

INDEPENDENT SCHOOL DISTRICT 659  
REGULAR SCHOOL BOARD MEETING  
Tuesday, November 13, 2018 7:00 PM  
Northfield High School, Media Center

**AGENDA**

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

This is an opportunity for residents of the Northfield School District to address the Board. You are requested to do so from the podium. After being recognized by the chair, each individual will identify themselves and the group they represent, if any. Please state your reason for addressing the Board. To ensure that all individuals have a chance to speak, speakers will be limited to one three-minute presentation. This is not a time to debate an issue, but for the Board to hear your comments. The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student, in open session. This includes the public comment portion of our meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate personnel - such as the building principal or superintendent - and not during an open meeting of the School Board.
- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
  - A. Bond Referendum Review
  - B. Strategic Plan Staff Survey
  - C. District Youth Council Presentation
- VI. Consent Agenda
  - A. Approval of Minutes
  - B. Gift Agreement
  - C. Personnel Items
- VII. Superintendent's Report
  - A. Items for Individual Action
    - 1. Resolution Canvassing the Results of the November 6, 2018 School Board Election.
    - 2. Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Duties.
    - 3. Resolution Canvassing the Results of the November 6, 2018 Special Election.
    - 4. Co-Curricular Additions or Reductions.
    - 5. Gymnastics Equipment Purchase.
    - 6. American Education Week Proclamation.
- VIII. Items for Information
  - A. Enrollment Options Report and Enrollment Report
  - B. Dundas Dome Lease Agreement for 2019
  - C. Management Plan for Lead-in-Water/Policy
- IX. Future Meetings
  - A. Monday, November 26, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
  - B. Monday, December 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
  - C. Monday, January 14, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center
- X. Adjournment

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- IV. Announcements and Recognitions
- V. Items for Discussion and Reports
  - A. Bond Referendum Review

Superintendent Hillmann will provide an overview of the successful November 6, 2018 bond referendum.
  - B. Strategic Plan Staff Survey

Superintendent Hillmann will review the results of the annual strategic plan check-in survey.
  - C. District Youth Council Presentation

Members of the District Youth Council will present an outline of DYC's progress from last year and their goals going forward.
- VI. Consent Agenda
  - A. Minutes

The Board is asked to approve the Minutes of the October 22, 2018 Regular School Board meeting.
  - B. Gift Agreement

The Board is asked to approve the following gift agreement.

    - \$1,000 from Greenvale Park PTO for BrainPop subscription in Media Center.
  - C. Personnel Items
    - a) Appointments
      - 1) CORRECTION: Lauren Weber, Tennis Coach for 1.5 hours/day with Community Services, beginning 01/01/2019-05/31/2019; \$9.65/hr.
      - 2) Gloria Alvarado, Spec Ed EA-PCA for 4 hours/day at the Middle School, beginning 11/09/2018-06/07/2019; Spec Ed, Step 1-\$15.62/hr.
      - 3) Paul Beck, Band Lessons Teacher for 8 hours/day 1 day/wk at the Middle School, beginning 11/06/2018-06/07/2019; MA+60, Step 15

- 4) Craig Cardinal, Assistant Nordic Ski Coach for 2 hours/day for 4 days/wk at the High School, beginning 11/12/2018; Level G, Step 1
  - 5) Melissa Gregory, Targeted Services PLUS Site Assistant for up to 1.5 hours/day Mon.-Thurs. at Sibley, beginning 11/6/2018-05/02/2019; Step 1-\$12.88/hr.
  - 6) Shannon Kuball, 1.0 FTE Enrichment Coordinator with Community Services, beginning 11/26/2018. \$57,146 prorated for 2018-19, + Step 4-\$3,500 prorated for 2018-19.
  - 7) Leigh Langehough, Assistant Nordic Ski Coach-hourly for 2 hours/day for 5 days/wk at the High School, beginning 11/12/2018; \$14.00/hr.
  - 8) Mitchel May, Assistant Weightlifting Team Coach for 2 hours/day for 5 days/wk at the High School, beginning 11/12/2018; Level I, Step 1
  - 9) Nathan Porath, Assistant Nordic Ski Coach for 2 hours/day for 2 days/wk at the High School, beginning 11/12/2018; Level G, Step 1 30% Stipend
  - 10) Paul Putt, 1.0 FTE Long Term Substitute Special Education Teacher LD/EBD at the High School, beginning on or about 12/05/2018-02/13/2019. MA, Step 8.
  - 11) Hannah Ringlien, Community Recreation Position for 2.5 hours/day for up to 25 days with Community Services, beginning 11/3/2018-05/31/2019; Lifeguard \$10.00/hr., Swim Aide \$9.65/hr., Class Lead \$10.50/hr.
- b) Increase/Decrease/Change in Assignment
1. Nives Bakic, Spec Ed EA at the Middle School, add Bus EA for approximately 2 hours/day with the District, effective 09/04/2018-06/07/2019.
  2. Whitney Docken, Speech and Language Pathologist at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.25 hours/day Mon.-Thurs. at Greenvale Park, effective 10/23/2018-05/02/2019; Yr. 2-\$27.11/hr.
  3. Paul Eddy, Teacher at the High School, add Assistant Girls Basketball Coach-hourly at the High School, effective 11/12/2018; \$18.00/hr.
  4. Ken Engen, Custodian at the High School Tuesday-Saturday, change to Custodian at the High School, Monday-Friday, effective 10/29/2018.
  5. Stephanie Ennis, Teacher at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Greenvale Park, effective 10/29/2018-05/02/2019; Yr.3-\$27.11/hr.
  6. Tammy McDonough, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 1.5 hours/day Mon.-Thurs. at the Middle School, effective 10/25/2018-05/02/2019; Yr. 4-\$27.73/hr.
  7. Lynsi Sherry, Psychologist at Greenvale Park, add Targeted Services PLUS Teacher for up to 1.25 hours/day Mon.-Thurs. at Greenvale Park, effective 10/24/2018-05/02/2019; Yr. 2-\$27.11/hr.
- c) Leave of Absence
1. CORRECTION: Roanne Johnson, Special Ed Teacher at Bridgewater, Family/Medical Leave of Absence, effective 11/26/2018-12/19/2018.
  2. Brent Rauk, Teacher at Bridgewater, Family/Medical Leave of Absence, effective 11/19/2018-01/02/2019 (1/3/2019-1/4/2019 work half days return to full-time 1/7/2019).
  3. Jessica Rushton, Special Ed EA at Sibley, Family/Medical Leave of Absence, effective 11/2/2018-11/23/2018.
- d) Retirements/Resignations/Terminations
1. Bill Blaisdell, Custodian at the High School, termination effective 10/11/2018.
  2. Gabby Lien, Targeted Services PLUS Student Site Assistant at Bridgewater, declined position effective 11/1/2018.
  3. Budda Rose-Buchta, EA at Greenvale Park, termination effective 10/24/2018.

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

## VII. Superintendent's Report

### A. Items for Individual Action

1. Resolution Canvassing the Results of the November 6, 2018 School Board Election.

The School Board election was held on November 6, 2018. We are recommending that the Board adopt the Resolution Canvassing Returns of Votes of the School District's General Election as enclosed.

**Superintendent's Recommendation:** Motion to approve the adoption of the Resolution Canvassing Returns of Votes of the School District's General Election as presented.

2. Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Duties.

The Board is asked to adopt the Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties as presented.

**Superintendent's Recommendation:** Motion to adopt the Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties as presented.

3. Resolution Canvassing the Results of the November 6, 2018 Special Election.

The bond referendum election was held November 6, 2018. The Board is asked to adopt the enclosed Resolution Canvassing Returns of Votes of the School District Special Election as presented.

**Superintendent's Recommendation:** Motion to adopt the Resolution Canvassing Returns of Votes of the School District Special Election held on November 6, 2018, on the question of shall the board of Independent School District No. 659 (Northfield Public Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$40,975,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction and equipping of a new elementary school facility; the construction of additions to and renovations of the Bridgewater and Sibley Elementary School sites and facilities; the construction of renovations and improvements to the Longfellow School; and the construction of renovations and improvements to the Greenvale Park Elementary School to convert that facility for use as an early childhood center (question 1) of which 8,869 voted in favor, and 5,367 voted against the same. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.

4. Co-Curricular Additions or Reductions.

The Board is asked to approve the co-curricular additions, reductions, or modifications to positions and the associated stipend amount recommended by the District's co-curricular committee.

**Superintendent's Recommendation:** Motion to approve the co-curricular additions, reductions, or modifications to positions and the associated stipend amount recommended by the District's co-curricular committee as presented.

5. Gymnastics Equipment Purchase.

Director of Finance Val Mertesdorf is asking for approval to purchase official competition gymnastics equipment using funds from our operating capital fund balance. Due to unforeseen construction delays in Farmington, the facility is unavailable until late 2018 or early 2019.

**Superintendent's Recommendation:** Motion to approve the purchase of official competition gymnastics equipment as presented.

6. American Education Week Proclamation.

American Education Week is November 12-16, 2018. In recognition of the 97th annual observance of American Education Week, the Retired Educators Luncheon was held on October 24th and co-sponsored by the Northfield Education Association (NEA).

**American Education Week Proclamation**

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping young Americans with both practical skills and broader intellectual abilities, schools give them hope for, and access to, a productive future; and

WHEREAS, education employees—be they custodians or teachers, bus drivers or educational assistants, office employees or administrators —work tirelessly to serve our children and communities with care and professionalism; and

WHEREAS, schools are community linchpins, bringing together adults and children, educators and volunteers, business leaders, and elected officials in a common enterprise;

NOW THEREFORE, the Northfield Public Schools Board of Education does hereby proclaim November 12-16, 2018, as the 97th annual observance of American Education Week.

**Superintendent's Recommendation:** Motion to approve the American Education Week Proclamation as presented.

VIII. Items for Information

- A. Enrollment Options Report and Enrollment Report. Student Information Systems Specialist Christine Neset has provided the enclosed 2018-2019 Enrollment Options Report. Superintendent Hillmann will review this report as well as the Enrollment Report for November 2018 included in the packet.
- B. Dundas Dome Lease Agreement for 2019. Enclosed is a lease agreement between Northfield Public Schools and Dundas Dome for the time period January 1, 2019 through December 31 2019. There are no changes to the 2019 lease from the 2018 lease. Rent for the full facility is \$450 per hour, not to exceed 90 hours within the lease term.
- C. Management Plan for Lead-in-Water. Director of Buildings and Grounds Jim Kulseth will present the proposed District Management Plan for Lead-in Water. The Board will be asked to approve the plan at the November 26, 2018, regular meeting.

IX. Future Meetings

- A. Monday, November 26, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, December 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, January 14, 2019, 7:00 PM, Regular Board Meeting, NHS Media Center

X. Adjournment

## 2018 Bond Referendum Election Final Report Superintendent Matt Hillmann, Ed.D. | 11.13.2018

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Northfield School District voters approved the \$40.975 million bond referendum at the November 6, 2018, general election with 8,869 votes (62%) in favor and 5,367 votes (38%) against.

The District is grateful for this tremendous voter engagement and we cannot thank our voters enough for the confidence these results show in the District's students, staff, and administration. We will honor their confidence by ensuring vision, due diligence, and relentless oversight of the projects associated with the bond referendum.



The District's communication plan for the bond referendum was well-received and complimented often. The following strategies were used:

- The District's informational website contained text and video resources, a tax impact calculator, and a frequently asked questions document.
- District social media accounts were used to remind followers about the election and point them to informational resources. There were 12 posts specific to the referendum. On the District's Facebook page, those posts earned 170 "likes," were "shared" 146 times and reached 19,526 users.
- There were more than 40 opportunities to share information directly with voters. This includes the four public presentations/tours at Greenvale Park, interviews on KYMN radio, parent meetings, and presentations to community organizations like Rotary and the Chamber of Commerce.
- Three pieces of direct mail were sent to District residents: a postcard highlighting the election in September, a bond referendum guide in October, and a final reminder letter including a sample ballot and tax impact table in November just before the election.
- Informational stickers were placed on popcorn boxes at Raider football, informational graphics placed on all Raider activity programs, and informational stickers placed on water bottle sold at the Greenvale Park PTO fundraiser. All stickers gave directions about where to get more information.
- Informational postcards tucked inside programs for the NHS orchestra concert and all-District band concert including directions about where to get more information.
- The strategic use of informational public signage publicizing the vote and how to get more information.
- Informational radio spots on KYMN during the *Morning Show with Jeff Johnson*, *The Wayne Eddy Affair*, and Raider activity broadcasts providing basic context and directions to get more information.
- Two official district op-ed pieces in the *Northfield News*.
- Three posts on the Superintendent's blog and shared via District social media channels.

So, What's Next?

- Canvass election results (tonight)
- Request for Proposals are being developed for:
  - Architectural Services
  - Construction Management Services
  - Financial Investment Services
- Design teams (December)

To: Board of Education

From: Matt Hillmann, Ed.D., Superintendent of Schools

Date: November 8, 2018

RE: Strategic Plan “Check In” results

The “Strategic Plan Check-In Survey” was distributed to all Northfield School District staff members via the October 10<sup>th</sup> and 24<sup>th</sup> editions of the *District Staff Newsletter*. A total of 55 individuals participated in the survey compared to 79 participants in 2017.

The attached report provides an analysis of the survey, which included the following five questions:

1. Are you aware of the current Northfield School District Strategic Plan?
2. On a scale of 1 to 4, how well do you understand our strategic plan and the role you play in its success?
3. What is your belief about the achievability of the near term and ongoing priorities?
4. Do you view decision making in the district as aligned with the strategic plan?
5. Please add any additional comments about our strategic plan below.

The first four questions were based on a four-point Likert Scale.

The report shows that there is slight dip in awareness of the strategic plan. This could be due to a lower number of respondents. The report also shows there was improvement in understanding of the strategic plan and explicitly communicated alignment of decision-making with the strategic plan.

**Fall 2018 Strategic Plan Survey Results**  
**55 responses**

**Percent of 3 and 4 Ratings**  
**All Buildings by Question**

Question	2018 Percent of Respondents Answering 3 and 4	2017 Percent of Respondents Answering 3 and 4
Awareness	89.1	92.4
Understanding	89.1	89.9
Achievability Belief	92.8	88.6
Decision Making Alignment	90.9	82.9

**Percent of 3 and 4 Ratings**  
**By Building (# of Respondents)**

Building	Awareness	Understanding	Achievability Belief	Decision Alignment
ALC (0)	N/A	N/A	N/A	N/A
Bridgewater (6)	50%	67%	83%	100%
Community Services (1)	100%	100%	100%	100%
District Office (6)	100%	100%	83%	100%
Greenvale Park (9)	89%	89%	89%	100%
High School (14)	93%	86%	93%	79%
Longfellow/not ALC (2)	100%	50%	100%	100%
Middle School (10)	90%	90%	100%	89%
Sibley (7)	100%	100%	100%	86%



**Fall 2018 Strategic Plan Survey Results**  
**55 responses**

**Average Score**  
**All Buildings by Question**

Question	Average Score 2018	Average Score 2017
Awareness	3.4	3.5
Understanding	3.3	3.2
Achievability Belief	3.2	3.2
Decision Making Alignment	3.3	3.2

**Average Score**  
**By Building**

Building	Awareness	Understanding	Achievability Belief	Decision Alignment
ALC	N/A	N/A	N/A	N/A
Bridgewater	2.5	2.7	3.0	3.2
Community Services	4.0	4.0	3.0	4.0
District Office	4.0	3.3	3.3	3.7
Greenvale Park	3.6	3.6	3.3	3.4
High School	3.3	3.2	3.2	3.0
Longfellow/not ALC	3.0	2.5	3.0	3.0
Middle School	3.3	3.5	3.2	3.3
Sibley	3.6	3.4	3.1	3.3

## Individual Comments (7)

- The strategic plan is fairly broad, and most decisions can be aligned easily as an afterthought.
- I believe some decisions align well with our strategic plan and include teacher input, however some decisions made seem to be made mostly on data and not always the learner. I think we need to be very careful when choosing programs, for example Reading Plus and the requirement of ALL students because it may not be worth every learners time. This is one example of a program choice that didn't include input from teachers but is taking ALOT of instructional time.
- The strategic plan is really not discussed on a regular basis or in concrete ways that can help every day learners at our building level. It is not something that we are reminded to focus on daily...or weekly...or monthly. If this is a critical district component, then people should always have a nugget or two to think about each week and solid-attainable ways to make change. Goals are great but they require action in order to become a ""new"" reality.
- And this piece...Spaces that are modern, innovative, creative and flexible.
- The space alone doesn't make the learning innovative...or creative...the people in the room (teachers...leaders) do. There should/could be more emphasis on helping people to become flexible and creative educators. Hiring people who are going to challenge others to be thinkers, innovators, creators and doers in the world...
- I would like to see the students at the HS stay inside at lunch. I think the security issue is high when we let them out. The front door security won't matter much if all the students are outside when the unthinkable happens.
- The mission statement is very clear. The decision making in the district is very well aligned with the mission statement. My only big concern relates to class sizes. I am unclear on how we are going to develop a long-term solution that allows for reasonable class sizes while maintaining financial stability. In the early 1990s average class size was around 28 students for grade 7, but now it seems like it is around 32 students. Large class sizes make it difficult to deliver curriculum that can engage a wide range of learners. It is just too many needs for one teacher to manage well.
- What is "core" instruction?
- Our strategic plan is so broad that it is relatively easy to align almost anything to it.

# District Youth Council

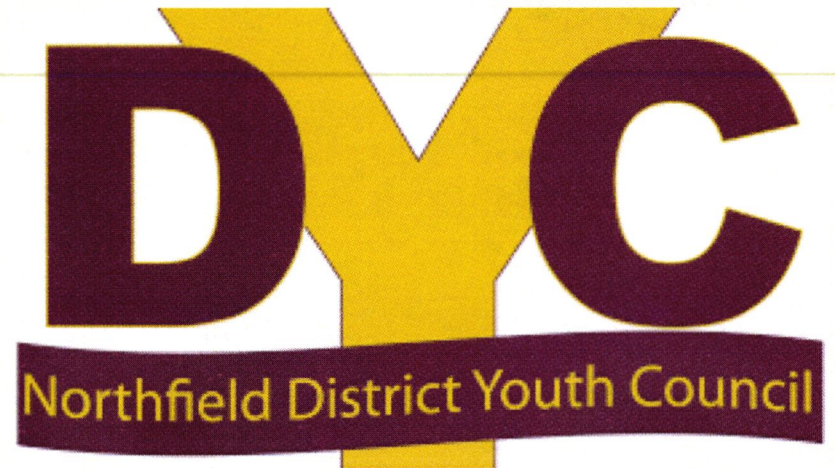
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Fall 2018 Update



## What is the DYC?

- Student Run Organization
- A Voice for Northfield's Youth
- Interaction with the District
- Youth Input
- Informing Youth



This year, we've divided the DYC into three subcommittees.

# Our Subcommittees

- Diversity
- Stress/Sleep Management
- Connecting with Administration

# Diversity

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- Bringing diverse curriculum into our classrooms
- Studying the different demographics of AP classes compared to things such as ethnicity, home language, etc.
- Seeking student input



# Stress/Sleep Management

- Research sleep, as it pertains to stress and the overall health of students
- Implement methods to better/increase the sleep of students



# Connecting with Administration

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- Increase students awareness of bodies governing the school district
- Increase interaction between students and these bodies





# Special Projects

- Composting Video
- School Board Forum
- Student Feedback on Flex Hour

# Groups On Which We Serve

- Wellness Committee
- Policy Committee
- Finance Advisory Committee
- Northfield FORWARD
- Facilities Advisory Committee
- Superintendent's Committee on  
Diversity
- Raider Nation Council

Thank You For Your  
Time and Consideration

# NORTHFIELD PUBLIC SCHOOLS

## School Board Minutes

October 22, 2018

Northfield High School Media Center

- I. Call to Order  
Board Chair Julie Pritchard called the Regular meeting of the Northfield Board of Education of Independent School District 659 to order at 7:00 p.m. Present: Goerwitz, Hardy, Stratmoen, Quinnell, Colangelo, Iverson, and Pritchard.
- II. Agenda Changes / Table File  
Table File items were added.
- III. Public Comment  
No public comment.
- IV. Announcements and Recognitions
  - Congratulations to Rebecca Messer, who received recognition from the College Board's Advanced Placement Program and Educational Testing Service, for significant contributions during the 2018 AP Reading.
  - Cheryl Hall, Director of Special Services, shared that the District has some staff members participating in teacher preparation programs through the New Year, New U collaboration. This is helping us to address the Special Education teacher shortage.
  - Dr. Gary Lewis, Retired Director of Student Services for Northfield Public Schools and CEO of SpEd Forms, Inc., has been awarded the Legacy Award by the Minnesota Administrators for Special Education (MASE).
  - The "Greenvale Park Community School Report to the Community" was completed this month. The report details the results of the fourth year of community school programming at Greenvale Park.
- V. Items for Discussion and Reports
  - A. High School Flex Schedule  
Northfield High School Principal Joel Leer and Northfield High School Guidance Counselor Mark Ensrud reported on the new flex schedule and Career & College Readiness (CCR) Cohorts implemented at Northfield High School.
  - B. Analysis of District's Health Insurance  
Molly Viesselman, Director of Human Resources, provided an analysis of the District's health insurance and shared results of a recent Willis Towers Watson national health insurance survey that highlighted Northfield Public Schools' health insurance program as one of the top 48 performers of more than 2,000 organizations.
- VI. Committee Reports
  - A. District Youth Council (DYC). Iverson updated the Board on DYC. In addition to reporting on the board meetings, the DYC reported on participating in district committees including Policy, Finance Advisory, Northfield Forward, and Wellness with a focus on what is most relevant for students. This group has discussed the high school's new flex schedule at length.
  - B. Policy Committee. Iverson updated the Board on the Policy Committee. This year's goal is to review the 200, 800, and 900 series policies.
  - C. Northfield Forward. Iverson updated the Board on Northfield Forward regarding Tammy McDonough's work with the eighth grade science team.
- VII. Consent Agenda  
On a motion by Quinnell, seconded by Iverson, the Board approved the following Consent Agenda items:
  - A. Minutes. Minutes of the October 8, 2018 Regular School Board meeting.

## B. Personnel Items

### a) Appointments

- 1) Erin Morris, Targeted Services PLUS Student Site Assistant for up to 1.5 hours/day at Sibley, beginning 11/01/2018-05/02/2019; \$9.65/hr.
- 2) Erin Runningen, Targeted Services PLUS Student Site Assistant for up to 1.5 hours/day at Bridgewater, beginning 11/01/2018-05/02/2019; \$9.65/hr.
- 3) Garret Swenson, Targeted Services PLUS Student Site Assistant for up to 1.5 hours/day at Sibley, beginning 11/01/2018-05/02/2019; \$9.65/hr.
- 4) Fall/Winter Spring Recreation Positions #2822, Effective October 22, 2018 – May 31, 2019  
Abby Borene, Tennis, \$9.90/hour  
Lauren Weber, Tennis, \$9.65/hour
- 5) Mark Tietz, Auditorium Technician for 4 hours/day 728 annual hours with Community Services, beginning 10/31/2018. \$22.17/hr.

### b) Increase/Decrease/Change in Assignment

1. Lori Christopherson, Administrative Assistant at the High School, add Rock N Roll Revival Production Coordinator at the High School, effective 12/1/2018-03/18/2019; Level F, Step 1
2. Mary Magnuson, Special Ed Teacher at the High School, add Special Education Homebound Teacher, with the District, hours will vary, effective 10/3/2018-06/07/2019; Lane/Step Pay
3. Nancy Schwartz, Community School Evening Club Leader at Greenvale Park, add Community School Evening Club Leader for 1.5 hours/day on Wednesday's at Greenvale Park, effective 10/24/2018-06/07/2019; \$21.01/hr.
4. Amber Soderlund, Teacher at Sibley, add Targeted Services PLUS Teacher for up to 1.5 hours/day Mon.-Thurs. at Sibley, effective 11/6/2018-05/02/2019; Yr. 3-\$27.11/hr.
5. Daniel Taylor, Teacher at the High School, add Community School Evening Club Leader for 1 hour/day on Tuesdays at Greenvale Park, effective 10/23/2018-06/07/2019; \$21.01/hr.
6. Arlene Tuma, ECFE EA/Sibling Care for 18 hours/wk at the NCRC, change to ECFE EA/Sibling Care for 20 hours/wk at the NCRC, effective 10/8/2018.
7. Tina Docken, Teacher at the Middle School, add Targeted Services BLAST Teacher for up to 5 hours/wk Mon.-Thurs. at the Middle School, effective 10/22/2018-05/02/2019; Yr. 2-\$27.11/hr.

### c) Leave of Absence

1. Mary Harrity-Davidson, Teacher at the Middle School, Family/Medical Leave of Absence, effective 10/15/2018 for up to 60 work days.
2. Garrick Hoekstra, EA at the Middle School, Unpaid Leave of Absence, effective 10/22/2018-11/2/2018.
3. Andy Jaynes, Teacher at Sibley, Family/Medical Leave of Absence, effective 11/6/2018-11/23/2018.
4. Mark Langevin, Teacher at the Middle School, Family/Medical Leave of Absence, effective 10/22/2018-11/2/2018.
5. Dustee Phenow, Teacher at Bridgewater, Family/Medical Leave for Childcare, effective on or about 01/21/2019 for 11 work weeks.

### d) Retirements/Resignations/Terminations

## VIII. Superintendent's Report

### A. Items for Individual Action

1. Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation.  
On a motion by Colangelo, seconded by Goerwitz, the Board unanimously approved the Resolution of School Board Supporting FORM A Application to Minnesota State High School League Foundation for a FORM A grant to offset student activity fees. Voting 'yes' was Goerwitz, Hardy, Stratmoen, Quinnell, Colangelo, Iverson and Pritchard. No one voted 'no.'
2. Resolution Authorizing the Transfer of Funds from the General Fund to the Debt Service Fund to Make the Debt Payments on the District's Series 2017A Facilities Maintenance Bond Issue.

On a motion by Goerwitz, seconded by Iverson, the Board unanimously authorized the Resolution Authorizing the Transfer of Funds from the General Fund to the Debt Service Fund to Make the Debt Payments on the District's Series 2017A Facilities Maintenance Bond Issue.

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 659, State of Minnesota, as follows:

The Board has reviewed the debt payment and levy schedule for the Series 2017A Facilities Maintenance Bonds and authorizes the transfer of \$154,008.33 from the Restricted for Long Term Facilities Maintenance account in the General Fund to the Debt Service Fund to make the annual debt payments during fiscal year 2017-18.

The following voted in favor thereof: Goerwitz, Hardy, Stratmoen, Quinnell, Colangelo, Iverson, Pritchard, and the following voted against the same: None, whereupon the resolution was declared duly passed and adopted.

3. Resolution Awarding the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of General Obligation School Building Refunding Bonds, Series 2018A.

On a motion by Stratmoen, seconded by Hardy, the Board unanimously adopted the Resolution Awarding the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of General Obligation School Building Refunding Bonds, Series 2018A. Jeff Seeley from Ehlers, Inc. reviewed the refunding of Series 2018A bonds.

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 659, State of Minnesota, as follows:

The Board has Awarded the Sale, Determined the Form and Details, Authorized the Execution, Delivery, and Registration, and Provided for the Payment of General Obligation School Building Refunding Bonds, Series 2018A.

Upon vote being taken thereon the following voted in favor thereof: Goerwitz, Hardy, Stratmoen, Quinnell, Colangelo, Iverson, Pritchard, and the following voted against the same: None, whereupon said resolution was declared duly passed and adopted.

IX. Items for Information

- A. Co-Curricular Additions or Reductions. Dr. Hillmann shared information from the co-curricular committee meeting that was held on September 20, 2018. This will be an item for action at the next Board meeting.
- B. Bond Referendum Update. Dr. Hillmann provided an update on preparations for the November 6, 2018 bond referendum. We want to reiterate that this referendum does not include the high school, but does address the needs of our earliest learners, security at each building, and includes a very modest tax increase of \$27/month on an average \$250,000 residential home in Northfield. In many precincts, the voter will have to flip over the ballot to access the bond referendum question. We have averaged three referendum presentations each week, Board Chair Pritchard had an article in last week's Northfield News, and the last Greenvale Park tour and informational meeting is scheduled October 29. We have information available on the Superintendent's blog, tables at school events, on our local KYMN radio station, stickers on popcorn boxes, and inserts in programs at school events.
- C. Digital Replacement Days for Weather-Related Cancellations. Dr. Hillmann shared preliminary information about a pilot program that would provide instructional activities for students via Schoology and Seesaw for

any weather-related school cancellations beyond the two days built into the 2018-19 calendar. Teaching staff will have required work activity assigned via the appropriate technology and then be available throughout the day. We do have the technology to pilot this program, however, we would allow a window of opportunity to turn in assignments, perhaps two to three days, to allow those students who do not have internet access to complete the assignments. This is a pilot program and we will gather feedback from faculty, staff and students.

- D. The Retired Educators Luncheon will be held on Wednesday, October 24th at Ruth's On Stafford.
- E. The National Merit Reception will be held on Tuesday, November 13th at 6:00 PM in the NHS Media Center (immediately preceding the School Board meeting scheduled that evening.)
- F. S&P Global Rating. Director of Finance Val Mertesdorf reviewed the recent confirmation of the District's AA+ bond rating as assigned by Standard & Poor's. This is the second best rating a school system can be assigned; only three school districts in Minnesota have earned a AAA rating.

X. Future Meetings

- A. Tuesday, November 13, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- B. Monday, November 26, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center
- C. Monday, December 10, 2018, 7:00 PM, Regular Board Meeting, NHS Media Center

XI. Adjournment

On a motion by Stratmoen, seconded by Colangelo, the Board adjourned at 9:28 p.m.

Noel Stratmoen  
School Board Clerk

**NORTHFIELD SCHOOL DISTRICT GIFT AGREEMENT**

This agreement made this 25<sup>th</sup> day of October, 2018, by and between Greenvale Park PTO, 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**

*\$1,000 donation for BrainPop subscription in Media.  
Check # 5073*

Greenvale Park Elementary PTO  
Donor

By: *Received in Greenvale Park office*

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

INDEPENDENT SCHOOL DISTRICT No. 659

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

Clerk



## **RESOLUTION CANVASSING RETURNS OF VOTES OF SCHOOL DISTRICT GENERAL ELECTION**

Independent School District 659  
1400 Division Street South  
Northfield, MN 55057

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

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 6, 2018, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, a total of 18,488 voters of the district voted at said election on the election of three school board members for four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election; as follows:

Julie Pritchard	9096 of votes
Jeff Quinnell	8377 of votes
Tom Baraniak	6877 of votes
3. Julie Pritchard, Jeff Quinnell, and Tom Baraniak having received the highest number of votes, are elected to four-year terms beginning the first Monday in January, 2018.
4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

(Attach Abstract and Return of Votes Cast)

Abstract of Votes Cast  
Independent School District No. 659 (NORTHFIELD)  
State of Minnesota  
at the State General Election  
Held Tuesday, November 6, 2018

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Compiled from the Official Returns.

Summary of Totals  
Independent School District No. 659 (NORTHFIELD)  
Tuesday, November 6, 2018 State General Election

Number of persons registered as of 7 a.m.	22151
Number of persons registered on Election Day	2054
Number of accepted regular, military, and overseas absentee ballots and mail ballots	3857
Number of federal office only absentee ballots	25
Number of presidential absentee ballots	0
Total number of persons voting	18488

Summary of Totals  
Independent School District No. 659 (NORTHFIELD)  
Tuesday, November 6, 2018 State General Election

**KEY TO PARTY ABBREVIATIONS**

NP - Nonpartisan

School Board Member (ISD #659) (Elect 3)

NP Jeff Quinnell 8377	NP Julie Pritchard 9096	NP Tom Baraniak 6877	WI WRITE-IN** 221
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SCHOOL DISTRICT QUESTION 1 (ISD #659)

NP YES 8869	NP NO 5367
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Detail of Election Results  
Independent School District No. 659 (NORTHFIELD)  
Tuesday, November 6, 2018 State General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
19 1410 : CASTLE ROCK TWP	906	34	709
19 2110 : EUREKA TWP	1025	43	815
19 2310 : GREENVALE TWP	548	19	457
19 3810 : NORTHFIELD W-3 P-2	851	32	770
19 4310 : SCIOTA TWP	297	9	259
19 4810 : WATERFORD TWP	363	15	296
25 0040 : DENNISON	105	8	89
25 0200 : WARSAW TWP.	419	6	339
66 0005 : BRIDGEWATER TWP.	1312	48	1137
66 0010 : CANNON CITY TWP.	816	30	592
66 0012 : DENNISON CITY	13	0	11
66 0015 : DUNDAS	930	62	782
66 0020 : ERIN TWP.	587	16	446
66 0055 : FOREST TWP.	904	25	695
66 0080 : NORTHFIELD W-1 P-1	1340	405	1053
66 0085 : NORTHFIELD W-1 P-2	2328	102	2077
66 0090 : NORTHFIELD W-2 P-1	1578	93	1336
66 0095 : NORTHFIELD W-2 P-2	1641	121	1399
66 0105 : NORTHFIELD W-3 P-1	1824	147	1480
66 0113 : NORTHFIELD W-4 P-1	1531	131	1251
66 0114 : NORTHFIELD W-4 P-2	982	637	983
66 0115 : NORTHFIELD TWP.	576	20	475
66 0140 : WEBSTER TWP. P-1	584	30	464
66 0142 : WEBSTER TWP. P-2	691	21	573
Independent School District No. 659 (NORTHFIELD) Total:	22151	2054	18488

Detail of Election Results  
 Independent School District No. 659 (NORTHFIELD)  
 Tuesday, November 6, 2018 State General Election

Office Title: School Board Member (ISD #659) (Elect 3)

Precinct	NP Jeff Quinnell	NP Julie Pritchard	NP Tom Baraniak	WI WRITE-IN**
19 1410 : CASTLE ROCK TWP	64	51	46	0
19 2110 : EUREKA TWP	43	43	40	1
19 2310 : GREENVALE TWP	291	257	218	2
19 3810 : NORTHFIELD W-3 P-2	503	515	448	7
19 4310 : SCIOTA TWP	34	30	30	4
19 4810 : WATERFORD TWP	178	183	143	4
25 0040 : DENNISON	54	53	32	0
25 0200 : WARSAW TWP.	18	14	13	1
66 0005 : BRIDGEWATER TWP.	658	644	520	14
66 0010 : CANNON CITY TWP.	23	24	14	1
66 0012 : DENNISON CITY	4	5	6	0
66 0015 : DUNDAS	494	500	384	15
66 0020 : ERIN TWP.	2	1	1	0
66 0055 : FOREST TWP.	207	199	153	3
66 0080 : NORTHFIELD W-1 P-1	542	670	538	6
66 0085 : NORTHFIELD W-1 P-2	1212	1350	1003	55
66 0090 : NORTHFIELD W-2 P-1	762	866	636	17
66 0095 : NORTHFIELD W-2 P-2	861	900	717	19
66 0105 : NORTHFIELD W-3 P-1	841	922	680	29
66 0113 : NORTHFIELD W-4 P-1	613	743	513	21
66 0114 : NORTHFIELD W-4 P-2	229	435	208	7
66 0115 : NORTHFIELD TWP.	281	276	219	5
66 0140 : WEBSTER TWP. P-1	134	113	100	0
66 0142 : WEBSTER TWP. P-2	329	302	215	10
<b>Total:</b>	<b>8377</b>	<b>9096</b>	<b>6877</b>	<b>221</b>

Detail of Election Results  
 Independent School District No. 659 (NORTHFIELD)  
 Tuesday, November 6, 2018 State General Election

Office Title: SCHOOL DISTRICT QUESTION 1 (ISD #659)

Precinct	NP YES	NP NO
19 1410 : CASTLE ROCK TWP	44	34
19 2110 : EUREKA TWP	22	59
19 2310 : GREENVALE TWP	179	262
19 3810 : NORTHFIELD W-3 P-2	564	195
19 4310 : SCIOTA TWP	24	40
19 4810 : WATERFORD TWP	122	156
25 0040 : DENNISON	11	62
25 0200 : WARSAW TWP.	7	17
66 0005 : BRIDGEWATER TWP.	541	521
66 0010 : CANNON CITY TWP.	22	19
66 0012 : DENNISON CITY	5	5
66 0015 : DUNDAS	448	309
66 0020 : ERIN TWP.	0	3
66 0055 : FOREST TWP.	157	219
66 0080 : NORTHFIELD W-1 P-1	843	85
66 0085 : NORTHFIELD W-1 P-2	1352	675
66 0090 : NORTHFIELD W-2 P-1	735	547
66 0095 : NORTHFIELD W-2 P-2	811	544
66 0105 : NORTHFIELD W-3 P-1	979	436
66 0113 : NORTHFIELD W-4 P-1	811	392
66 0114 : NORTHFIELD W-4 P-2	682	91
66 0115 : NORTHFIELD TWP.	204	214
66 0140 : WEBSTER TWP. P-1	105	128
66 0142 : WEBSTER TWP. P-2	201	354
<b>Total:</b>	<b>8869</b>	<b>5367</b>

We, the school board members of Independent School District No. 659 (NORTHFIELD), certify that we have canvassed the returns of the State General Election held on Tuesday, November 6, 2018 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 659 (NORTHFIELD).

Witness our official signature at \_\_\_\_\_ in \_\_\_\_\_ County this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

\_\_\_\_\_  
School Board Member

State of Minnesota  
Independent School District No. 659 (NORTHFIELD)

I, \_\_\_\_\_, Clerk of the Independent School District No. 659 (NORTHFIELD) do hereby certify the within and foregoing \_\_\_\_\_ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 659 (NORTHFIELD) State General Election held on Tuesday, November 6, 2018.

Witness my hand and official seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_



**RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES  
OF ELECTION AND DIRECTING SCHOOL DISTRICT CLERK  
TO PERFORM OTHER ELECTION RELATED DUTIES**

Independent School District 659  
1400 Division Street South  
Northfield, MN 55057

WHEREAS, the board has canvassed the general election for school board members held on November 6, 2018,

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 659 to the following candidates:

Julie Pritchard, Jeff Quinnell, and Tom Baraniak

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

**CERTIFICATE OF ELECTION  
FULL 4 YEAR TERM**

This is to certify as follows:

1. The School Board of Independent School District No. 659 on November 6, 2018, canvassed the general election of school board members held on November 6, 2018.
2. XXXX received the (largest/second largest/third largest) number of votes cast for the office of school board member of Independent School District No. 659 for a full four year term.
3. There are three (3), full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore, XXXX is elected to the office of school board member of Independent School District No. 659 for a full four-year term beginning the first Monday in January, 2018 and expiring the first Monday in January, 2022.

By authority of the School Board of Independent School District No. 659, pursuant to resolution dated November 13, 2018.

Dated: November 13, 2018

\_\_\_\_\_  
Julie Pritchard, School Board Chair

\_\_\_\_\_  
Noel Stratmoen, School Board Clerk

**ACCEPTANCE OF OFFICE  
AND OATH OF OFFICE**

Independent School Dist. 659  
1400 Division Street  
Northfield, MN 55057

TO: Julie Pritchard, Jeff Quinnell, and Tom Baraniak

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

**ACCEPTANCE OF OFFICE**

I hereby accept the office of school board member of Independent School District 659 for a term beginning the first Monday in January, 2018 and expiring the first Monday in January, 2022.

Date: \_\_\_\_\_  
Signature

STATE OF MINNESOTA )  
  )  
COUNTY OF RICE        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**OATH OF OFFICE**

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 659 to the best of my judgment and ability.

Date: \_\_\_\_\_  
Signature

STATE OF MINNESOTA )  
  )  
COUNTY OF RICE        )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2018  
by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

EXTRACT OF MINUTES OF MEETING  
OF THE SCHOOL BOARD  
OF INDEPENDENT SCHOOL DISTRICT NO. 659  
(NORTHFIELD PUBLIC SCHOOLS)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 659 (Northfield Public Schools), State of Minnesota, was duly held in said school district on November 13, 2018, at 7:00 o'clock p.m. for the purpose, in part, of canvassing a special election.

Member \_\_\_\_\_ moved the adoption of the following resolution:

**RESOLUTION CANVASSING RETURNS  
OF VOTES OF SCHOOL DISTRICT SPECIAL ELECTION**

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

1. It is hereby found, determined and declared that the special election of the voters of this school district held in conjunction with the state general election on November 6, 2018, was in all respects duly and legally called and held.
2. As specified in the attached Abstract and Return of Votes Cast, at said election a total of 14,236 voters of the school district voted on the question of authorizing the issuance of school building bonds for a school acquisition and betterment program (SCHOOL DISTRICT QUESTION 1), of which 8,869 voted in favor, 5,367 voted against the same, and there were no completely blank or defective ballots related to this question. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.

3. The clerk is hereby directed to certify the results of the election to the county auditors of each county in which the school district is located in whole or in part and to the Commissioner of Education.

The motion for the adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**Co-Curricular Coach/Advisor Matrix | Recommended Additions | October 22, 2018**  
**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 Additions</b>		
<b>Position</b>	<b>Total Cost</b>	<b>Rationale</b>
MS Girls Golf - Add a coach - Level I	\$2,143*	The current HS “C” team consists of all 7th & 8th graders with practices at the MS. The current schedule resembles those of other MS programs. This would allow 6th graders to practice but not compete and would provide a more appropriate registration fee for players at this level.
MS Boys Golf - Add a coach - Level I	\$2,143*	The current HS “C” team consists of all 7th & 8th graders with practices at the MS. The current schedule resembles those of other MS programs. This would allow 6th graders to practice but not compete and would provide a more appropriate registration fee for players at this level.
HS Dance Team - Add Assistant Coach (Hourly)	Hourly PY: 86 hours \$1,204	41 participants in 2017-18, which is 6 more than we had in 2015-16. The position has traditionally been funded through the student activity account. This funding practice is no longer accepted.
HS Softball - Add Assistant Coach (Hourly)	Hourly PY: 85.5 hours \$1,539	47 participants in 2017-18. The position has traditionally been funded through the student activity account. This funding practice is no longer accepted.
Strength and Conditioning Add Assistant Coach (Hourly)	Hourly Est: 86 hours \$1,204	Participation continues to be steady for all seasons. Adding an assistant coach for the spring season would provide the correct ratio of supervision needed.
Nordic Ski - Add Assistant Coach (Hourly)	Hourly Est: 86 hours \$1,204	Last year there were 52 student-athletes on the team. This is an increase of 22 students since 2015-16. With our current staff, there are only enough coaches to divide the team up into two groups, which is not enough time to effectively coach individual technique.
<b>GRAND TOTAL</b>	<b>\$9,437</b> <b>\$10,159</b>	<b>Total</b> <b>Total with payroll taxes</b>

\* Indicates Step 1 of the 2018-19 Schedule C salary schedule. Coaches hired with experience could be placed at a higher level.

\*\* Indicates activities that occur every other year.

# MIDWEST GYM SUPPLY, INC.

775 SCOTT COURT  
MADISON, IN 47250  
800-876-3194

Voice: 812-265-4099  
Fax: 812-273-4875

# QUOTATION

Quote Number: MGS-8479  
Quote Date: Nov 8, 2018  
Page: 1

**Quoted To:**

NORTHFIELD PUBLIC SCHOOLS  
1400 DIVISION STREET SOUTH  
NORTHFIELD, MN 55057

NORTHFIELD PUBLIC SCHOOLS  
1400 DIVISION STREET SOUTH  
NORTHFIELD, MN 55057

Customer ID	Good Thru	Payment Terms	Sales Rep
NORTHFIELD SCHOOLS	12/8/18	Net Due	1012

Quantity	Item	Description	Unit Price	Amount
1.00		42' X 42' SINGLE LAYER 5/8" BALTIC BIRCH SPRING FLOOR, COMPLETE DECK (DEMO)	9,875.00	9,875.00
7.00		ROLLS, 6' X 42' X 2" CARPET BONDED FOAM, INCLUDING SKIRTING (NEW)	965.00	6,755.00
1.00	SHIPPING	SHIPPING / FREIGHT, INBOUND ON CARPET BONDED FOAM	675.00	675.00
2.00		ELITE UN-EVEN BARS (DEMO)	3,995.00	7,990.00
2.00		FREESTANDING APPARATUS WITH NO WEIGHTS	3,450.00	6,900.00
4.00		8' X 12' X 12CM LANDING MATS, V-2 (DEMO/USED)	625.00	2,500.00
2.00		5' X 7.5' X 12CM LANDING MAT, V-2 (DEMO)	650.00	1,300.00
1.00		MIDWEST GYM SUPPLY LOW BEAM	1,100.00	1,100.00
3.00		ELITE R/A BALANCE BEAM (DEMO)	3,375.00	10,125.00

Subtotal	Continued
Sales Tax	Continued
Freight	
<b>TOTAL</b>	<b>Continued</b>

Midwest Gym Supply does not charge or collect out of state sales tax.

Credit Card Payments subject to 3% service charge fee.

**MIDWEST GYM SUPPLY, INC.**

775 SCOTT COURT  
MADISON, IN 47250  
800-876-3194

**QUOTATION**

Quote Number: MGS-8479  
Quote Date: Nov 8, 2018  
Page: 2

Voice: 812-265-4099  
Fax: 812-273-4875

Quoted To:
NORTHFIELD PUBLIC SCHOOLS 1400 DIVISION STREET SOUTH NORTHFIELD, MN 55057

NORTHFIELD PUBLIC SCHOOLS  
1400 DIVISION STREET SOUTH  
NORTHFIELD, MN 55057

Customer ID	Good Thru	Payment Terms	Sales Rep
NORTHFIELD SCHOOLS	12/8/18	Net Due	1012

Quantity	Item	Description	Unit Price	Amount
4.00		7.5' X 15.5' X 12M LANDING MAT, V-2 (DEMO)	1,400.00	5,600.00
6.00		8' X 12' X 12CM LANDING MAT (DEMO/USED)	625.00	3,750.00
3.00		SET, BEAM CONNECTOR MATS	640.00	1,920.00
1.00		TAC 10 VAULT TABLE (DEMO)	3,850.00	3,850.00
1.00		VAULT ANCHOR/BASE MATS	735.00	735.00
2.00		8' X 12' X 12CM LANDING MATS	625.00	1,250.00
1.00		VAULT RUNWAY	615.00	615.00
1.00		VAULT SAFETY ZONE	478.00	478.00
1.00		TAC 10 VAULT BOARD (DEMO)	850.00	850.00
1.00		MOUNT TRAINER	225.00	225.00
2.00		7' X 10' X 8" SKILL CUSHION (DEMO)	770.00	1,540.00

Subtotal	Continued
Sales Tax	Continued
Freight	
<b>TOTAL</b>	<b>Continued</b>

Midwest Gym Supply does not charge or collect out of state sales tax.

Credit Card Payments subject to 3% service charge fee.



**MIDWEST GYM SUPPLY, INC.**

775 SCOTT COURT  
 MADISON, IN 47250  
 800-876-3194

**QUOTATION**

Quote Number: MGS-8479  
 Quote Date: Nov 8, 2018  
 Page: 3

Voice: 812-265-4099  
 Fax: 812-273-4875

**Quoted To:**

NORTHFIELD PUBLIC SCHOOLS  
 1400 DIVISION STREET SOUTH  
 NORTHFIELD, MN 55057

NORTHFIELD PUBLIC SCHOOLS  
 1400 DIVISION STREET SOUTH  
 NORTHFIELD, MN 55057

Customer ID	Good Thru	Payment Terms	Sales Rep
NORTHFIELD SCHOOLS	12/8/18	Net Due	1012

Quantity	Item	Description	Unit Price	Amount
2.00		7' X 10' X 4" THROW MAT (DEMO)	546.00	1,092.00
1.00		4' 6" X 10' STING MAT	503.00	503.00
1.00	CHALK	CASE, TAIWANESE CHALK 36# CASE	275.00	275.00
1.00	SHIPPING	SHIPPING / FREIGHT	1,800.00	1,800.00
		*CAN DELIVER 5 DAYS FROM RECEIPT OF ORDER*		

Subtotal	71,703.00
Sales Tax	
Freight	
<b>TOTAL</b>	<b>71,703.00</b>

Midwest Gym Supply does not charge or collect out of state sales tax.

Credit Card Payments subject to 3% service charge fee.

MEMO TO: Dr. Matt Hillmann  
 Board of Education

FROM: Chris Neset

DATE: October 24, 2018

RE: 2018-19 Enrollment Options Report

Northfield Public Schools has 403 students attending our schools from other school districts this school year compared to 411 last year. 780 Northfield students are attending school elsewhere, including other public schools (220), charter schools (278), home schools (137) and non-public schools (145). Last year 739 students attended school elsewhere.

**Northfield Students Going To Non-Public Schools:**

	2017-18	2018-19
Academy for the Deaf/Blind	3	3
AGAMIM Classic		1
Bethany Academy	1	1
Bethlehem Academy	5	5
Blake School	1	
Chesterton Academy		1
Christian Heritage-Rosemount	2	2
Christian Life-Farmington	2	2
Divine Mercy Catholic	5	7
First Baptist-Rosemount	1	1
Good Shephard	2	2
Holy Cross Catholic	7	5
Life Academy	3	3
Minnehaha Academy		1
Montessori	2	
Owatonna Christian		1
Shattuck-St. Mary's	4	3
St. Dominic's	100	104
St. Thomas Academy	2	1
Valley Cross		2
<b>Total Non-Public</b>	<b>140</b>	<b>145</b>

**Northfield Students Going To Home School:**

	2017-18	2018-19
Grade K	7	9
Grade 1	6	8
Grade 2	8	12
Grade 3	14	8
Grade 4	8	13
Grade 5	12	9
Grade 6	14	15
Grade 7	15	10
Grade 8	12	15
Grade 9	10	9
Grade 10	6	9
Grade 11	11	6
Grade 12	7	14
<b>Total Home School</b>	<b>130</b>	<b>137</b>
<b>Total Families</b>	<b>62</b>	<b>59</b>

**Northfield Students Going To Charter Schools:**

	2017-18	2018-19
Arcadia	99	95
Blue Sky	1	2
Cannon River STEM	9	5
Edvisions Off Campus	2	
Fit Academy		1
MTCS Connections	10	14
Nerstrand Charter	5	8
Prairie Creek	153	152
St. Paul Conservatory	1	1
<b>Total Charter Schools</b>	<b>280</b>	<b>278</b>

Public Schools

Northfield Students

Non Resident Students In

	Out 2017- 18	2018- 19	2017-18	2018-19
Albert Lea			1	
Anoka-Hennepin		1		
Belle Plaine			1	
Brooklyn Center	1	2		
Burnsville	1	4	1	1
Cambridge-Isanti			1	1
Cannon Falls	6	13	13	14
Cannon Valley Spec Ed	16	22		
Centennial	1			
Dakota County Spec Ed	1	3		
Duluth		1		
Edina	1	1		
Faribault	6	5	252	266
Farmington	20	19	20	19
Fergus Falls	3	2		
Fridley				1
Grand Rapids	1			
Hastings		1	3	1
Hopkins				1
Houston	2	3		
Intermediate 287	2	2		
Kenyon-Wanamingo	2	3	17	17
Lakeville	20	25	13	11
Minneapolis	2	1	1	2
NE Metro		1		
New Dominion		1		
New Prague	27	30	25	19
Owatonna			4	4
Randolph	65	59	28	19
Red Wing				
Richfield			2	1
Rochester				1
Robbinsdale	1			
Rosemount-Apple Valley-Eagan	5	6	2	1
S Plains Ed Coop		1		
Sibley East-Arlington		1		
St. Paul		1	24	21
Tri City United	5	6		
Waseca				1
Waterville-Elysian-Morristown			4	2
West St Paul	1	3		
Worthington		3		
<b>Totals</b>	<b>189</b>	<b>220</b>	<b>411</b>	<b>403</b>

							2017-2018						
School and Grade Level	September 4th	September 7th	September 14th	September 21st	October 1st	November 1st	December 3rd	January 2nd	February 1st	March 1st	April 2nd	May 1st	End of Year 6/7/19
<b>Longfellow</b>													
Early Childhood	84	82	85	87	86	98							
<b>Total</b>	<b>84</b>	<b>82</b>	<b>85</b>	<b>87</b>	<b>86</b>	<b>98</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Greenvale Park</b>													
Grade K-2031	58	58	59	60	59	57							
Grade 1-2030	84	84	83	83	83	83							
Grade 2-2029	62	62	62	62	62	62							
Grade 3-2028	81	80	80	79	80	81							
Grade 4-2027	73	72	72	72	72	74							
Grade 5-2026	76	75	75	75	75	77							
<b>Total</b>	<b>434</b>	<b>431</b>	<b>431</b>	<b>431</b>	<b>431</b>	<b>434</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sibley</b>													
Grade K-2031	95	95	95	95	95	94							
Grade 1-2030	97	97	96	96	95	97							
Grade 2-2029	87	87	87	87	87	87							
Grade 3-2028	102	103	103	103	103	103							
Grade 4-2027	91	92	92	92	92	93							
Grade 5-2026	105	105	105	105	105	104							
<b>Total</b>	<b>577</b>	<b>579</b>	<b>578</b>	<b>578</b>	<b>577</b>	<b>578</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Bridgewater</b>													
Grade K-2031	100	95	95	97	97	96							
Grade 1-2030	94	94	94	94	94	93							
Grade 2-2029	98	97	97	97	97	97							
Grade 3-2028	98	99	99	98	98	98							
Grade 4-2027	116	117	117	117	117	119							
Grade 5-2026	93	95	95	95	95	94							
<b>Total</b>	<b>599</b>	<b>597</b>	<b>597</b>	<b>598</b>	<b>598</b>	<b>597</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Middle School</b>													
Grade 6-2025	342	340	339	339	340	339							
Grade 7-2024	330	329	329	329	329	331							
Grade 8-2023	298	298	298	296	296	296							
St. Dominics	3.5	4	4	4	4	3.5							
<b>Total</b>	<b>973.5</b>	<b>971</b>	<b>970</b>	<b>968</b>	<b>969</b>	<b>969.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>High School</b>													
Grade 9-2022	348	352	352	353	353	354							
Grade 10-2021	323	358	357	357	356	355							
Grade 11-2020	361	321	323	322	321	315							
Grade 12-2019	356	345	344	346	342	339							
<b>Total</b>	<b>1388</b>	<b>1376</b>	<b>1376</b>	<b>1378</b>	<b>1372</b>	<b>1363</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ALC</b>													
Grade 9-2022	2	2	2	2	2	3							
Grade 10-2021	3	3	6	7	7	7							
Grade 11-2020	11	15	17	22	22	25							
Grade 12-2019	43	52	56	60	60	67							
<b>Total</b>	<b>59</b>	<b>72</b>	<b>81</b>	<b>91</b>	<b>91</b>	<b>102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>4114.5</b>	<b>4108</b>	<b>4118</b>	<b>4131</b>	<b>4124</b>	<b>4141.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Full Time only (excluding EC and Part-time/Independent Study ALC)	4025	4007	4004	4003	3996	3990.5							

11/1/18

Northfield Public Schools Enrollment Report

Longfellow

Early Childhood

Banks	10
Gross	9
Kremin	9
Kruse	5
O'Connor	4
Roth	9
Schnorr	11
Sorenson	6
Waters	19
Webster	4
Winter	12
<b>** TOTAL</b>	<b>98</b>

Sibley

Grade	Teacher	
K	Born	24
K	Downs	23
K	Heil	24
K	Matson	23
1	Craft	25
1	Sasse	25
1	Sieger	24
1	Swenson	23
2	Baker	23
2	Seeberg	21
2	Soderlund	21
2	Spitzack	22
3	Guggisberg	25
3	Jandro	25
3	Johnson	28
3	Sweeney	25
4	Fox	24
4	Haar	23
4	McManus	22
4	Rud	24
5	Baragary	27
5	Malecha	28
5	Ostermann	21
5	Stulken	28
	<b>TOTAL</b>	<b>578</b>

Greenvale Park

K	Flicek	15
K	Hagberg	13
K	Solinger	14
K	Ziemann	15
1	Landry	26
1	Nivala	18
1	Peterson	18
1	Zach	21
2	Amundson	24
2	Bulfer	12
2	Johnson	13
2	Larson	13
3	Alvarez, C	25
3	McLaughlin	19
3	Timerson	18
3	Youngblut	19
4	Clarey	17
4	Dimick	17
4	Garcia	23
4	Hetzel	17
5	Alvarez, R	23
5	Harding	18
5	Sickler	18
5	Spitzack	18
	<b>TOTAL</b>	<b>434</b>

Bridgewater

K	Cade	19
K	Danielson	18
K	Allison	19
K	Haley	19
K	Tran	21
1	Charlton	23
1	Ellerbush	21
1	Hall	22
1	Lanza	27
2	Lane	25
2	Lofquist	25
2	Rubin	23
2	Schwaab	24
3	Larson	27
3	Sickler	25
3	Temple	23
3	Truman	23
4	Holden	24
4	Ryan	23
4	Schuster	24
4	Shepherd	24
4	Swenson	24
5	DeVries	24
5	Duchene	24
5	Kohl	23
5	Rauk	23
	<b>TOTAL</b>	<b>597</b>

Middle School

Grade 6-2025	339
Grade 7-2024	331
Grade 8 (*inc. 7 - 1/2 day)-2023	299.5
<b>TOTAL</b>	<b>969.5</b>

High School

Grade 9-2022	354
Grade 10-2021	355
Grade 11-2020	315
Grade 12-2019	339
<b>TOTAL</b>	<b>1363</b>

\*8 (4) St. Dominic's students attend 1/2 day

Early Childhood**	98
Kindergarten-2031	247
Grade 1-2030	273
Grade 2-2029	246
Grade 3-2028	282
Grade 4-2027	286
Grade 5-2026	275

Total K-5	1707	1707	<u>ALC</u>	F/T	**P/T	**I/S	TOTAL
Total Middle School	969.5		Grade 9-2021	2	0	1	3
Total High School	1363		Grade 10-2020	3	0	4	7
<u>GRAND TOTAL</u>	<u>4039.5</u>		Grade 11-2019	11	0	14	25
ALC 9-12	102		Grade 12-2018	33	0	34	67
<u>GRAND TOTAL with ALC</u>	<u>4141.5</u>		<b>TOTAL</b>	<b>49</b>	<b>0</b>	<b>53</b>	<b>102</b>
Full Time only (excluding EC and Part-time/Independent Study ALC)	3990.5						

Enrollments represent 100% enrolled except where indicated by \*\*

Half day St. Dominic's students are represented by \*

**Dundas Dome Lease Agreement**  
January 1, 2019 – December 31, 2019

**Lessor:**

Dundas Dome  
901 Cannon Road  
Dundas, MN 55019

**Lessee:**

Northfield Public Schools  
1400 Division Street South  
Northfield, MN 55057

1. **Lease Property:** Lessor agrees to lease to Lessee space at the Dundas Dome, 901 Cannon Road, Dundas, MN 55019.
2. **Lease Term:** Term of this Lease begins January 1, 2019 and ends December 31, 2019.
3. **Rent:** Rent for the use of the facility (for the full facility) is \$450 per hour, not to exceed 90 hours within the Lease Term. Opportunities may exist to rent a portion of the facility, upon need.
4. **Payment Terms:** The Lessor will invoice monthly.
5. **Use of Property:** Lessee may use the property for Lessee co-curricular activities, including practices and competitions and for no other purpose without the consent of the Lessor. The Lessee will have access to all facility amenities.
6. **Scheduling:** Lessor and Lessee shall mutually determine facility use schedules. Staffing of officials and event workers shall be the responsibility of Lessee. All admission and/or entry fees stay with the Lessee.
7. **Insurance:** Lessee agrees to provide evidence prior to the start date of the lease agreement of general liability insurance with a limit of at least \$1,000,000.00 and to provide workers compensation insurance for Lessee's employees. Lessor agrees to provide evidence of property insurance.
8. **Renewal:** This lease will be automatically renewed with the same rental agreement for an additional year after the lease term ends, unless either party provides one month's advance written notice of termination.
9. **Termination:** Termination of this Lease after December 31, 2019 may be made by either party after two month's advance written notice.

**Lessee:**

Northfield Public Schools

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

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

**Lessor:**

Dundas Dome

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

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

IEA, INC.

**NORTHFIELD PUBLIC SCHOOLS  
ISD #659**



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# **Management Plan for Lead-in-Water**

**MAY 2018**

**IEA Project #201710490**

Northfield Public Schools  
**Management Plan for Lead-in-Water**

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- A EPA Factsheet: Lead in Drinking Water Coolers
- B Testing Schedule
- C Lead-in-Water Testing Results and Locations
- D Reducing Lead in Drinking Water: Recommended Lead Hazard Reduction Options

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**Phone Number:** 507-663-0600

**Email Address:** [jkulseth@northfieldschools.org](mailto:jkulseth@northfieldschools.org)





## 1.0 Purpose

Northfield Public Schools is committed to providing a safe working and learning environment for employees and students. This Management Plan for Lead-in-Water was developed to reduce the potential for exposure to lead in water and to comply with Minnesota Statute 121A.335, as well as recommendations from the Environmental Protection Agency's (EPA's) *3Ts for Reducing Lead in Drinking Water in Schools: Revised Technical Guidance* (2006) and the Lead Contamination Control Act (LCCA) of 1988, the Minnesota Department of Health (MDH) and the Minnesota Department of Education (MDE).

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten and kindergarten through grade 12 to test for lead in water in potable water sources (water for consumption) every 5 years. The MDH and MDE have published *Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools*, which presents a model plan that school districts can choose to adopt as part of the requirement of Minnesota Statute 121A.335. The *EPA 3Ts* was created by the EPA to identify and reduce lead in drinking water in schools. Lead is a metal that usually enters drinking water through the distribution system, including pipes, solders, faucets, and valves. Lead levels in water may increase when the water is allowed to sit undisturbed in the system. Exposure to lead is a significant health concern.

The *EPA 3Ts* has recommended that schools take remedial action to address lead-in-water exposure whenever lead levels exceed 20 parts per billion (ppb). The MDH and the MDE have jointly provided guidance that there is no safe level of lead and that districts should work to minimize the risk of lead. MDH and MDE recommended actions are described in section 4.0 of this plan.

## 2.0 Water Sampling Program Development

Identified potable water sources in district facilities, including sinks and drinking fountains in kitchens, staff lounges, classrooms, home economics classrooms, and hallways, will be sampled during the school year throughout the district at least once every five years.

Prior to sampling the following takes place:

- An inventory of potable water taps is taken;
- All drinking fountains are checked to ensure the EPA has not identified them as having a lead lined tank under LCCA. This list can be found in Appendix A.
- Water outlets in restrooms, custodial closets, science labs, art rooms, and other general-purpose workrooms are not included in the sampling inventory, and should be clearly marked not for drinking.

Potable water sources are to be resampled at least once every five years, per MN Statute 121A.335, or when a fixture or water supply is repaired or replaced, or after construction activities that may impact the plumbing system. A testing schedule is included in Appendix B which has each school scheduled to complete testing every 5 years.

## 3.0 First Draw Tap Monitoring

Water sampling of the identified cold water taps is conducted as a "first draw" sample prior to usage on the day of sampling. Sampling begins at the taps closest to building entry point of water source to prevent accidental flushing of other sample locations in the building. Normal usage of building should occur the day before sampling; sampling should not take place on Mondays or after non-school days.

Taps included in the first draw sampling should not be used for 6-18 hours prior to sampling. If the district cannot ensure identified taps were used the day prior to sampling, flushing will occur according to EPA protocol (2-3 minutes, 8-18 hours prior to sampling). Water samples of 250 milliliters (ml) are analyzed by an accredited testing laboratory, using EPA approved analytical methods and quality control procedures (i.e. such as the ICP/MS EPA Method 200.8).

#### 4.0 Maintenance Procedures

When lead content exceeds 20 ppb, fixtures should be taken out of service until the lead content can be reduced to 20 ppb or lower. While fixtures can still be used for drinking and cooking, MDH and MDE recommend actions be taken to determine the source of lead and reduce lead levels in fixtures when sampling reveals lead content between 2 and 20 ppb. A lead-in-water concentration of or less than 20 ppb (maximum) is considered acceptable by the EPA. Potable water outlets found to have greater than this concentration are repaired, replaced, or flushed.

In addition, the MDH and MDE model plan recommends routine maintenance take place to prevent and help reduce elevated lead levels in drinking water. This includes cleaning faucet aerators where lead-containing materials may accumulate on a quarterly basis and following manufacturer's recommendations for water softener settings to ensure an appropriate level of hardness. The following maintenance procedures are based on MDH/MDE recommended Lead Hazard Reduction Options, located in Appendix D:

##### **Flushing**

Flushing may be used as an alternative to repair or replacement. For any location with an elevated lead level, conduct flush sampling to determine if a longer flush will reduce lead levels to an acceptable level. If results indicate that flushing will reduce lead to acceptable levels, implement a flushing program which includes documentation of daily flushing and periodic program review.

##### *Individual Tap Flushing*

MDE and MDH suggest running each tap for 2 to 3 minutes in the morning before children arrive, and 2 to 3 minutes midday if the tap has been unused for the morning period. Periodic testing may be done prior to and after the midday flushing to ensure the lead concentrations have remained low throughout the morning hours. If they have not, the flushing time should be increased, or another option implemented.

##### *Main Pipe Flushing*

The MDH and MDE model plan explains that Main Pipe Flushing can be used if lead levels are found to be high throughout the entire school or are confined to a certain area of the school. Flushing should be completed each day school is in session. Begin by flushing the tap furthest away from the water source for at least ten minutes; then flush the tap the second furthest away and continue until all taps have been flushed. Periodic testing may be done to ensure the lead concentrations have remained low and that the flushing protocol is effective.

In addition, it is recommended to flush potable water outlets following any two-week vacancy or prior to the beginning of school in the fall, regardless of the lead levels found in the most recent sampling. As long as the fixtures are used regularly, lead levels should remain acceptable. The fixtures should be flushed when the building has been at low occupancy, for example, following school breaks.

##### **Repair and Replace Options**

Recommendations of one of the following treatment options for fixtures with lead levels approaching or exceeding the EPA action level may be considered for implementation:

- Install a National Sanitation Foundation (NSF) certified filter for lead reduction.
  - The filter selected should work by size exclusion of lead particles as opposed to lead adsorption. Filters should have tight pores (1-micron or less). NSF lists many such filters on its website.
  - Following replacement, retest the first-draw lead level after flushing the line 8-18 hours prior to testing to confirm that filter is successful in reducing lead levels.
  - Note: Point-of-Use (POU) Treatment Device systems may be subject to Department of Labor and Industry (DLI) or local administrative authority plan review and approval prior to installation. Contact DLI at 651-284-5063 for more information.

- Investigate further to determine the source of the lead responsible for an elevated lead level. Collecting multiple samples in a row can assist in determining the location of the lead-containing component (e.g. fittings for cold water supply lines). Samples should be collected upstream of the cold supply lines. Once the source is identified, remove, replace with lead-free component, and retest.
- If sampling indicates that fixture is the source of the elevated lead level, replace fixture with a "lead-free" fixture certified to NSF/ANSI 372 or NSF/ANSI 61-G. The *Reduction of Lead in Drinking Water Act* redefines "lead-free" as "not more than a weighted average of 0.25% lead when used with respect to wetted surfaces of pipes, pipe fittings, plumbing fittings, and fixtures." Effective January 4, 2014, drinking water system components sold or installed must adhere to this new requirement. A list of EPA Lead Free Certification Marks can be found here: <http://nepis.epa.gov/Exe/ZyPDF.cgi?Dockey=P100GRDZ.txt>
- Remove fixture from service by disconnecting it from the water supply and/or clearly mark water fixtures that are not for drinking or cooking.

The MDH recommends taking the following actions at 2 ppb to 20 ppb:

- Retest the sampled tap and attempt to more accurately determine the source of the lead; consider monitoring tap more frequently until the source of lead is found and removed;
- Consider the feasibility of flushing or other steps to minimize lead exposure, taking into account other actions that the school may already have in place;
- Make all test results and lead education materials accessible to community, such as on a website, or annual report, and available upon request.

## 5.0 Communication of Results and Follow-up Actions

Per Minnesota Statute 121A.335, a school district that has tested its buildings for the presence of lead shall make the results of the testing available to the public for review and must notify parents of the availability of the information. It is recommended that a copy of the district's Lead-in-Drinking Water Testing reports be made available to staff and the public through the district's administrative offices and district website.

Notification is accomplished by publishing a statement in the district's annual notifications and on the district website that is available to staff, student, parents and the public. For example notifications, see the MDE and MDH *Education and Communication Toolkit: Reducing Lead in Drinking Water, A Technical Guidance and Model Plan for Minnesota's Public Schools*, located on the MDH website.

The MDE and MDH guidance document states in their Model Plan that School Management should:

- Assign a designated person to be the contact;
- Notify affected individuals about the availability of the testing results within a reasonable time. School employees, students and parents should be informed and involved in the communication process. Results of initial and any follow-up testing should be easily accessible along with documentation of lead hazard reduction options. Posting the information on a website is preferred, but the information should also be available to those without easily accessible internet access. Examples of other information venues are: meetings, open houses, and public notices; and
- Identify and share specific activities pursued to correct any lead problems. Local health officials can assist in understanding potential health risks, technical assistance and communication strategies.

## 6.0 Recordkeeping

Lead-in-water testing reports are located and available for review in the District Office health and safety files. See Appendix C for the most recent sampling locations and results. This includes a floor plan with test locations and recommendations for further action if necessary.

Northfield Public Schools retains lead-in-water records for a minimum of five years.

# **Appendix A**

*EPA Factsheet: Lead in Drinking Water Coolers*

## **FACT SHEET: LEAD IN DRINKING WATER COOLERS**

Protecting the nation's children from exposure to lead from school drinking water coolers is the primary goal of the Lead Contamination Control Act (LCCA), which was signed into law on October 31, 1988. EPA recommends that drinking water outlets--especially water coolers--in schools be tested to ensure that lead levels in the water are below 20 parts per billion.

This fact sheet will help school administrators address the problem of school water coolers that contain lead. It reflects current information as of February 1990. The information on the accompanying list will be updated periodically.

### **How To Identify Problems**

First, identify which water coolers contain lead components; follow these steps as a minimum protocol.

- Inventory each cooler and note its brand, model, serial number, and year.
- Check the accompanying list to identify any coolers that are not lead free.
- Sample water from all outlets where lead contamination is most likely, especially coolers that are not lead free and those with lead-lined tanks. However, even coolers that are "lead free" may have high lead levels in their water due to other sources in the plumbing system and should be tested. Follow the sampling and testing protocols in the EPA booklet *Lead in Schools Drinking Water*. (See the box below, right.)
- Contact your State agency responsible for the LCCA program (see box below, right) for information and assistance on testing your water samples. Water samples should be sent only to certified laboratories that use the EPA-approved Graphite Furnace Atomic Absorption (AA) method. In some cases, the local water supplier, local or State department of health or environment, or the lab will collect and analyze the samples. In most cases, the lab will provide containers and instructions for collection. The charge for lab tests ranges from \$7 to \$30 per sample. In some States or localities, there may be funding available for testing.

### **What To Do If Problems Are Found**

If the lead level of any fountain or outlet exceeds 20 parts per billion (ppb), take immediate action to reduce the level of contamination. Flushing outlets on a daily basis before school begins may sufficiently reduce exposures, especially if the problem is localized to a few outlets in a building. However, daily flushing may not be practical for water coolers.

Take follow-up samples from any outlet with lead levels above 20 ppb to pinpoint the source of the problem. Make sure to follow the instructions in the EPA booklet *Lead In School Drinking Water*. If you find a cooler to be the source of the lead, contact the distributor or manufacturer to determine how the problem may be corrected. If a cooler that is not lead free is responsible for high lead levels, removal may be necessary. The Consumer Product Safety Commission (CPSC) has the responsibility to issue an order to require manufacturers and importers to repair, replace or recall water coolers identified by EPA as having lead-lined tanks. Contact the CPSC Hotline (800/638-2772) to determine the status of their actions.

### **For More Information**

Contact the State office listed below for information on identifying and correcting lead in drinking water problems. Contact the EPA Safe Drinking Water Hotline at 800/426-4791 for other information and for the booklet *Lead In Schools Drinking Water*.

## Water Coolers With Lead-Lined Tanks

The following list of model numbers represents all of the drinking water coolers with lead-lined tanks that have been identified to date. The models listed here were selected because one or more of the units in that model series have been tested and found to have lead-lined tanks. These six models are made by the Halsey Taylor Company.

WM 8A	GC 10ACR	GC 5A
WT 8A	GC 10A	RWM 13A

## Other Water Coolers Containing Lead

### EBCO Manufacturing Company

EBCO has identified all pressure bubbler water coolers with shipping dates from 1962 through 1977 as having a bubbler valve containing lead, as defined by the LCCA. The units contain a single 50-50 tin-lead solder joint on the bubbler valve. Model numbers for those coolers in this category were not available.

The following EBCO models of pressure bubbler coolers produced from 1978 through 1981 contain one 50-50 tin-lead solder joint each:

CP3	DP7SM	DPM8H
CP10-50	DP10F	DP16M
DP20-50	CP3H	DP7S
DP13A	13P	DP7WM
DP7M	DP3RH	EP10F
DP13M-60	DP14A-50/60	CP10
CP5M	DP12N	DP20
DP14S	DPM8	DP8AH
DP5F	DP15M	C10E
CP3-50	DP5S	DP5M
7P	DP13SM	DP13M
DP3R	EP5F	CP3M
DP13A-50	CP5	DP13S
PX-10	13PL	DP7WMD
DP7MH	DP8A	WTC10
DP14M	DP10X	
DP15MW	DP15W	

Pressure bubbler water coolers manufactured by EBCO and marketed under the "Oasis" and "Kelvinator" brand names with the identified model numbers have been distributed in the U.S. In addition, EBCO indicated that "Aquarius" pressure bubbler water coolers are manufactured for distribution in foreign countries, including Canada. Although unlikely, it is conceivable that an "Aquarius" cooler with one of the model numbers listed above could have been transported into the U.S.

### Halsey Taylor Company

Halsey Taylor reports using lead solder in these models of water cooler manufactured between 1978 and the last week of 1987.

WMA-I	SCWT/SCWT-A
SWA-I	DC/DHC-1
S3/5/10 D	BFC-4F/7F/4FS/7FS
S300/500/1000D	

In addition to these Halsey Taylor models, Halsey Taylor indicates that the following Haws brand coolers manufactured for Haws by Halsey Taylor from November 1984 through December 18, 1987, are not lead free because they contain two tin-lead solder joints. The model designations for these coolers are:

HC8WT	HC14W	HCBF7D
HC8WTH	HC4F	HCBF7HO
HC14WT	HC4FH	HWC7
HC14WTH	HC8F	HWC7D
HC14WL	HC8FH	HC2F
HC16WT	HC14F	HC2FH
HC4W	HC14FH	HC5F
HC6W	HC14FL	HC10F
HC8W	HCBF7	

**Note:** A number of water coolers have been deleted from the proposed list identifying them as not lead free. For information about these water coolers and others, refer to the January 18, 1990 Federal Register notice.

# **Appendix B**

## *Testing Schedule*



*Lead in Water Sampling Schedule  
Northfield Public Schools*

School Year	Schools to be Sampled
2021-2022	Districtwide (6 buildings)
2026-2027	Districtwide (6 buildings)
2031-2032	Districtwide (6 buildings)

# **Appendix C**

*Lead-in-Water Testing Results and Locations*

# MEMO



**To:** To Whom It May Concern

**From:** Cassie Bowser, IEA Health & Safety Consultant

**Date:** May 2018

**Re:** Lead in Water test results

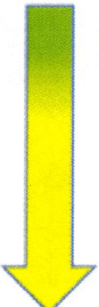

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Northfield Public Schools lead in water results can be found in the district health and safety files in the Building and Grounds office.

# **Appendix D**

## *Recommended Lead Hazard Reduction Options*

## Recommended Lead Hazard Reduction Options

Lead Level At The Tap	Lead Hazard Reduction Options
<p>&lt; 2 ppb or Non-Detected</p>  <p>2 ppb to 20 ppb*</p>	<ul style="list-style-type: none"> <li>• Lead was not detected. Tap may be used as normal;</li> <li>• Record result and test again in 5 years; and</li> <li>• Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request.</li> </ul> <p>The tap may be used for cooking and drinking water while steps are taken to reduce overall exposure. A higher number of taps with elevated results increases the urgency to implement hazard reduction.</p> <p>Options include:</p> <ul style="list-style-type: none"> <li>• Retest the sample tap and attempt to more accurately determine the source of the lead; consider monitoring tap more frequently until the source of lead is found and removed;</li> <li>• Consider the feasibility of flushing or other steps to minimize lead exposure, including limiting softened water supplies to hot water taps only, taking into account other actions that the school may already have in place;</li> <li>• Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request.</li> </ul>
 <p>&gt; 20 ppb*</p>	<p>Action should be taken to reduce exposure. The specific action(s) taken will be dependent on individual school conditions.</p> <p>Options include:</p> <ul style="list-style-type: none"> <li>• Remove tap from service until problem is demonstrably corrected by replacement, a flushing program, filtration, or treatment;</li> <li>• Do <b>not</b> use tap for cooking or drinking water;</li> <li>• Retest the tap and attempt to determine the source of the lead; If the tap is not replaced, consider monitoring tap more frequently, such as annually, until the source of lead is found and removed;</li> <li>• Implement a flushing protocol or other lead hazard reduction option; sampling should be use to evaluate effectiveness;</li> <li>• Make all test results and lead education materials accessible to the community, such as on a website, or annual report, and available upon request; and</li> <li>• Provide targeted communication and education to individuals, parents, and staff members that routinely use that tap.</li> </ul>

\*established by EPA 3Ts guidance; if EPA amends, Table 3 will be adjusted to be consistent with new value