

INDEPENDENT SCHOOL DISTRICT 659
SPECIAL SCHOOL BOARD MEETING
Tuesday, July 23, 2019 3:30 PM
Northfield High School Media Center

AGENDA

- I. Call to Order
- II. Agenda Approval/Table File
- III. Public Comment
- IV. Superintendent's Report
 - A. Items for Individual Action
 - 1. Long-Term Facilities Maintenance and Ten-Year Plan
- V. Adjournment

**NORTHFIELD PUBLIC SCHOOLS
MEMORANDUM**

Tuesday, July 23, 2019, 3:30 PM
Northfield High School Media Center

TO: Members of the Board of Education
FROM: Matthew Hillmann, Ed.D., Superintendent
RE: Explanation of Agenda Items for Tuesday, July 23, 2019, Special 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. Superintendent's Report
 - A. Items for Individual Action
 - 1. Long-Term Facilities Maintenance and 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.

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

FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection					Revised 6/04/2019										
659	<= Type in School District Number														
	Northfield Public School District			Change only											
		if requiring levy adjustments		Payable 2019 LLC Certification	Current Estimate										
Calculations for Ten Year Projection			Pay 19 LLC #	FY 2019	FY 2020	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
1	Type your district number in cell A2 (Minneapolis = 1.2)														
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 17 to 18, 20, 21, 26, 27 and 50														
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33														
4	Look-up data from following tabs														
5	Initial Formula Revenue														
6	Current year APU	57		4,382.40	4,409.24	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application				4,409.24	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97	4,305.97
6b	Total Adjusted Pupil Units = (6) + (6a)														
7	District average building age (uncapped)	451		36.96	36.96	37.96	38.96	39.96	40.96	41.96	42.96	43.96	44.96	45.96	
8	Formula allowance			\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35'		452		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)		453		1,665,312	1,675,512	1,636,268	1,636,268	1,636,268	1,636,268	1,636,268	1,636,268	1,636,268	1,636,268	1,636,268
11	Added revenue for Eligible H&S Projects > \$100,000 / site														
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess		702			1,044,330	1,089,060	1,132,530	1,179,990	1,226,085	1,354,815	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)		756			-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)		701			-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)		755			-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue		767			-	-	-	-	-	-	-	-	-	-
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site		455			-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) -(15) + (17) + (18)		456		996,351	1,044,330	1,089,060	1,132,530	1,179,990	1,226,085	1,354,815	-	-	-	-
	Added revenue for Pre-K remodeling (for VPK approvals only)														
20a	Net debt service for bonds approved for Pre-K remodeling		768			-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling		457			-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue					-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)		458			2,719,842	2,725,328	2,768,798	2,816,258	2,862,353	2,991,083	1,636,268	1,636,268	1,636,268	1,636,268
	Old Formula revenue														
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)		459		-	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess		701			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22					-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess		765			-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities debt revenue (1B) = (12) - (13)		766			1,044,330	1,089,060	1,132,530	1,179,990	1,226,085	1,354,815	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A) (these should match the pay as you go amounts calculated on the Alt Facilities Page 8 worksheet through FY 2020)		460			-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2020)		463			-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds		767			-	-	-	-	-	-	-	-	-	-
27b	LTFM "other" bonds for 1A hold harmless		769			-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))		466			282,192	275,582	275,582	275,582	275,582	275,582	275,582	275,582	275,582	275,582

FY 21 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 6/04/2019										
659 <= Type in School District Number														
Northfield Public School District			Change only											
			if requiring levy adjustments	Payable 2019 LLC Certification	Current Estimate									
Calculations for Ten Year Projection		Pay 19 LLC #	FY 2019	FY 2020	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029
29	Total old formula revenue = (21)+(24)+(25)+(26)+(27)+(27a)+(27b)+(28)	467	1,276,825	1,326,522	1,364,642	1,408,112	1,455,572	1,501,667	1,630,397	275,582	275,582	275,582	275,582	
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	468	2,661,663	2,719,842	2,725,328	2,768,798	2,816,258	2,862,353	2,991,083	1,636,268	1,636,268	1,636,268	1,636,268	
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	2,719,842	2,725,328	2,768,798	2,816,258	2,862,353	2,991,083	1,636,268	1,636,268	1,636,268	1,636,268	
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	471	-	-	-	-	-	-	-	-	-	-	-	
34	Grand Total LTFM Revenue (32) + (33)	472	2,661,663	2,719,842	2,725,328	2,768,798	2,816,258	2,862,353	2,991,083	1,636,268	1,636,268	1,636,268	1,636,268	
Aid and Levy Shares of Total Revenue														
35	For ANTC & APU, three year prior date		2017	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
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 (lesser 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 (lesser of (34) or (6) * (8))	473	1,665,312	1,675,512	1,636,268	1,636,268	1,636,268	1,636,268	1,636,268	1,636,268	1,636,268	1,636,268	1,636,268	
44	Initial LTFM State Aid (42) * (43)	479	589,647	593,258	583,077	608,210	602,706	577,924	577,920	577,928	577,886	577,923	577,880	
45	Old formula Grandfathered Alternative Facilities Aid	481	-	-	-	-	-	-	-	-	-	-	-	
46	Total LTFM State Aid (Greater of (44) or (45))	482	589,647	593,258	583,077	608,210	602,706	577,924	577,920	577,928	577,886	577,923	577,880	
47	Total LTFM Levy (34) - (46) (including coop/intermediate	485	2,072,017	2,126,584	2,142,251	2,160,588	2,213,552	2,284,429	2,413,163	1,058,340	1,058,382	1,058,345	1,058,388	
Debt Service Portion of Revenue (non-grandfather districts)														
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 (lesser 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		-	-	-	-	-	-	-	-	-	-	
General Fund Portion of Revenue (non-grandfather districts)														
57	Total General Fund Revenue = (34) - (51)	491		1,515,335	1,474,621	1,473,308	1,472,153	1,471,156	1,475,566	1,474,726	1,474,043	1,636,268	1,636,268	
58	General Fund Equalized Revenue = (43) - (52)	492		471,005	385,561	340,778	292,163	245,071	120,751	1,474,726	1,474,043	1,636,268	1,636,268	
59	Total General Fund Aid = (46) - (53)	493		166,771	137,393	126,669	107,616	86,558	42,648	520,871	520,593	577,923	577,880	
60	General Fund Equalized Levy = (58) * (41)	494		304,233	248,168	214,109	184,547	158,512	78,102	953,854	953,451	1,058,345	1,058,388	
61	General Fund Unequalized levy = (57) - (58)	495		1,044,330	1,089,060	1,132,530	1,179,990	1,226,085	1,354,815	0	0	0	0	
62	Total General Fund Levy = (60) + (61)	496		1,348,563	1,337,228	1,346,639	1,364,537	1,384,597	1,432,917	953,854	953,451	1,058,345	1,058,388	
Notes:														
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	
Instructions: 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:		7/23/2019								
District Number:		0659-01		Email:		VMERTESDORF@NORTHFIELDSCHOOLS.								
District Contact Name:		VAL MERTESDORF, DIRECTOR OF FINANCE												
Contact Phone #		507-663-0620												
Expenditure Categories				Fiscal Year (FY) Ending June 30										
				2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.														
Finance Code	Category (1)													
347	Physical Hazards			\$28,200	\$22,200	\$19,950	\$21,800	\$20,100	\$21,800	\$25,550	\$23,350	\$21,750	\$33,550	\$34,550
349	Other Hazardous Materials			\$13,200	\$13,300	\$17,000	\$17,500	\$9,100	\$6,200	\$5,800	\$12,900	\$13,700	\$5,900	\$10,500
352	Environmental Health and Safety Management			\$102,750	\$104,350	\$105,450	\$107,400	\$108,500	\$110,150	\$111,250	\$112,850	\$113,950	\$114,000	\$116,520
358	Asbestos Removal and Encapsulation			\$28,300	\$6,400	\$4,450	\$6,550	\$6,600	\$6,650	\$6,750	\$6,900	\$6,950	\$7,000	\$7,050
363	Fire Safety			\$29,280	\$57,300	\$27,650	\$26,150	\$40,350	\$26,500	\$26,700	\$42,700	\$27,100	\$27,700	\$34,300
366	Indoor Air Quality			\$43,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects			\$244,730	\$203,550	\$174,500	\$179,400	\$184,650	\$171,300	\$176,050	\$198,700	\$183,450	\$188,150	\$202,920
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year														
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
	Total Health and Safety Capital Projects \$100,000 or More			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151														
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
Accessibility														
Finance Code	Category (4)													
367	Accessibility			\$24,000	\$11,500	\$10,000	\$0	\$0	\$0	\$0	\$0	\$227,000	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects														
Finance Code	Category (5)													
368	Building Envelope			\$151,000	\$140,000	\$65,000	\$150,000	\$385,000	\$120,000	\$510,000	\$295,000	\$150,000	\$50,000	\$295,000
369	Building Hardware and Equipment			\$106,150	\$157,700	\$12,000	\$10,000	\$90,000	\$0	\$0	\$12,000	\$0	\$15,000	\$12,000
370	Electrical			\$29,209	\$68,000	\$85,000	\$20,000	\$90,000	\$0	\$0	\$0	\$85,000	\$13,000	\$0
379	Interior Surfaces			\$76,496	\$162,700	\$72,000	\$28,000	\$23,000	\$69,000	\$79,000	\$260,000	\$70,000	\$106,000	\$260,000
380	Mechanical Systems			\$43,000	\$302,500	\$120,000	\$0	\$0	\$0	\$500,000	\$400,000	\$300,000	\$1,000,000	\$400,000
381	Plumbing			\$45,163	\$2,000	\$15,000	\$0	\$45,000	\$90,000	\$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	\$0	\$1,050,000	\$755,000	\$500,000	\$0	\$1,800,000	\$0	\$0	\$500,000
384	Site Projects			\$461,900	\$110,500	\$83,500	\$145,000	\$736,500	\$196,000	\$74,000	\$141,000	\$37,000	\$140,000	\$141,000
	Total Deferred Capital Expense and Maintenance			\$912,918	\$943,400	\$452,500	\$1,403,000	\$2,124,500	\$975,000	\$1,163,000	\$2,908,000	\$642,000	\$1,324,000	\$1,608,000
Total Annual 10-Year Plan Expenditures				\$1,181,648	\$1,158,450	\$637,000	\$1,582,400	\$2,309,150	\$1,146,300	\$1,339,050	\$3,106,700	\$1,052,450	\$1,512,150	\$1,810,920

The background image shows a close-up of several people's hands and arms as they work together at a table. They are looking at and pointing to various architectural drawings and blueprints spread out on the surface. One person's hand is holding a white pen, ready to write or mark the plans. In the lower-left foreground, a white hard hat is partially visible, suggesting a construction or engineering context. The overall scene is brightly lit, with a warm, slightly blurred background that emphasizes the collaborative work in the foreground.

Northfield Schools LTFM and CAP 2019 Projects

High School

Hallway Brick Painting



High School

Locker Removal





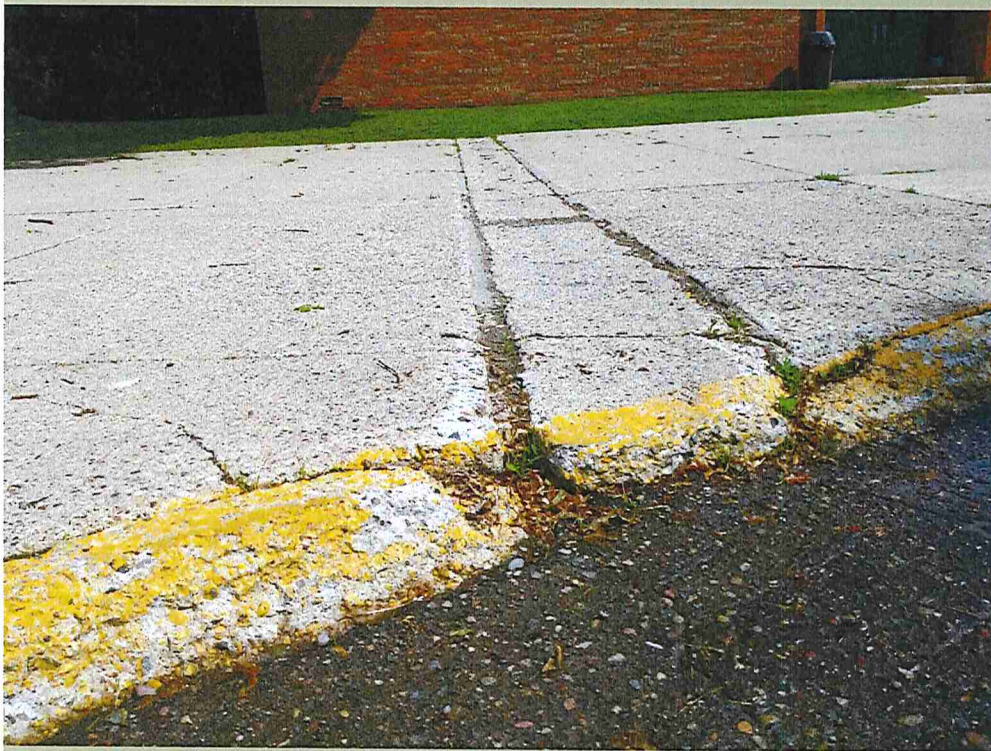
High School

Room Number Updates

(Discontinuing Use of Wing Names
in 2020)

High School

Sidewalk Repairs



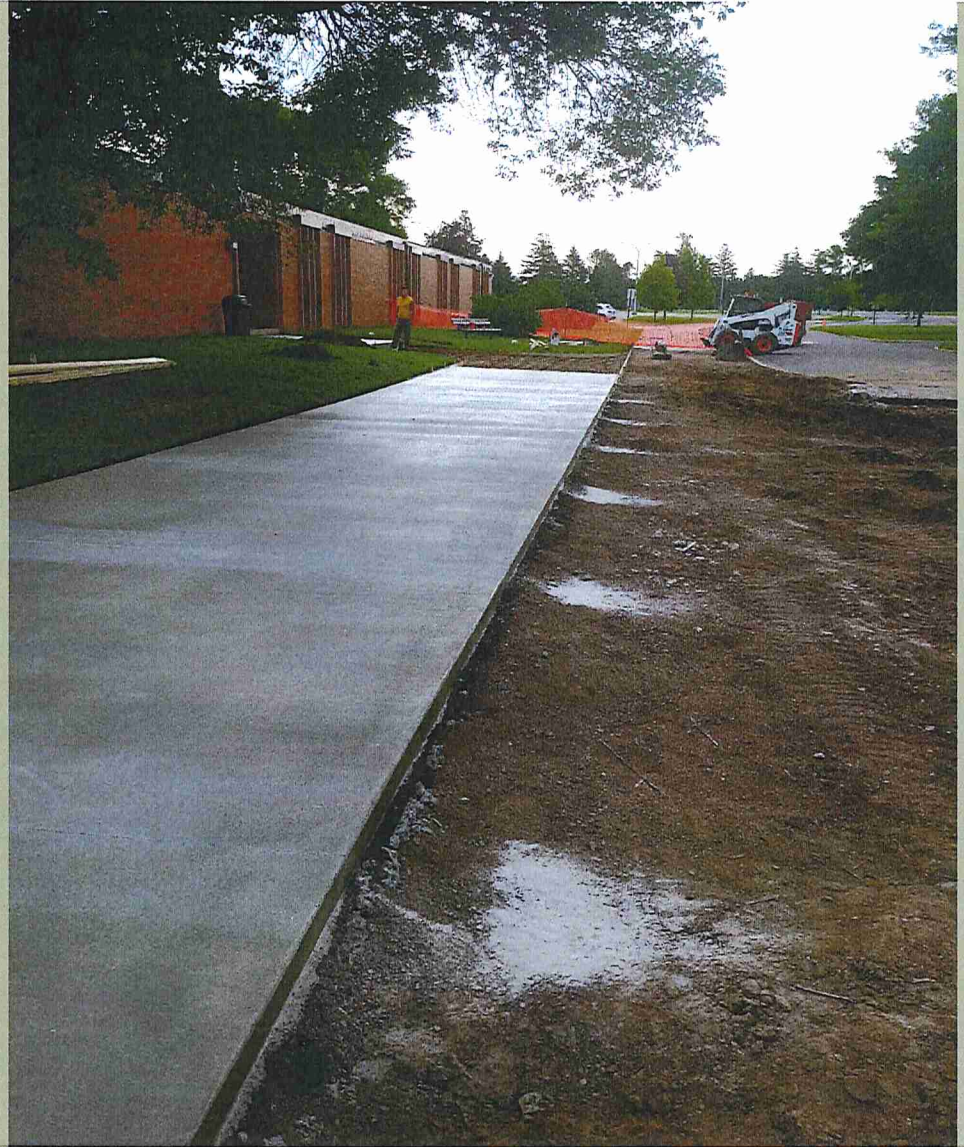
High School

Sidewalk Repairs



High School

Sidewalk Repairs (After)



High School

Sidewalk Repairs



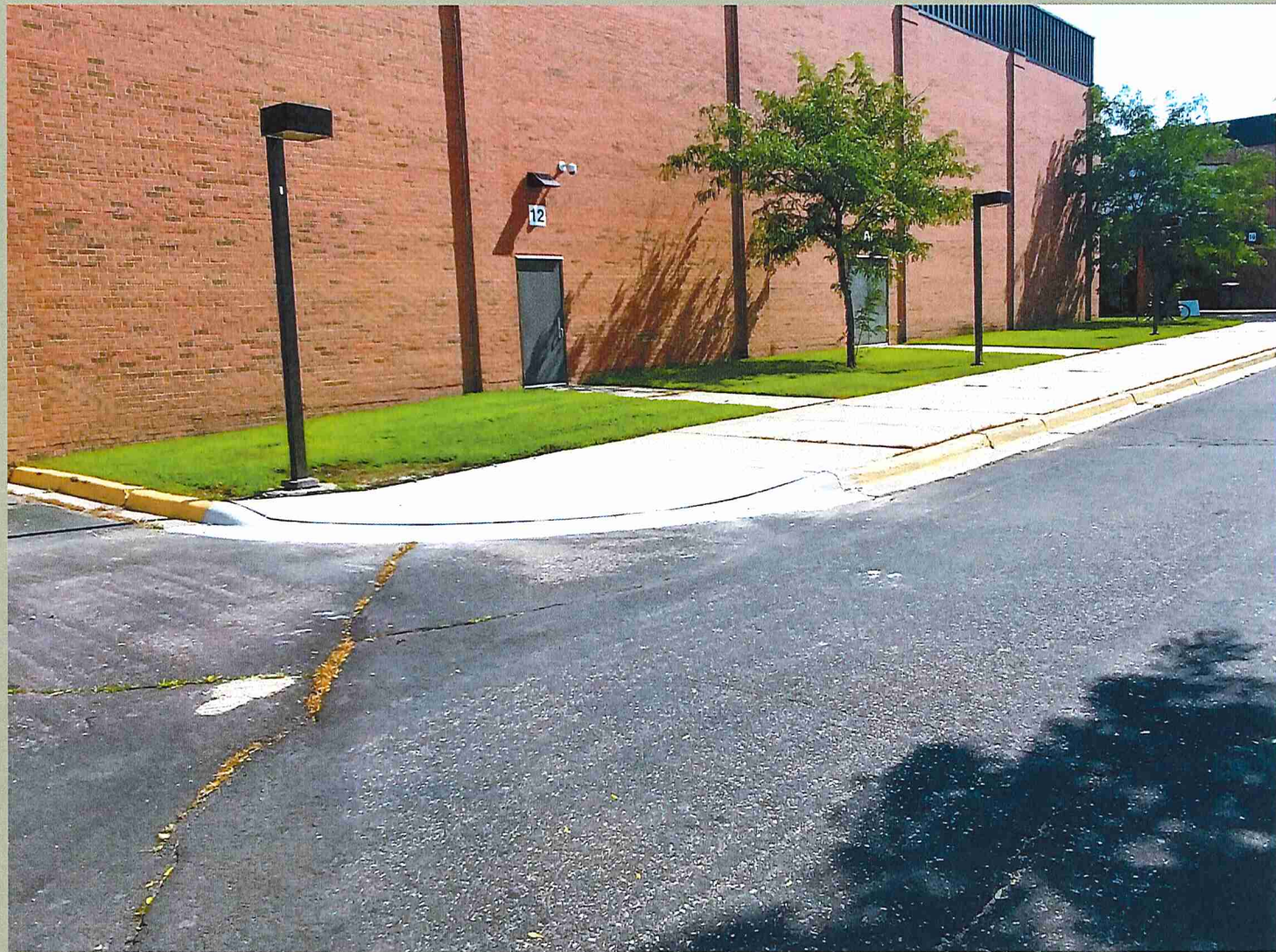
High School

Sidewalk Repairs



High School

Sidewalk
Repairs —
Handicap Ramp
Repair



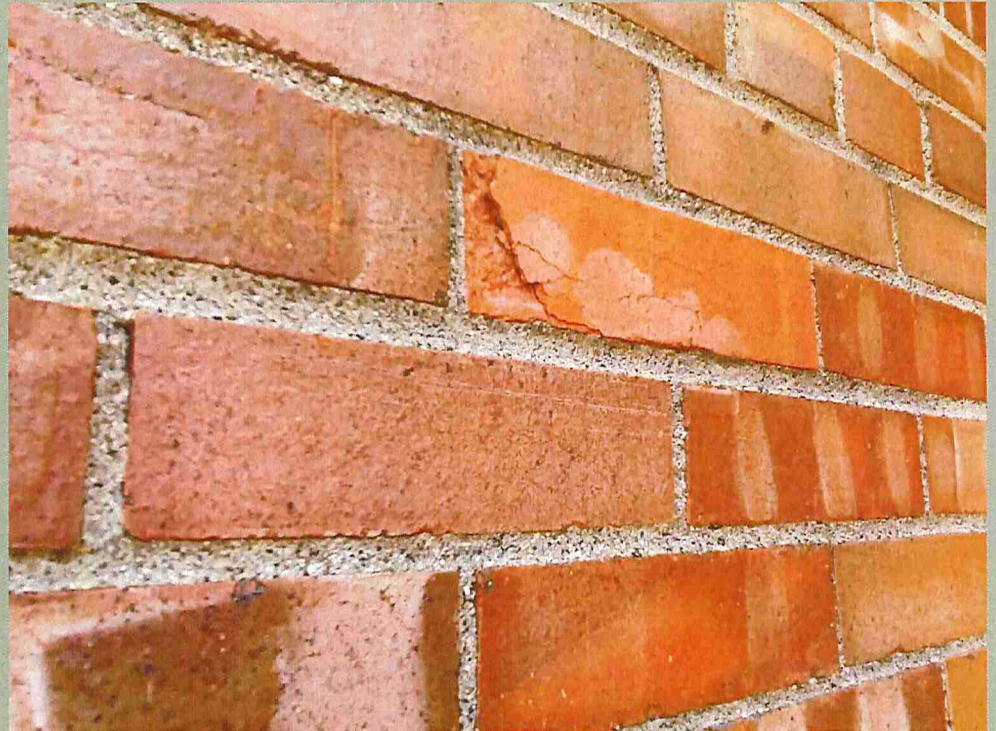
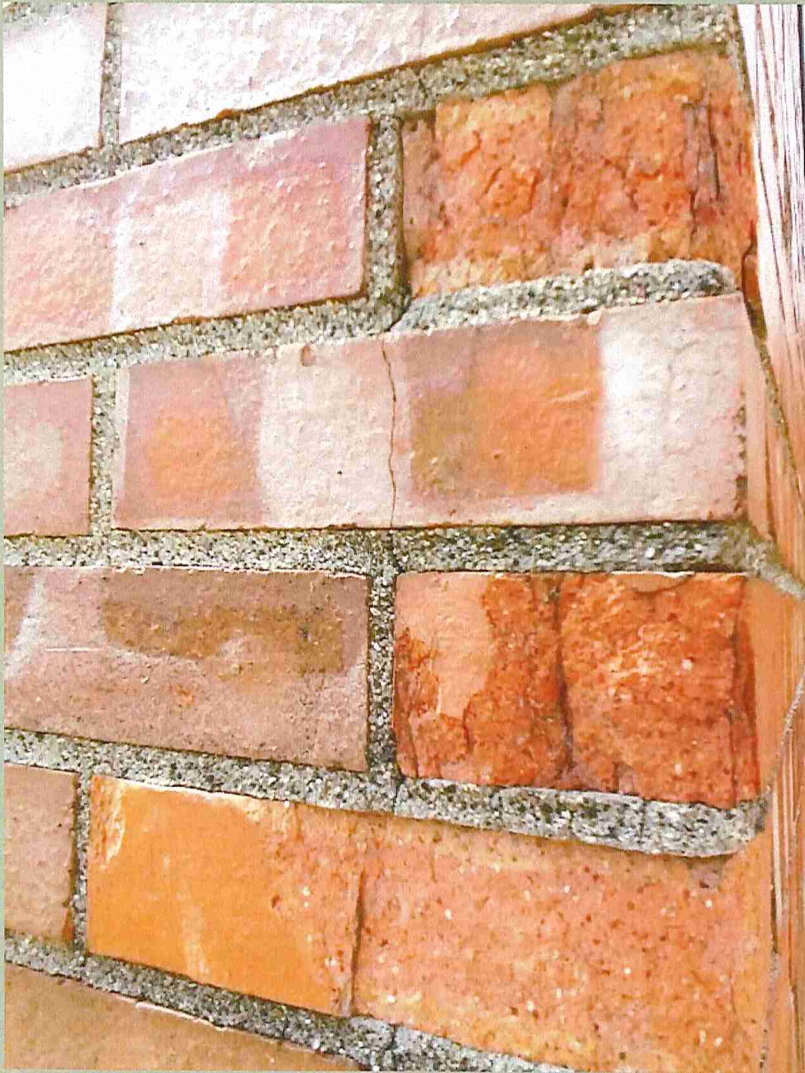


High School

Door 9 Erosion Repairs

High School

Exterior Brick Repairs & Tuckpointing



Middle School

Parking Lot Island Erosion Repairs



Middle
School

Riding Scrubber



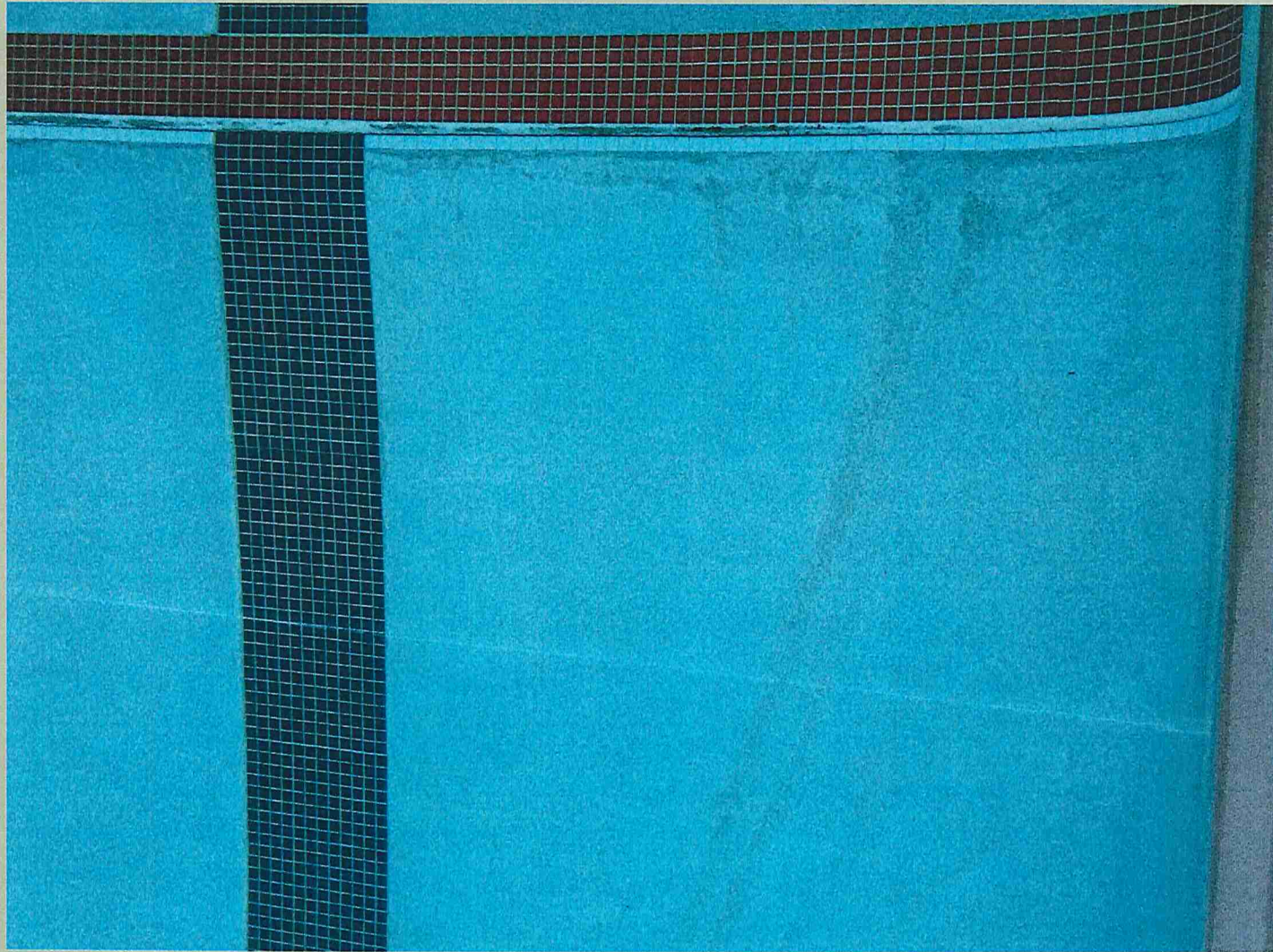
New Riding Scrubber

Old Riding Scrubber



Middle School

Pool Resurfacing
(Polish)



Middle School

Computer Lab
Floor Leveling



Middle School

Computer Lab
Floor Leveling



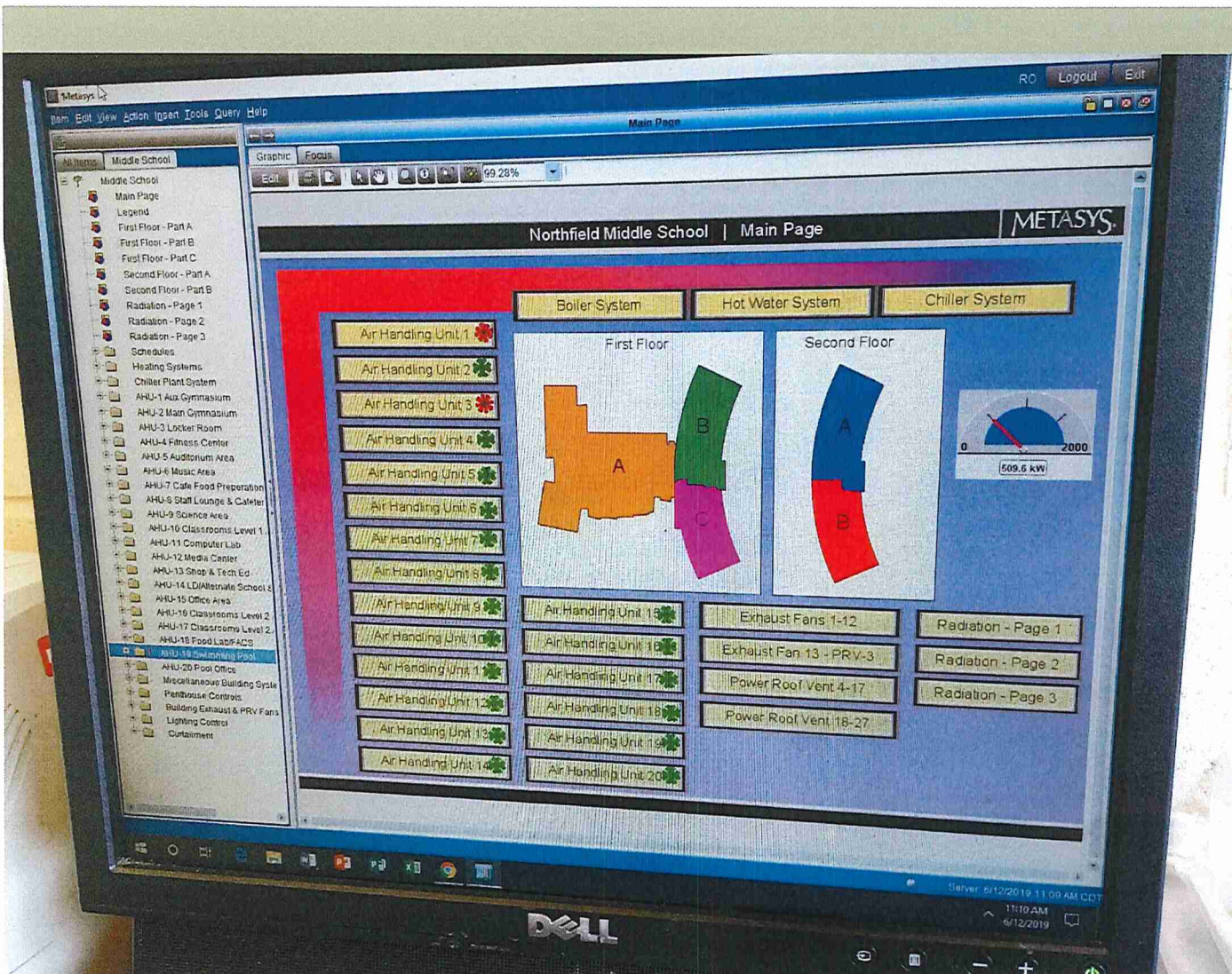
Middle School

Replace Window
Treatments



Middle School

Update Obsolete JCI Hardware



Sibley Elementary

Added Cement Pad to
ADA Play Area



Bridgewater Elementary

Front Office
Construction
Begins



Bridgewater Elementary

Front Office
Construction
Begins



Bridgewater Elementary

Front Office
Construction
Begins



Bridgewater Elementary

Front Office
Construction
Begins



Indoor Air Quality Management Plan

Northfield Public School District

7/1/2019

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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 ≥ 4

pCi/L. Corrective measures are taken in frequently-occupied rooms that have radon ≥ 4 pCi/L following Environmental Protection Agency (EPA) guidelines described in 'Reducing Radon in Schools: A Team Approach.' Re-testing is completed after corrective measures that reduce radon levels.

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

15. COMMUNICATION

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

The IAQ Coordinator is:

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

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

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

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

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

In the unlikely event of an IAQ emergency, the district will strive to accommodate the needs of students, parents, and staff. The media will be alerted when it is necessary to provide information

to a broader audience. Every effort will be made to share appropriate information as soon as it becomes available to the school district.

16. CONCERNS

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

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

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

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

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

17. PREVENTIVE MAINTENANCE AND OPERATIONS

Preventive maintenance means the routine inspection, cleaning, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC), local exhaust ventilation, and flooring. Preventive maintenance plays a major role in maintaining the quality of air, by assuring that the building systems are operating effectively and

efficiently. Moreover, it helps to maintain a comfortable temperature and humidity in occupied spaces.

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

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

18. TRAINING

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

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

19. RENOVATION

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

To the extent possible, major renovations are performed when school is not in session. If renovation projects must be performed while school is in session, the return air from any area being renovated is isolated from the main ventilation system. Other engineering controls, such as plastic sheeting and local exhaust ventilation, may be used to contain and minimize the distribution of dust and other contaminants produced by construction activities. Cleaning

operations are more frequent during and after renovation. The use of environmentally preferable building materials and products are specified in renovation and construction projects, where cost and quality are similar to conventional materials, such as EPA Safer Choice, Green Guard, Green Seal, Carpet and Rug Institute Green Label, and ANSI 208 certified.

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

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

20. MICROBIAL PREVENTION AND REMOVAL

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

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

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

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

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

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

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

21. ANIMALS IN SCHOOL BUILDINGS

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

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

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

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

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

22. CLEANING AND CHEMICALS

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

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

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

23. FLOORING AND FURNISHING

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

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

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

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

24. OUTDOOR AIR POLLUTION

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

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

25. PLANTS

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

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

26. EMERGENCY RESPONSE

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

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

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

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

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