

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Monday, February 24, 2020 ~ 7:00 p.m.  
Northfield High School, Media Center

**AGENDA**

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
  - A. Proposed 2020-2021 Child Nutrition Fund Budget
  - B. Proposed 2020-2021 Community Services Budget
  - C. Long-Term Facilities Maintenance Ten Year Plan
  - D. Policy Committee Recommendations
  - E. Proposed 2021-2022 School Year Calendar
- VI. Committee Reports
- VII. Consent Agenda
  - A. Approval of Minutes
  - B. Gift Agreements
  - C. Personnel Items
- VIII. Superintendent's Report
  - A. Items for Individual Action
    - 1. 2020-2021 Operating Capital and Long-Term Facilities Maintenance Budgets
    - 2. Co-Curricular Additions
    - 3. 2019-2020 Internal Service Revised Budget
    - 4. Long-Term Facilities Maintenance Ten Year Plan
- IX. Items for Information
  - A. Construction Update
  - B. American Indian Parent Information Meeting
- X. Future Meetings
  - A. Thursday, February 27, 2020, 5:00 p.m., Special Board Meeting, NHS Media Center
  - B. Monday, March 9, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
  - C. Monday, March 30, 2020, 5:00 p.m., Special Board Meeting, NHS Media Center
- XI. Adjournment

**NORTHFIELD PUBLIC SCHOOLS  
MEMORANDUM**

Monday, February 24, 2020 ~ 7:00 p.m.  
Northfield High School Media Center

**TO: Members of the Board of Education**  
**FROM: Matthew Hillmann, Ed.D., Superintendent**  
**RE: Explanation of Agenda Items for Monday, February 24, 2020, Regular School Board Meeting**

- I. Call to Order
- II. Agenda Approval/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. Proposed 2020-2021 Child Nutrition Fund Budget  
Child Nutrition Director Stephany Stromme will present the 2020-2021 proposed Child Nutrition Budget. This fund is used to record financial activities of providing nutrition services to students, which include preparation and service of the milk, meals, and snacks in connection with school and community services activities. No Board action is required at this meeting.
  - B. Proposed 2020-2021 Community Services Budget  
Director of Community Services Erin Bailey will present a revised 2019-2020 Community Services Budget and the 2020-2021 proposed Community Services Budget. The revised 2019-2020 budget reflects revenues of \$3,057,249 and expenditures of \$3,167,954 and will be an item for individual action at the next Board meeting. The proposed budget has been developed with input from each program coordinator and the Community Services Advisory Council will review this budget at its meeting on February 25. This budget reflects revenues of \$3,187,661 and expenditures of \$3,224,378. Director Bailey will also provide an update on the Greenvale Park Community School during this presentation. No Board action is required at this meeting.
  - C. Long-Term Facilities Maintenance Ten Year Plan  
Jim Kulseth, Director of Buildings & Grounds and Director of Finance Val Mertesdorf 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.
  - D. Policy Committee Recommendations  
The Policy Committee established a four year review cycle of all District policies: Year 1 (2018-19): 200 series, 800 series, 900 series; Year 2 (2019-20): 300 series, 400 series; Year 3 (2020-21): 100 series, 500 series; Year 4 (2021-22): 600 series, 700 series. This committee will also annually review student handbooks. Dr. Hillmann

will present the committee's recommendations on Policies 516, 524.2, 615, 703, 721 and 802. This will be an item for individual action at the next Board meeting.

E. Proposed 2021-2022 School Year Calendar

Superintendent Hillmann will present the proposed 2021-2022 school year calendar as recommended by the Meet and Confer committee. This will be an item for individual action at the next Board meeting.

VI. Committee Reports

Julie Pritchard will provide an update on the Communications Advisory Committee.

Tom Baraniak will provide an update on the Human Rights Commission.

VII. Consent Agenda

**Recommendation:** Motion to approve the following items listed under the Consent Agenda.

A. Minutes

- Minutes of the Regular School Board meeting held on February 10, 2020

B. Gift Agreements

- \$10,773.00 donation from Northfield Booster Club for fee waivers at Northfield High School
- \$3,000.00 donation from Dakota Electric Association for Dakota Electric Fund Scholarship

C. Personnel Items

a) Appointments

1. Cristian Ayala Sanchez, Special Ed EA PCA for 6.75 hours/day at the Middle School, beginning 2/24/2020-6/5/2020; Spec Ed Step 2-\$16.29/hr.
2. Laura Johannes, 1.0 FTE Long Term Substitute 1<sup>st</sup> Grade Teacher at Sibley, beginning 2/19/2020-4/1/2020; MA, Step 10.
3. Jasmin Kotek, Head Dance Team Coach for 2 hours/day at the High School, beginning 10/19/2020; Level C, Step 1.
4. Amanda Mahlstedt, 1.0 FTE Long Term Substitute Kindergarten Teacher at Bridgewater, beginning on 3/9/2020-5/22/2020; BA+60, Step 1.
5. Nathan Mitchell, 1.0 FTE Long Term Substitute Band Director at Bridgewater, Greenvale Park and Sibley, beginning on or about 3/17/2020-6/5/2020; BA, Step 9.

b) Increase/Decrease/Change in Assignment

1. Lindsey Draeger, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 6 hours/week at the Middle School, effective 2/7/2020-5/7/2020; Yr. 1-\$27.11/hr.
2. Jonna Hanek, 1.0 FTE Custodian Engineer w/License at the High School, change to 1.0 FTE Head Custodian at Greenvale Park/New Greenvale Park, effective 2/19/2020; Step 3 Head Custodian
3. Robbin Hedberg, Special Ed EA PCA at the Middle School, add Special Ed EA PCA Bus for .83 hours/day on Friday's with the District, effective 2/7/2020-6/5/2020.
4. Roger Helgeson, 1.0 FTE Custodian at the High School and Bridgewater, change to 1.0 FTE Night Lead Engineer at the High School, effective 2/24/2020. Step 5-Custodian Engineer w/out License
5. Beth McClune, Special Ed EA PCA at the Middle School, add Special Ed EA PCA Bus for .83 hours/day Monday-Thursday with the District, effective 2/10/2020-6/5/2020.
6. Pamela Moening, Occupational Therapist at Longfellow, add an overload, effective 11/11/2019-3/20/2020.
7. Belen Ocampo, EarlyVentures Teacher for 17.5 hours/week at Longfellow, change to EarlyVentures Teacher for 40 hours/week at Longfellow, effective 2/10/2020.
8. Gretchen Olson, Substitute Targeted Services Site Assistant with the District, change to Targeted Services Site Assistant for 1.25 hours/day 4 days/week at Greenvale Park, effective 2/10/2020-6/6/2020; Step 1-\$13.21/hr.
9. Kim Slegers, .40 Assistant Track Coach at the High School, change to 1.0 Assistant Track Coach at the High School, effective 2/13/2020.
10. Jessica Weber Van Zuilen, Special Ed EA PCA for 6.05 hours/day and Gen Ed for .5 hours/day at the High School, change to Special Ed EA PCA for 6.45 hours/day and Gen Ed for .10 hours/day at the High School, effective 1/28/2020-6/5/2020.
11. Susan Wunderlich, Special Ed EA PCA for 6.25 hours/day and Gen Ed for .5 hours/day at the High School, change to Special Ed EA PCA for 6.65 hours/day and Gen Ed for .10 hours/day at the High School, effective 1/28/2020-6/5/2020.

c) Leave of Absence

1. Tina Dokken, Teacher at the Middle School, Unpaid Leave of Absence for three years, effective at the start of the 2020-2021 school year.
2. Bonnie Johnson, Office Specialist with Community Services, Family/Medical Leave of Absence, effective on 1/27/2020 on an intermittent basis for up to 60 work days.
3. Mark Johnson, Physical Education Teacher at the Middle School, Family/Medical Leave of Absence, effective on 1/27/2020 on an intermittent basis for up to 60 work days.

d) Retirements/Resignations/Terminations

1. Ellen Mader, Community School Coordinator, resignation effective 3/20/2020.

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

VIII. Superintendent's Report

A. Items for Individual Action.

1. 2020-2021 Operating Capital and Long-Term Facilities Maintenance Budgets. Director of Finance Val Mertesdorf will review the 2020-2021 Operating Capital and Long-Term Facilities Maintenance Budgets presented at the January 27, 2020 Board meeting.

**Superintendent's Recommendation:** Motion to approve the 2020-2021 Operating Capital and Long-Term Facilities Maintenance Budgets as follows:

	<u>Revenues</u>	<u>Expenditures</u>
Operating Capital	\$1,944,720	\$1,977,125
Long-Term Facilities Maintenance	\$1,474,621	\$2,362,950

2. Co-Curricular Additions. The Board is requested to approve the co-curricular committee recommendations presented by Activities Director Joel Olson at the February 10th Board meeting.

**Superintendent's Recommendation:** Motion to approve the co-curricular committee recommendations presented at the February 10, 2020 Board meeting.

3. 2019-2020 Internal Service Revised Budget. The budget revisions listed below were presented at the February 10, 2020 Board meeting by Director of Finance Val Mertesdorf. A summary of revised revenues and revised expenditures amounts are listed below.

**Superintendent's Recommendation:** Motion to approve the 2019-2020 Internal Service Fund Revised Budget as follows:

	<u>Revenues</u>	<u>Expenditures</u>
Dental Fund	\$ 637,405	\$ 555,424
Health Fund	\$6,658,762	\$7,127,679

4. Long-Term Facilities Maintenance Ten Year Plan. The Board is requested to approve the Long Term Facilities Maintenance Ten Year Revenue and Expenditure Plan and the Indoor Air Quality Management Plan as presented.

**Superintendent's Recommendation:** Motion to approve the Long Term Facilities Maintenance Ten Year Revenue and Expenditure Plan and the Indoor Air Quality Management Plan.

IX. Items for Information

- A. Construction Update #22. Dr. Hillmann will update the Board on the District's construction projects.
- B. American Indian Parent Meeting. Dr. Hillmann will provide an update on the American Indian Parent Information meeting that was held on Thursday, February 20, 2020.

X. Future Meetings

- A. Thursday, February 27, 2020, 5:00 p.m., Special Board Meeting, NHS Media Center
- B. Monday, March 9, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
- C. Monday, March 30, 2020, 5:00 p.m., Special Board Meeting, NHS Media Center

XI. Adjournment



**Annual Child Nutrition Program and  
Proposed Budget Report  
Stephany Stromme  
2020-21**

*Presented to the Board on February 24, 2020*

**District Vision:** We will prepare every student for lifelong success within a world-class learning environment with a commitment to community partnerships and sustainability.

**Department Mission:** Provide quality nutritious meals that support the growth and development of our students to fuel their learning.

**2019-20 Update**

**Breakfast:** Breakfast has been proven to positively affect learning in children in terms of behavior, cognitive, and school performance. Offering breakfast for all students at Northfield schools ensures that every student can be ready to learn every day. So far during the 2019-20 school year we have seen an overall increase in breakfast participation of approximately 10%. We continue to see an increase in HS breakfast participation which may be directly correlated to students eating lunch later in the day for the Flex period. We also moved the location of breakfast from the upper cafeteria service area to the newly remodeled lower cafeteria serving area. As students enter the building it is easier for them to walk by and grab something to eat as they begin their day. Another contributing factor to an increase in participation is that we have had four fewer weather-related closures from the beginning of this school year through January 31, 2020 than last year.

**Lunch:** As of January 31, 2020 we were at approximately fifty percent of possible meal participation days. So far during the 2019-20 school year we have seen an overall increase in lunch meal participation of about 5.5% and a 9.23% increase at the HS. We are pleased to see this increase at the high school, however, we saw a 20% decrease in high school participation in 2018-19 due to the addition of the Flex period and we are only 9% of the way back. One main contributor to this increase is that during this time period we only had one weather-related closure versus the five we had during the same time frame last year. We have also seen an increase in the number of students eating from the Grill'd Greats line at the MS. On most days this line is almost matching the number of students taking the main line. Some participation seems to have moved over to this line, but for the most part it is increased participation in meal purchases. We have repurposed a hot holding meal slide from the HS to be used at the MS to increase efficiency and to meet the demand of students wanting to purchase meals from this line.

**What's New and Upcoming:**

- HS Cafeteria Update - Funds from the Child Nutrition budget along with long-term facilities maintenance funds were used to enhance the learning environment and climate of our high school cafeteria spaces. The first phase has been completed and included updating the concessions serving area, installing counter height tables in the upper cafeteria and repurposing old gym bleachers to create benches in a seating alcove area in the lower cafeteria. The next phase will be to add additional counters to the upper cafeteria and add photos to the back wall and seating alcove area in the lower cafeteria. We are working along with the Raider Nation Committee and Neuger Communications to create a space that incorporates student life at Northfield High School. The goal is to design spaces that are modern, innovative, creative and flexible.
- Recycle Stations - Two recycle stations were purchased for the high school and one station for the middle school. In partnering with the Building and Grounds Department and Administration we are working towards a goal to reduce waste. We have also met with the high school environmental club to begin addressing ways that we can strategically look at overall lowering our waste. Ultimately we would like students to understand they should take what they want and eat what they take.
- Food recovery program - The Child Nutrition Department has been working with the Northfield Community Action Center to develop a food recovery program. A pilot began on February 20 at the middle school. Fresh produce left over after service

that can't be reused with the Child Nutrition Department will be picked up by volunteers and brought to the Community Action Center twice per week. Our goal is that these foods will be turned into fresh vegetable trays for local families to take home; increasing consumption of fresh produce and further reducing food waste.

- Farm to School - We continue to work with local farmers in an effort to expand our Farm to School products. This year we purchased from the Good Acre who works with farmers near Northfield such as Open Hands, Seeds Farm and Sogn Valley Farms. We were also able to purchase lettuce mixes from Revol Greens based in Medford, MN through our commodity fresh produce program.
- International Cuisine week- In conjunction with World Language Week at the high school, we will be menuing a variety of offerings from around the world at the middle school. Some of the items offered will be corn husked wrapped tamales, curry chicken and cinnamon glazed plantains.

### **2020-21 Proposed Budget:**

**Revenue Assumptions:** Revenue for school year 2020-21 was calculated by projecting actual participation for school year 2019-20 through January 31, 2020 and extending our projections through the end of the current school year assuming participation will stay similar. At this time we do not know what the state or federal reimbursement rates will be. To be conservative, we are assuming reimbursement rates will remain flat. It is our goal to provide quality nutritious affordable meals for all students that support their growth and development to fuel learning potential, but also understand as a business operation the need to remain fiscally responsible. After four years of electing not to raise meal prices, we are proposing an increase in our breakfast meal prices from \$1.55 to \$1.70 for students and \$2.05 to \$2.20 for adults; additionally we are proposing an increase in our lunch meal prices from \$2.50 to \$2.65 for elementary, \$2.65 to \$2.80 for secondary and \$3.75 to \$4.00 for adults to adjust for inflationary costs. In determining these prices we reviewed the rates in nearby districts to ensure we were in line with their meal charges. We do expect breakfast and lunch meal participation to remain similar to school year 2019-20, assuming we don't have eleven weather related cancellations or schedule changes. We will also be reviewing our ala carte, catering and snack cart charges to determine adequate pricing due to inflationary costs. The proposed budget revenue for the school year 2020-21 is \$2,220,244.

**Expenditure Assumptions:** After consulting with our food vendors regarding the expected market for the 2020-21 school year, we are assuming a 4% food cost increase. Due to lower meal participation, directly related to HS Flex period, and the eleven snow days, we are expecting an additional decrease in our commodity entitlement dollars for a second straight year. Entitlement value for USDA Foods per school lunch is \$.2375. The total entitlement value for a school food authority during 2020-21 is based initially on the school food authority's final 2018-2019 School Lunch claims, and then adjusted in September 2020 based on final 2019-2020 School Lunch claims. For the third straight year we received notification from MDE requiring us to spend down our fund balance which is not to exceed three months operating expenses. Due to the above mentioned expenses we expect to have an additional spend down in our fund balance for the 20-21 school year that will put us well below the three months operating expenses. The proposed budget expenditures for school year 2020-21 are \$2,433,320.

**Budget Plan:** We propose a 2020-21 budget with total revenue of \$2,220,244 and expenditures of \$2,433,320. We are projecting to end FY21 with a fund balance of \$269,348. The fund balance maximum for the school year 2020-21 should not exceed \$811,107. While MDE sets a maximum fund balance, our department goal is really to work towards maintaining 16% of expenditures to be consistent with other funds in the district. For 2021-21, 16% of our expenditures would be approximately \$389,331. While our proposed budget is projected to be less than this we are monitoring this year closely. Due to the snow days and implementation of Flex period for the 2018-19 school year it has been challenging to assess where the program is currently at and to project revenue and expenses forward. We will continue to monitor our revenue and expenses for the remainder of the 2019-20 school year. Based on the results of the 2019-20 school year and any rate changes provided by the state or federal government we would bring a revised budget in the late fall once we have some participation statistics.

# Child Nutrition

February 24, 2020

# Child Nutrition Services

*Will provide quality nutritious meals that support the growth and development of our students to fuel their learning.*



# 2019-20 Update



# YTD Meals Served

## Breakfast and Lunch



Elementary/LF

Middle School

High School/ALC

Total Meals

30,365

3,588

11,959

45,912

103,806

64,928

58,564

227,298

# Breakfast

## Meals Served

**SY 18 Total: 97,482**

**As of January 31: 49,759**

**SY 19 Total: 81,449**

**As of January 31: 41,684**

**SY 20 Total: In process**

**As of January 31: 45,912**



# Lunch

## Meals Served

SY 18: Total: 448,898 (234,913 as of Jan 31, 2018)  
HS: 121,599 (65,002 as of Jan 31, 2018)

SY 19: Total: 407,102 (215,450 as of Jan 31, 2019)  
HS: 97,580 (51,772 as of Jan 31, 2019)

SY 20: Total: As of January 31: 227,298  
HS: 56,553 as of Jan 31, 2020



# What's New and Upcoming



# HS Cafeteria Space Remodel



# HS Cafeteria Space Remodel



# New Recycle Stations at HS and MS



# Food Recovery Program





# Farm to School

- The Good Acre - Sogn Valley Farms, Open Hands and Seeds Farms
- Thousand Hills All-Beef Grass Fed Hot Dogs
- Fireside Apple Orchard
- Hastings Creamery
- Ferndale Farms Turkey
- Revol Greens



# International Cuisine week expanded to the MS

- Curry Chicken
- Chile Cheese Tamale
- Cinnamon Glazed Plantains



# Child Nutrition

2020-21 Proposed Budget

# Revenue Summary

	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Actual</b>	<b>Adopted</b>	<b>Proposed</b>
Local Sources	\$1,211,231	\$1,149,853	\$1,203,900	\$1,279,900
State Sources	122,320	108,710	100,000	112,312
Federal Sources	852,885	814,990	804,500	828,032
Total Revenue	<u>\$2,186,436</u>	<u>\$2,073,553</u>	<u>\$2,108,400</u>	<u>\$2,220,244</u>

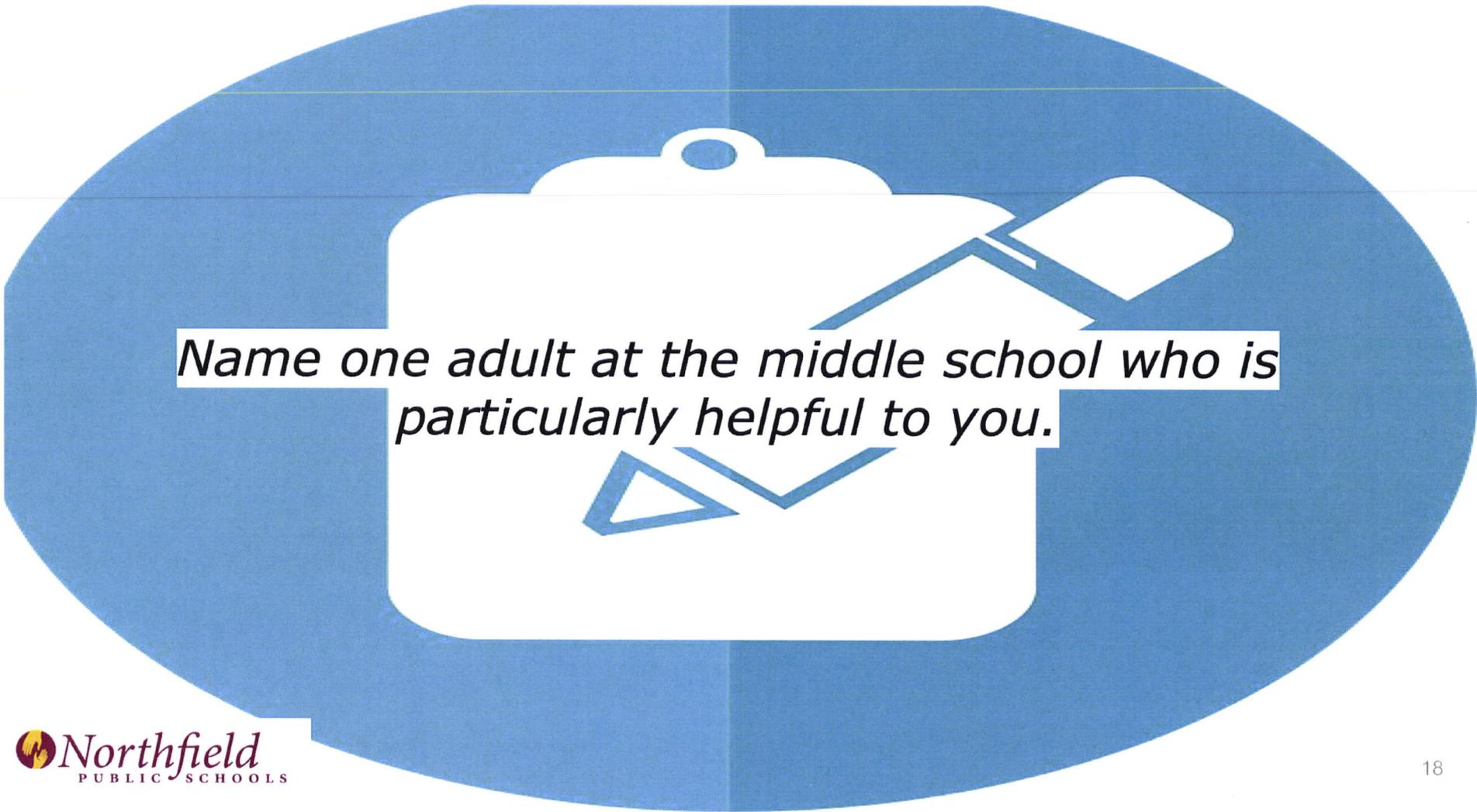
# Expenditure Summary

	2017-18	2018-19	2019-20	2020-21
	Actual	Actual	Adopted	Proposed
Salaries and Wages	\$692,128	\$707,977	\$735,988	\$784,320
Benefits	314,953	321,081	346,566	352,174
Purchased Services	75,260	76,711	114,400	87,400
Food and Supplies	1,029,480	1,028,677	1,056,750	1,181,426
Equipment	38,477	23,932	90,000	28,000
<b>Total Expenditures</b>	<b>\$2,150,298</b>	<b>\$2,158,378</b>	<b>\$2,343,704</b>	<b>\$2,433,320</b>

# Child Nutrition 2020-21 Proposed Budget

	2017-18	2018-19	2019-20	2020-21
	Actual	Actual	Adopted	Proposed
Beginning Balance	\$766,415	\$802,553	\$717,728	\$482,424
Revenue	2,186,436	2,073,553	2,108,400	2,220,244
Total Sources	2,952,851	2,876,106	2,826,128	2,702,668
Expenditures	2,150,298	2,158,378	2,343,704	2,433,320
Ending Fund Balance	\$802,553	\$717,728	\$482,424	\$269,348
<i>Fund Balance Max</i>	<i>\$716,766</i>	<i>\$719,460</i>	<i>\$781,235</i>	<i>\$811,107</i>

*Per the MN Department of Education, the Child Nutrition Department fund balance should not exceed 3 months average operating expenditures assuming a 9 month operating year.*



*Name one adult at the middle school who is particularly helpful to you.*

*Three students responded that the "lunch ladies" were helpful to them.*



# Community Services

2020-21 Preliminary Budget Presentation  
February 24, 2020

# Principles of Community Education

- Lifelong Learning
- Maximizing Community and School Resources
- Maximizing Community and School Facilities
- Promoting Collaboration and Partnerships
- Citizen Involvement



# Community Services Program Components

## Adult Learning

- Adult Lifelong Learning
- Adult Basic Education/EL
- Driver Education
- Project ABLE
- Recreation

## Youth Programs

- Middle School Youth Center
- Kid Ventures Programs
- Youth Development/Service Learning
- Connected Kids Mentoring
- Recreation/Enrichment



# Community Services Program Components

## Early Childhood

- Early Childhood & Family Education
- Early Childhood Screening
- Hand in Hand Preschool and Bridges to Kindergarten
- Early Childhood Initiative Coalition
- Early Ventures Child Care Center
- Recreation

## Community Programs

- Facility Use
- Community Relations
- Greenvale Park Community School



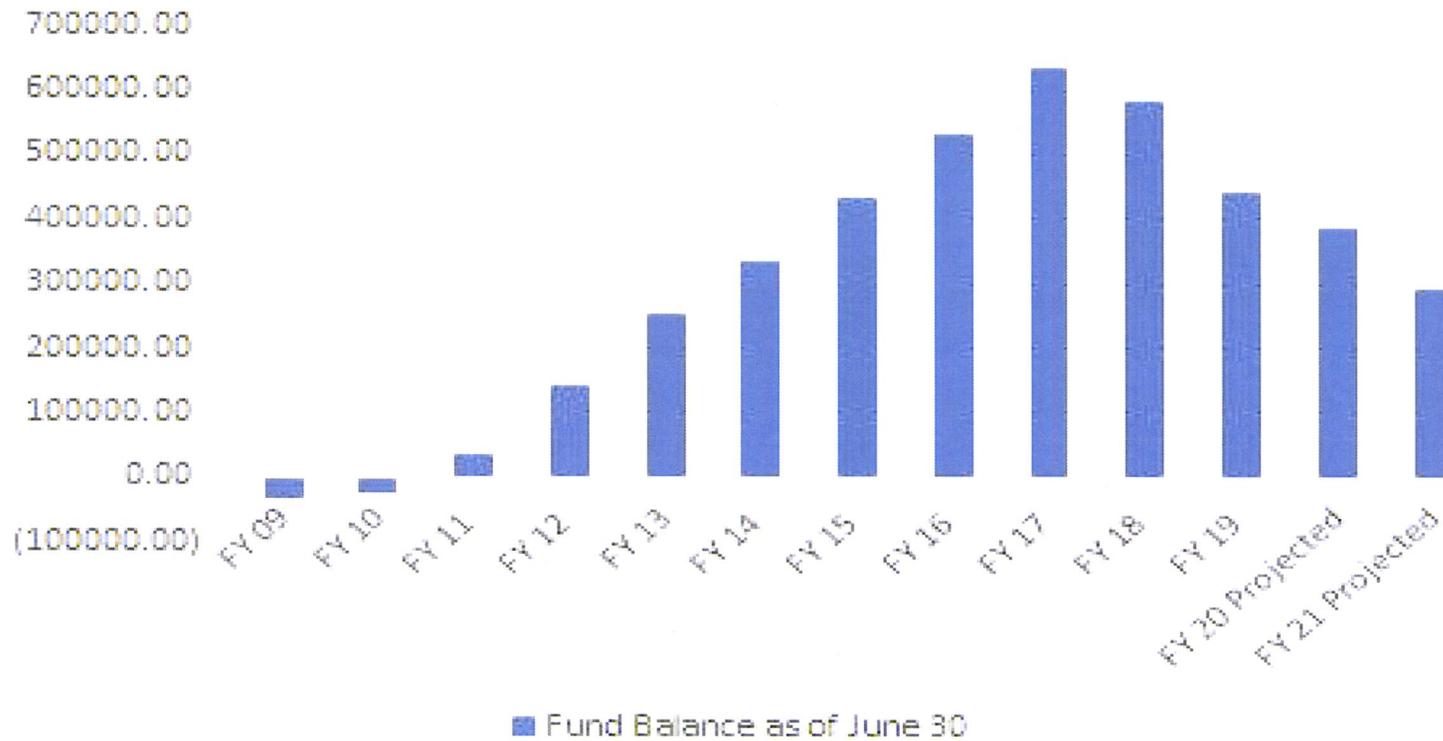
# 2019-20 Budget Revision

	2017-18 Actual	2018-19 Actual	2019-20 Adopted	2019-20 Revised
Beginning Balance	\$632,231	\$581,457	\$439,941	\$439,941
Revenue	\$2,679,258	\$2,845,524	\$2,931,149	\$3,057,249
Expenditures	\$2,730,032	\$2,987,040	\$3,035,782	\$3,167,954
<b>Ending Balance</b>	<b>\$581,457</b>	<b>\$439,941</b>	<b>\$335,308</b>	<b>\$329,236</b>
General Community Ed	\$251,029	\$51,823	-\$36,588	-\$81,524
ECFE	\$118,541	\$145,412	\$153,332	\$176,133
School Readiness	\$213,155	\$238,444	\$212,707	\$227,670
Unreserved	-\$1,268	\$4,262	\$5,857	\$6,957
<b>Ending Balance</b>	<b>\$581,457</b>	<b>\$439,941</b>	<b>\$335,308</b>	<b>\$329,236</b>

# Community Services Budget Goals

To work toward an overall fund balance that equals 16% of the Community Services Division's operating expenses. This is approximately \$515,900. We want to achieve this with all funds having positive balances.

# Community Services Fund Balance History



# Community Services FY 21 Budget Assumptions

## Revenues

- Maintaining revenue for fees based on the activity in FY 20.
- Adjusted fee structure in our Early Ventures Childcare Center.
- Continuation of Pathway I and II Early Learning Scholarship funding.
- Several grant applications.

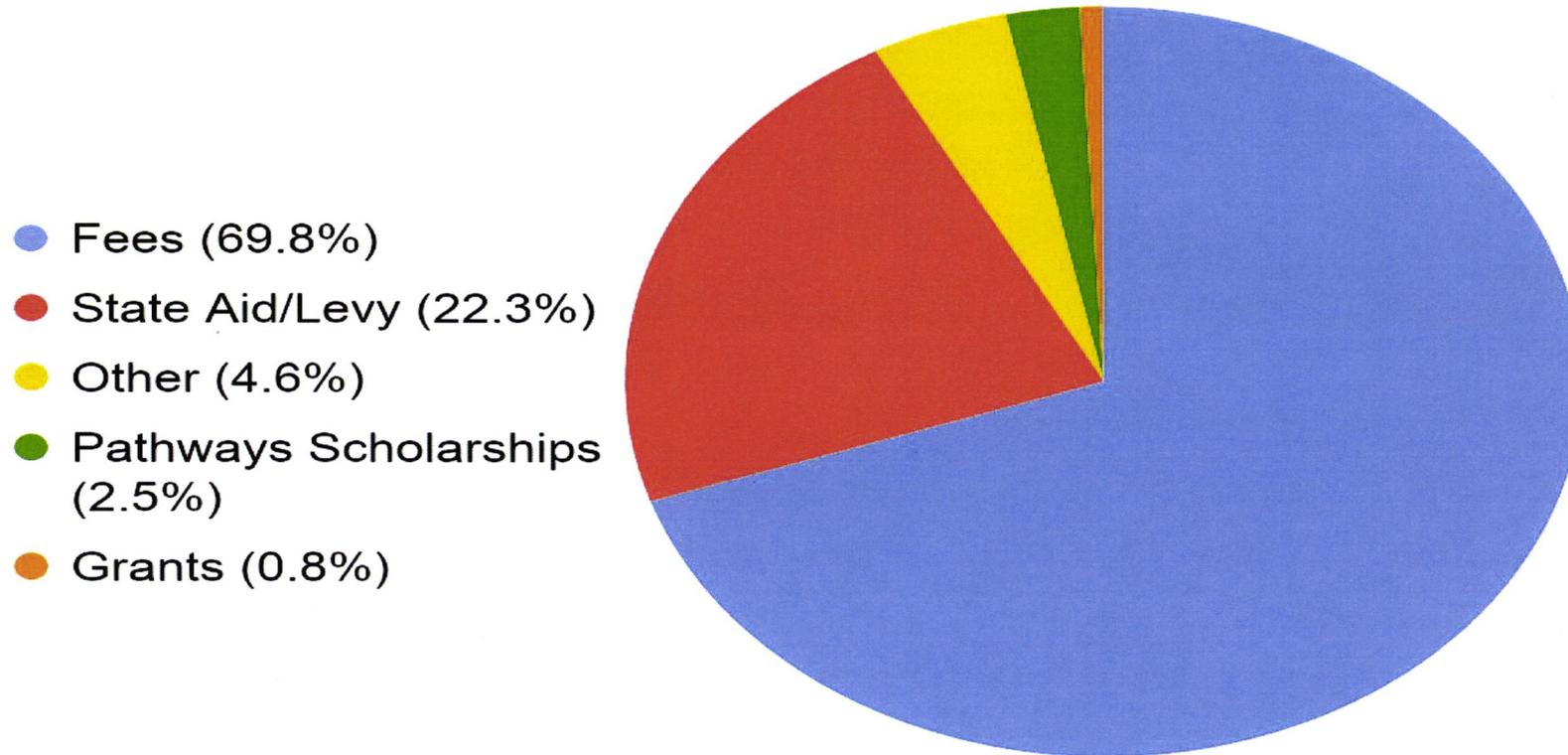
## Expenditures

- Appropriate increases in salaries, wages and insurance
- Licensed early childhood staff wages determined by the NEA master agreement.
- In Hand in Hand Preschool, maintain a full-time general education EA and the English Learner (EL) Preschool section.

## 2020 – 2021 Revenue Sources

- State aid and local levy dollars based on a funding formula established by the Minnesota State Legislature \$711,295 (22.3%)
- Participant fees (enrichment, recreation, early childhood family education (ECFE), driver education, special events, child care and preschool) \$2,224,898 (69.8%)
- Grants submitted \$25,000 (0.8%)
- Other local sources \$146,968 (4.6%)
- Pathway I and II Early Learning Scholarships \$79,500 (2.5%)

# 2020 – 2021 Revenue Sources



# Community Services Proposed 2020-21 Budget

	2017-18 Actual	2018-19 Actual	2019-20 Revised	2020-21 Proposed
Beginning Balance	\$632,231	\$581,457	\$439,941	\$329,236
Revenue	\$2,651,256	\$2,810,215	\$3,057,249	\$3,187,661
Expenditures	\$2,702,030	\$2,951,731	\$3,167,954	\$3,224,378
<b>Ending Balance</b>	<b>\$581,457</b>	<b>\$439,941</b>	<b>\$329,236</b>	<b>\$292,519</b>
General Community Ed	\$251,029	\$51,823	-\$81,524	-\$127,709
ECFE	\$118,541	\$145,412	\$176,133	\$201,999
School Readiness	\$213,155	\$238,444	\$227,670	\$210,422
Unreserved	-\$1,268	\$4,262	\$6,957	\$7,807
<b>Ending Balance</b>	<b>\$581,457</b>	<b>\$439,941</b>	<b>\$329,236</b>	<b>\$292,519</b>

# Variables

- Actual Program Enrollments
- Fee Collection
- Grant Funding

# Greenvale Park Community School

<b>FY 20 Funding</b>	
21st Century Community Learning Center grant	\$124,489
Northfield Public Schools	\$49,610
Northfield SHARES	\$7,323
Community donations & WINGS	\$5,000
<b>Total Funding</b>	<b>\$186,422</b>
<b>FY 21 Funding</b>	
Northfield Public Schools	\$51,594
21st Century Community Learning Center grant	\$124,489



*Due to the Federal grant, funds for the Greenvale Park Community School are part of the General Fund (01 Fund)*

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# Questions & Comments



FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/04/2019										
<b>659 &lt;= Type in School District Number</b>														
<b>Northfield Public School District</b>														
				Change only										
				if requiring levy										
				Payable 2019										
<b>Calculations for Ten Year Projection</b>				LLC Certification										
				Current Estimate										
				Pay 19										
				LLC #										
				FY 2020										
				FY 2021										
				FY 2022										
				FY 2023										
				FY 2024										
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				FY 2027										
				FY 2028										
				FY 2029										
				FY 2030										
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467	1,276,825	1,319,664	1,368,817	1,412,287	1,459,747	1,505,842	1,634,572	279,757	279,757	279,757	279,757	279,757
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468	2,661,663	2,679,128	2,750,116	2,793,586	2,841,046	2,887,141	3,015,871	1,661,056	1,661,056	1,661,056	1,661,056	1,661,056
31	District Requested Reduction from Maximum LTFM Revenue (to Levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	469	-	-	-	-	-	-	-	-	-	-	-	-
32	District LTFM Revenue (30) - (31)	470	2,661,663	2,679,128	2,750,116	2,793,586	2,841,046	2,887,141	3,015,871	1,661,056	1,661,056	1,661,056	1,661,056	1,661,056
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	-	-	-	-	-	-	-	-	-	-	-	-
34	Grand Total LTFM Revenue (32) + (33)	472	2,661,663	2,679,128	2,750,116	2,793,586	2,841,046	2,887,141	3,015,871	1,661,056	1,661,056	1,661,056	1,661,056	1,661,056
<b>Aid and Levy Shares of Total Revenue</b>														
35	For ANTC & APU, three year prior date		2018	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
36	Three year prior Ag Modified ANTC	33	28,351,027	28,351,027	30,228,908	31,438,064	32,695,586	34,003,410	35,363,546	36,778,088	38,249,212	39,779,180	41,370,347	
37	Three year prior Adjusted PU (New Weights)	54	4,392.27	4,392.27	4,444.28	4,489.64	4,409.24	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	
38	ANTC / APU = (36) / (37)	474	6,454.76	6,454.76	6,801.76	7,002.36	7,415.24	7,896.81	8,212.68	8,541.19	8,882.84	9,238.15	9,607.68	
39	State average ANTC / APU with ag value adjustment	475	7,718.42	8,124.44	8,591.39	9,061.00	9,544.16	9,926.00	10,323.00	10,736.00	11,165.00	11,612.00	12,076.00	
40	Equalizing Factor = 123% of (39)	476	9,493.66	9,993.06	10,567.41	11,145.03	11,739.32	12,208.98	12,697.29	13,205.28	13,732.95	14,282.76	14,853.48	
41	Local (levy) share of Equalized Revenue (lessor of 1 or (38) / (40))	477	64.59%	64.59%	64.37%	62.83%	63.17%	64.68%	64.68%	64.68%	64.68%	64.68%	64.68%	
42	State (aid) share of Equalized Revenue (1 - (41))	478	35.41%	35.41%	35.63%	37.17%	36.83%	35.32%	35.32%	35.32%	35.32%	35.32%	35.32%	
43	Equalized Revenue (lessor of (34) or (6) * (8))	473	1,665,312	1,674,584	1,661,056	1,661,056	1,661,056	1,661,056	1,661,056	1,661,056	1,661,056	1,661,056	1,661,056	
44	Initial LTFM State Aid (42) * (43)	479	589,647	592,930	591,910	617,424	611,836	586,679	586,675	586,683	586,640	586,678	586,635	
45	Old formula Grandfathered Alternative Facilities Aid	481	-	-	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	482	589,647	592,930	591,910	617,424	611,836	586,679	586,675	586,683	586,640	586,678	586,635	
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	485	2,072,017	2,086,199	2,158,206	2,176,162	2,229,210	2,300,462	2,429,196	1,074,373	1,074,416	1,074,378	1,074,421	
<b>Debt Service Portion of Revenue (non-grandfather districts)</b>														
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (24)	765+766+767+768		1,044,330	1,089,060	1,132,530	1,179,990	1,226,085	1,354,815	-	-	-	-	
50	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05	769		160,178	161,648	162,960	164,115	165,113	160,703	161,543	162,225	-	-	
51	Total Debt Service Revenue = (49) + (50)	770		1,204,508	1,250,708	1,295,490	1,344,105	1,391,198	1,515,518	161,543	162,225	-	-	
52	Equalized debt Service Revenue (lessor of (43) or (51))	486		1,204,508	1,250,708	1,295,490	1,344,105	1,391,198	1,515,518	161,543	162,225	-	-	
53	Debt Service Aid = (52) * (42)	488		426,487	445,684	481,541	495,090	491,366	535,272	57,057	57,294	-	-	
54	Equalized Debt Service Levy = (52) - (53)	489		778,021	805,023	813,949	849,015	899,831	980,245	104,486	104,931	-	-	
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	490		-	-	-	-	-	-	-	-	-	-	
<b>General Fund Portion of Revenue (non-grandfather districts)</b>														
57	Total General Fund Revenue = (34) - (51)	491		1,474,621	1,499,409	1,498,096	1,496,941	1,495,944	1,500,354	1,499,514	1,498,831	1,661,056	1,661,056	
58	General Fund Equalized Revenue = (43) - (52)	492		470,077	410,349	365,566	316,951	269,859	145,539	1,499,514	1,498,831	1,661,056	1,661,056	
59	Total General Fund Aid = (46) - (53)	493		166,443	146,226	135,883	116,746	95,313	51,403	529,626	529,347	586,678	586,635	
60	General Fund Equalized Levy = (58) * (41)	494		303,634	264,123	229,683	200,205	174,545	94,135	969,887	969,484	1,074,378	1,074,421	
61	General Fund Unequalized Levy = (57) - (58)	495		1,004,544	1,089,060	1,132,530	1,179,990	1,226,085	1,354,815	-	-	-	-	
62	Total General Fund Levy = (60) + (61)	496		1,308,178	1,353,183	1,362,213	1,380,195	1,400,630	1,448,950	969,887	969,484	1,074,378	1,074,421	
<b>Notes:</b>														
1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.														
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.														
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.														

 Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-05	
<b>Instructions:</b> Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.													
District Info.		Enter Information		District Info.		Enter Information							
District Name:		NORTHFIELD PUBLIC SCHOOLS		Date:		2/24/2020							
District Number:		0659-01		Email:		VMERTESDORF@NORTHFIELDSCHOOLS.C							
District Contact Name:		VAL MERTESDORF, DIRECTOR OF FINANCE											
Contact Phone #:		507-663-0620											
Expenditure Categories		Fiscal Year (FY) Ending June 30											
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
<b>Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance</b>													
Finance Code		Category (1)											
347	Physical Hazards	\$22,200	\$22,350	\$26,650	\$22,300	\$28,100	\$27,800	\$29,500	\$24,050	\$30,250	\$27,300	\$36,300	
349	Other Hazardous Materials	\$13,300	\$13,200	\$26,500	\$9,100	\$6,200	\$5,800	\$22,700	\$5,900	\$5,900	\$5,900	\$5,900	
352	Environmental Health and Safety Management	\$104,350	\$104,300	\$108,750	\$109,850	\$111,450	\$112,550	\$114,150	\$115,250	\$115,350	\$115,350	\$115,350	
358	Asbestos Removal and Encapsulation	\$6,400	\$4,400	\$4,450	\$4,500	\$4,550	\$4,600	\$4,650	\$4,700	\$4,750	\$4,800	\$4,850	
363	Fire Safety	\$57,300	\$24,700	\$28,150	\$40,350	\$26,500	\$26,700	\$42,700	\$27,100	\$27,700	\$44,700	\$27,700	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Health and Safety Capital Projects</b>		<b>\$203,550</b>	<b>\$168,950</b>	<b>\$194,500</b>	<b>\$186,100</b>	<b>\$176,800</b>	<b>\$177,450</b>	<b>\$213,700</b>	<b>\$177,000</b>	<b>\$183,950</b>	<b>\$198,050</b>	<b>\$190,100</b>	
<b>Health and Safety - Projects Costing \$100,000 or more per</b>													
Finance Code		Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Total Health and Safety Capital Projects \$100,000 or M</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Remodeling for Approved Voluntary Pre-K under Minnesota Statutes,</b>													
Finance Code		Category (3)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner. (No new appropriations for this category FY 2020 - beyond.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Accessibility</b>													
Finance Code		Category (4)											
367	Accessibility	\$11,500	\$145,000	\$0	\$0	\$0	\$0	\$0	\$227,000	\$0	\$0	\$0	
<b>Deferred Capital Expenditures and Maintenance Projects</b>													
Finance Code		Category (5)											
368	Building Envelope	\$140,000	\$90,000	\$70,000	\$0	\$50,000	\$0	\$120,000	\$60,000	\$0	\$50,000	\$50,000	
369	Building Hardware and Equipment	\$157,700	\$38,000	\$10,000	\$90,000	\$0	\$0	\$0	\$0	\$15,000	\$15,000	\$15,000	
370	Electrical	\$68,000	\$300,000	\$20,000	\$90,000	\$0	\$0	\$0	\$85,000	\$13,000	\$13,000	\$13,000	
379	Interior Surfaces	\$162,700	\$202,000	\$43,000	\$13,000	\$64,000	\$34,000	\$95,000	\$105,000	\$16,000	\$81,000	\$16,000	
380	Mechanical Systems	\$302,500	\$670,000	\$0	\$5,000	\$95,000	\$95,000	\$70,000	\$0	\$0	\$0	\$0	
381	Plumbing	\$2,000	\$370,000	\$500,000	\$0	\$90,000	\$45,000	\$0	\$0	\$0	\$0	\$0	
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
383	Roof Systems	\$0	\$0	\$90,000	\$0	\$750,000	\$750,000	\$675,000	\$0	\$0	\$0	\$0	
384	Site Projects	\$110,500	\$379,000	\$66,000	\$92,500	\$59,500	\$31,500	\$252,500	\$85,500	\$89,000	\$149,000	\$37,500	
<b>Total Deferred Capital Expense and Maintenance</b>		<b>\$943,400</b>	<b>\$2,049,000</b>	<b>\$799,000</b>	<b>\$290,500</b>	<b>\$1,108,500</b>	<b>\$955,500</b>	<b>\$1,212,500</b>	<b>\$335,500</b>	<b>\$133,000</b>	<b>\$308,000</b>	<b>\$131,500</b>	
<b>Total Annual 10-Year Plan Expenditures</b>		<b>\$1,158,450</b>	<b>\$2,362,950</b>	<b>\$993,500</b>	<b>\$476,600</b>	<b>\$1,285,300</b>	<b>\$1,132,950</b>	<b>\$1,426,200</b>	<b>\$739,500</b>	<b>\$316,950</b>	<b>\$506,050</b>	<b>\$321,600</b>	

# 2020-21 PROPOSED BUDGET

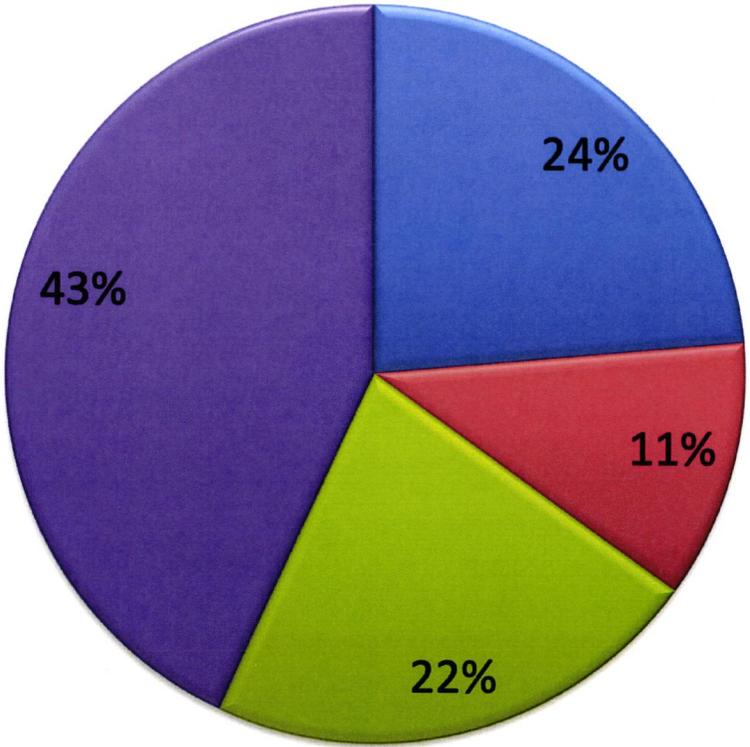
Capital & Long Term Facilities Maintenance

# What is Capital?

- The capital budget consists of 4 revenue streams
  - Operating Capital – levy/aid formula
  - Lease Levy – levy for certain lease commitments
  - Capital Levy – voter approved levy
  - Long Term Facility Maintenance – new funding began in FY17 that replaces Health & Safety and Deferred Maintenance
- The capital budget is included in the general fund
- Restricted expenditures
- Fund Balance restriction
- There is a portion of the operating capital money each year that is prioritized by the Capital Committee – this committee meets to discuss building and district priorities and comes to consensus on the proposed spending

# Capital and LTFM Sources

\$3,419,341



■ Operating Capital  
\$807,741

■ Lease Levy  
\$386,979

■ Capital Levy  
\$750,000

■ Long Term Facilities  
Maintenance  
\$1,474,621

# Projected Capital Expenditures

	2017-18	2018-19	2019-20	2020-21
EXPENDITURES	Actual	Actual	Revised	Proposed
Leased Facility				
Space/Assessments	\$ 400,269	\$ 407,538	\$ 419,791	\$ 435,677
Lease Purchase (Sibley)	\$ 142,760	\$ 142,760	\$ 142,758	\$ 142,758
Technology Leases	\$ 519,145	\$ 521,604	\$ 519,145	\$ 544,016
Schools/Programs	\$ 146,208	\$ 202,110	\$ 133,114	\$ 133,114
Textbooks/Digital Curr	\$ 112,891	\$ 137,597	\$ 186,000	\$ 200,000
Network Administration	\$ 197,083	\$ -	\$ -	\$ 300,000
Gleason Property	\$ -	\$ -	\$ 179,301	\$ -
Capital Committee	\$ 269,150	\$ 532,601	\$ 561,389	\$ 221,560
<b>TOTAL</b>	<b>\$ 1,787,506</b>	<b>\$ 1,944,210</b>	<b>\$ 2,141,498</b>	<b>\$ 1,977,125</b>

# Projected LTFM Expenditures

	2017-18	2018-19	2019-20	2020-21
EXPENDITURES	Revised	Revised	Revised	Proposed
347 - Physical Hazards	\$ 16,863	\$ 21,846	\$ 22,350	\$ 22,350
349 - Other Haz. Materials	\$ -	\$ 2,624	\$ 13,200	\$ 13,200
352 - Environmental H&S	\$ 110,439	\$ 109,049	\$ 102,750	\$ 104,300
358 - Asbestos Removal	\$ 45,040	\$ 13,337	\$ 4,400	\$ 4,400
363 - Fire Safety	\$ 37,186	\$ 19,262	\$ 27,800	\$ 24,700
366 - Indoor Air Quality	\$ -	\$ -	\$ -	\$ -
367 - Accessibility	\$ 8,315	\$ 26,617	\$ 4,000	\$ 145,000
368 - Building Envelope	\$ -	\$ 94,150	\$ 230,000	\$ 90,000
369 - Bldg Hrdwr & Equip	\$ 4,708	\$ 121,888	\$ 163,050	\$ 38,000
370 - Electrical	\$ 158,929	\$ 42,436	\$ 24,500	\$ 300,000
379 - Interior Surfaces	\$ 162,916	\$ 107,909	\$ 128,228	\$ 202,000
380 - Mechanical Systems	\$ 100,665	\$ 56,104	\$ 272,000	\$ 670,000
381 - Plumbing	\$ 8,682	\$ 46,563	\$ 16,800	\$ 370,000
383 - Roofing	\$ 154,008	\$ -	\$ -	\$ -
384 - Site Projects	\$ 241,762	\$ 416,510	\$ 118,000	\$ 379,000
<b>TOTAL</b>	<b>\$ 1,049,513</b>	<b>\$ 1,078,295</b>	<b>\$ 1,127,078</b>	<b>\$ 2,362,950</b>

\$1,835,000 is included to supplement construction budget in 2020-21.

# Upcoming Projects

## Capital Recommendations

- Wi-Fi Updates (HS)
- Apple TV in all remaining teaching spaces
- Classroom speakers (BW)
- Phone System updates
- iMacs (NMS & ALC)
- Chromebook Cart (ALC)
- Camera/Security Updates (SB & LF)
- Shed for ski teams
- Swimming Pool Touchpads

## LTFM

- \$405,000 – Sibley construction
- \$480,000 – Longfellow construction
- \$950,000 – Greenvale remodel project
- ~~Update HS music area  
bathrooms~~
- Annual inspections/testing
- LED lighting at renovated GVP

# Financial Summary

<b>Operating Capital</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>FUND BALANCE</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Proposed</b>
Beginning Fund Balance	\$467,688	\$556,454	\$542,842	\$307,033
Revenues	\$1,876,272	\$1,930,599	\$1,905,689	\$1,944,720
Expenditures	\$1,787,506	\$1,944,211	\$2,141,498	\$1,977,125
<b>Ending Fund Balance</b>	<b>\$556,454</b>	<b>\$542,842</b>	<b>\$307,033</b>	<b>\$274,628</b>
<b>Long Term Facility Maintenance</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
<b>FUND BALANCE</b>	<b>Actual</b>	<b>Actual</b>	<b>Revised</b>	<b>Proposed</b>
Beginning Fund Balance	\$442,931	\$692,380	\$1,167,773	\$1,581,493
Revenues	\$1,298,962	\$1,553,688	\$1,540,798	\$1,474,621
Expenditures	\$1,049,513	\$1,078,295	\$1,127,078	\$2,362,950
<b>Ending Fund Balance</b>	<b>\$692,380</b>	<b>\$1,167,773</b>	<b>\$1,581,493</b>	<b>\$693,164</b>

# LTFM 10 Year Plan

	2019	2020	2021	2022	2023	2024
<b>Revenue</b>	\$ 1,553,688	\$ 1,540,798	\$ 1,474,621	\$ 1,499,409	\$ 1,498,096	\$ 1,496,941
<b>Expenditures</b>	\$ 1,078,295	\$ 1,127,078	\$ 2,362,950	\$ 993,500	\$ 476,600	\$ 1,285,300
<b>Difference</b>	\$ 475,393	\$ 413,720	\$ (888,329)	\$ 505,909	\$ 1,021,496	\$ 211,641
<b>Beginning Fund Balance</b>	\$ 692,380	\$ 1,167,773	\$ 1,581,493	\$ 693,164	\$ 1,199,073	\$ 2,220,569
<b>Ending Fund Balance</b>	\$ 1,167,773	\$ 1,581,493	\$ 693,164	\$ 1,199,073	\$ 2,220,569	\$ 2,432,210
	2025	2026	2027	2028	2029	2030
<b>Revenue</b>	\$ 1,495,944	\$ 1,500,354	\$ 1,499,514	\$ 1,498,831	\$ 1,661,056	\$ 1,661,056
<b>Expenditures</b>	\$ 1,132,950	\$ 1,426,200	\$ 739,500	\$ 316,950	\$ 506,050	\$ 321,600
<b>Difference</b>	\$ 362,994	\$ 74,154	\$ 760,014	\$ 1,181,881	\$ 1,155,006	\$ 1,339,456
<b>Beginning Fund Balance</b>	\$ 2,432,210	\$ 2,795,204	\$ 2,869,358	\$ 3,629,372	\$ 4,811,253	\$ 5,966,259
<b>Ending Fund Balance</b>	\$ 2,795,204	\$ 2,869,358	\$ 3,629,372	\$ 4,811,253	\$ 5,966,259	\$ 7,305,715

Fiscal Year 2020 – 2030 are estimates

Questions?

Thank you!

***Indoor Air Quality Management Plan***

***Northfield Public School District***

***7/1/2020***

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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>
	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 currently 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  $\geq 4$

pCi/L. Corrective measures are taken in frequently-occupied rooms that have radon  $\geq 4$  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.

## **Policy 516 STUDENT MEDICATION**

### **I. PURPOSE**

The purpose of this policy is to authorize the implementation of procedures that must be followed when administering nonemergency prescription and non-prescription medications to students at school.

### **II. GENERAL STATEMENT OF POLICY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, building nurses, trained secretary, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

The administration of prescription medication or drugs at school requires a completed signed request from the student's licensed prescriber and the parent.

Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with the building nurse and the licensed school nurse.

#### **Policy 516 Student Medication**

Adopted: 8/28/06; Revised: INSERT DATE HERE

#### **Procedures for Policy 516**

Updated 02/2014; Updated: INSERT DATE HERE

#### **School Board**

**INDEPENDENT SCHOOL DISTRICT 659**

**Northfield, MN**

**Legal References:** Minn. Stat. § 13.32 (Student Health Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)  
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794, *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:** Board Policy 418 (Drug-Free Workplace/Drug-Free School)

## Procedures to Policy 516 - STUDENT MEDICATION

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's licensed prescriber and the parent. An oral request must be reduced to writing within two school days for non-regulated and /or Over the Counter (OTC) medications, provided that the school district rely on written or oral permission from parent/guardian to dispense medication until a written request is received from the provider. Regulated medications will be given only with completed signed request.
- B. A "School Medication Physician Order and Parent Authorization" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minn. Stat. § 152.22, Subd. 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. In the elementary schools, parent/guardian is to bring prescription and non-prescription medication to the health office and not send it with their child. Secondary school students may bring the medication to the nurse's office. Non-prescription medication should be in a container with the name of the student on it. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left in the health office. Controlled substances cannot be carried by a student and must be brought in by an adult. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part M.5. below), OTC medication at the secondary level according to MS 121A.222 (See Part M.5 below) and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of

the Administering Prescription Medications form in the health records section of the student file. If needed, training will be provided to staff in safe administration of medication, conditions under which medication should be administered and appropriate response to medication reactions.

- I. Medications will be stored in a locked secure facility. Health records will be stored and maintained in compliance with data privacy laws.
- J. Field trips: Teacher or Educational Assistant assigned to student may dispense medication as instructed by school nurse.
- K. Parents will pick up their student's unused medication. Disposal of discontinued/unused/expired medications will be witnessed and documented and the school police liaison officer will dispose of these medications.
- L. Complementary and alternative medications require the same authorization as other prescription medications, i.e. completed signed request from the student's licensed prescriber and the parent.
- M Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- MN. Specific Exceptions:
  - 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  - 5. Over the Counter medications or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. the school district has received a written authorization from the

- pupil's parent permitting the student to self-administer the medication;
- b. the medication is properly labeled for that student; and
  - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. The school nurse must assess the student's knowledge and skills to safely possess and use the medication in a school setting and enter into the student's school health record a "contract" for the safe possession and use of medication.

6. Medications that are not governed by this policy include medications:
- a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day
7. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan (IHP) for a student who is prescribed epinephrine auto-injectors that enables the student to:
- a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine and requires immediate access to epinephrine auto-injectors that the parent provides, properly labeled, to the school for the pupil as needed.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's 504 plan.

8. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain

relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School Personnel are not required to provide sunscreen or assist students in applying sunscreen.

NO. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

P. "Parent" for student 18 years old or older is the student.

## **Policy 524.2 USE OF TECHNOLOGY AND TELECOMMUNICATION SYSTEMS BY STUDENTS**

### **I. PURPOSE**

The school district provides technology and telecommunications resources for district students to support and enhance student learning. Access to and use of technology resources for students and employees is a fundamental part of education. This policy covers district student use of all technology and telecommunications resources in the district. The purpose of this policy is to govern and guide the appropriate use of these resources.

### **II. GENERAL STATEMENT OF POLICY**

The school district provides students with access to computers and peripherals, district networks, Internet, software applications and other technology services in order to support and enhance student learning and to prepare them for work and life. ~~in the 21<sup>st</sup> Century.~~

### **III. ACCEPTABLE/UNACCEPTABLE USES**

1. Each student shall act responsibly when utilizing technology resources.
  - a. The use of the school district networks/computers/peripherals and Internet/software applications and systems is a privilege that can be revoked at any time for abusive behavior. All activity and utilization of district technology resources must comply with ~~the District Discipline Guidelines~~ Student Citizenship Handbook and school board policies.
  - b. Access to the Internet will be for educational purposes only, and students will not use the school district technology resources to access, review, display, store, upload, download, distribute, post, receive, transmit, or print pornographic, obscene or sexually explicit materials or language, or other visual depictions that are harmful to minors.
  - c. Students will not use the school district technology resources to access, display, store, upload, download, distribute or print materials that advocate violence, harassment or discrimination (hate literature) or are disruptive in any way.
  - d. Students will not send abusive, intimidating, harassing, or unwanted material causing the work of others to be disrupted.
  - e. Students will not use the school district technology resources to vandalize, damage or disable the property of another person, will not make deliberate attempts to degrade, vandalize or disrupt equipment, software, or system performance, will not violate the network's security in any way, and will not use the school district network/Internet/email system in any way so as to disrupt the use of the system by other users.
  - f. Students will not use the school district technology resources to gain unauthorized access to resources, passwords, accounts, information or files without direct permission from the district.
  - g. Students will not use school district technology resources to violate copyright laws, download or pirate software or plagiarize information, or engage in any illegal act or violate any local, state, or federal statute or law.

- h. Students will not send or forward unnecessary or frivolous emails or messages in any quantity to other users of the district email system. Transmission of chain letters and pyramid schemes is strictly prohibited.
  - i. Students will not use school district technology resources for commercial purposes, political lobbying or solicitation of any kind.
  - j. No non-district owned equipment or devices can be used to access ~~the school or district data~~ networks and file servers that require district-provided credentials.
  - k. Students will not use district technology resources to communicate under a false name or designation or a name or designation they are not authorized to use, including instances in conjunction with representing that they are somehow acting on behalf of or under the auspices of the school district.
  - l. Students will not use the name "Northfield Public Schools" in any form or use any symbol or logo or graphic used by Northfield Schools without the district's prior consent.
  - m. Students will use electronic information resources in compliance with all existing school board policies. Non-district owned equipment may access district guest networks but must comply with school district policy and procedures.
2. Each student shall respect private passwords, copyright and other intellectual property rights.
  - a. Copying of data, files or using passwords belonging to others will be considered a violation of school district policies, a violation of law, and may constitute fraud, plagiarism or theft.
  - b. Software licensed by the school district must only be used in accordance with applicable license specifications and agreements. Illegal copying and/or installing of software on district computers is strictly prohibited.
  - c. Modifying or damaging information without authorization including but not limited to altering data, introducing viruses or damaging files or data is unethical and a violation of school district policies.
3. Each student shall abide by security restrictions on all systems and information.
  - a. Distributing or making your password or another person's password or access code available to others or otherwise attempting to evade, disable or "crack" passwords, desktop security systems, or other security precautions, or assisting others in doing so threatens work, privacy and the integrity of school district information, and is a serious violation of school district policy.
  - b. Attempts to "bypass" virus protection software on workstations or servers are violations of district security procedures.
  - c. Software or applications are generally installed by District technology services staff. Software or applications may only be installed by students with specific permission from the District.
4. Each student shall recognize limitations to privacy and use of electronic communications. Employees, staff and students do not own school district technology and telecommunications equipment or software. The school district reserves the right to access user files at any time to protect the integrity of the systems and property of the school district.

- a. The district may examine or make copies of files that are suspected of misuse, or that have been corrupted or damaged. Files may be subject to search by law enforcement agencies if files contain information, which may be used as evidence in a court of law.
  - b. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school district policies.
5. Each student shall be aware that data and other materials in files maintained on school district property may be subject to review, disclosure or discovery under State and Federal legislation, including the Minnesota Government Data Practices Act.
- a. The School District can and will monitor the online activities of all employees and students, and employ “filtering” protection measures during any use by employees and/or students. The “filtering” measures are intended to block Internet sites that contain violent, obscene, pornographic or sexually explicit materials. The district will comply with any and all state and federal requirements around Internet filtering for student use. The use of this software does not guarantee that students or staff will not be able to obtain objectionable or pornographic materials over the Internet, but the chances have been minimized.
  - b. It is mandatory that staff closely monitor and supervise student use of the Internet and all other technology resources at school to ensure appropriate, educational use.

#### **IV. PARENTS’ RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

Outside of school, parents bear responsibility for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

#### Policy 524.2 Use of Technology and Telecommunications Systems by Students

Adopted: 4/13/98; Revised: 7/19/01, 5/10/04, 6/10/13; Updated: INSERT DATE HERE

School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

**Legal References:** 15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act)  
17 U.S.C. § 101 et seq. (Copyrights)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))  
47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)  
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003) 524-11  
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)  
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)  
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)  
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)  
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)  
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton

R-III Sch. Dist., 853 E.Supp.2d 888 (W.D. Mo. 2012)  
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)  
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

**Policy 615 TESTING ACCOMMODATIONS, MODIFICATIONS, AND EXEMPTIONS  
FOR IEPs, SECTION 504 PLANS, AND LEP STUDENTS**

**I. PURPOSE**

The purpose of the policy is to provide adequate opportunity for students identified as having individualized education program (IEP), Rehabilitation Act of 1973, § 504 accommodation plan (504 plan), or English Learner (EL) needs to participate in statewide assessment systems designed to hold schools accountable for the academic performance of all students.

**~~Granting and Documenting Accommodations, Modifications, or Exemptions for Mandated Testing~~**

~~Accommodations, modifications, and exemptions for students with IEPs, Section 504 Plans, or ELL needs will be granted, documented and annually reported as required by State and Federal law.~~

**II. GENERAL STATEMENT OF POLICY**

**A. Minnesota Test of Academic Skills (MTAS)**

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how a student with a disability will participate in statewide testing.
2. Participation decisions will be made separately for mathematics, reading, and science. The assessment options are the Minnesota Comprehensive Assessment (MCA) and the MTAS.
3. Eligibility Requirements
  - a. The following requirements must be met for a student with a significant cognitive disability to be eligible for the MTAS:
    - (1) The IEP team must consider the student's ability to access the MCA, with or without accommodations;
    - (2) The IEP must review the student's instructional program to ensure that the student is receiving instruction linked to the general education curriculum to the extent appropriate. If instruction is not linked to the general education curriculum, the IEP team must review the student's goals and determine how access to the general curriculum will be provided;
    - (3) The IEP team determined the student's cognitive functioning to be significantly below age expectations. The team also determined that the student's disability has a significant impact on his or her ability to function in multiple environments, including home, school, and

- community:
- (4) The IEP team determined that the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments;
  - (5) The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate measure of the student's academic progress and how the student would participate in statewide testing.

b. MTAS participation decisions must not be made on the following factors:

- (1) Student's disability category;
- (2) Placement;
- (3) Participation in a separate, specialized curriculum;
- (4) An expectation that the student will receive a low score on the MCA;
- (5) Language, social, cultural, or economic differences;
- (6) Concern for accountability calculations.

B. Alternate ACCESS for ELs

1. The school district will utilize the existing annual review of IEPs or 504 plans to review, on a case-by-case basis, and determine how an identified EL student with a disability will participate in statewide testing.
2. Eligibility Requirements
  - a. The student must be identified as EL in MARSS in order to take an English language proficiency assessment.
  - b. The student must have a significant cognitive disability. If the student has been identified as eligible to take the MTAS in mathematics, reading, or science, the student meets this criterion.
  - c. For students in grades that the MTAS is not administered:
    - (1) the student must have cognitive functioning significantly below age level;
    - (2) the student's disability must have a significant impact on his or her ability to function in multiple environments, including home, school, and community; and
    - (3) the student needs explicit and intensive instruction and/or extensive supports in multiple settings to acquire, maintain, and generalize academic and life skills in order to actively participate in school, work, home, and community environments.

- d. The IEP team must consider the student's ability to access the ACCESS, with or without accommodations.
- e. The IEP team must document, in the IEP, reasons the MCA is or is not an appropriate English language proficiency assessment for the student.

3. Alternate ACCESS participation decisions must not be made on the following factors:

- a. Student's disability category;
- b. Participation in a separate, specialized curriculum;
- c. Current level of English language proficiency;
- d. The expectation that the student will receive a low score on the ACCESS for ELs;
- e. Language, social, cultural, or economic differences;
- f. Concern for accountability calculations.

C. EL Students New to the United States

EL students new to the United States (in the U.S.A. less than one year) will take all assessments, including all academic assessments (math, reading, and science), as well as the English Language Proficiency Assessment (ACCESS).

### **III. DEFINITION OF TERMS**

See the current "Procedures Manual for the Minnesota Assessments" which is produced by the Minnesota Department of Education and available through [minnesotapearsonaccessnext.com](http://minnesotapearsonaccessnext.com).

### **IV. GRANTING AND DOCUMENTING ACCOMMODATIONS, MODIFICATIONS, OR EXEMPTIONS FOR TESTING**

See Chapter 5 of the current "Procedures Manual for the Minnesota Assessments" and 2019-20 Guidelines for Administration of Accommodations and Linguistic Supports.

### **V. RECORDS**

All test accommodations, modifications, or exemptions shall be reported to the school district test administrator. The school district test administrator shall be responsible for keeping a list of all such test accommodations, modifications, and exemptions for school district audit purposes. Testing results will be documented and reported.

Policy 615 Testing Accommodations, Modifications, and Exemptions for IEP, Section 504,  
and ELL Students

Adopted: 1/28/2008; Revised: INSERT DATE HERE

School Board  
INDEPENDENT SCHOOL DISTRICT 659  
Northfield, Minnesota

Legal References: Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)  
Minn. Stat. § 125A.08(a)(1) (Individualized Education Programs)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
Eligibility Requirements for the Minnesota Test of Academic Skills (MTAS).  
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mda2/~edisp/006087.pdf>  
Alternate ACCESS for ELLs Participation Guidelines.  
<https://education.mn.gov/mdeprod/groups/educ/documents/hiddencontent/mdaw/mdq5/~edisp/049763.pdf>

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 616 (School District System Accountability)

## **Policy 703 ANNUAL FINANCIAL AUDIT**

### **I. PURPOSE GENERAL STATEMENT OF POLICY**

The school district shall provide for an annual financial audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

### **II. GENERAL STATEMENT OF POLICY REQUIREMENT**

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

### **III. REQUIREMENT GENERAL STATEMENT OF POLICY**

- A. The school board shall appoint independent certified public accountants to audit, examine and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include any other items required by Minn. Stat. § 123B.14, Subd. 7. ~~Minnesota statutes.~~
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit ~~must shall~~ be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act and the Minnesota Legal Compliance Audit Guide issued by the Office of the State Auditor.
- F. The school board shall approve the audit report by resolution or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to

correct any deficiencies or exceptions noted in the audit.

- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minn. Stat. Ch. 6. ~~Minnesota Statutes.~~

#### Policy 703 Annual Audit

Adopted: 12.8.2008; Updated May 2013; Revised: INSERT DATE HERE

#### School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

**Legal References:** Minn. Stat. Ch. 6 (State Auditor)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)  
Minn. Stat. § 123B.02 (School District Powers)  
Minn.Stat. § 123B.77, Subds. 2 and 3 (Audited Financial Statements; Statement for Comparison and Correction)

**Cross References:** MSBA/MASA Model Policy 702 (Accounting)  
MSBA Service Manual, Chapter 7, Education Funding

## Policy 721 GRANT WRITING

### **I. PURPOSE**

The purpose of this policy is to provide guidance for Northfield Public Schools staff members, parents, students or citizens who are writing grants for additional revenue on behalf of the Northfield Public Schools. It will ensure that programs or activities funded by grants are consistent with the mission and goals of the Northfield Public Schools.

### **II. GENERAL STATEMENT OF PHILOSOPHY**

The Northfield Public School district recognizes the value of accessing resources from external funding streams. Grants can provide significant funding resources for programs and activities for staff and students. As a result, opportunities for learners are increased throughout our community.

### **III. DEFINITION ~~Definition of Grants~~**

Grants are soft money funds awarded by the government, a corporation, a family or a community for a specific purpose over a limited period of time. Grants are generally given to K-12 education for two basic purposes:

1. as seed money to start up new or innovative programs that improve student learning;
2. to facilitate reform or bring about change that will improve our work to get better results. The Northfield School District recognizes that grants will not solve general funding issues, but that grants can help improve learning for students.

### **IV. GRANT APPLICANT RESPONSIBILITIES**

It is the role of the grant applicant to find funding sources, develop an innovative idea, write a plan of action, write measurable learning outcomes and review the final application. It is also the grant applicant's responsibility to follow these procedures:

- A. All grant applications must be written to support the District's mission and goals, be financially feasible, and demonstrate a commitment from all affected District departments or buildings.
- B. All grant applications must be approved by the Program Administrator and the Director of Finance prior to submission to the granting agency.
- C. All grants will receive a financial and procedural review by the Director of Finance, and personnel and salary review by the Human Resources Director.

- D. All grant applications more than \$15,000 must be approved by the school board.
- E. Grant applicants must designate a responsible person to administer the grant who will regularly communicate with the Building Principal or District Administrator and the Director of Finance to make sure that the intent and financial responsibilities of the grant are met.
- F. Financial accountability is the responsibility of the applicant and the Building Principal or District Administrator and the Director of Finance. Any unspent money will be disbursed per the guidelines of the grant. If overspent, the Building Principal or District Administrator and the Director of Finance is responsible.
- G. All grants will follow usual district accounting and contractual practices unless otherwise approved by the school board.

**Policy 721 Grant Writing**

Adopted: 12.8.08; Revised: 4.25.16; Reviewd: INSERT DATE HERE

**School Board**

**INDEPENDENT SCHOOL DISTRICT 659**

**Northfield, Minnesota**

**Legal References:**

- 2 C.F.R. § 200.12 (Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Risk Posed by Applicants)
- 2 C.F.R. § 200.212 (Suspension and Debarment)
- 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.305(b)(1) (Payment)
- 2 C.F.R. § 200.310 (Insurance Coverage)
- 2 C.F.R. § 200.311 (Real Property)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.314 (Supplies)
- 2 C.F.R. § 200.315 (Intangible Property)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
- 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
- 2 C.F.R. § 200.328 (Monitoring and Reporting Program Performance)
- 2 C.F.R. § 200.338 (Remedies for Noncompliance)
- 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
- 2 C.F.R. § 200.430 (Compensation – Personal Services)
- 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
- 2 C.F.R. § 200.447 (Insurance and Indemnification)
- 2 C.F.R. § 200.463 (Recruiting Costs)
- 2 C.F.R. § 200.464 (Relocation Costs of Employees)
- 2 C.F.R. § 200.473 (Transportation Costs)
- 2 C.F.R. § 200.474 (Travel Costs)

**Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)**

MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)

MSBA/MASA Model Policy 210.1 (Conflict of Interest – Charter School Board Members)

MSBA/MASA Model Policy 412 (Expense Reimbursement)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 701.1 (Modification of School District Budget)

MSBA/MASA Model Policy 702 (Accounting)

MSBA/MASA Model Policy 703 (Annual Audit)

## **Policy 802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL**

### **I. PURPOSE**

The School District, as a public trust, will manage and efficiently utilize its property, equipment, instructional materials, and fixed assets. Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material. Equipment, instructional materials, and fixed assets of the School District which are obsolete, surplus or no longer useable or repairable will be disposed of in a fair and reasonable manner. Refer to the Fiscal Procedure Manual for the disposition of federally funded purchases.

### **II. DEFINITIONS**

- A. "Obsolete" property, equipment, instructional materials and fixed assets are those materials which have been reviewed by District staff and deemed no longer usable for any District purposes.
- B. "Contract" means an agreement entered into by the school district for the sale of supplies, materials or equipment.
- C. "Official newspaper" is a regular issue of a qualified legal newspaper.

### **III. MANNER OF DISPOSITION**

#### A. Authorization

The superintendent or designee is authorized to properly dispose of obsolete material. Disposition by sale will follow the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board.

#### B. Priority for Disposition

The manner of disposition shall be:

1. Re-use
2. Sell
3. Donate
4. Recycle
5. Dispose

#### C. Contracts Over \$175,000

1. If the estimated value of the equipment or materials exceeds \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper and via

electronic media. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law. Notwithstanding the foregoing, the School District shall have the right to reject all bids.
3. A record shall be kept of all bids for one year and shall include the names of bidders, amounts of bids, and an indication of the successful bid. All bids shall conform to the bidding practice of the School District.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

D. Contracts From \$25,000 to \$175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of

competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

E. Contracts Less Than \$25,000

If the amount of the sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

F. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

G. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

H. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

I. Exceptions for Surplus School Computers (Minn. Stat. § 123B.52, Subd.6)

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device by

conveying the property and title to:

- ~~a. 1.~~ another school district;
- ~~b. 2.~~ the state department of corrections;
- ~~c. 3.~~ the board of trustees of Minnesota State Colleges and Universities;
- ~~d. 4.~~ the family of a student residing in the district whose total family income meets the federal definition of poverty, or
- e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for education use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

J. Transfer to Another Public Entity (Minn. Stat. § 471.85; Property Transfer; Public Corporations)

The school district may transfer its personal property for a nominal amount or without consideration to another public corporation for public use.

## Policy 802 Disposition of Obsolete Equipment and Material

Adopted: 10/27/08; Revised: 05/2013; Revised: 07.01.19; Revised: INSERT DATE HERE

### School Board

INDEPENDENT SCHOOL DISTRICT 659

Northfield, Minnesota

**Legal References:** Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise From Governmental Agencies; Exceptions; Penalty)  
Minn. Stat. § 123B.29 (Sale of School Building at Auction)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)  
Minn. Stat. § 645.11 (Published Notice)  
Minn. Stat. § 13.591 (Business Data)  
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)

**Cross References:** MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

# Northfield Public Schools 2021-2022 School Calendar

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**School Cancellation Procedures:**

On the third and subsequent full day closures, the e-Learning day procedures will be implemented. The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>

- Holidays, No School
- Holidays
- No School
- No School, Teacher Preparation or Staff Development Days

**Student Days:**

Term 1: 42 days  
 Term 2: 47 days  
 Term 3: 39 days  
 Term 4: 46 days  
 TOTAL: 174 days

**Summary:**

174 student contact days  
 9 non-student contract days  
 4 contract days off calendar (4 conferences)  
 TOTAL: 187 contract days  
 89 days - first semester; 85 days - second semester

# NORTHFIELD PUBLIC SCHOOLS 2021-2022 Calendar

DRAFT - Recommended by Meet and Confer

## New Teacher Inservice

August 24 New SpEd & New/Returning from Leave Elementary Teachers & 3rd Grade Teachers CCC  
August 25, 26 All New Teacher Inservice

## Teachers Back-to-School Workshop Week

Aug 30 - Sept 2 Staff Development Days  
September 3 Teacher Preparation Day

September 6 **No School.** Labor Day  
September 7 First Day of School. Beginning of 1<sup>st</sup> Quarter

October 21-22 **No School.** Fall Break (MEA)  
October 25 School Resumes

November 5 End of 1<sup>st</sup> Quarter (42 days)  
November 8 **No School.** Teacher Preparation Day  
November 9 School Resumes. Beginning of 2<sup>nd</sup> Quarter  
November 24-26 **No School.** Thanksgiving Break

Dec 23 - Dec 31 **No School.** Winter Break

January 3 School Resumes  
January 17 **No School.** Dr. Martin Luther King's Birthday  
January 27 End of 2<sup>nd</sup> Quarter (47 days); End of First Semester (89 days)  
January 28 **No School.** Teacher Preparation Day  
January 31 School Resumes. Beginning of 3<sup>rd</sup> Quarter and Second Semester

February 21 **No School.** Presidents Day. Staff Development Day

March 7-11 **No School.** Spring Break

April 1 End of 3<sup>rd</sup> Quarter (39 days)  
April 4 **No School.** Teacher Preparation Day  
April 5 School Resumes. Beginning of 4<sup>th</sup> Quarter

May 30 **No School.** Memorial Day

June 5 Graduation  
June 8 **Last Day of School.** 2-hour early dismissal  
End of 4<sup>th</sup> Quarter (46 days); End of Semester (85 days)

## School Cancellation Procedures for 2021-2022

- If two (2) days are canceled, no make-up days for students or teachers.
- On the third and subsequent full day closures, the e-Learning Day procedures will be implemented. Students receive e-Learning day instructions for learning at home on these days from their school and teacher(s). The latest district e-Learning day guidelines can be found online at: <https://northfieldschools.org/parents/school-closings/>.



## Committee Report

*Board of Education*

**Name:** Julie Pritchard

**Committee:** Communications Advisory Committee

**Date Submitted:** 2/19/2020 15:00:19

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The purpose of this committee is to prioritize the district's message, engaging stakeholders groups to inspire community action in support of our vision, advancing the district's local, statewide, and national image. Committee meets quarterly. Committee members represent district stakeholders including students, parents, staff and community members.

Key strategy is the district's use of social media including Facebook, Instagram and Twitter.

Data for the social media channels:

Facebook: 1238 followers

Instagram: 828 followers

Twitter: N/A

On both Facebook and Instagram the number of followers has been increasing. Twitter followers have been declining.

Committee discussed strategies for increasing followers including using more human interest stories. The goal is 2020 followers in 2020. Social media captains have been named at each building to generate more content.

Recent posts include kindergarten information night, National school counseling week, Thank a Coach/Advisor Week, Paraprofessionals Week, February I Love to Read Month, NMS life science experiments and Career and College Readiness classes at the high school to name a few.



## Committee Report

*Board of Education*

**Name:** Tom Baraniak

**Committee:** Human Rights Commission

**Date Submitted:** 2/20/2020 7:44:19

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The Human Rights Commission held its monthly meeting Thursday, February 13.

Due to technical difficulties we weren't able to get to the board member orientation materials. On Wednesday, March 11, from 6 to 8 pm there will be an Effective Meetings presentation on Roberts Rules if anyone is interested.

Angelique Dietz was elected commission chair and Mar Valdecantos vice chair.

There was discussion about a statement recognizing the people and land on which Northfield is situated, and that the statement be read at public events, such as graduation.

There was discussion about a plaque to explain the name of the Cannon River, which was originally called Inyan Bosndata in Dakota Indian language. The plaque would be located somewhere along the river.

There was some discussion about Northfield Estates and the ongoing cockroach problem, where among other things toddlers are eating them, and the difficulty enforcing any fixes.

Consideration was asked to change the name of Sibley Elementary School given the history of Henry Hastings Sibley.

Just before we ended at 8:15 the question was asked what is diversity. Is it something visible and therefore a perception, or internal and private?

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

February 10, 2020

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: Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson and Pritchard.

II. Agenda Approval/Table File

On a motion by Goerwitz, seconded by Quinnell, the Board approved the agenda.

III. Public Comment

There was no public comment.

IV. Announcements and Recognitions

- Congratulations to the following Northfield High School athletic team Big 9 champions: Girls' Hockey, Girls' Alpine, and Wrestling
- Congratulations to the following individual athletes:
  - Girls going to state in Alpine: Senior Meaghan Stein, Junior Libby Brust, 7th Grader Liv Murphy
  - Nordic Skier Caroline Peterson earned a trip to state
- Congratulations to Girls' Hockey Coach Paige Haley who was named Big 9 Coach of the Year
- Dr. Hillmann received the Chamber Champion Award from the Northfield Area Chamber of Commerce for his leadership and betterment of the community, and for helping the Chamber with their strategic planning process.

V. Items for Discussion and Reports

A. Co-Curricular Additions

Activities Director Joel Olson presented the co-curricular committee recommendations to the Board. The committee recommends transferring coaching funds from dance, where participation numbers are down, to add coaching staff to both girls and boys lacrosse where participation has increased. This recommended shift in funding will result in one head coach and two assistant coaches in dance, girls lacrosse, and boys lacrosse. This will be an item for individual action at the next board meeting.

B. Proposed 2020-2021 Debt Service Fund Budget

The Debt Service Fund Budget for 2020-2021 was presented by Val Mertesdorf, Director of Finance. The Debt Service Fund accounts for the School District's outstanding bonded indebtedness for past building construction and major capital projects. Revenues represent property tax levies, state credits, and a minor amount of interest. Expenditures represent principal and interest payments on bonds previously sold. The Board will be asked to adopt the budget at the April 13, 2020 Board meeting.

C. Proposed 2020-2021 Internal Service Fund Budget

Director of Finance Val Mertesdorf presented the proposed 2020-2021 Internal Service Fund Budget. The purpose of the Internal Service Fund is to record the financial transactions of the District's self-insured health and dental plan. Director Mertesdorf included a revised 2019-2020 budget for this fund. The Board will be asked to adopt the 2019-2020 revised budget at the February 24, 2020 Board meeting, and the 2020-2021 budget at the April 13, 2020 Board meeting.

VI. Consent Agenda

On a motion by Hardy, seconded by Goerwitz, the Board approved the following Consent Agenda items:

A. Minutes

- Minutes of the Special Closed School Board meeting held on January 27, 2020
- Minutes of the Regular School Board meeting held on January 27, 2020

B. Gift Agreements

- \$2,713.85 from Bridgewater Booster Club for Skatertime School, classroom rug, cultural books for EL program, and Riverbend field trip transportation
- \$1,056.25 donation to the Greenvale Park Elementary School snack program

C. Personnel Items

a) Appointments

1. Nathan Bisel, Winter and Spring Recreation Position with Community Services, beginning 2/8/2020-5/31/2020; \$10.00/hr.
2. Christian Heuchert, Recreation Position with Community Services, beginning 2/3/2020-5/31/2020; Lifeguard \$11.14/hr. Program Supervisor (aquatics) \$11.64/hr. General Recreation (aquatics) \$11.00/hr.
3. Samantha Ims, Winter and Spring Recreation Position with Community Services, beginning 2/8/2020-5/31/2020; \$10.00/hr.
4. Betty Kline, Head Custodian at Greenvale Park, beginning 2/5/2020-2/29/2020; Step 6-\$26.17/hr.
5. Brianna Peterson, Winter and Spring Recreation Position with Community Services, beginning 2/1/2020-5/31/2020; Program Supervisor \$11.14/hr.
6. Johan Ponciano, Special Ed EA PCA for 5.75 hours/day at the High School, beginning 2/10/2020-6/5/2020; Step 3-\$16.63/hr.
7. Shelby Rodeman. Special Ed EA PCA for 7.75 hours/day at Greenvale Park, beginning 2/7/2020-6/5/2020; Gen Ed Step 1-\$15.34/hr. Special Ed Step 1-\$15.93/hr.
8. Nicholas Touchette, Winter and Spring Recreation Position with Community Services, beginning 2/8/2020-5/31/2020; \$10.00/hr.

b) Increase/Decrease/Change in Assignment

1. Chrissy Alexander, Gen Ed EA for 2.75 hours/day at Greenvale Park, change to Gen Ed EA for 3.0 hours/day at Greenvale Park, effective 2/3/2020-6/5/2020.
2. Russell Boyington, Gen Ed EA for 2.0 hours/day at Greenvale Park, change to Gen Ed EA for 2.25 hours/day at Greenvale Park, effective 2/3/2020-6/5/2020.
3. Melissa Kaderlik, Special Ed EA PCA for 5.50 hours/day and Gen Ed for 1.50 hours/day at Sibley, change to Special Ed EA PCA for 5.90 hours/day and Gen Ed for 1.10 hours/day at Sibley, effective 1/6/2020-6/5/2020.
4. Adam Karsko, 1.0 FTE Head Custodian at Greenvale Park, change to 1.0 FTE Head Custodian at the High School, effective 2/5/2020; Step 5-Head Custodian
5. Stephanie Mahal, Occupational Therapist with the District, add an overload, effective 11/11/2019-3/20/2020.
6. Steve Taggart, IT Teacher at the Middle School, add an overload for Robotics at the High School, effective 01/28/2020-6/5/2020.

c) Leave of Absence

1. Lisa Laine, EA at Greenvale Park, Family/Medical Leave of Absence, effective 2/5/2020 on an intermittent schedule for up to 60 work days.
2. Gabriela Nieves Marquez, ECFE Outreach Specialist with Community Services, Family/Medical Leave of Absence, effective 3/16/2020 for up to 60 work days.

d) Retirements/Resignations/Terminations

1. Matthew Crase, Assistant Track Coach at the Middle School, resignation effective 2/3/2020.
2. Ryan Driscoll, Student Council Advisor at Greenvale Park, resignation effective at the end of the 2019-2020 school year.
3. Sally Everson, EarlyVentures Site Leader with Community Services, termination effective 2/4/2020.
4. Kenneth Engen, Custodian Engineer at the High School, resignation effective 02/20/2020.

D. Grant Application Approval

School Psychologist Carrie Duba, as well as Greg Gelineau, Marnie Thompson, Meleah Follen, Katie Arnold, and Laura Stelter, requested School Board approval of a \$30,000 Social and Emotional Learning (SEL) programming grant request from the Minnesota Department of Education. The Northfield Middle School and the Northfield High School are seeking this funding to support and expand current practices and programs that provide a safe, accepting, positive and healthy learning environment for students and that promote social and emotional learning and mental wellness among our staff and students.

VII. Superintendent's Report

A. Items for Individual Action.

1. Transfer of District Property to the City of Northfield for Highway 246 Street Project. On a motion by Hardy, seconded by Iverson, the Board approved the Resolution Authorizing Donation of Property which declares the portion of district property, described collectively in Exhibits A-D, surplus and approves the donation of the property to the City of Northfield, contingent on the City's construction of the crosswalk and sidewalk extension as set forth herein, and authorizes the Board Chair and Clerk to execute necessary deeds to effect the intent of this Resolution.
2. Resolution Requiring Administration to Make Recommendations Regarding Programming and Staffing for Next Year. On a motion by Iverson, seconded by Baraniak, the Board approved the Resolution Requiring Administration to Make Recommendations Regarding Programming and Staffing for Next Year to authorize the administration to make recommendations for additions and reductions in programs and for adding or discontinuing positions. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinnell, Baraniak, Iverson, and Pritchard. No one voted 'no'.

VIII. Items for Information

- A. Renaming Existing Greenvale Park Elementary. Director Bailey provided the Board an update on the process underway for soliciting input on the renaming of the current Greenvale Park Elementary School for its transition to a district-wide early childhood and community education center. She also provided the Board information about re-branding the Community Services division along with the move to this facility.
- B. Construction Update #21. Director Bailey updated the Board on the District's construction projects.
- C. Enrollment Report. Director Bailey reviewed the February 2020 enrollment report.

IX. Future Meetings

- A. Monday, February 24, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
- B. Thursday, February 27, 2020, 5:00 p.m., Special Board Meeting, NHS Media Center
- C. Monday, March 9, 2020, 7:00 p.m., Regular Board Meeting, NHS Media Center
- D. Monday, March 30, 2020, 5:00 p.m., Special Board Meeting, NHS Media Center

X. Adjournment

On a motion by Stratmoen, seconded by Quinnell, the Board adjourned at 7:54 p.m.

Noel Stratmoen  
School Board Clerk

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 12<sup>th</sup> day of February, 2020, 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**

Check # 2151 \$10,773.00 donation for fee waivers.

Northfield Booster Club

Donor

By: Received in High School office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 18<sup>th</sup> day of February, 2020, by and between Dakota Electric Association (DCTC Foundation) 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**

\$3,000.00 for Dakota Electric Fund Scholarship, check #5122.

Dakota Electric Association (DCTC Foundation)

Donor

By: Received in District office

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk

## RESOLUTION ACCEPTING DONATIONS

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

**WHEREAS**, Minnesota Statutes 123B.02, Sub. 6 provides: “ The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

**WHEREAS**, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

**WHEREAS**, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

**THEREFORE, BE IT RESOLVED**, that the School Board of Northfield Public Schools, ISD 659, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Northfield Booster Club	\$10,773.00	Fee waivers
Dakota Electric Association	\$ 3,000.00	Dakota Electric Fund Scholarship

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

By: Julie Pritchard, Chair

By: Noel Stratmoen, Clerk

**Co-Curricular Coach/Advisor Matrix | Recommended Transfer of Funds | January 29, 2020**

**Molly Viesselman, Director of Human Resources**

The 2017-19 Master Agreement with the Northfield Education Association changed the way co-curricular positions are added, eliminated, and modified. In the past, the District negotiated the specific number of coaching or advisor positions for each activity and the amount of stipend each position would receive based on its placement on the co-curricular salary schedule (commonly referred to as Schedule C). After the settlement of the agreement, the School Board will approve the additions, reductions, or modifications to positions and the associated stipend amount recommended by the District’s co-curricular committee. The co-curricular committee is led by the Activities Director and includes coaches, advisors, and administrators. The salary schedule itself remains in the NEA Master Agreement and the stipend amounts for each “level” will still be part of the negotiations process with the NEA.

<b>Recommended Changes</b>		
<b>Position</b>	<b>Total Cost</b>	<b>Rationale</b>
Transfer funds from 1 assistant dance coach (Level F, Step 1) to Boys Assistant LaCrosse (Level H, Step 1)	-\$3,336	Numbers are down in Dance and the team will still have 1 head coach, 2 assistants and 1 assistant hourly.
Add 1 full-time assistant boy’s LaCrosse - funding transferred from Dance (Level H, Step 1)	\$2,531	Numbers are way up in LaCrosse and additional coaching staff is needed. This increases the Boy’s LaCrosse by .50 FTE (1 head and 2 assistants).
Shift the .50 FTE position from Boy’s LaCrosse to Girls LaCrosse creating a full-time position (Level H, Step 1)	-\$1,265.50	Number are way up in LaCrosse and additional coaching staff is needed. This increases the Girl’s LaCrosse by .50 fTE (1 head and 2 assistants)
Add .50 FTE from Boy’s part-time position to Girl’s LaCrosse (shifted from Boy’s LaCrosse - Level H , Step 1)	\$1,265.50	Number are way up in LaCrosse and additional coaching staff is needed. This increases the Girl’s LaCrosse by .50 fTE (1 head and 2 assistants)
Totals	-\$805.00	<b>*Note: This is the best approximation at this time.</b>

Salaries based on the 2019-2020 co-curricular salary schedule. These rates will change for the 2020-2021 school year.



Construction Update No. 22  
 Presented to the Board on 02.24.2020  
 Matt Hillmann, Ed.D., Superintendent of Schools

Purpose: The purpose of the construction update summary at each Board meeting is to provide information regarding the five construction projects authorized by the public in November 2018. You can view a full history of the construction updates at [www.northfieldschools.org/construction](http://www.northfieldschools.org/construction).

Project	Expected Project Cost	Expected Start Date	Expected Completion Date
Bridgewater Elementary	\$2.13 million	June 2019	✓
Greenvale Park (new)	\$27.62 million	August 2019	August 2020
Sibley Elementary	\$7.38 million	November 2019	August 2020
GVP Early Childhood Center (remodeling)	\$859,000	June 2020	August 2020
Longfellow School (remodeling)	\$837,000	September 2020	December 2020

**February 2020**

- The bid opening for the Greenvale Park renovation will take place on February 20. There will be a special board meeting on February 27 to approve the bids.
- POC met on February 18 to discuss design and construction updates.
- Construction continues at both Greenvale Park and Sibley.