,085	(161,980)	3,596,059	3,596,059	-	3,596,059	12.21	
2029	2030	29,446	0.0%	-	-	-	-	-	2,440,000	1,137,435	(161,823)	3,594,484	3,594,484	-	3,594,484	12.21	
2030	2031	29,446	0.0%	-	-	-	-	-	2,540,000	1,042,275	(161,752)	3,599,637	3,599,637	-	3,599,637	12.22	
2031	2032	29,446	0.0%	-	-	-	-	-	2,635,000	943,215	(161,984)	3,595,142	3,595,142	-	3,595,142	12.21	
2032	2033	29,446	0.0%	-	-	-	-	-	2,740,000	840,450	(161,781)	3,597,691	3,597,691	-	3,597,691	12.22	
2033	2034	29,446	0.0%	-	-	-	-	-	2,845,000	733,590	(161,896)	3,595,623	3,595,623	-	3,595,623	12.21	
2034	2035	29,446	0.0%	-	-	-	-	-	2,955,000	622,635	(161,803)	3,594,714	3,594,714	-	3,594,714	12.21	
2035	2036	29,446	0.0%	-	-	-	-	-	3,070,000	507,390	(161,762)	3,594,497	3,594,497	-	3,594,497	12.21	
2036	2037	29,446	0.0%	-	-	-	-	-	3,190,000	387,660	(161,752)	3,594,791	3,594,791	-	3,594,791	12.21	
2037	2038	29,446	0.0%	-	-	-	-	-	3,315,000	263,250	(161,766)	3,595,397	3,595,397	-	3,595,397	12.21	
2038	2039	29,446	0.0%	-	-	-	-	-	3,435,000	133,965	(161,793)	3,585,620	3,585,620	-	3,585,620	12.18	
2039	2040	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	
2040	2041	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	
2041	2042	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	
2042	2043	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	
2043	2044	29,446	0.0%	-	-	-	-	-	-	-	-	-	-	-	-	-	
Totals				21,695,953	8,031,555	(1,612,698)	28,114,809		40,975,000	21,461,895	(2,524,189)	60,304,551	88,419,360	-	88,419,360		

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Northfield School District No. 659

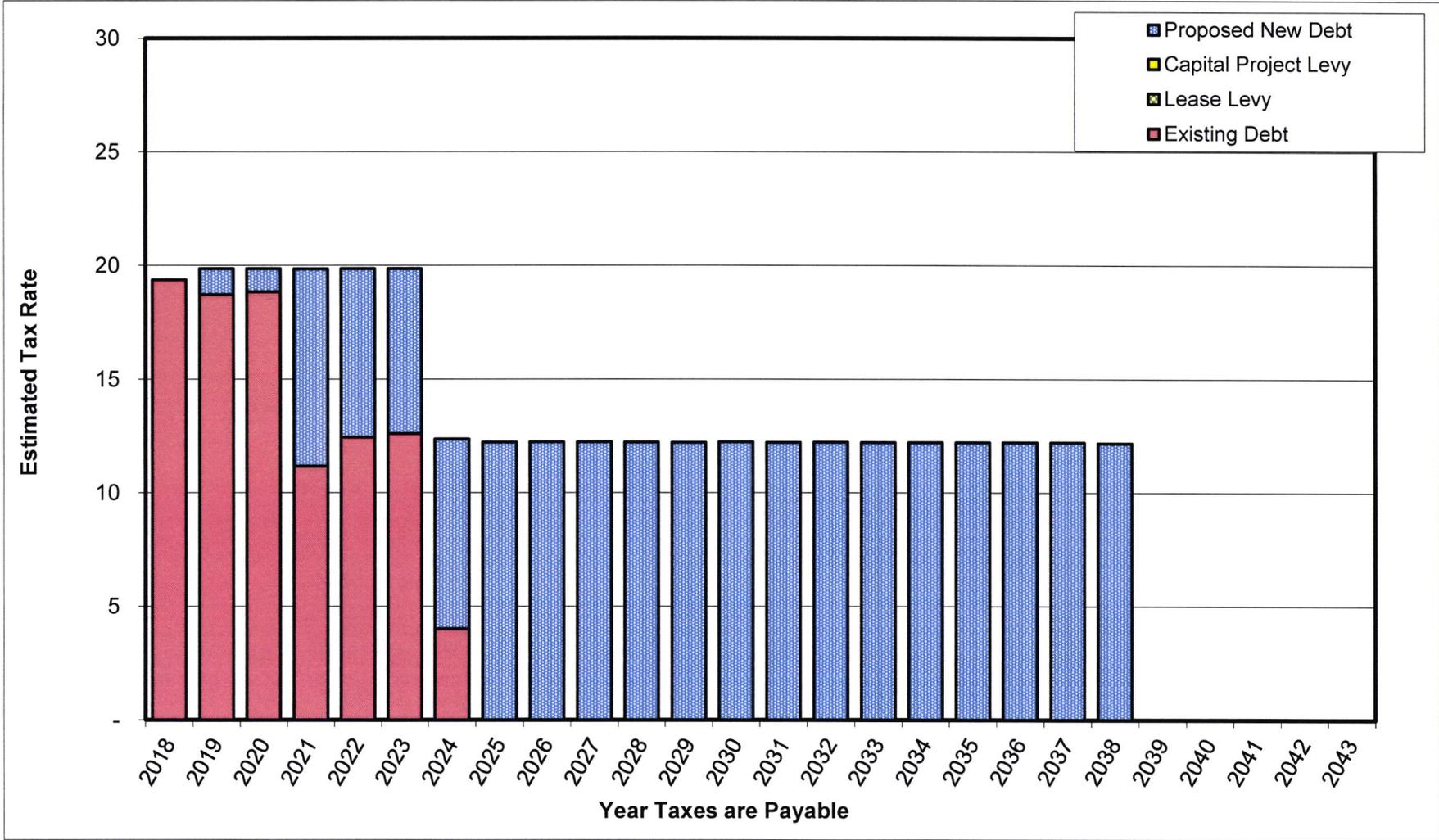
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\$40,975,000 Building Program
November 2018 Election; 20 Years
Wrapped Around Existing Debt

Option 3 - Capitalize \$2.6 Million of Interest

Date Prepared:

July 2, 2018



PRELIMINARY ESTIMATES - FOR DISCUSSION ONLY

Northfield School District No. 659

Analysis of Tax Impact for Potential Bond Issue
November 6, 2018 Election

July 2, 2018

Structuring Option	1	2	3
Estimated Project Costs	\$38,810,000	\$38,810,000	\$38,810,000
Bond Issue Amount	\$38,370,000	\$40,270,000	\$40,975,000
Number of Years	20	20	20
Estimated Capitalized Interest	\$0	\$1,900,000	\$2,600,000
Estimated Total Tax Levies Over 20 Years	\$59,096,771	\$59,422,485	\$60,304,551
Estimated Debt Service Tax Rate Payable in 2019*			
Existing Debt Only	18.72%	18.72%	18.72%
With Proposed New Issue	<u>24.16%</u>	<u>21.03%</u>	<u>19.86%</u>
Estimated Tax Capacity Rate Change	5.44%	2.31%	1.14%

Type of Property	Estimated Market Value	Estimated Annual Impact on Taxes Payable in 2019*		
Residential Homestead	\$100,000	\$39	\$17	\$8
	125,000	54	23	11
	150,000	69	29	14
	175,000	84	35	18
	200,000	98	42	21
	250,000	128	54	27
	300,000	158	67	33
	350,000	187	80	39
	400,000	217	92	45
Commercial/Industrial +	500,000	\$231	\$98	\$48
	1,000,000	503	214	105
	2,000,000	1,047	445	219
	4,000,000	2,135	907	447
Agricultural Homestead** (average value per acre of land & buildings)	\$4,000	\$0.65	\$0.28	\$0.14
	5,000	0.82	0.35	0.17
	6,000	0.98	0.42	0.21
	7,000	1.14	0.49	0.24
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$4,000	\$1.31	\$0.55	\$0.27
	5,000	1.63	0.69	0.34
	6,000	1.96	0.83	0.41
	7,000	2.28	0.97	0.48
8,000	2.61	1.11	0.55	

* Estimated tax impact includes principal and interest payments on the new bonds. The figures in the table are based on school district taxes for bonded debt levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Many owners of homestead property will qualify for a refund, based on their income and total property taxes. This will decrease the net effect of the proposed bond issue for many property owners.

+ For commercial-industrial property, the tax impact estimates above are for property in Rice and Goodhue counties. For commercial-industrial property in Dakota county, the tax impact would be less than shown above, due to the impact of the Twin Cities Fiscal Disparities program.

** For agricultural property, estimated tax impact includes 40% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land & buildings divided by total acres. Homestead examples exclude the house, garage, and one acre, which has the same tax impact as a residential homestead.

NORTHFIELD PUBLIC SCHOOLS

School Board Minutes

June 11, 2018

Northfield High School Media Center

I. Call to Order

Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Colangelo, Iverson, Pritchard, Quinnell, Stratmoen, and Goerwitz. Absent: Hardy.

II. Agenda Changes / Table File

Table File items were added. Superintendent's Report Item #5 was removed for consideration at a later date.

III. Public Comment

No public comment.

IV. Announcements and Recognitions

- Jackie Magnuson, Family and Consumer Science Teacher at Northfield Middle School, along with her 7th grade students, donated 80 quilts to the Northfield Fire Dept. and Rescue Squad at the end of the 2017-18 school year.
- Thank you to all students and staff for a wonderful 2018-2019 school year.
- Elementary grade level teachers are training and preparing for the reading curriculum changes for the 2018-2019 school year.
- Thank you to the high school faculty, staff, and parents who planned and participated in the senior lock-in.

V. Items for Discussion and Reports

A. Buildings and Grounds: Summer Projects Update

Jim Kulseth, Director of Buildings & Grounds, updated and reviewed facility and building projects scheduled during the Summer of 2018.

B. June 7th Work Session Follow-Up

The Board met in a work session on June 7, 2018 to continue discussions regarding the Master Facilities Plan and the Facilities Action Team recommendations. Pritchard recapped the work session. There is strong support to move forward with the elementary projects; support for a high school proposal is not as strong. The two key primary concerns are space issues and security issues. The Board decided not to pursue the capital projects levy renewal at this time. We will send postcards to the community and utilize ThoughtExchange to gather feedback regarding the elementary projects. The tax impact table was reviewed and it was noted that on a \$36,895,000 20-year bond, the tax impact on a \$250,000 home would be \$119/year. There will be further discussion at the July 9 meeting, and perhaps a formal vote at the August 13 meeting.

VI. Consent Agenda

On a motion by Quinnell, seconded by Colangelo, the Board unanimously approved the following Consent Agenda items:

- A. Minutes. Minutes of the May 29, 2018 Regular School Board meeting.

B. Co-Curricular Overnight Trips for 2018-2019. High School Principal Joel Leer, and Middle School teacher Earl Weinmann, provided requests dated June 2018, of co-curricular overnight trips for the 2018-2019 school year.

C. Personnel Items

a) Appointments

1. Zane Anway, EL Educational Assistant and Supervisory for 7 hours/day at the Middle School, beginning 08/27/2018-06/07/2019; Gen Ed Step 3 (2018-19 TBD)
2. Sarah Bloom, 1.0 FTE Long Term Substitute Grade 6 Writing Teacher at the Middle School, beginning 08/27/2018-06/07/2019; MA, Step 7
3. Sean DuBe, 1.0 FTE English/Language Arts Teacher at the High School, beginning 08/27/2018; MA, Step 7
4. Christopher Fatze, 1.0 FTE Special Education DCD Teacher at the Middle School, beginning 08/27/2018; BA, Step 14
5. Greg Gianopoulos, General Education Structured Study Center EA for 7 hours/day at the High School, beginning 08/27/2018; Gen Ed Step 3 2018-19 TBD
6. Joseph Greenwood, 1.0 FTE Custodian at Greenvale Park and Sibley, beginning 06/18/2018; Step 3-\$17.07/hr.
7. Melissa Kaderlik, Special Ed EA-PCA for 6.75 hours/day at Sibley, beginning 08/27/2018; Spec Ed Step 1 2018-19 TBD
8. Jake Kromschroeder, 1.0 FTE Custodian at the High School, beginning 06/18/2018; Step 2-\$16.70/hr.
9. Alexa Ochocki, Targeted Services Summer BLAST Site Assistant for up to 5.5 hours/day at the Middle School, beginning 06/14/2018-07/26/2018; Step 1-\$12.56/hr.
10. Joel Olson, 1.0 FTE Student Activities Director at the High School, beginning 07/01/2018; \$101,810 (2018-19 + Step 4-\$5,950)
11. Stephen Sandberg, 1.0 FTE Special Education LD/EBD Teacher at the ALC, beginning 08/27/2018; MA, Step 15
12. Pilar Sullivan, 1.0 FTE Early Childhood Educational Assistant at Longfellow, beginning 08/20/2018; Gen Ed Step 3 2018-19 TBD
13. Regina Young, Head Girls Soccer Coach for 2.5 hours/day at the High School, beginning 08/13/2018-11/1/2018; Level B, Step 5
14. Nicolas Zabel, Event Worker with the District, beginning 06/01/2018-06/30/2018.
15. Summer Strength and Conditioning Coaches from June 18, 2018 through August 17, 2018:
 - Laura Marks (DeGroot) –Hourly: \$30.00 per hour
 - Cory Callahan – Hourly: \$30.00 per hour
 - Larry Sanftner – Hourly: \$15.00

b) Increase/Decrease/Change in Assignment

1. Christine Clay, Site Assistant Substitute, change to Summer PLUS Teacher for up to 4.75 hours/day Mon.-Thurs. at Greenvale Park, effective 06/14/2018-08/02/2018; Yr. 1-\$27.11/hr.
2. Nancy Ivers, KidVentures Site Assistant Substitute, add KidVentures Site Assistant for up to 40 hours/wk at Sibley, effective 06/11/2018-08/24/2018; Step 1-\$12.56/hr.
3. Peggy Johnson, ECFE and HH EA for 35 hours/wk at the NCRC/LF, change to ECFE EA for 30 hours/wk at the NCRC, effective 08/20/2018.
4. Kristi Kortuem, Math Teacher at the High School, add Assistant Math Team Coach at the High School, effective 10/01/2018-3/20/2019; Level K, Step 1
5. Ellen Mucha, English Teacher at the High School, add Assistant Knowledge Bowl Advisor for 1 hour/day 3-4 times a week at the High School, effective 11/1/2018-4/20/2019; Level K, Step 1
6. Zack Rasmussen, KidVentures Student Site Assistant at Greenvale Park and Sibley, change to KidVentures Site Assistant at Sibley, effective 06/11/2018; \$12.56/hr.
7. Karl Viesselman, Interim Head Girls Track Coach at the High School, change to Head Girls Track Coach at the High School, effective 06/02/2018.

c) Retirements/Resignations/Terminations

1. Taylor Farm, Special Ed Teacher at Bridgewater, resignation effective 06/12/2018.
2. Caitlin Robertson, Summer PLUS Teacher, resignation effective 05/31/2018.

d) Administration is Recommending the Approval of the Following:

Administration submits the following employment contracts/agreements for approval. These contracts/agreements cover the period of July 1, 2018 through June 30, 2020.

1. Community Services Staff
2. Other Staff
3. Confidential

e) Correction: Advancement of Licensed Staff to Tenure Status for 2018-19

Pamela Moening was incorrectly placed as moving to second-year probationary status. Pamela Moening will be advanced to tenure status effective with the 2018-19 school year.

** Conditional offers of employment are subject to successful completion of a criminal background check and Prewrite screening (if applicable)*

VII. Superintendent's Report

A. Items for Individual Action

1. Revised Policy 515 Protection and Privacy of Pupil Records.

On a motion by Iverson, seconded by Goerwitz, the Board unanimously approved the recommended change to Policy 515 Protection and Privacy of Pupil Records and Appendix C of Policy 515 which incorporates the addition of district, school and department social media sites be included in "Directory Information" in the policy and in Appendix C of the policy.

2. 2017-2018 Revised Budgets.

On a motion by Colangelo, seconded by Iverson, the Board unanimously approved the Child Nutrition and Community Services revised revenues and revised expenditures amounts presented to the Board on May 14, 2018.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
Child Nutrition	\$ 2,229,400	\$ 2,179,858
Community Services	\$ 2,669,212	\$ 2,623,758

3. Proposed 2018-2019 Budget - All Funds.

On a motion by Iverson, seconded by Goerwitz, the Board unanimously approved the proposed budget for all funds for 2018-2019. The individual funds were presented and reviewed in detail at School Board meetings over the past few months.

<u>Fund</u>	<u>Revenues</u>	<u>Expenditures</u>
General (includes Capital & LTFM)	\$54,008,294	\$53,168,513
Child Nutrition	\$ 2,219,900	\$ 2,234,537
Community Services	\$ 2,765,253	\$ 2,822,986
Debt Service	\$ 5,749,314	\$ 5,734,694
Trust	\$ 71,730	\$ 76,030
Internal Service	\$ 7,558,599	\$ 7,115,731

4. FY 2018 Audit Engagement Letter.

On a motion by Colangelo, seconded by Goerwitz, the Board unanimously accepted the 2017-2018 Engagement Letter from CliftonLarsonAllen, LLP in the amount of \$23,700 plus expenses.

6. Resolution Establishing Dates for Filing Affidavits of Candidacy.

On a motion by Quinnell, seconded by Goerwitz, the Board approved the Resolution Establishing Dates for Filing Affidavits of Candidacy. As the first step in the process leading to the School Board election to be held on Tuesday, November 6, 2018, the Board is requested to adopt the Resolution Establishing Dates for Filing Affidavits of Candidacy. Upon adoption of this Resolution the Notice of Filing Dates will be posted and advertised in the Northfield News, according to the deadlines indicated on the election calendar published by the Minnesota Secretary of State's Office. Affidavits of Candidacy for the three School Board vacancies may be filed at the District Office, 1400 Division Street South, beginning July 31, 2018 and ending August 14, 2018. An election will be held to fill three vacancies with four-year terms. The terms of Margaret Colangelo, Julie Pritchard, and Jeff Quinnell expire on December 31, 2018. Voting "yes" was Colangelo, Iverson, Pritchard, Quinnell, Stratmoen, and Goerwitz. No one voted "no". Hardy was absent.

VIII. Items for Information

A. End of the Year Enrollment Report.

The Board received the end of year enrollment report which indicated a final enrollment of 3984 students.

IX. Future Meetings

A. Monday, July 9, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

B. Monday, August 13, 2017, 7:00 PM, Regular Board Meeting, NHS Media Center

C. Monday, August 27, 2017, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Colangelo, the Board adjourned at 8:25 p.m.

Noel Stratmoen
School Board Clerk

TO: Dr. Matt Hillmann, Superintendent
FROM: Val Mertesdorf, Director of Finance *VM*
DATE: July 9, 2018
RE: Board Approval of Financial Reports – May 2018

We request that the Board of Education approve paid bills, payroll, bond payments, electronic funds transfers, investments and financial reports for the month of May 2018.

Bills totaling \$2,232,450.08 were paid in May 2018.

Payroll checks totaling \$3,126,578.80 were issued in May 2018.

No bond payments were paid in May 2018.

At the end of May 2018 Total Cash and Investments amounted to \$29,618,407.15.

No wire transfers were initiated by the district during May 2018.

The following financial reports for May 2018 are included to show the current cash and investment balances, details of disbursements and electronic funds transfers.

1. Treasurer's Report
2. Disbursement Report

May 2018 Treasurer's Report

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	JOURNAL ENTRIES	BALANCE END OF MONTH
GENERAL FUND	475,570.24	7,418,017.99	4,020,380.68	33,479.83	3,906,687.38 *
FOOD SERVICE	884,210.68	209,047.76	258,467.21	2,605.90	837,397.13
COMMUNITY ED	706,412.79	365,100.67	246,950.40	(15,476.59)	809,086.47
CONSTRUCTION ACCOUNT	1,389.26	-	-	-	1,389.26
DEBT SERVICE	1,029,313.20	1,890,169.74	-	-	2,919,482.94
TRUST	156,168.95	4,500.00	-	825.46	161,494.41
SELF INSURANCE	5,815,881.10	498.00	833,230.59	(278.95)	4,982,869.56
TOTALS	9,068,946.22	9,887,334.16	5,359,028.88	21,155.65	13,618,407.15
CERTIFICATE OF DEPOSIT	16,000,000.00	-	-	-	16,000,000.00
GRAND TOTALS	25,068,946.22	9,887,334.16	5,359,028.88	21,155.65	29,618,407.15

*General Fund includes Certificate of Deposit amount

Disbursement Report

ISD 659 - Northfield

May 2018

Disbursements:

Bills Paid:

General Fund	\$ 1,215,374.83	
Food Service Fund	146,953.96	
Community Services Fund	36,890.70	
Trust & Agency Fund	-	
Self Insurance Fund	<u>833,230.59</u>	
Total Bills Paid		2,232,450.08

Payroll:

General Fund	2,805,005.85	
Food Service Fund	111,513.25	
Community Services Fund	210,059.70	
Trust Fund	-	
Self Insurance Fund	<u>-</u>	
Total Payroll		3,126,578.80

Bond Payments:

Debt Redemption Fund	<u>-</u>	
Total Bond Payments		<u>-</u>
Total Disbursements		<u><u>\$5,359,028.88</u></u>

Overnight Trip Proposals for Co-Curricular Activities --- 2018-19 School year

Date	Activity	Destination	Purpose	Coach/Advisor
August 2-4	LOA	Bemidji, MN	Team building and preparing for next year	John Sand
Aug 20-21	Cross Country Running, Boys and Girls	Decorah, IA	Training on trails, different terrain	Nichole Porath
August 20-22	Varsity/JV Girls Soccer	Duluth, MN	pre-season scrimmages	Reggie Young
September 7-8	Varsity Volleyball	Marshall, MN	Southwest MN Challenge Tournament	Tim Torstenson
Sept. (TBD)	Girls Swim and Dive	Duluth, MN	Swim and Dive in the Invitational at Duluth East.	Chris Morgan
November 23-25	Girls Hockey	St. Cloud	Tournament experience	Brent Bielenberg
December 27-28	Boys Varsity Basketball	Rochester	Rochester Rotary Tournament	Andy Berkvam
May 4-5	Girls Golf	Marshall, MN	Invitational Tournament	Brian Stevens
Spring 2019 (TBD)	Softball	TBD	New competition, team bonding time	Ryan Pietsch

NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT

This agreement made this 21st day of June, 2018, by and between Northfield Booster Club, 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

\$18,050.00 — 2017-18 Fee Waivers
\$1,000.00 — Booster Club Scholarships (2@500)

Northfield Booster Club
Donor

By:

Approved by resolution of the School Board on the _____ day of _____, _____.

INDEPENDENT SCHOOL DISTRICT No. 659

By: _____

Clerk

**NORTHFIELD PUBLIC SCHOOLS
SUBSTITUTE PAY**

Effective July 1, 2018

Teachers – Elementary & Secondary	Up to 1 hour	\$24.00
	Over 1 hour up to ½ Day	\$60.00
	Full Day	\$120.00
	<i>(maximum - \$120.00/day)</i>	

Substitute Educational Assistants \$15.00/hour

Substitute Child Nutrition Associates \$14.56/hour

Substitute Student CNA \$9.65*

Substitute Clerical \$15.00/hour

Substitute Retired Clerical/Confidential \$19.64/hour

Substitute Custodian \$15.00/hour

Substitute Retired Custodian Step 1 of Custodian Agreement

Substitute Nurse Step 1 of Nurse Agreement

Long-term substitute Clerical, Custodian
or Educational Assistant – more than 10
consecutive days for the same employee Step 1 of Appropriate Agreement

** Tied to MN Minimum Wage rate of pay.*

Long Term Facilities Maintenance Program | 10 Year Plan | 07.09.2018

Jim Kulseth, Director of Buildings & Grounds

The legislative creation of the Long Term Facilities Maintenance Revenue program (LTFM) provides funding for the District's ten year facility plan projects that include Health and Safety, accessibility and deferred maintenance. Northfield Public Schools has had a ten year maintenance plan in place for several years. The LTFM program formalizes an annual review and approval of the plan by the School Board.

The ten year plan is a working document that evolves each year and can reflect changes as different needs are identified. We are now in a position where the funding for these projects is adequate. We are intentionally growing the fund balance of the LTFM program to pay for a new roof in a few years without needing a bond.

The Indoor Air Quality (IAQ) plan is required to be reviewed with the ten year plan annually. Updates to this would include items like radon testing, asbestos testing and lead testing. Lead in water testing is now mandatory every five years under state statute. The District is in compliance with all of these required tests.

The table below outlines the UFARS finance categories along with an example of work that is included in that finance code.

UFARS Finance Code	Expenditure Examples
Physical Hazards	Elevator & lift inspections
Other Hazardous Materials	Computer and bulb disposal
Environmental Health & Safety Management	District Staff, H&S Management Consultant
Asbestos Removal and Encapsulation	Smaller asbestos removal projects
Fire and Life Safety	Alarm testing, Fire Marshall repair orders
Indoor Air Quality	Replace HVAC unit
Accessibility	ADA compliance
Building Envelope	Tuck pointing, windows
Building Hardware and Equipment	Blinds, doors, cabinets
Electrical	Lighting systems, power supply and distribution
Interior Surfaces	Carpet, flooring
Mechanical Systems	Boiler updates, piping
Plumbing	Repairs to pipes, fixtures, showers
Roofing Systems	Roof replacement
Site Projects	Pavement, soil erosion, tennis court repair

The templates on the following pages are published and required by the MN Department of Education. The District has maintained compliance with all the LTFM program requirements.

Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/13/2018	Acronyms:	Prekindergarten (Pre-K)	Voluntary Pre-K (VPK)	Health and Safety (H&S)	Adjusted Net Tax Capacity (ANTC)	Levy Limitation Certification (LLC)	Adjusted Public Unit (APU)	Alternative (Alt)	
659	<= Type in School District Number												
	Northfield Public School District												
Calculations for Ten Year Projection				Pay 18	Change only if requiring levy adjustments	Payable 2018 LLC Certification	Current Estimate						
	LLC #	FY 2018	FY 2019	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
1	Type your district number in cell A2 (Minneapolis = 1.2)												
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50												
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33												
4	Look-up data from following tabs												
5	Initial Formula Revenue												
6	Current year APU	57	4,382.40	4,422.56	4,443.97	4,443.97	4,443.97	4,443.97	4,443.97	4,443.97	4,443.97	4,443.97	4,443.97
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)												
6b	Total Adjusted Pupil Units = (6) + (6a)			4,422.56	4,443.97	4,443.97	4,443.97	4,443.97	4,443.97	4,443.97	4,443.97	4,443.97	4,443.97
7	District average building age (uncapped)	402	35.96	35.96	36.96	37.96	38.96	39.96	40.96	41.96	42.96	43.96	44.96
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / (35))	403		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	404	1,665,312	1,680,572	1,688,709	1,688,709	1,688,709	1,688,709	1,688,709	1,688,709	1,688,709	1,688,709	1,688,709
11	Added revenue for Eligible H&S Projects > \$100,000 / site												
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	702		1,004,745	1,044,330	1,089,060	1,132,530	1,179,990	1,226,085	1,354,815	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	756		-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	701		-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	755		-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue	703		-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	406		-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects > \$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	407	956,204	1,004,745	1,044,330	1,089,060	1,132,530	1,179,990	1,226,085	1,354,815	-	-	-
	Added revenue for Pre-K remodeling (for VPK approvals only)												
20a	Net debt service for bonds approved for Pre-K remodeling	704		-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	408		-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	409		2,685,317	2,733,039	2,777,769	2,821,239	2,868,699	2,914,794	3,043,524	1,688,709	1,688,709	1,688,709
	Old Formula revenue												
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)	410		-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22			-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	762		-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities debt revenue (1B) = (12) - (13)	763		1,004,745	1,044,330	1,089,060	1,132,530	1,179,990	1,226,085	1,354,815	-	-	-
26	Old formula alt facilities pay as you go revenue (1A) (these should match the pay as you go amounts calculated on the Alt Facilities Page 8 worksheet through FY 2020)	411		-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)	414		-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	703		-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless	705		-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = ((22) + (26) = 0, (10) * (\$64 / formula allowance))	417		283,044	284,414	284,414	284,414	284,414	284,414	284,414	284,414	284,414	284,414
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	418	1,236,678	1,287,789	1,328,744	1,373,474	1,416,944	1,464,404	1,510,499	1,639,229	284,414	284,414	284,414
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	419	2,621,516	2,685,317	2,733,039	2,777,769	2,821,239	2,868,699	2,914,794	3,043,524	1,688,709	1,688,709	1,688,709



Division of School Finance
 1500 Highway 36 West
 Roseville, MN 55113-4266

Long-Term Facilities Maintenance Ten-Year Expenditure

Instructions: Enter estimated expenditures that are allowable uses of Long-Term Facilities Maintenance Revenue under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code by fiscal year.

District Name:		NORTHFIELD PUBLIC SCHOOLS				District #	0659-01		
District Contact for Questions on this Spreadsheet:		Name: Jim Kulseth, Director of Buildings & Grounds		Phone #: (507) 645 - 3435	Email: jkulseth@northfieldschools.org	Date:	7/9/2018		
Fiscal Year, Ending June 30th -->		2018	2019	2020	2021	2022	2023	2024	
Estimated Expenditures:									
Health and Safety - this section excludes project costs of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.									
Finance Code	Category								
347	Physical Hazards	\$16,850	\$25,700	\$19,600	\$18,450	\$20,200	\$19,400	\$21,200	
349	Other Hazardous Materials	\$12,900	\$13,200	\$13,300	\$17,000	\$17,500	\$9,100	\$6,200	
352	Environmental Health and Safety Management	\$103,300	\$103,250	\$104,350	\$105,450	\$107,400	\$108,500	\$110,150	
358	Asbestos Removal and Encapsulation	\$6,250	\$28,300	\$6,400	\$6,450	\$6,550	\$6,600	\$6,650	
363	Fire Safety	\$29,025	\$39,100	\$45,100	\$21,650	\$25,700	\$36,650	\$26,250	
366	Indoor Air Quality	\$0	\$43,000	\$0	\$0	\$0	\$0	\$0	
	Total Health and Safety Capital Projects	\$168,325	\$252,550	\$188,750	\$169,000	\$177,350	\$180,250	\$170,450	
Health and Safety - Projects Costing \$100,000 or more per Site/Year									
Finance Code	Category								
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151									
Finance Code	Category								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the Commissioner	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Accessibility									
Finance Code	Category								
367	Accessibility	\$8,315	\$24,000	\$0	\$0	\$0	\$0	\$0	
Deferred Capital Expenditures and Maintenance Projects									
Finance Code	Category								
368	Building Envelope	\$0	\$151,000	\$135,000	\$60,000	\$0	\$110,000	\$0	
369	Building Hardware and Equipment	\$4,700	\$12,000	\$10,000	\$10,000	\$10,000	\$10,000	\$0	
370	Electrical	\$159,000	\$130,000	\$85,000	\$0	\$0	\$0	\$0	
379	Interior Surfaces	\$163,000	\$90,000	\$170,000	\$70,000	\$0	\$10,000	\$75,000	
380	Mechanical Systems	\$100,000	\$43,000	\$99,000	\$0	\$0	\$0	\$0	
381	Plumbing	\$6,000	\$48,000	\$0	\$0	\$0	\$0	\$0	
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
383	Roof Systems	\$0	\$0	\$0	\$0	\$1,950,000	\$5,000	\$0	
384	Site Projects	\$125,925	\$464,400	\$74,000	\$16,500	\$89,000	\$84,000	\$46,000	
	Total Deferred Capital Expense and Maintenance	\$558,625	\$938,400	\$573,000	\$156,500	\$2,049,000	\$219,000	\$121,000	
Total Annual 10 Year Plan Expenditures		\$735,265	\$1,214,950	\$761,750	\$325,500	\$2,226,350	\$399,250	\$291,450	

Indoor Air Quality Management Plan

Northfield Public School District

7/9/2018

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1. INDOOR AIR QUALITY COORDINATOR

Northfield Public School District has identified Jim Kulseth as the Indoor Air Quality Coordinator. The school administration and school board is committed to providing the necessary support to implement the IAQ Plan. The IAQ Coordinator reports to the superintendent. The IAQ Coordinator has been trained through a Minnesota Department of Health IAQ Coordinator Training.

The IAQ Coordinator is:

1. An individual that is either based in the district or spends most of his/her time in the district.
2. Able to answer basic questions from parents:
 - a. where parents can find answers to their IAQ questions and concerns;
 - b. Where parents obtain checklists and self-help information to evaluate their child's out-of-school situation.
 - c. how parents can access information about the school; and
 - d. What parents can do—how parents can effect change.
3. Authorized to respond to parents and local complaints as well as problems and complaints forwarded by state agencies.
4. Fulfills a separate IAQ function from that of building systems maintenance expert.

The IAQ Coordinator's responsibilities include:

1. Develop and implement a written IAQ Management Plan, encompassing the U.S. EPA 'Tools for Schools' and MDH guidelines
2. Identify a school district IAQ coordinator for indoor air quality.
3. Conduct and document an annual building walkthrough.
4. Conduct and document an annual ventilation and building checklist.
5. Monitor plan implementation including documenting situations and work practices that require indoor air quality remediation.
6. Inform and educate staff about indoor air quality procedures and policies.
7. Develop a communication plan/policy to include response to building complaints.
8. Respond to regulatory agency correspondence, guidelines and recommendations.
9. Monitor regulatory changes and new developments.
10. Review program and obtain school board approval at least annually.
11. Notify parents about the IAQ Coordinator through (annual newsletter, policy letter, website, etc.)
12. Communicate proactively with staff, parents, and other parties regarding the progress made with the IAQ Plan and any other relevant IAQ information.
13. Manage various IAQ projects
14. Manage compliance with other IAQ-related regulations, such as smoking, asbestos, lead, mercury, and arena rules

15. Review and approve renovation projects to determine whether they appropriately address IAQ concerns and are consistent with the IAQ Management Plan and other requirements
16. Report activities and work to the superintendent
17. Coordinate the IAQ Team's activities and meetings

2. SCHOOL BOARD ADOPTION

The school board adopts the IAQ Plan as part of the ten-year facility plan. The Northfield Public School District school board adopted the first district IAQ Plan on July 10, 2017 as part of the ten-year facility plan. School board adoption is obtained every year. School board minutes indicating annual IAQ Plan approval are maintained at; <http://northfieldschools.org/about/board/minutes/>

3. ANNUAL UPDATE

Northfield Public School District performs an annual update of the IAQ Plan, as part of the updates to the ten-year facility plan. Records of the annual update are maintained at the District Office.

The annual review involves:

1. Ensuring an IAQ Coordinator is functioning the roles stated under the 'IAQ Coordinator' policy
2. An operational IAQ Management Plan is implemented
3. School board review
4. Walkthrough inspections
5. Building systems evaluations
6. Reviewing IAQ Concern Reports and other information
7. Discussing new issues with the IAQ Team
8. Creating a 'Plan to Address Identified Issues'
9. Reviewing and changing the IAQ Management Plan as needed

4. GOALS AND OBJECTIVES

The health, comfort, and learning environment of students and staff are important aspects of Northfield Public School District's mission. Indoor air quality (IAQ) is a critical component of providing a healthy and comfortable learning environment. Northfield Public Schools District's IAQ goals are as follows.

1. Minimize indoor air pollutants, which will reduce the likelihood of health problems, including asthma, respiratory infections, allergic reactions, and other health problems.

2. Control temperature, humidity, and ventilation associated problems, which will foster students' comfort and learning.
3. Prevent indoor air quality problems, which will slow building deterioration, avoid school closures, minimize liability risks, and foster a positive relationship among parents, teachers, and the school administration.

Northfield Public School District has implemented an IAQ Management Plan that will monitor and improve the quality of air in school buildings. The objectives of the IAQ Plan are the following.

1. Reduce the levels of indoor air pollutants through preventive measures such as routine maintenance activities, periodic building evaluations and inspections, and IAQ-specific policies.
2. Provide and maintain adequate air exchanges by maintaining ventilation equipment.
3. Respond to IAQ-related concerns and problems in a thorough and prompt manner, through investigation, documentation, and effective communication.

5. INDOOR AIR QUALITY TEAM

Northfield Public School District has established an IAQ Team. The IAQ Team assists the school administration by reviewing IAQ-related information and recommending IAQ policies to maintain and improve the air quality within district facilities and school buildings.

The Indoor Air Quality Team is composed of the following individuals:

<u>Name</u>	<u>Position</u>	<u>Contact Information</u>
Elizabeth Bade	District Nurse	507-645-1205
Jim Kulseth	Director of Buildings & Grounds	507-645-3435
Tracy Closson	District Maintenance/Grounds	507-664-3989
Jim Pasch	District Maintenance	507-664-3989
TBD	Physical Therapist	
Keith Nohava	Head Custodian	507-663-0617
Betty Kline	Head Custodian	507-645-3515
Ron Oeltjenbruns	Head Custodian	507-663-0652
Mark Harder	Head Custodian	507-665-1217
Dan Warner	Head Custodian	507-645-3480
Jeff St. Martin	Head Custodian	507-664-3317
Kim Slegers	Teacher (Health/P.E.)	507-663-0630

The IAQ Team is involved in the following efforts.

1. IAQ Team members contribute to the IAQ Plan creation and implementation. The IAQ Team members have reviewed the United States Environmental Protection Agency's

(USEPA) IAQ Tools for Schools (TfS) kit, focusing on backgrounders and checklists relevant to each Team members' expertise.

2. The IAQ Team evaluates non-routine IAQ concerns that have been reported to the IAQ Coordinator. The Team takes steps or recommends measures to resolve the reported concern.
3. The IAQ Team meets quarterly to review ongoing IAQ issues and projects.
4. The IAQ Team meets annually or as needed to conduct an annual review the IAQ Plan.
5. IAQ Team meeting minutes, reports and other documents are kept with the IAQ Plan in the District Office.

6. BUILDING EVALUATIONS

School buildings are evaluated every year. The evaluations cover the ventilation systems and maintenance activities. The ventilation evaluation checks: air intakes, air filters, condensate areas, coils, cleanliness, mechanical rooms, dampers, controls, air movement, and exhaust fans. The maintenance evaluation checks: building supplies, dust control, floor cleaning, drain traps, moisture, and combustion appliances.

The IAQ in Northfield Public School District buildings are evaluated by sending out a staff survey every year based on the Tools for Schools checklist. This survey helps identify and evaluate potential IAQ issues that may be associated with the buildings' ventilation and maintenance. Specific staff spend much of their time in specific areas or have specific maintenance responsibilities, and therefore may provide insight that would be missed through other evaluation methods. The checklist also educate staff about IAQ. The checklist are not intended to report individual health problems; a separate concern form is available and more appropriate for this purpose (the form can be found in Attachment 2).

The head custodian at each building also complete the Tools for Schools ventilation, and maintenance checklists every year.

The IAQ Coordinator distributes, collects, and evaluates the checklists each year during the winter.

The IAQ Coordinator reviews findings and drafts ideas to address findings. If the source of problems cannot be identified and concerns persist, a different evaluation method may be used. Information from the evaluations is used during the walkthrough inspections to verify or further investigate the issue. Records of annual evaluations are kept in the District Office. Identified issues are addressed, as described in Section 7.

7. PLAN TO ADDRESS IDENTIFIED ISSUES

During the building systems evaluations and staff IAQ surveys, IAQ problems and issues are identified. The issues are prioritized from most important to least important.

Issues are categorized and addressed through one or more the following methods:

1. Completing one-time repairs (immediate or near future actions).
2. Scheduling and executing mid to long- term projects.
3. Identifying deferred maintenance items that may be addressed if/when funding is available.
4. Adopting new policies and practices as part of the IAQ Plan annual review.

This plan has an implementation schedule that describes the timeline to remediate known IAQ issues. The plan also assigns an individual who is responsible for completing the task or overseeing the work. After completion of building systems evaluations and walkthrough inspections, the IAQ Plan is updated every year to address identified issues. Responses to particular staff concerns and complaints are also maintained

8. MERCURY

Mercury can affect the brain and nervous system. It may be found in areas where previous spills occurred, in certain building materials, in certain instruments, and stored in old containers. In compliance with MN Statute 121A.33, elemental mercury and mercury-containing instruments are not permitted on school grounds. Northfield Public School District no longer purchases mercury containing instruments (such as thermometers, barometers, and the like). This prohibition does not apply to light bulbs or thermostats for heating, ventilation, and air conditioning.

School staff have evaluated all buildings for the presence of mercury containing chemicals, instruments, or materials, and have found items which are scheduled for disposal as hazardous waste.

While mercury is prohibited in our schools, in the unlikely event that mercury is brought to school, school staff are prepared to respond to a mercury spill. In the event of a spill, school staff will follow Minnesota Pollution Control Agency (MPCA) and MDH guidance. Students will be removed from the affected area, which will then be isolated from the rest of the building. Mercury spill clean-up kits will be used for small spills (one thermometer or less). In larger spills, school staff will contact the Minnesota Duty Officer (1-800-422-0798 or 651-649-5451) and possibly local authorities and the MPCA.

9. TOBACCO & E-CIGARETTE BAN

Tobacco smoking, chewing or ingestion is prohibited in all school facilities and vehicles, as mandated under MN Statute 144.4165. In addition, the use of e-cigarettes is prohibited in any building owned or operated by a school district according to Minnesota Statutes, section 144.414, subdivision 5(a)(1). The lighting of tobacco by an adult as a part of a traditional Indian

spiritual or cultural ceremony is the only exemption to these prohibitions in schools. While this law does not apply to outdoor smoking, the Northfield Public School District has also banned smoking on school grounds. Information about the law and its implementation can be found at; <https://www.revisor.mn.gov/statutes/?id=144.414>

10. ASBESTOS

Asbestos is a mineral fiber that can be found in some building materials. If these materials are damaged or disturbed, they may release asbestos fibers into the air. Airborne asbestos fibers pose an increased health risk for mesothelioma, lung cancer, and asbestosis.

In compliance with federal law, Northfield Public School District has developed and maintains an Asbestos Hazard Emergency Response Act (AHERA) Management Plan. This plan reduces the likelihood of exposure to asbestos. Asbestos containing materials are regularly inspected. Removal is done safely, following applicable state and federal laws. The AHERA plan is available for review and located at the District Office. Parent, teacher, and employee organizations are notified yearly about the AHERA Plan through the district website.

11. LEAD

Lead can be found in paint and varnishes, in pre-1978 building structures, and possibly other materials and items. When lead is released as dust or chips, individuals may inhale or ingest the lead. This can affect the nervous system, and young children are particularly susceptible. The Northfield Public School District complies with the federal (TSCA Section 402c3) lead renovation, renovation and painting rule (RRP), which applies to rooms used by children under the age of six. When work that disturbs paint is being planned in these areas, the school will determine whether the paint contains lead. If lead is present, then the renovation will be managed by a hired certified contractor. Specific work-practices will be employed to prevent lead contamination of the building, as specified in federal regulations.

Additional information about the lead policy and compliance with RRP can be found at the District Office.

12. INTEGRATED PEST MANAGEMENT

Pests (such as mice and cockroaches) and pesticides can cause health problems, such as allergy and asthma symptoms. Integrated Pest Management (IPM) is an important strategy for maintaining IAQ because it reduces pesticide use and pest problems.

The school strives to minimize pesticide use and utilize non-chemical options where feasible. Individuals that apply certain pesticides must be properly licensed by the Minnesota Department

of Agriculture. The Northfield Public School District contracts with Orkin, a pest management company and stipulates in its contract with the company that proper licensing is maintained. Pesticides are only applied indoors during unoccupied times and with fresh air supply air set to 100 percent outdoor air, unless pesticides have been recently applied by the air intake.

Parents and staff are notified about the application of certain pesticides, per MN Statute 121A.30, by September 15 of each school year. General notification occurs through the district website. Individual notification is also provided, when requested by a parent or staff. The Northfield Public School District notice and associated policies is located in district health & safety plan. Copies of individual notification are kept for six years, filed in the District office.

13. SCHOOL BUS IDLING

To reduce exposure to combustion by-products from diesel school buses, Northfield Public School District has adopted a policy to limit the amount of bus idling and the proximity of buses to school air intakes, in compliance with MN Statute 123B.885. School bus idling zones are located away from building entrances and fresh air intakes. If this location is deemed to be unsafe, the location can be moved, but must first be discussed with and justified by the health and safety committee. Bus drivers are educated about this policy when hired, and refresher training is conducted.

14. RADON

Radon is a naturally occurring gas that can enter any building from the underlying soil. In some cases, radon can build-up in classrooms, which may increase occupants' risk for developing lung cancer. While radon testing is not required, Northfield Public School District has elected to test.

In compliance with MN Statute 123B.571, when radon testing is conducted:

1. The Minnesota Department of Health radon testing plan is followed, as described in this policy;
2. The results are reported to the Minnesota Department of Health; and
3. The results are reported at a school board meeting.

If short term testing is chosen, testing is conducted on school days only (not holidays, vacations or weekends), between November 1 and March 31. If long term testing is chosen, testing is conducted in a manner where at least half the test duration includes days between November 1 and March 31. Certified radon testing devices are used, as listed by either the National Radon Proficiency Program (NRPP) or the National Radon Safety Board (NRSB). All frequently-occupied rooms are tested, including rooms with ground contact and rooms immediately above unoccupied spaces that are in contact with the ground, such as crawl spaces and tunnels. If necessary, follow-up testing is completed in all frequently-occupied rooms that have radon ≥ 4 pCi/L. Corrective measures are taken in frequently-occupied rooms that have radon ≥ 4 pCi/L.

following Environmental Protection Agency (EPA) guidelines described in ‘Reducing Radon in Schools: A Team Approach.’ Re-testing is completed after corrective measures that reduce radon levels.

Further information, including radon test results and mitigation conducted in district buildings can be found in the District Office.

15. COMMUNICATION

Communication is a critical element to successfully manage IAQ. The IAQ Coordinator and other district authorities try to limit misinformation and confusion through the use of effective communication. The IAQ Coordinator and other district employees communicate with relevant parties in a prompt, courteous, and consistent manner until the issue is resolved to the greatest extent possible. It is the goal of Northfield Public School District to develop and maintain the trust of the community and staff.

The IAQ Coordinator is:

1. Able to answer basic questions from parents:
 - a. Where parents can find answer to their IAQ questions and concerns;
 - b. Where parents obtain checklists and self-help information to evaluate their child’s out-of-school situation;
 - c. How parents can access information about the school; and
 - d. What parents can do—parents can effect change.
2. Authorized to respond to parents and local complaints as well as problems and complaints forwarded by state agencies.

In addition, the IAQ Team and Coordinator inform parents and staff annually about the following.

1. The IAQ Plan and how to view the Plan upon request.
2. How to report IAQ concerns.
3. How to contact the IAQ Coordinator.

Northfield Public School District informs parents and staff about the availability of this IAQ information through the district website.

The IAQ Coordinator is prepared to answer parents’ basic questions, as described under the ‘IAQ Coordinator’ policy. A list of checklists and other ‘self-help’ information, which parents can use to evaluate IAQ at home, can be found in Attachment 4. This information is provided to parents to complement efforts to evaluate possible problems in the school, and is not intended to divert attention from the school.

In the unlikely event of an IAQ emergency, the district will strive to accommodate the needs of students, parents, and staff. The media will be alerted when it is necessary to provide information to a broader audience. Every effort will be made to share appropriate information as soon as it becomes available to the school district.

16. CONCERNS

Northfield Public School District encourages the reporting of IAQ concerns, regardless of how trivial the issue may seem. The prompt reporting and resolution of IAQ issues has the potential to prevent serious problems from developing, which should prevent potential health effects, discomfort, and unnecessary costs. This makes the investigation of all reported concerns worthwhile.

The IAQ Coordinator may require concerned individuals report their IAQ concern in writing. A written description of the concern should reduce misunderstanding and create a history that can be referred to at a future date. The 'IAQ Concern Reporting Form', located in Attachment 2, is made available to staff and parents. This form should be completed and sent to the IAQ Coordinator to initiate an official IAQ concern reporting process.

The IAQ Coordinator investigates the concern using TfS documents and the 'IAQ Concern Reporting Form'. The IAQ Coordinator documents findings and any changes implemented. The IAQ Coordinator reports the measures taken and the resolution of the identified concern to the appropriate parties. This will ensure that all interested parties know what action(s) have been taken. Where possible, the resolution of the issue, to the satisfaction of the concerned individual, is also documented.

If the problem cannot be identified or persists despite the school staff's efforts to identify and remediate it, the IAQ Coordinator discusses the matter with the appropriate school official(s) in order to determine whether a contracted service provider is needed. When the problem requires a policy change or significant resources, the IAQ Coordinator discusses specific policy changes or needed resources with the IAQ Team, superintendent or health & safety consultant.

Completed IAQ concern forms and associated documents are stored in the District Office. Information collected is processed and stored according to data practices policies. Findings and changes associated with reported concerns are reviewed during the annual review, or sooner if needed, to determine whether changes to the IAQ Plan are warranted.

17. PREVENTIVE MAINTENANCE AND OPERATIONS

Preventive maintenance means the routine inspection, cleaning, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC), local exhaust ventilation, and flooring. Preventive maintenance plays a major role in maintaining the quality of air, by assuring that the building systems are operating effectively and efficiently. Moreover, it helps to maintain a comfortable temperature and humidity in occupied spaces.

Northfield Public School District's preventive maintenance schedules are maintained at the District Office. It describes the building and ventilation components that are inspected and maintained on a routine basis. The schedule was established using the past experience with maintenance professionals, the availability of resources, and technical guides, including the manufacturer's specifications. The person performing the preventive maintenance follows the checklist strictly, and the IAQ Coordinator monitors its completion. All records of completed preventive maintenance are kept on file.

To the extent possible, school officials try to maintain the school buildings according to the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) recommended parameters described in standards 55 and 62. If the current parameters cannot be met, school staff make ventilation adjustments that provide a fresh air delivery, temperature, and humidity level that are as close as possible to the ASHRAE standard.

18. TRAINING

All district employees play an important role in maintaining and improving air quality. Staff behaviors can affect air quality in a room and specific staff need to be aware of policies. An informed employee is more likely to take steps to maintain good air quality. In addition, an employee with an understanding of IAQ is more likely to report IAQ concerns quickly and accurately. For these reasons, the Northfield Public School District staff are educated about IAQ.

IAQ surveys are distributed annually, and these also serve to educate staff. The staff is instructed to complete the survey relevant to their work.

19. RENOVATION

The Northfield Public School District considers IAQ when planning construction and renovation projects. The IAQ Coordinator, superintendent and school board discuss major structural changes that may impact IAQ. Proposed renovations are evaluated in relation to the school's history of IAQ findings and concerns reported. In addition, the presence of lead, asbestos, PCBs, and other possible hazards are evaluated prior to renovation, and school staff comply with relevant.

To the extent possible, major renovations are performed when school is not in session. If renovation projects must be performed while school is in session, the return air from any area being renovated is isolated from the main ventilation system. Other engineering controls, such as plastic sheeting and local exhaust ventilation, may be used to contain and minimize the distribution of dust and other contaminants produced by construction activities. Cleaning operations are more frequent during and after renovation. The use of environmentally preferable building materials and products are specified in renovation and construction projects, where cost

and quality are similar to conventional materials, such as EPA Safer Choice, Green Guard, Green Seal, Carpet and Rug Institute Green Label, and ANSI 208 certified.

The design and construction of school buildings considers various factors that impact IAQ such as:

1. Site selection (such as water drainage issues)
2. An environmental assessment of the site (such as water table level)
3. External contaminants from neighboring sites (such as farming or industrial activities)
4. Possible radon entry and use of radon resistant construction
5. Building design factors that promote good IAQ and prevent moisture intrusion
6. Internal contaminant sources (such as asbestos or lead-based paint)
7. Space allocation (such as accessibility to HVAC areas or proper storage of chemicals)
8. Building materials and furnishing (such as selecting those that release low levels of gases, are not porous, easy to maintain, and store well)
9. HVAC system design that could affect IAQ, such as air intake and distribution, filters, coil, drain pans, ducts, positive building pressure, ducting of return air, adequate exhaust systems, comfort, humidity, air diffusers

20. MICROBIAL PREVENTION AND REMOVAL

Microbial organisms, such as mold and bacteria, can cause illness (including allergies, asthma, and respiratory symptoms), costly damage, and discomfort. Microbes need moisture, a food source (such as drywall) and other particular conditions to grow. Moisture control is emphasized to prevent and manage microbial growth, because it is the easiest way to control microbial growth.

Northfield Public School District officials pay close attention to water intrusion and microbial growth during the walkthrough inspections, buildings systems evaluations, preventive maintenance activities, and the investigation of reported concerns. The maintenance staff have received basic training about identifying moisture problems. School staff are expected to address problems in a prompt manner.

Large flooding events are handled by a professional restoration contractor. This company can respond to water problems at any time, and will be contacted as soon as possible to initiate restoration, drying, and cleaning.

Materials damaged by water are replaced when possible (e.g., ceiling tiles, boxes, books). Materials that cannot be replaced and must be kept (e.g., carpets, sheet rock, insulation, structural lumber, etc.) are dried, preferably within 24 hours, but no later than 48 hours. Porous materials that remain wet longer or items wetted with dirty water are evaluated on a case-by-case basis, but these are usually replaced.

Materials contaminated with microbial growth are promptly cleaned or replaced. Microbial growth is removed from non-porous and semi-porous surfaces (solid wood, concrete, metal, etc.) by cleaning with a detergent, followed by application of an appropriate antimicrobial, where necessary, and then thorough drying. Porous materials that have mold growth are typically replaced.

Microbial or moisture problems that are difficult to identify or remediate are contracted to a professional. Large mold clean-up projects are handled by professional contractor. Large-scale remediation projects also follow the 'Renovation and Construction' policy.

Containment and personal protection measures may be necessary where microbial growth is present or suspected. The Northfield Public School District follows guidelines from IICRC when work is done by school staff or a contracted service.

21. ANIMALS IN SCHOOL BUILDINGS

Animals can be a source of allergens that cause allergy and asthma symptoms, microorganisms that can cause infectious diseases, and bites or stings. Northfield Public School District has adopted an animal policy that strives to minimize animal-related health problems while recognizing the positive educational role animals can have in schools.

Information gathered from walkthrough inspections, building systems evaluations, IAQ concern reports, and staff meetings is used to create and update this policy. Specific types of animals will be restricted if a valid concern is expressed by staff, students or parents. The Northfield Public School District reserves the right to ban certain animals if they pose a threat to the safety or well-being of staff and students.

Before an animal is brought to a classroom, the teacher must request permission an administrator. If a known sensitive individual is present or uses the room, then the request may be denied. Requests for animals that are merely pets and serve no educational purpose may also be denied. This policy does not apply to companion animals, which are permitted in the school building. If or when animals are brought to school on a temporary basis (e.g., 'show and tell' events), the event will be held, where possible, outdoors or in a room with a hard floor (e.g., gym). Cold-blooded animals (fish, reptiles, amphibians) are recommended over warm-blooded, furry or feathered animals.

If an animal is permitted, the responsible staff person is expected to watch for any obvious health symptoms that may be related to the animals, such as allergy or asthma symptoms. The staff person is also responsible for the care of the animal, including cleaning and maintenance of the habitat and other areas that may become soiled. Staff and students' hands must be washed after handling animals or contacting their waste. Animals must be kept in an appropriate habitat when they are not being used for education. They should be kept away from carpeted areas in order to

minimize the transfer of allergens to and soiling of the carpets. Finally, animals should be kept away from air supply and return vents.

22. CLEANING AND CHEMICALS

Regular and thorough cleaning is an important means for the removal of air pollutant sources; however, the cleaning products themselves release chemicals into the air. Keeping flooring and furniture clean can help to minimize dust, allergens, and the likelihood of mold growth (if the flooring becomes wet).

To ensure that cleaning practices remove pollutant sources while using cleaning products appropriately, the following standards have been adopted.

1. Custodial cleaning products are stored in a secure area. All bottles must be clearly labeled. Bottles of cleaning agents must be closed tightly when stored. Products are stored in rooms with local exhaust ventilation.
2. Environmentally preferable ('green') products are used, such as Green Seal certified, EPA Safer Choice or equivalent products, where cost and performance are comparable to conventional cleaning products.
3. Art supplies that are non-toxic under the Arts and Crafts Materials Institute (D4236) standard are used.
4. HEPA-filtered vacuum cleaners are used to clean carpeting and entry mats.
5. Microfiber cloths are used to clean hard floors and smooth surfaces.
6. Teachers and other staff are provided a green cleaner for spot cleaning. Staff are not permitted to bring cleaning products from home.
7. Teachers and other staff are encouraged to minimize clutter, to ensure rooms are easier to clean and to minimize dust collecting surfaces.
8. All safety data sheets are stored in an area available to all staff, and the location of this information is discussed in the district's 'Employee Right to Know' annual training.
9. Most cleaning and other maintenance is completed during unoccupied hours. Most routine cleaning is performed after school.
10. The building and rooms are maintained at reasonable cleanliness. Each building's operations and maintenance schedule specifies the cleaning and maintenance schedule for flooring, entry mats, and furnishings, and these schedules can be found in Attachment 1.

23. FLOORING AND FURNISHING

New flooring and furniture will emit volatile organic compounds, which may irritate people's airways. Older furniture and flooring accumulate dust and allergens, which can be released into the air from time to time. If porous flooring or furniture becomes wet, they can develop mold growth.

When performing building evaluations, walkthrough inspections, and reviewing concern reports, the condition of flooring and furnishings is evaluated. Where persistent problems are found, the flooring or furniture is replaced, preferably with low-maintenance and smooth surfaced flooring and furniture.

Carpets are vacuumed and hard flooring mopped regularly. In addition, carpet extraction cleaning is conducted and hard flooring is refinished every year or as needed. Carpeting is not cleaned during summer months unless the carpet can be dried within 24 hours. After extraction cleaning, carpeting is dried with floor fans, dehumidifiers, continuous operation of the ventilation system or opening window if outdoor air is dry. Hard flooring is re-finished during the summer using environmentally preferable products.

When purchasing flooring and furniture, the Northfield Public School District prefers environmentally preferable products, such as Green Guard or Green Label products. All purchased flooring must be free of mercury. Staff are not allowed to bring personal furniture or area rugs to school. The Northfield Public School District approves and purchases furniture that is used on school property. Installations of flooring and furniture follow the 'Construction and Renovation' policy.

24. OUTDOOR AIR POLLUTION

Outdoor air pollution, from nearby agriculture and industry, or general pollution related to fires or vehicles, may impact school occupants' health and comfort. Pollutants such as fine particulate matter, ozone, and odors can become a problem intermittently.

The IAQ Coordinator tracks the daily air quality index, and when air quality is poor, steps may be taken to limit outdoor activities and monitor individual susceptible children. The school buildings are operated at positive pressure to limit the infiltration of outdoor air pollution, and this pressurization is checked periodically.

25. PLANTS

Individuals can be allergic to certain plants, such as cut flowers and flowering plants. In addition, mold can grow on the soil, plant or pot. Due to prior problems with plants in school buildings, the Northfield Public School District has adopted a plant policy.

Up to three plants are permitted per room. Flowers and flowering plants are discouraged; flowers delivered should be taken home at the end of the day. Staff are responsible for plants in their area, and should immediately clean up any water or dirt that spills out of the plant. Plants should not be over-watered and cannot be placed on carpet, ventilators, or other locations where accidental over-watering can cause problems. Plants that develop mold (on leaves, on soil, or pot) must be removed.

26. EMERGENCY RESPONSE

Emergencies are defined as situations that require immediate action. IAQ-related emergencies include situations that are potentially life threatening, such as the following:

1. Widespread and sudden complaints of headaches and nausea or combustion odors
2. Diagnosed Legionnaire's disease or tuberculosis
3. Liquid spills (e.g., mercury) or gaseous leaks (e.g., pool chlorine) of hazardous materials.

In addition, emergencies include situations where there is limited time available to prevent serious property damage or health problems, such as major flooding.

Emergencies are determined on a case-by-case basis, using the above definition as a general guideline only. If doubt exists about whether exposure to a specific hazard constitutes an emergency, a precautionary approach may be used where the matter is handled as an emergency. Non-emergency situations are addressed according to the 'Concerns' policy.

Details of the Northfield Public School District's emergency preparedness and response plan can be found in the office of each building.

[Note: All school districts that participate in the National School Lunch and School Breakfast Programs are required by the Healthy, Hunger-Free Kids Act of 2010 (Act) to have a wellness policy that includes standards and nutrition guidelines for foods and beverages made available to students on campus during the school day, as well as specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. The Act requires the involvement of parents, students, representatives of the child nutrition department, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development, implementation, and periodic review and update of the wellness policy. The Act also requires a plan for measuring implementation of the policy and reporting wellness policy content and implementation issues to the public, as well as the designation of at least one person charged with responsibility for the implementation and oversight of the wellness policy to ensure the school district is in compliance with the policy.]

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the child nutrition department, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified child nutrition personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

A. Nutrition Promotion and Education

1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

[Note: The Act requires that school districts have standards, selected by the school district, for all foods available on the school campus during the school day with the objective of promoting student health and reducing childhood obesity. For foods and beverages sold to students during the school day on school campus, the Act requires that school districts also have nutrition guidelines.]

A. School Meals

[Note: The Act specifically requires that the wellness policy contain standards and nutrition guidelines for all foods and beverages sold to students during the school day that are consistent with the meal requirements for lunches and after-school snacks set forth in 7 C.F.R. § 210.10 and the meal requirements for breakfasts set forth in 7 C.F.R. § 220.8.]

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Child nutrition personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Child nutrition personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Child nutrition personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Child nutrition personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Child nutrition personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of

foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.

2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all child nutrition personnel in schools.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
[**Note: Up to two special event exceptions will be allowed per building at the Middle School, the High School, and the Area Learning Center per year. Two exceptions per grade level, per year, will be allowed at the Elementary Schools. These events will be determined by the building administrator and Wellness Committee Coordinator. These exceptions will be documented on our District Wellness procedures form and provided to the Director of Finance to determine if an expense is allowable under the wellness policy guidelines.]
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. *[Note: See accompanying document for suggested lists.]*
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards. *[Note: See accompanying document for suggested lists.]*
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.

3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas. *[Note: See accompanying document for suggested lists.]*

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. **WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the child nutrition department, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

VI. **POLICY IMPLEMENTATION AND MONITORING**

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

[Note: Per Minn. Stat. § 121A.215, when available, a school district must post its current local school wellness policy on its website.]

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

Policy 533 – Wellness

Adopted: 5.22.2006, Revised 3.11.2013, Updated 5.2013, Updated May 8, 2017, Updated DATE

School Board
INDEPENDENT SCHOOL DISTRICT 659
Northfield, Minnesota

Legal References:

Minn. Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources:

Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov