

## SUPERINTENDENT'S REPORT AND AGENDA

Regular Meeting of the Board of Education  
Independent School District No. 280, Richfield, Minnesota

Richfield Public Schools *inspires* and *empowers* each individual to learn, grow and *excel*

**Monday, July 13, 2020**  
**7:00 p.m. School Board Meeting**

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
  - A. Public Comment
  - B. Superintendent Update
    - 1. Facilities Project Update
    - 2. Strategic Plan Update
- IV. CONSENT AGENDA
  - A. Routine Matters
    - 1. Minutes of the regular meeting held June 29, 2020
    - 2. General Disbursements as of July 2, 2020 for \$7,863,430.22
  - B. Personnel Items
- V. OLD BUSINESS (none at this time)
- VI. NEW BUSINESS
  - A. Centennial Elementary - Change Orders #006, #007 and #008
  - B. Richfield High School – Change Orders #025 and #026
  - C. Sheridan Hills Elementary – Change Orders #003 and #004
  - D. Richfield STEM School – Change Order #023
  - E. Policy 411 - Local and Out-of-State Travel

- F. Policy 710 and Administrative Guideline 710.1 – Petty Cash Fund
- G. Policy 742 and Administrative Guideline 742.1 – Student Transportation
- H. Policy 712 and Administrative Guideline 712.1 – Credit Card Usage
- I. Donations

## VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
  - 1. Summary of Closed Session – Superintendent Evaluation
- C. Future Meeting Dates
  - 8-3-2020            7:00 p.m.            Regular Board Meeting
  - 8-17-2020          7:00 p.m.            Regular Board Meeting – Public Comment
- D. Suggested/Future Agenda Items

## VIII. ADJOURN REGULAR MEETING



**RICHFIELD**  
**PUBLIC SCHOOLS**

# Facilities Project Update

July 13, 2020



# Current Project Design Status

- ▶ Central Education Center
  - ▶ Construction Bid documents have begun moving forward with an anticipated completion date of the end of Sept-early October.
    - ▶ Phasing to be worked on as the construction drawings continue.
    - ▶ Currently discussing starting the project in late January- early February
- ▶ Exterior Signage design is underway



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# RSTEM

## ► Current Project Status

- New Special Ed suite on 1<sup>st</sup> Floor has casework, acoustical ceiling pads and flooring remaining.
- New Kindergarten Rooms have tackwall and lockers remaining.
- New Pre-K rooms have flooring remaining.
- Entry Lobby has a few pieces of casework being installed the end of this week, with flooring installed at the new bus entry next week.
- Kitchen - Dish Room has walls and rough-ins completed with kitchen equipment being installed the end of this week and final connections to follow.
- All of these areas are on track to be ready for final cleaning the week of July 27<sup>th</sup>.
- Work in the boiler room continues with boiler piping.
  - Boiler plant is scheduled to be completed by the end of September.
  - Test and Balance and Commissioning will follow.



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# RSTEM

## ► Potential Risks or Delays

- Select pieces of furniture are currently scheduled for install on August 28<sup>th</sup>. Manufacturing shutdowns due to COVID-19 have affected lead times and delivery dates.
  - Primary concern is the teacher desk and file cabinet.
  - Other pieces are flexible furniture in the Special Ed space.
  - Currently looking into alternative options for furniture or temporary furniture for teacher work space.
  - The items do not impact the opportunity to begin instruction in the classrooms.

## ► Budget summary

- Project is 90% complete with 3% of the scheduled contingency amount remaining.
- Given the stage of the project, unforeseen condition changes are significantly reduced.
- Additional requests to the project will be reviewed for potential funding alternatives if changes are necessary and contingency amounts are not available.



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# CENTENNIAL

## ► Current Project Status

- New Special Ed Suite (former Media Center Space) has floor and wall finishes underway.
- Classrooms and renovated spaces are also in the finishes stage with ceilings, walls and flooring installation ongoing.
- Kitchen Equipment is scheduled to begin installation next week.
- New Entry and Admin space work continues with gypsum board install, painting and ceiling install to take place the next two weeks.
- All of these areas are currently on track to be ready for final cleaning the week of August 10th.
- Xcel Energy is scheduled to install the new Transformer on July 15<sup>th</sup> and 16<sup>th</sup>.
- Work in the boiler room continues with equipment being set the next two weeks, followed by all piping (Hot Water, Chilled Water, Domestic Water)
  - Boiler plant is scheduled to be completed by the end of September.
  - Test and Balance and Commissioning will follow



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# CENTENNIAL

## ► Potential Risks or Delays

- Select pieces of furniture are currently scheduled for install on August 31<sup>st</sup> - Sept 2<sup>nd</sup>. Primary concern is the Media Shelves.
  - Manufacturing shutdowns due to COVID-19 have affected lead times and delivery dates.
- Existing shelving has been retained and may be installed temporarily if needed.
- The items do not impact the opportunity to begin instruction in the classrooms.
  - All student desks and chairs are scheduled to be installed on August 24<sup>th</sup> - 27<sup>th</sup>.

## ► Budget summary

- Project is 60% complete with 65% of the scheduled contingency amount remaining.
- Demolition is complete, which reduces the unforeseen and existing condition changes.



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# SHERIDAN HILLS

## ► Current Project Status

- New Special Ed Suite interior framing, mechanical and electrical rough-in work nearing completion.
- New Main Office area framing, mechanical and electrical rough-in work continues. Gypsum board install underway.
- Roof curbs for new mechanical units are set and install of new Roof Top Units to take place in the next two weeks.
- Restroom gypsum board install beginning with finishes to follow.
- Classroom finishes scheduled to begin this week.
- Ductwork and Piping work continues throughout for supply to new chilled beams in the Special Ed Suite
- Front Entry footings and foundation work complete and structural framing underway.



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# SHERIDAN HILLS

## ► Potential Risks or Delays

- Select pieces of furniture are currently scheduled for install on August 31<sup>st</sup> and September 1<sup>st</sup>.
- Casework delivery is currently scheduled to arrive on August 17<sup>th</sup>.
  - Install of casework and sinks will need to be scheduled for Overtime hours - not an owner cost.
- Other pieces are flexible furniture or soft seating in breakout spaces (Quiet Room, Open Media, Reception).
  - The items do not impact the opportunity to begin instruction in the classrooms.

## ► Budget summary

- Project is 25% complete with 85% of the scheduled contingency amount remaining.
- Demolition is complete for the first phase, which reduces the unforeseen and existing condition changes associated with this initial phase.
  - Kitchen addition work is scheduled to begin excavation.
  - Soil Correction is a known risk.



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# RICHFIELD MIDDLE SCHOOL

## ► Current Project Status

- Media Center and Flex Area gypsum board install underway.
- Special Ed space wall framing completed with gypsum board install beginning to tape and sand.
- HVAC ductwork installation and unit ventilator installation in the classrooms continues and is followed by final piping connections.
- New staff restroom work continues with drywall installation being wrapped up and tile work beginning.
- Finishes (Painting and Flooring) to begin this week on 2<sup>nd</sup> and 3<sup>rd</sup> floor.
- 1<sup>st</sup> floor finishes to begin next week.



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# RICHFIELD MIDDLE SCHOOL

- ▶ 2020 Construction Approach and Phasing was reviewed in relation to the STEM project and areas of concern.
  - ▶ Restroom work was phased to take place during the second summer in order to lessen the mechanical workload during the 2020.
  - ▶ Fire Rated Mechanical shaft work demolition was focused on and existing conditions reviewed early in the demolition phase to ensure the build back details were clear.
  - ▶ Temporary Classroom were built to allow Abatement of existing flooring to be phased during the school year.
- ▶ Potential Risks or Delays
  - ▶ Media Center Book Shelving is currently scheduled for delivery on September 18<sup>th</sup>.
    - ▶ Manufacturing shutdowns due to COVID-19 have affected lead times and delivery dates.
  - ▶ Casework scheduled for this phase is a concern for installation.
    - ▶ Manufacturer shutdown due to COVID-19 for three weeks.
- ▶ Budget summary
  - ▶ Project is 20% complete with 98% of the scheduled contingency amount remaining.



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# RICHFIELD HIGH SCHOOL

## ► Current Project Status

- New Athletic Corridor addition masonry wall work continues.
- New weight room and dance studio work continues with gypsum board installation ongoing.
- Renovated Athletic Corridor Bathroom work is nearing completion with toilet partition install remaining.
- Art room gypsum board install underway as mechanical and electrical rough-in work is completed.
- Classroom tower link exterior finishes taking place.
- Science room renovations continue with Casework install beginning.
- Exterior work at the Loading dock continues and is on schedule to be completed by the end of July.
- Exterior grading is underway in areas that construction staging has been removed.
- New competition gym wood floor install is beginning as abatement of the existing floor has been completed.



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# RICHFIELD HIGH SCHOOL

## ► Potential Risks or Delays

- Flex Space select seating pieces are delayed for delivery
  - Manufacturing shutdowns due to COVID-19 have affected lead times and delivery dates.
- Main Gym wood floor and painting is at risk for completion by August 17<sup>th</sup>.
- 3<sup>rd</sup> Floor Main Hallway restrooms are at risk to be completed by the start of school due to mechanical shaft details with the existing conditions.
- Terrazzo patching is scheduled to be completed throughout but to date this has taken longer than scheduled.
- 3<sup>rd</sup> Floor of the Classroom tower link completion.
  - This includes staff office area

## ► Budget summary

- Project is 85% complete with 12% of the scheduled contingency amount remaining
  - There are two large dollar change orders we are still reviewing as well as other existing condition changes being reviewed.
  - The High School contingency amount will not be adequate to cover the total project costs
    - Additional funding is being determined within the overall project budget as items are completed, such as Surveying and Soil Borings to allocate the remaining balances to the High school project.
    - Additional items budgeted for in the overall project are being reviewed for scope to determine if there may be funds available within those budgeted scopes as well.



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# RDLS

## ► Current Project Status

- Punchlist items are nearing completion.
  - Sitework items are being addressed. New sod placed and drainage issues due to settling are being corrected.
  - One new vestibule door remains to be installed on the east side of the building. Planned to be completed this week.
- Mechanical Systems Commissioning continues with testing and verifications of each piece of equipment.

## ► Budget summary

- Project is complete with 1 final Change Order to be issued to close out financial aspect of the project.
- Current contingency balance of \$37,904.12 after this final change order.



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Questions  
?



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*Enriching and accelerating learning*



Strategic Planning 2020-25

*Enriqueciendo y acelerando el aprendizaje*



Richfield Public Schools Strategic Plan 2020-25

**RICHFIELD**

*Realized*



# Mission: Strategic Plan

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Our Mission:  
Richfield Public Schools  
**inspires and empowers** each  
individual to learn, grow and  
**excel.**



## Brand Messages

- **REAL COMMUNITY**  
Caring community, rich in diversity and relationships
- **PERSONALIZED LEARNING**  
Rigorous, relevant, and engaged learning for each student
- **RICH OPPORTUNITIES**  
Inspiring possibilities through academics, arts, music, athletics, and activities
- **INNOVATION IN ACTION**  
Transforming how we teach, redefining school





# Process and Timeline-UPDATED: Strategic Plan 2020-2025

<b>MONTH</b>	<b>ACTION</b>
June 2020	Present background information Strategic Plan 2020-25 to the board
July 2020	Create Branded Draft of Plan
August-September 2020	Review plan, gather feedback, revise and update with admin and staff
September-October 2020	Review plan, gather feedback, revise and update with students and community
November-December 2020	Revise and finalize plan
January 2021	Launch new strategic plan
January 2021-June 2021	Create Vision Cards aligned to plan and create clear measurement and communication plans



*Enriching and accelerating learning*



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**Questions?**

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*Enriqueciendo y acelerando el aprendizaje*



Richfield Public Schools Strategic Plan 2020-25

**RICHFIELD**

*Realized*



# Richfield Realized

## Overview

The 2020-25 strategic plan, Richfield Realized, is our road map for ensuring Richfield Public Schools is a vibrant, engaging school district where we inspire and empower every student and staff member to learn, grow and excel. Through this strategic plan, we will realize our goals and dreams for our students, staff and community.

## Background

We value the voice and experience of our students, families, staff and broader community. It was important to us to involve as many people as possible in this process, as the outcome will impact all of us—we are #OneRichfield.

Starting in December 2019, we began by reviewing the 2015-20 strategic plan, including our goals and outcomes, with our management team and District leaders.

January through May 2020, we held stakeholder meetings to share the results of our previous strategic plan and to collect input on new priorities. In all, almost 500 people provided more than 1,000 suggestions through community engagement sessions and the online survey. Community engagement sessions included large community gatherings, smaller meetings with advisory councils and PTSOs, as well as online meetings (due to COVID-19).

In May and June 2020, we used an online tool to survey our community, asking them to prioritize the list of goals and action items that were collected. We had 485 people respond to the survey. Contained in this draft are the results of these rankings. Each category contains the top 3-5 goals as identified by our stakeholders. Beneath many of these goals are suggested activities to help reach the goal. These activities are suggestions that were submitted during the initial community engagement sessions.

## Next steps

We will work collaboratively with our Board of Education to review and refine this list of goals and activities. We will take the board-reviewed draft to the administration team for review before creating our final draft to share with the community for review. Once the community has had the opportunity to read and comment on the draft, the final strategic plan will be presented to the board for approval. Our goal is to have an approved strategic plan by January 2021.



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# Academics



1

**Close the achievement gap.** Activities may include, but are not limited to:

- Ensuring the curriculum and classrooms reflect student diversity (including cultural norms)
- Incorporating parent education and resources to support struggling students outside the classroom
- Ensuring students believe in themselves and their abilities
- Encouraging all students to take rigorous or advanced courses



2

**Maintain small class sizes.**



3

**Continue to support, promote and value biliteracy.** Activities may include, but are not limited to:

- Expanding course offerings



4

**Increase course offerings.** Activities may include, but are not limited to:

- Adding life skills courses at the high school (taxes, budgeting, contracts, etc.)
- Creating more family and consumer sciences in the middle school (culinary, fashion design, etc.)
- Establishing more music and arts at elementary schools
- Designing additional project-based learning across grades



5

**Ensure all students learn about post-secondary options (from trades and certificate programs to 4-year colleges).** Activities may include, but are not limited to:

- Establishing advisory days that are focused on post-secondary planning
- Administering interest inventories for secondary students
- Adding or enhancing post-secondary planning in elementary schools
- Adding a Career and College Center at the high school
- Creating internships so students can explore careers

# Climate & Culture

1

**Improve student behavior.** Activities may include, but are not limited to:

- Increasing bullying prevention efforts
- Ensuring rules and policies are in place and followed equitably in buildings and across the District
- Engaging students in behavior/discipline (such as a restorative justice program)
- Improving behavior in the upper grades during lunch and passing times

2

**Increase student support, especially social-emotional support.** Activities may include, but are not limited to:

- Evaluating how counselors are assigned
- Teaching time management (to help students juggle school, homework, jobs and extracurricular activities)
- Supporting and training teachers to identify and support students with mental health
- Creating additional support staff positions

3

**Provide new opportunities for parent involvement.** Activities may include, but are not limited to:

- Leading tours for new families
- Writing grants
- Working with lobbyists
- Scheduling guest speakers in classrooms

4

**Improve school pride.** Activities may include, but are not limited to:

- Increasing school events such as pep fests, track and field days, etc.
- Friday Spartan clothing day

5

**Support and celebrate diversity.** Activities may include, but are not limited to:

- Providing districtwide events to celebrate cultures and help unite diverse families
- Increasing support for Somali families
- Increasing the number of teachers of color
- Providing cultural competency training for staff
- Starting student and/or staff affinity groups

# Activities



1

**Provide more variety of activity programs.** Activities may include, but are not limited to:

- Creating more visual and performing arts opportunities
- Providing athletics for students with all abilities
- Creating more clubs (like chess, robotics, cooking, and Voces Unidos)
- Offering more academic programs (like reading programs or homework help)
- Developing partnerships with local organizations (like Community Education, the library, Young Life and TreeHouse)



2

**Increase student participation in activity programs.** Activities may include, but are not limited to:

- Lowering fees
- Providing more student scholarships
- Adding more activity buses
- Better supporting students with disabilities so they can fully participate



3

**Increase attendance at games and performances.** Activities may include, but are not limited to:

- Marketing and promoting games and theater performances
- Increasing representation/attendance from staff
- Providing transportation to/from events



# Business & Operations

1

**Maintain or improve staff hiring and support.** Activities may include, but are not limited to:

- Ensuring a solid on-boarding process for new staff
- Filling vacant positions quickly and posting positions earlier
- Working to improve teacher retention
- Hiring building subs
- Providing better compensation and support for subs
- Simplifying the application process
- Providing better support for paras through professional development and higher pay
- Increasing professional development for office staff, outreach workers and admin assistants

2

**Continuous improvement of facilities.** Activities may include, but are not limited to:

- Making parking lot improvements
- Increasing playground equipment at elementary schools
- Adding a soccer field and recreational spaces on school grounds

3

**Ensure environmentally friendly practices across the district.** Activities may include, but are not limited to:

- Discontinuing disposable lunch items (i.e. plastic silverware)
- Adding bike racks or bike lockers at schools

4

**Continue to improve student meals.** Activities may include, but are not limited to:

- Adding more farm-to-table and locally sourced foods
- Adding student voice in menu planning and new recipes
- Making lunches free for all students
- Reducing food waste
- Improving composting

5

**Maintain financial accountability and transparency.**



# Communication & Marketing



1

**Improve the reputation of Richfield Public Schools.** Activities may include, but are not limited to:

- Sharing positive stories in the media, in community newsletters, on social media and on the District website



2

**Improve family communication.** Activities may include, but are not limited to:

- Streamlining and standardizing communication tools across the District
- Offering workshops/events for families
- Improving parent communication from teachers, schools and the District
- Increasing communication with the Somali community
- Ensuring all communication is consistent and welcoming (including written communication, phone calls and in-person interactions)



3

**Increase enrollment through improved marketing and public relations.**



# Other

1

- Improve community partnerships.** Activities may include, but are not limited to:
- Creating partnerships with local businesses and organizations or connecting with local seniors/retirees

2

- Create a structured volunteer program to engage more residents and parents as volunteers in the schools.**

3

- Provide parent classes/programs (activities).** Activities may include, but are not limited to:
- Offering evening classes for parents on topics like “healthy parenting” or “kids and social media.”



FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	297947	06/11/2020	ARAMARK	R	122.90
01	297948	06/11/2020	ARVIG ENTERPRISES INC	R	1,357.90
01	297949	06/11/2020	BEHNKE, BRET A	R	147.75
01	297950	06/11/2020	BEN FRANKLIN ELECTRIC INC	R	2,002.00
01	297951	06/11/2020	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	1,222.50
01	297952	06/11/2020	BLUETARP FINANCIAL	R	569.76
01	297953	06/11/2020	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	297954	06/11/2020	BROWN STEARNS, LISA L	R	52.55
01	297955	06/11/2020	BRYAN ROCK PRODUCTS	R	758.36
01	297956	06/11/2020	BSI MECHANICAL, INC.	R	1,148.25
01	297957	06/11/2020	BSN SPORTS, LLC	R	6,283.00
01	297958	06/11/2020	CAPTIVATE MEDIA & CONSULTING	R	1,240.00
01	297959	06/11/2020	CATALYST BUYING GROUP LLC	R	1,839.99
01	297960	06/11/2020	CEDAR SMALL ENGINE	R	61.82
01	297961	06/11/2020	CENTURYLINK	R	39.11
01	297962	06/11/2020	CINTAS CORPORATION NO 2	R	201.04
01	297963	06/11/2020	COMCAST BUSINESS	R	529.74
01	297964	06/11/2020	CONTINENTAL RESEARCH CORP	R	803.32
01	297965	06/11/2020	COUGHLIN, JOHN R	R	6.40
01	297966	06/11/2020	CULLIGAN SOFT WATER	R	9.50
01	297967	06/11/2020	DAGGETT, ROBERT J	R	18.00
01	297968	06/11/2020	DESIGNTEX	R	2,649.93
01	297969	06/11/2020	DHUMAN, ASHTON	R	38.00
01	297970	06/11/2020	ECM PUBLISHERS INC	R	95.20
01	297971	06/11/2020	ECOLAB INC	R	739.03
01	297972	06/11/2020	EDUCATORS BENEFIT CONSULTANTS LLC	R	426.99
01	297973	06/11/2020	ENERSON, MARTHA	R	41.65
01	297974	06/11/2020	FASTENAL INDUSTRIAL	R	143.17
01	297975	06/11/2020	FLORES VAZQUEZ, ADOLFO	R	19.05
01	297976	06/11/2020	FLOYD LOCK AND SAFE	R	36.00
01	297977	06/11/2020	WW GRAINGER INC	R	387.62
01	297978	06/11/2020	HERFF JONES INC	R	1,473.17
01	297979	06/11/2020	HILLYARD	R	152.68
01	297980	06/11/2020	HOGLUND BUS CO INC	R	180.00
01	297981	06/11/2020	HONDA FINANCIAL SERVICES	R	256.00
01	297982	06/11/2020	HOPE CHURCH	R	13,988.75
01	297983	06/11/2020	HOWARD, DIANE	R	13.20
01	297984	06/11/2020	HUGHES, DEAN J	R	14.60
01	297985	06/11/2020	HUYNH, ANDY N	R	14.25
01	297986	06/11/2020	INTEREUM, INC	R	594.00
01	297987	06/11/2020	KRAUS, DEAN W	R	47.90
01	297988	06/11/2020	MCDOWALL COMPANY	R	5,836.10
01	297989	06/11/2020	METRO TRANSIT	R	189.00
01	297990	06/11/2020	NAVIANCE	R	1,261.53
01	297991	06/11/2020	NEVELLE DENNIS	R	91.00
01	297992	06/11/2020	NEW DOMINION SCHOOL	R	4,210.73
01	297993	06/11/2020	NOKOMIS SHOE SHOP	R	250.00
01	297994	06/11/2020	OGRADY, PETER J	R	30.40
01	297995	06/11/2020	PAGUYO, TRACY J	R	7.35

01	297996	06/11/2020	PAN O GOLD BAKING CO	R	163.70
01	297997	06/11/2020	PEARCE, JOHN B	R	101.65
01	297998	06/11/2020	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	7,230.05
01	297999	06/11/2020	PREMIUM WATERS INC	R	26.00
01	298000	06/11/2020	SANCHEZ ORTIZ, MARIA	R	19.25
01	298001	06/11/2020	SITEONE LANDSCAPE SUPPLY LLC	R	624.43
01	298002	06/11/2020	SJF MATERIAL HANDLING INC.	R	2,088.72
01	298003	06/11/2020	STOLT, ELIZABETH G	R	58.15
01	298004	06/11/2020	SUMMIT COMPANIES	R	968.00
01	298005	06/11/2020	TRIO SUPPLY COMPANY	R	826.23
01	298006	06/11/2020	TWIN CITY HARDWARE	R	4,055.54
01	298007	06/11/2020	UNITED HEALTHCARE	R	159.60
01	298008	06/11/2020	UNITED HEALTHCARE INSURANCE CO	R	479.54
01	298009	06/11/2020	UPPER LAKES FOODS	R	8,114.00
01	298010	06/11/2020	VENUS FRANKLIN	R	94.00
01	298011	06/11/2020	VERIZON WIRELESS	R	555.26
01	298012	06/11/2020	VISU-SEWER, INC.	R	3,942.50
01	298013	06/11/2020	WESTERN PSYCHOLOGICAL SERVICES	R	68.20
01	298014	06/11/2020	WORLD FUEL SERVICES, INC.	R	659.18
01	298015	06/11/2020	XCEL ENERGY	R	7,864.76
01	298016	06/18/2020	BRINK'S INCORPORATED	R	1,274.57
01	298017	06/18/2020	CARIN FOLK	R	47.00
01	298018	06/18/2020	CDW GOVERNMENT INC	R	5,579.85
01	298019	06/18/2020	CENTURYLINK	R	71.00
01	298020	06/18/2020	CITY OF RICHFIELD	R	8,566.51
01	298021	06/18/2020	CONTEMPORARY TRANSPORTATION LLC	R	5,700.00
01	298022	06/18/2020	CUB FOODS	R	542.51
01	298023	06/18/2020	DARK KNIGHT SOLUTIONS, LLC	R	425.00
01	298024	06/18/2020	DICKS LAKEVILLE SANITATION INC	R	8,955.99
01	298025	06/18/2020	ECM PUBLISHERS INC	R	495.00
01	298026	06/18/2020	FIREFLY COMPUTERS, LLC	R	1,323.00
01	298027	06/18/2020	FURTHER	R	5,674.50
01	298028	06/18/2020	HOGAN ASSESSMENT SYSTEMS INC	R	3,300.00
01	298029	06/18/2020	INTERMEDIATE DISTRICT 287	R	110,439.02
01	298030	06/18/2020	JUSTINO JIMENEZ CORTES	R	47.00
01	298031	06/18/2020	LOFFLER	R	1,225.09
01	298032	06/18/2020	METROPOLITAN MECHANICAL CONTRACTORS	R	2,568.53
01	298033	06/18/2020	MULTILINGUAL WORD INC	R	2,626.50
01	298034	06/18/2020	NORMA NELSON	R	59.00
01	298035	06/18/2020	PITNEY BOWES GLOBAL FINANCIAL SVC	R	1,104.42
01	298036	06/18/2020	RICHFIELD FUN CLUB	R	2,970.00
01	298037	06/18/2020	RICHFIELD READY	R	150.00
01	298038	06/18/2020	RICHFIELD ROTARTY	R	70.00
01	298039	06/18/2020	SCHMITT MUSIC CREDIT	R	9.00
01	298040	06/18/2020	SHRED IT USA	R	1,064.86
01	298041	06/18/2020	PARK ADAM TRANSPORTATION	R	119,165.80
01	298042	06/18/2020	TIERNEY BROTHERS INC	R	222,890.00
01	298043	06/18/2020	TWIN CITY TRANSPORTATION	R	122,864.66
01	298044	06/18/2020	XCEL ENERGY	R	42.42
01	298045	06/18/2020	YOUTH FRONTIERS INC	R	1,920.00

01	V610093	06/18/2020	VERONICA BACH-DOWD	R	200.00
01	V610094	06/18/2020	MELISSA E FINDLAY-LAMPKIN	R	506.54
01	V610095	06/18/2020	CORY J KLINGE	R	242.65
01	V610096	06/18/2020	BRIDGET M LIPS	R	1,601.96
01	V610097	06/18/2020	STEPHANIE A POPP	R	228.85
01	V610098	06/18/2020	MARTA E WEIRICH	R	156.62
01	V610099	06/18/2020	AUBREE M YUNKER	R	152.71
01	298046	06/22/2020	ABAKPORO, EKWUTOSI	R	260.00
01	298047	06/22/2020	ABDULLAHI M ALI	R	260.00
01	298048	06/22/2020	ALYSSA KUEHN	R	204.00
01	298049	06/22/2020	ANDERSON, CATHERINE	R	145.00
01	298050	06/22/2020	ANDREA OLSON	R	165.00
01	298051	06/22/2020	AYDE VASQUEZ	R	145.00
01	298052	06/22/2020	BARBARA HENRY-MEYER	R	165.00
01	298053	06/22/2020	BARBARA PULKRABEK	R	232.00
01	298054	06/22/2020	BARTLETT, CHRIS	R	145.00
01	298055	06/22/2020	BENSON, NANCY	R	204.00
01	298056	06/22/2020	BERG, LOREAN	R	520.00
01	298057	06/22/2020	BEUNA WITHERS	R	75.00
01	298058	06/22/2020	BONIFACIO MORALES	R	232.00
01	298059	06/22/2020	BRENDA APODACA	R	100.00
01	298060	06/22/2020	BRIDGIT NISTLER	R	260.00
01	298061	06/22/2020	BROWN, ELIZABETH	R	50.00
01	298062	06/22/2020	BROWN, LAMAR	R	145.00
01	298063	06/22/2020	BROWN, MATTHEW	R	27.00
01	298064	06/22/2020	BROWN, REBECCA	R	55.00
01	298065	06/22/2020	BURY, TIMOTHY	R	145.00
01	298066	06/22/2020	BUSSO, DOMINIC	R	165.00
01	298067	06/22/2020	CAREY, JOEL	R	89.00
01	298068	06/22/2020	CARIN FOLK	R	260.00
01	298069	06/22/2020	CASSELLIUS, SALLY	R	117.00
01	298070	06/22/2020	CELESTE WIEDERHOLT	R	145.00
01	298071	06/22/2020	CHRISTIAN, BRENDA	R	165.00
01	298072	06/22/2020	CHRISTIE BURKE	R	262.00
01	298073	06/22/2020	CHRISTINA THOMPSON	R	145.00
01	298074	06/22/2020	COOK, AMY	R	145.00
01	298075	06/22/2020	CRAWFORD, LISA	R	260.00
01	298076	06/22/2020	DAVIS, MARIE	R	260.00
01	298077	06/22/2020	DAYIB ADAM	R	260.00
01	298078	06/22/2020	DEVIKA MANIKARAN	R	260.00
01	298079	06/22/2020	DHINGOTSANG, SONAM	R	165.00
01	298080	06/22/2020	DINGLEY, LAIMA	R	260.00
01	298081	06/22/2020	DOUGLAS KLEIST	R	50.00
01	298082	06/22/2020	EGGEN, PAM	R	520.00
01	298083	06/22/2020	ELIZABETH DI GRAZIA	R	206.00
01	298084	06/22/2020	ERIN PETRIK	R	50.00
01	298085	06/22/2020	ESLIN RAGHUNATH	R	145.00
01	298086	06/22/2020	ESTHER ESTEVA VENEGAS	R	260.00
01	298087	06/22/2020	FADUMO ALI	R	260.00
01	298088	06/22/2020	FERGUSON, NONA	R	260.00

01	298089	06/22/2020	FLAKE, ANNE	R	95.00
01	298090	06/22/2020	FRYE, LESLIE	R	145.00
01	298091	06/22/2020	GESAADE, LIBAN	R	260.00
01	298092	06/22/2020	GORDEN VIZECKY	R	95.00
01	298093	06/22/2020	GREEN, DANIEL	R	145.00
01	298094	06/22/2020	HANSON, NANCY	R	145.00
01	298095	06/22/2020	HARDY, ANGELITA	R	50.00
01	298096	06/22/2020	HARDY, JEFFERY	R	95.00
01	298097	06/22/2020	HILLARY JEUTTER	R	260.00
01	298098	06/22/2020	HINTZ, NICOLE	R	232.00
01	298099	06/22/2020	HODEK, BETSY	R	260.00
01	298100	06/22/2020	HOPPE, ANNA	R	95.00
01	298101	06/22/2020	HOPPE, WILLIAM	R	50.00
01	298102	06/22/2020	HUMISTON DANIAL K	R	165.00
01	298103	06/22/2020	HUN, MELYNDA	R	260.00
01	298104	06/22/2020	ILSE GENIZ GARCIA	R	50.00
01	298105	06/22/2020	JACQUELINE SKOF	R	165.00
01	298106	06/22/2020	JASON TAYLOR	R	67.00
01	298107	06/22/2020	JASON WENAAS	R	50.00
01	298108	06/22/2020	JENNIFER PETERSEN	R	89.00
01	298109	06/22/2020	JIGME UGEN	R	95.00
01	298110	06/22/2020	JOANN DI GRAZIA	R	230.00
01	298111	06/22/2020	JOY JUREWICZ	R	117.00
01	298112	06/22/2020	KARI TAYLOR	R	165.00
01	298113	06/22/2020	KELLY BLOOMER	R	260.00
01	298114	06/22/2020	KENZOM KENZOM	R	145.00
01	298115	06/22/2020	KIMBERLY WILSON	R	131.00
01	298116	06/22/2020	LADAWN KLEVEN	R	260.00
01	298117	06/22/2020	LALINDA JAYAMANNE	R	145.00
01	298118	06/22/2020	LAURA APODACA MADRID	R	50.00
01	298119	06/22/2020	LAURIE PYLE	R	145.00
01	298120	06/22/2020	LETICIA TAPIA ACOSTA	R	260.00
01	298121	06/22/2020	LUCY ZUBAN	R	260.00
01	298122	06/22/2020	MARCELINA LEON LOPEZ	R	260.00
01	298123	06/22/2020	MARIA TINOCO	R	260.00
01	298124	06/22/2020	MARTHA FLORES	R	260.00
01	298125	06/22/2020	MARY CARDWELL	R	260.00
01	298126	06/22/2020	MICHELLE SAWYER CARROLL	R	145.00
01	298127	06/22/2020	MICHELLE WITHERS	R	185.00
01	298128	06/22/2020	MILES SARA	R	50.00
01	298129	06/22/2020	MOTLEY, TRACY	R	260.00
01	298130	06/22/2020	NAMGUAL DOLMA	R	145.00
01	298131	06/22/2020	NICOLE SLAUGHTER	R	145.00
01	298132	06/22/2020	OSCAR GALENO GARCIA	R	260.00
01	298133	06/22/2020	PEDRO OLEA HERRERA	R	260.00
01	298134	06/22/2020	PETRIK, MEGAN	R	50.00
01	298135	06/22/2020	PHONG LE	R	204.00
01	298136	06/22/2020	PHURBU DOLMA	R	260.00
01	298137	06/22/2020	RAFAEL ERNESTO HERNANDEZ SICILIANO	R	61.00
01	298138	06/22/2020	RIK WOLTERSTORFF	R	165.00

01	298139	06/22/2020	SHARON O'DONNELL	R	204.00
01	298140	06/22/2020	SHERRI MEDVEC	R	212.00
01	298141	06/22/2020	SHIRLEY TESKE	R	100.00
01	298142	06/22/2020	SHUKRI YUSUF	R	260.00
01	298143	06/22/2020	SIMON, PAMELA	R	260.00
01	298144	06/22/2020	SKOF BRYAN	R	95.00
01	298145	06/22/2020	STEPHANIE VIZECKY	R	165.00
01	298146	06/22/2020	STOFFEL THERESE	R	260.00
01	298147	06/22/2020	TENZIG TSEYANG	R	165.00
01	298148	06/22/2020	TENZIN TSEPAK	R	95.00
01	298149	06/22/2020	TERESA KEMMER	R	176.00
01	298150	06/22/2020	THOA VO	R	204.00
01	298151	06/22/2020	UYEN NGUYEN	R	75.00
01	298152	06/22/2020	VANESSA CORTEZ CRUZ	R	260.00

<b>TOTAL CHECK &amp; E-PAY REGISTER</b>					<b>745,161.51</b>
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## CHECKS & E-PAY RUNS FOR 06/29/2020 BOARD REPORTS

BANK 05	DATE	AMOUNT
E-PAY	6/18/2020	3,089.33
CHECKS	6/11/2020	91,860.95
	6/18/2020	631,171.23
	6/22/2020	19,040.00

CHECK REGISTER BANK 05 TOTAL =	745,161.51
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BREAKDOWN	
01-206-00	464,846.12
02-206-00	19,068.41
03-206-00	251,698.98
04-206-00	4,060.82
06-206-00	2,649.93
07-206-00	-
08-206-00	-
20-206-00	1,929.33
21-206-00	907.92
47-206-00	
50-206-00	

BANK TOTAL =	745,161.51
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## SUPERINTENDENT'S REPORT AND MINUTES

Regular Meeting of the Board of Education  
Independent School District No. 280, Richfield, Minnesota

Richfield Public Schools *inspires* and *empowers* each individual to learn, grow and *excel*

**Monday, June 29, 2020**  
**7:00 p.m. School Board Meeting**

### CALL TO ORDER

The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, June 29, 2020, via virtual meeting due to the current federal and state emergency declarations and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic. Chair Crystal Brakke called the Regular Board Meeting to order at 7:00 p.m. with the following school board members in attendance: Cole, Maleck, Pollis, Smisek and Toensing.

Administrators present were Superintendent Unowsky, Asst. Superintendent Daniels, Chief HR & Admin Officer Holje, and Executive Director Clarkson.

### REVIEW AND APPROVAL OF THE AGENDA

Motion by Pollis, seconded by Maleck, and unanimously carried, the Board of Education approved the agenda.

### INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
  - 1. Corona Virus Update/Review of Fall Planning
  - 2. SRO Initial Conversation
  - 3. Health and Safety Report

### CONSENT AGENDA

Motion by Maleck, seconded by Smisek, and unanimously carried, the Board of Education approved the consent agenda.

- A. Routine Matters
  - 1. Minutes of the regular meeting held June 15, 2020
  - 2. General Disbursements as of June 29, 2020 for \$745,161.51
- B. Personnel Items
  - Management Full Time Positions for Employment
  - Latanya Daniels – Assistant Superintendent – District Wide
  - Alecia Mobley – Director of Special Education – District Wide
  - Lisa Negus – Director of Human Resources – District Wide

Certified Full Time Positions for Employment – 1<sup>st</sup> Year Probation

Kiersten Bostic – Special Education – Centennial/RDLS

Hannah Wegleitner – Special Education – STEM

Cassandra Okell – Special Education – Sheridan Hills

Amy Frank – Language Arts – RMS

Jacqueline Caldwell – Special Education – RMS

Michelle Davis – Social Worker – RMS

Certified Full Time Position for Employment – 3<sup>rd</sup> Year Probation

Katelyn Weil – Math – Richfield Middle School

Nicole Keen – School Social Worker – Richfield Middle School

Corey Needleman – Band Teacher – Richfield Middle School

Cristine Gibson – Special Education Teacher – Richfield High School

Certified Full Time Position for Employment – Temporary

Chelsea Johnson – Elementary Teacher – RSTEM

Christine Porter – Band – Richfield High School

Taylor Jensen – Elementary Teacher – STEM

Kaitlin Senn – School Psychologist - RHS

Certified Full Time Extended Probation

Colleen Mahoney– Elementary Principal – Centennial

Certified Full Time Resignations

Sarah Miziorko – Math Teacher – RDLS

Courtney Smith – Preschool Teacher – Central Education Center

Classified Management Full Time Positions for Employment

Cassandra Quam – Assistant to the Superintendent – District Office

Classified Part Time Retirement – Facilities and Transportation

Daniel Forcier – Bus Driver – District Wide

OLD BUSINESS

A. Policy 612 and Guideline 612.1 Curriculum Development

Motion by Toensing, seconded by Cole, and unanimously carried, the Board of Education approved Policy 612 and Guidelines.

B. Policy 112 and Guidelines 112.1 and 112.2 Wellness Policy and Guidelines

Motion by Maleck , seconded by Pollis, and unanimously carried, the Board of Education approved Policy 112 and Guidelines.

C. Policy 610 and Guidelines 610.1 Selection and Reevaluation of Instructional Resources

Motion by Pollis, seconded by Maleck, and unanimously carried, the Board of Education approved Policy 610 and Guidelines.

## NEW BUSINESS

- A. Board Meeting Schedule 2020-2021  
Motion by Pollis, seconded by Cole, and unanimously carried, the Board of Education approved the schedule.
- B. Milk Bid Award  
Motion by Toensing, seconded by Maleck, and unanimously carried, the Board of Education approved the bid award.
- C. Bread Bid Award  
Motion by Smisek, seconded by Toensing, and unanimously carried, the Board of Education approved the bid award.
- D. Independent School District 280 Long Term Facility Maintenance Budget  
Motion by Maleck, seconded by Cole, and unanimously carried, the Board of Education approved the long term facility maintenance budget.

## ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates
  - 7-13-20                      7:00 p.m.                      Regular Board Meeting – Public Comment
  - 8-3-20                      7:00 p.m.                      Regular Board Meeting – Public Comment
- D. Suggested/Future Agenda Items

## CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.05 FOR SUPERINTENDENT EVALUATION

Motion by Maleck, seconded by Pollis, and unanimously carried at 9:15 p.m.

## REOPEN MEETING

Motion by Maleck, seconded by Toensing, and unanimously carried at 9:53 p.m.

## ADJOURN REGULAR MEETING

Chair Brakke officially adjourned the meeting at 9:53 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	TOTAL
01	297611	06/25/2020	TRANSFINDER CORPORATION	V	-3,300.00
01	298153	06/25/2020	ACTIVE INTERNET TECHNOLOGIES, LLC	R	525.00
01	298154	06/25/2020	AMERICAN ENGINEERING TESTING, INC.	R	5,028.15
01	298155	06/25/2020	ARTEDUTC LLC	R	1,474.00
01	298156	06/25/2020	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,512.00
01	298157	06/25/2020	CANON USA	R	4,038.49
01	298158	06/25/2020	CAPITAL ONE COMMERCIAL	R	45.26
01	298159	06/25/2020	CAPTIVATE MEDIA & CONSULTING	R	2,340.00
01	298160	06/25/2020	CEDAR SMALL ENGINE	R	72.58
01	298161	06/25/2020	CEL PUBLIC RELATIONS, INC.	R	6,600.00
01	298162	06/25/2020	CHIPHEADS COMPUTER REPAIR	R	4,200.00
01	298163	06/25/2020	CINTAS CORPORATION NO 2	R	109.34
01	298164	06/25/2020	COLLEGE BOARD	R	32,096.00
01	298165	06/25/2020	DIGI INTERNATIONAL, INC.	R	330.00
01	298166	06/25/2020	ECOLAB INC	R	209.60
01	298167	06/25/2020	EDUCATORS BENEFIT CONSULTANTS LLC	R	629.48
01	298168	06/25/2020	FAIRCON SERVICE COMPANY	R	252.50
01	298169	06/25/2020	WW GRAINGER INC	R	66.70
01	298170	06/25/2020	GROUP MEDICAREBLUE RX	R	6,510.00
01	298171	06/25/2020	H BROOKS AND COMPANY LLC	R	5,029.72
01	298172	06/25/2020	HAWKINS INC	R	284.70
01	298173	06/25/2020	HERFF JONES INC	R	86.39
01	298174	06/25/2020	HILLYARD	R	212.30
01	298175	06/25/2020	ZACKS INC	R	154.94
01	298176	06/25/2020	HOGLUND BUS CO INC	R	137.90
01	298177	06/25/2020	HOME DEPOT U.S.A.	R	653.86
01	298178	06/25/2020	HR SIMPLIFIED INC.	R	572.00
01	298179	06/25/2020	IDEAL ENERGIES LLC	R	992.09
01	298180	06/25/2020	IIX INSURANCE INFORMATION EXCHANGE	R	58.65
01	298181	06/25/2020	INSTITUTE FOR ENVIROMENTAL	R	6,117.50
01	298182	06/25/2020	JAYTECH, INC	R	325.00
01	298183	06/25/2020	JENSEN, JOHN C	R	28.65
01	298184	06/25/2020	KINECT ENERGY INC	R	4,454.25
01	298185	06/25/2020	LANGUAGE LINE SERVICE	R	3,483.72
01	298186	06/25/2020	LOFFLER COMPANIES	R	64.00
01	298187	06/25/2020	MADISON NATIONAL LIFE INS CO INC	R	28,467.41
01	298188	06/25/2020	MED COMPASS	R	1,097.00
01	298189	06/25/2020	MESSERLI & KRAMER	R	1,270.06
01	298190	06/25/2020	METRO ECSU	R	60.00
01	298191	06/25/2020	MINNESOTA DEPARTMENT OF HEALTH	R	35.00
01	298192	06/25/2020	MULTILINGUAL WORD INC	R	1,469.00
01	298193	06/25/2020	NIEBUR TRACTOR & EQUIPMENT INC	R	1,226.26
01	298194	06/25/2020	OCCUPATIONAL MEDICINE CONSULTANTS	R	629.00
01	298195	06/25/2020	ON SITE SANITATION	R	897.33
01	298196	06/25/2020	ONE OF ONE CLOTHING	R	1,260.00
01	298197	06/25/2020	PAN O GOLD BAKING CO	R	228.30
01	298198	06/25/2020	REENGINEERED, INC.	R	700.00
01	298199	06/25/2020	RUPP ANDERSON SQUIRES & WALDSPURGER	R	9,937.83
01	298200	06/25/2020	SCHOOL SERVICE EMPLOYEES UNION	R	9,036.47

01	298201	06/25/2020	SCHUMACHER ELEVATOR COMPANY	R	2,115.00
01	298202	06/25/2020	SERVPRO OF MINNETONKA	R	26,466.63
01	298203	06/25/2020	SONNENBURG GARY	R	79.00
01	298204	06/25/2020	STERNO PRODUCTS LLC	R	1,919.80
01	298205	06/25/2020	TRIO SUPPLY COMPANY	R	673.89
01	298206	06/25/2020	TWIN CITY HARDWARE	R	994.00
01	298207	06/25/2020	UNITED STATES TREASURER	R	830.00
01	298208	06/25/2020	UPPER LAKES FOODS	R	15,478.02
01	298209	06/25/2020	VELOCITY DRAIN SERVICES INC	R	450.00
01	298210	06/25/2020	WORLD FUEL SERVICES, INC.	R	850.68
01	298211	06/25/2020	XCEL ENERGY	R	806.38
01	298212	06/25/2020	ALL FURNITURE INC	R	44,330.94
01	298213	06/25/2020	AMERICAN DRAPERY SYSTEMS, INC.	R	8,310.00
01	298214	06/25/2020	BRAUN INTERTEC CORP	R	15,252.00
01	298215	06/25/2020	CORVAL CONSTRUCTION	R	385,091.77
01	298216	06/25/2020	EBERT CONSTRUCTION	R	1,054,894.05
01	298217	06/25/2020	ENVIROBATE, INC.	R	157,130.00
01	298218	06/25/2020	ENVIRONMENTAL PLANT SERVICES, INC.	R	149,591.75
01	298219	06/25/2020	ICS CONSULTING, INC.	R	77,395.57
01	298220	06/25/2020	INNOVATIVE OFFICE SOLUTIONS LLC	R	521,616.58
01	298221	06/25/2020	INSTITUTE FOR ENVIROMENTAL	R	114,745.39
01	298222	06/25/2020	INTEREUM, INC	R	13,210.28
01	298223	06/25/2020	LS BLACK CONSTRUCTORS, INC.	R	2,968,612.52
01	298224	06/25/2020	MID MINNESOTA STORAGE	R	180.00
01	298225	06/25/2020	SAAFE, LLC	R	8,088.50
01	298226	06/25/2020	SCHUMACHER ELEVATOR COMPANY	R	450.00
01	298227	06/25/2020	SHAW-LUNDQUIST ASSOCIATES, INC.	R	1,506,638.81
01	298228	06/25/2020	ULINE	R	135.86
01	298229	06/25/2020	WOLD ARCHITECTS AND ENGINEERS	R	71,714.73
01	298233	06/29/2020	AMAZON.COM SYNCB/AMAZON	R	7,660.14
01	V610103	06/29/2020	JENNIFER K LEWIS	R	506.54
01	298234	06/30/2020	BARNES & NOBLE BOOK	R	461.95
01	298235	06/30/2020	BEST BUY BUSINESS ADVANTAGE	R	29.00
01	298236	06/30/2020	CEL PUBLIC RELATIONS, INC.	R	6,600.00
01	298237	06/30/2020	CITY OF RICHFIELD	R	6,652.50
01	298238	06/30/2020	EASYPERMIT POSTAGE	R	4,190.00
01	298239	06/30/2020	ECM PUBLISHERS INC	R	113.05
01	298240	06/30/2020	ELLEVATION INC.	R	14,071.50
01	298241	06/30/2020	HEART ZONES, INC	R	153.72
01	298242	06/30/2020	LAURSEN PIANO SERVICE	R	202.00
01	298243	06/30/2020	LEONILA CONSECO	R	35.00
01	298244	06/30/2020	LOFFLER COMPANIES	R	1,116.94
01	298245	06/30/2020	NEW DOMINION SCHOOL	R	5,449.18
01	298246	06/30/2020	PERMA-BOUND BOOKS	R	3,647.00
01	298247	06/30/2020	QUALITY FLOW SYSTEMS, INC.	R	13,750.00
01	298248	06/30/2020	RICHFIELD READY	R	779.00
01	298249	06/30/2020	SOUTHWEST METRO EDUCATION	R	4,693.68
01	298250	06/30/2020	XCEL ENERGY	R	36,629.57
01	V610104	06/30/2020	MICHAEL A MANNING	R	71.98
01	V610105	07/01/2020	PATRICK L BURRAGE	R	70.00

01	V610106	07/01/2020	KATHERINE E CABIESES	R	40.00
01	V610107	07/01/2020	MIRIAM A CASTRO SANJUAN	R	40.00
01	V610108	07/01/2020	PHIL N CEDER	R	40.00
01	V610109	07/01/2020	MARY L CLARKSON	R	70.00
01	V610110	07/01/2020	TIA B CLASEN	R	70.00
01	V610111	07/01/2020	JOHNNY R COOK	R	70.00
01	V610112	07/01/2020	LATANYA R DANIELS	R	70.00
01	V610113	07/01/2020	GEORGE A DENNIS	R	35.00
01	V610114	07/01/2020	RYAN D FINKE	R	70.00
01	V610115	07/01/2020	PETER J FITZPATRICK	R	40.00
01	V610116	07/01/2020	STEVEN T FLUCAS	R	70.00
01	V610117	07/01/2020	MICHAEL L FRANKENBERG	R	70.00
01	V610118	07/01/2020	JAMES A GILLIGAN	R	70.00
01	V610119	07/01/2020	CHRISTINA M GONZALEZ	R	70.00
01	V610120	07/01/2020	KYLE L GUSTAFSON	R	40.00
01	V610121	07/01/2020	KEVIN D HARRIS	R	40.00
01	V610122	07/01/2020	JAMES L HILL	R	40.00
01	V610123	07/01/2020	CARLONDREA D HINES	R	70.00
01	V610124	07/01/2020	JESSICA M HOFFMAN	R	40.00
01	V610125	07/01/2020	CRAIG D HOLJE	R	70.00
01	V610126	07/01/2020	CORY J KLINGE	R	70.00
01	V610127	07/01/2020	DANIEL E KRETSINGER	R	70.00
01	V610128	07/01/2020	ANOOP KUMAR	R	40.00
01	V610129	07/01/2020	COLLEEN M MAHONEY	R	70.00
01	V610130	07/01/2020	MICHAEL A MANNING	R	70.00
01	V610131	07/01/2020	DANIEL P MCGINN	R	40.00
01	V610132	07/01/2020	DOUG R MCMEEKIN	R	70.00
01	V610133	07/01/2020	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V610134	07/01/2020	KENT D MEYER	R	70.00
01	V610135	07/01/2020	ERIN H NEILON	R	40.00
01	V610136	07/01/2020	ROBERT G OLSON	R	40.00
01	V610137	07/01/2020	MARK S PEDERSEN	R	40.00
01	V610138	07/01/2020	DENNIS E PETERSON	R	35.00
01	V610139	07/01/2020	RENEE C REED-KARSTENS	R	40.00
01	V610140	07/01/2020	KEITH D RIEF	R	40.00
01	V610141	07/01/2020	TERESA L ROSEN	R	70.00
01	V610142	07/01/2020	MAUREEN E RUHLAND	R	40.00
01	V610143	07/01/2020	MARTA I SHAHSAVAND	R	70.00
01	V610144	07/01/2020	NANCY J STACHEL	R	70.00
01	V610145	07/01/2020	PATRICK M SURE	R	40.00
01	V610146	07/01/2020	VLADIMIR S TOLEDO	R	40.00
01	V610147	07/01/2020	IAN D TOLENTINO	R	40.00
01	V610148	07/01/2020	STEVEN P UNOWSKY	R	270.00
01	V610149	07/01/2020	STEPHEN C URBANSKI	R	40.00
01	V610150	07/01/2020	CARRIE A VALA	R	70.00
01	V610151	07/01/2020	JENNIFER K VALLEY	R	70.00
01	V610152	07/01/2020	RYAN WAGNER	R	40.00
01	V610153	07/01/2020	REBECCA S WALD	R	40.00
01	V610154	07/01/2020	KASYA L WILLHITE	R	70.00
01	V610155	07/01/2020	AMY J WINTER AHSENMACHER	R	70.00

01	V2100667	07/01/2020	GOVERNMENT LEASING	R	30,577.60
01	V2100668	07/01/2020	SUN TRUST EQUIPMENT FINANCE LEASING	R	41,121.13
01	V2100669	07/01/2020	WELLS FARGO EQUIPMENT FINANCE	R	76,359.10
01	298251	07/02/2020	H BROOKS AND COMPANY LLC	R	3,424.84
01	298252	07/02/2020	HUBERT COMPANY, LLC	R	1,060.81
01	298253	07/02/2020	PAN O GOLD BAKING CO	R	72.45
01	298254	07/02/2020	TRIO SUPPLY COMPANY	R	307.69
01	298255	07/02/2020	UPPER LAKES FOODS	R	7,515.61
01	298256	07/02/2020	ACTIVE INTERNET TECHNOLOGIES, LLC	R	13,250.00
01	298257	07/02/2020	ALLIED 100, LLC	R	338.00
01	298258	07/02/2020	ANOKA-HENNEPIN SCHOOL DIST #11	R	800.00
01	298259	07/02/2020	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	298260	07/02/2020	CDW GOVERNMENT INC	R	126,705.00
01	298261	07/02/2020	COMCAST	R	265.04
01	298262	07/02/2020	DREAMBOX LEARNING	R	29,247.50
01	298263	07/02/2020	HOPE CHURCH	R	14,338.47
01	298264	07/02/2020	KINECT ENERGY INC	R	505.00
01	298265	07/02/2020	MASA	R	860.00
01	298266	07/02/2020	MASBO	R	110.00
01	298267	07/02/2020	MASSP-MN ASSOCIATION	R	964.00
01	298268	07/02/2020	MESPA-MN ELEMENTARY	R	924.00
01	298269	07/02/2020	MN DEPT HEALTH	R	240.00
01	298270	07/02/2020	NUTRILINK	R	1,125.00
01	298271	07/02/2020	PCS REVENUE CONTROL	R	9,609.00
01	298272	07/02/2020	PEAR DECK, INC	R	5,350.00
01	298273	07/02/2020	QUALTRICS, LLC	R	13,500.00
01	298274	07/02/2020	RICHFIELD ROTARY CLUB	R	280.00
01	298275	07/02/2020	RYAN JEANNIE M	R	938.27
01	298276	07/02/2020	SCHOOLOGY, INC	R	20,850.08
01	298277	07/02/2020	TIERNEY BROTHERS INC	R	49,622.60
01	298278	07/02/2020	WISEIDENTITY LLC	R	4,394.70

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<b>TOTAL CHECKS, E-PAYS, WIRES</b>					<b>7,863,430.22</b>
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## WIRES, CHECKS & E-PAYS FOR 07/13/2020 BOARD REPORTS

BANK 05	DATE	AMOUNT
WIRE TRANSFERS	7/1/2020	148,057.83
E-PAYS	6/29/2020	506.54
	7/1/2020	3,040.00
CHECKS	6/25/2020	199,371.83
	6/29/2020	7,660.14
	6/30/2020	98,646.07
	7/2/2020	308,759.06
CONSTRUCTION CHECKS	6/25/2020	7,097,388.75

CHECK REGISTER BANK 05 TOTAL =	7,863,430.22
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BREAKDOWN	
01-206-00	703,368.72
02-206-00	49,394.22
03-206-00	3,399.50
04-206-00	8,893.55
06-206-00	7,097,458.75
07-206-00	-
08-206-00	-
20-206-00	823.96
21-206-00	91.52
47-206-00	-
BANK TOTAL =	7,863,430.22



**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, July 13, 2020**

**Subject: PERSONNEL ITEMS**  
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

**Management Full Time Positions for Employment**

**Stacy Theien-Collins** – Principal – Richfield High School

**Certified Full Time Positions for Employment – 1<sup>st</sup> Year Probation**

**Gavin Finelli** – Special Education – Richfield High School

**Jack Arpin** – Elementary Bilingual Teacher – RDLS

**Jessica Kokku** – Special Education – RMS

**Certified Full Time Position for Employment – Continuing Contract**

**Amberly Mobley** – Elementary – RSTEM

**Classified Management Full Time Retirements**

**Susan Hartzell** – Payroll Accountant – District Wide

**Gail Amundson** – Human Resources Coordinator – District Wide

**Classified Part Time Position for Employment - Paraprofessional**

**Alex Shimkus** - 35 hours/wk - Special Education Paraprofessional – Centennial

**Classified Part Time Staff Reduction - Student Engagement Specialist**

**Kelly Holdgrafer** - 37.5 hrs/wk - Student Engagement Specialist - RMS

**Alex Shimkus** - 37.5 hrs/wk - RSTEM

**Classified Part Time Staff Reductions - Paraprofessionals**

**Grace Sacher** - 10.8 hrs/wk - Special Education Para - RHS

**Lionel Silas** - 30 hrs/wk - Special Education Para - RSTEM

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, July 13, 2020**

**Subject: CENTENNIAL Facilities Project Change Orders #006, #007 and #008**

(Recommended by the Superintendent)

That the Board of Education approve CENTENNIAL Facilities Project Change Orders #006, #007 and #008 for a net increase of \$45,108.04.

**Background Information**

- Centennial Change Order #006 – An addition of \$22,766.91 for additional demolition required due to existing conditions as well as mechanical modifications required for installation of the new systems. Additional wall and mechanical chase work makes up a significant portion of this change order.
- Centennial Change Order #007 – An addition of \$8,371.41 for repairs to the existing hydronic portions of mechanical units planned to remain in place as well as electrical modifications needed due to conflicts with new construction.
- Centennial Change Order #008 – An addition of \$13,969.72 for removal of existing concrete setting bed found behind removed markerboards in 20 classrooms. Also included are revisions associated with Gypsum Board walls and roof joist bearing details.

The original (Contract Sum)	\$6,759,200.00
Net Change by previously authorized Change Orders	\$74,658.51
The contract sum prior to these Change Orders	\$6,833,858.51
The contract sum will be increased by these Change Orders in the amount of	\$45,108.04
The new contract sum including all Change Orders will be	\$6,878,966.55



ICS  
3890 Pheasant Ridge Drive N.E., Suite 180  
Blaine, Minnesota 55449  
Phone: (763) 354-2670  
Fax: (763) 780-2866

**Project:** S180064 - CNTNL - ISD #280, Centennial Elementary School -  
2019 Renovations  
7315 Bloomington Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #006: Ebert CO 006 - DRAFT

<b>CONTRACT COMPANY:</b>	<b>Ebert Construction</b> 23350 County Road 10 Corcoran, Minnesota 55357	<b>CONTRACT FOR:</b>	SC-S180064 - CNTNL-001:Ebert Construction Single Prime Contract
<b>DATE CREATED:</b>	6/30/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	06/30/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$22,766.91

### DESCRIPTION:

Included in this change order are costs to modify ductwork routing, added grilles and diffusers, provide concrete masonry unit infills in room B147, additional mud bed removal and mud patching (concrete topping). Also included are costs to replace the existing door, frame and hardware at B002 (Electrical Room) that is no longer code compliant. Also included in this change order are cost to construct a new gypsum board mechanical chase in room B148 and supply/install added steel lintel in west wall of room B141.

Also included in this change order are (3) no cost changes related to ceiling clarifications in the Media Center area, Toilet Rooms B148 and B148 dimension clarifications and modifications to Area B Office ductwork.

CE #016 - PR #009 - Mech RFI Responses: \$1,004.85  
PR #009 - Mech RFI Responses

CE #017 - RFCO - RFI 033 Girls B147 Wall: \$583.28  
RFCO - RFI 033 Girls B147 Wall

CE #018 - RFCO - RFI 029 Removed Mud Bed Patching: \$4,625.50  
RFCO - RFI 029 Removed Mud Bed Patching

CE #023 - PR #010 - Door B002 Removal and Replacement: \$5,877.24  
PR #010 - Door B002 Removal and Replacement

CE #025 - PR #011 - Grid D Masonry Wall Rev. and Boys B148 Chase: \$10,676.04  
PR #011 - Grid D Masonry Wall Rev. and Boys B148 Chase

CE #026 - SI #006 - Media Center Ceiling Clarification: No cost impact \$0.00  
SI #006 - Media Center Ceiling Clarification

CE #032 - SI #007 - Toilet B147 & B148 Dimensions: No cost impact \$0.00  
SI #007 - Toilet B147 & B148 Dimensions

CE #033 - PR #012 - Area B Office Ductwork: No cost impact \$0.00  
PR #012 - Area B Office Ductwork

### ATTACHMENTS:

[CE #023 - PR #010 - Door B002 Removal and Replacement - Pricing Revised 6.22.2020.pdf](#) [PR #012 - Area 'B' Office Ductwork.pdf](#) [SI #007 - Toilet B147 & B148 Dimensions.pdf](#) [CE #025 - PR #011 - Grid 10 Wall Changes & B148 Stud Wall.pdf](#) [CE #017 - RFI #33 - Girls B147 Patching.pdf](#) [SI](#)



[#006 - Media Center Ceiling Clarifications.pdf](#) [CE #018 - RFI #29 - Concrete Mud Bed Topping.pdf](#) [CE #016 - PR #009 - Mechanical RFI Changes.pdf](#) [PR #011 - Grid D Masonry Wall Revisions and Boys B148 Chase \(1\).pdf](#) [PR #010 - Door B002 Removal and Replacement.pdf](#) [PR #009 - Mechanical RFI Responses.pdf](#)

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**CHANGE ORDER LINE ITEMS:**

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The original (Contract Sum)	\$ 6,759,200.00
Net change by previously authorized Change Orders	\$ 74,658.51
The contract sum prior to this Change Order was	\$ 6,833,858.51
The contract sum will be increased by this Change Order in the amount of	\$ 22,766.91
The new contract sum including this Change Order will be	\$ 6,856,625.42
The contract time will not be changed by this Change Order by 0 days	

**Ebert Construction**  
23350 County Road 10  
Corcoran Minnesota 55357

**Wold Architects & Engineers**  
332 Minnesota Street, Suite W2000  
St. Paul Minnesota 55101

**Independent School District #280**  
7001 Harriet Avenue S.  
Richfield Minnesota 55423

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ICS  
3890 Pheasant Ridge Drive N.E., Suite 180  
Blaine, Minnesota 55449  
Phone: (763) 354-2670  
Fax: (763) 780-2866

**Project:** S180064 - CNTNL - ISD #280, Centennial Elementary School -  
2019 Renovations  
7315 Bloomington Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #007: Ebert CO 007 - DRAFT

<b>CONTRACT COMPANY:</b>	<b>Ebert Construction</b> 23350 County Road 10 Corcoran, Minnesota 55357	<b>CONTRACT FOR:</b>	SC-S180064 - CNTNL-001:Ebert Construction Single Prime Contract
<b>DATE CREATED:</b>	6/30/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	06/30/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$8,371.41

### DESCRIPTION:

Included in this change order are costs to demo an existing exterior light and electrical receptacle. Also included in this change are costs to re-route existing electrical conduit and wiring in conflict with new ductwork routing. Also included in this change are costs to repair components on existing IDUs that were called to remain.

CE #034 - RFCO - RFI 060 Outside Light & Outlet Demo: \$204.44  
RFCO - RFI 060 Outside Light & Outlet Demo

CE #036 - RFCO - RFI 056 Electrical Conduit Blocking in Tunnel @ Room A155: \$2,473.87  
RFCO - RFI 056 Electrical Conduit Blocking in Tunnel @ Room A155

CE #038 - RFCO - Repair Various Existing IDUs: \$5,693.10  
RFCO - Repair Various Existing IDUs

Coils need to be replaced: (able to recycle coils from project demolished units)  
-Two located in room 102, one in 107, and one in 119

Hydronic Accessories Leaking:  
-Leaking strainers in rooms 105, 119, (2) 129, (2) 116  
-Leaking threaded joints in rooms 123, and 118

Valves to be replaced:  
-Balance valves in rooms 129, and 125  
-Ball valves in rooms 104, 105, 125, 129, and 117

### ATTACHMENTS:

[CE #038 - Repair Various Existing IDU's.pdf](#) [CE #36 - RFI #56 - Electrical Conduit Blocking HVAC Work in Tunnel.pdf](#) [CE #034 - RFI #60 - Outside Light & Outlet Demo.pdf](#)

### CHANGE ORDER LINE ITEMS:



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The original (Contract Sum)	\$ 6,759,200.00
Net change by previously authorized Change Orders	\$ 97,425.42
The contract sum prior to this Change Order was	\$ 6,856,625.42
The contract sum will be increased by this Change Order in the amount of	\$ 8,371.41
The new contract sum including this Change Order will be	\$ 6,864,996.83
The contract time will not be changed by this Change Order by 0 days	

**Ebert Construction**  
23350 County Road 10  
Corcoran Minnesota 55357

**Wold Architects & Engineers**  
332 Minnesota Street, Suite W2000  
St. Paul Minnesota 55101

**Independent School District #280**  
7001 Harriet Avenue S.  
Richfield Minnesota 55423

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SIGNATURE                      DATE





ICS  
3890 Pheasant Ridge Drive N.E., Suite 180  
Blaine, Minnesota 55449  
Phone: (763) 354-2670  
Fax: (763) 780-2866

**Project:** S180064 - CNTNL - ISD #280, Centennial Elementary School -  
2019 Renovations  
7315 Bloomington Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #008: Ebert CO 008 - DRAFT

<b>CONTRACT COMPANY:</b>	<b>Ebert Construction</b> 23350 County Road 10 Corcoran, Minnesota 55357	<b>CONTRACT FOR:</b>	SC-S180064 - CNTNL-001:Ebert Construction Single Prime Contract
<b>DATE CREATED:</b>	6/30/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	06/30/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$13,969.72

### DESCRIPTION:

Included in this change order are costs to remove concrete 'bump-outs' behind existing markerboards at (20) locations, drywall furring in room A141 and structural steel framing at the roof level to support bar joists.

Also included in the change order is a no cost change for plumbing scope revisions in the A114A Restroom and for clarification received regarding openings B147 and B148.

CE #020 - RFCO - RFI 039 Removal of Concrete Behind Existing Markerboards: \$12,533.40  
RFCO - RFI 039 Removal of Concrete Behind Existing Markerboards

CE #024 - RFCO - RFI 031 Existing Plumbing & Carriers in Room A115A: No cost impact \$0.00  
RFCO - RFI 031 Existing Plumbing & Carriers in Room A115A

CE #031 - RFCO - RFI 048 Gypsum Board Assemblies Clarifications: \$881.81  
RFCO - RFI 048 Gypsum Board Assemblies Clarifications

CE #035 - RFCO - RFI 062 Confirming RFI regarding roof joist bearing direction: \$554.51  
RFCO - RFI 062 Confirming RFI regarding roof joist bearing direction

CE #040 - RFCO - RFI 053 Sawcut Openings @ Girls B147 & Boys B148: No cost impact \$0.00  
RFI 053 Sawcut Openings @ Girls B147 & Boys B148

### ATTACHMENTS:

[CE #035 - RFI #062 - Structural Roof Framing.pdf](#) [CE #020 - RFI #039 - Removal of Concrete Behind Existing Markerboards.pdf](#) [CE #031 - RFI #048 - A141 Wall Furring.pdf](#)

### CHANGE ORDER LINE ITEMS:



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The original (Contract Sum)	\$ 6,759,200.00
Net change by previously authorized Change Orders	\$ 105,796.83
The contract sum prior to this Change Order was	\$ 6,864,996.83
The contract sum will be increased by this Change Order in the amount of	\$ 13,969.72
The new contract sum including this Change Order will be	\$ 6,878,966.55
The contract time will not be changed by this Change Order by 0 days	

**Ebert Construction**  
23350 County Road 10  
Corcoran Minnesota 55357

**Wold Architects & Engineers**  
332 Minnesota Street, Suite W2000  
St. Paul Minnesota 55101

**Independent School District #280**  
7001 Harriet Avenue S.  
Richfield Minnesota 55423

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**SIGNATURE**

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**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, July 13, 2020**

**Subject: RHS Facilities Project Change Orders #025 and #026**

(Recommended by the Superintendent)

That the Board of Education approve RHS Facilities Project Change Orders #025 and #026 for a net increase of \$52,104.74.

**Background Information**

- RHS School Change Order #025 – An addition of \$29,387.28 for various items including additional work for the new front desk, demolition in the lower level locker rooms, widening of the new doorway to accommodate the existing washing machine, electrical feeds for workstations as well as a credit for reduction in rated walls within two stairwells as approved by the building official.
- RHS School Change Order #026 – An addition of \$22,717.46 for ceiling modifications to construct soffits in multiple areas, modifying electrical switches, removal of existing non fire treated lumber not allowed per code and plaster patching where abatement removal took place behind existing display boards.

The original (Contract Sum)	\$35,430,000.00
Net Change by previously authorized Change Orders	\$1,208,966.45
The contract sum prior to these Change Orders	\$36,638,966.45
The contract sum will be increased by these Change Orders in the amount of	\$52,104.74
The new contract sum including all Change Orders will be	\$36,691,071.19



ICS  
3890 Pheasant Ridge Drive N.E., Suite 180  
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Phone: (763) 354-2670  
Fax: (763) 780-2866

**Project:** S180064 - RHS - ISD #280, Richfield High School  
7001 Harriet Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #025: L.S. Black CO 025 - DRAFT

<b>CONTRACT COMPANY:</b>	<b>L.S. Black Constructors, Inc.</b> 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	<b>CONTRACT FOR:</b>	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
<b>DATE CREATED:</b>	6/30/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	06/30/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$29,387.28

### DESCRIPTION:

Change Order #25 includes seven various Proposal Requests (PRs). The largest cost is PR #40, which removed signage, added demolition in the lower level locker rooms, modified ceilings, walls, a display case and roof flashing to an existing wall. PR #076 changes an existing door with frame and builds a new opening to accommodate existing laundry machines, along with modifying the solid surface countertop at the new concessions stand. PR #077 is a credit to delete one-hour shaft walls, in two stairwells, which were no longer required. PR #079, #81 and #091 were low voltage and electrical modifications for the District Office cubicles, added receptacle in both the IT Office, Media Stacks, and added an emergency light in the kitchen. PR #084 added demolition scope to a soffit.

CE #083 - PR #040 Front Desk Modifications-Demolition in Lower Level Locker Rooms - Volume Control Location Change: \$16,403.99

CE #151 - PR #076 Laundry Door & Concession SSF Revision: \$5,291.91

CE #155 - PR #077 - Revisions at Stair H & N: (\$5,835.00)

CE #163 - PR #079 Area J Furniture Electrical Feeds: \$5,320.21

CE #168 - PR #081 Area C and H Receptacle revision: \$1,841.99

CE #172 - PR #084 Second Floor Area C Revisions RFI#404: Soffit not Called to be Demolished: \$1,831.60

CE #180 - PR #091R Kitchen Emergency Light: \$4,532.58

### ATTACHMENTS:

[CE #115\\_145\\_151\\_155\\_172\\_194\\_200\\_204\\_212\\_215 Approval 06-24-20.msg](#) [CE #115\\_145\\_151\\_155\\_172\\_194\\_200\\_204\\_212\\_215 Approval 06-24-20.msg](#) [CE #115\\_145\\_151\\_155\\_172\\_194\\_200\\_204\\_212\\_215 Approval 06-24-20.msg](#) [CE #180 - PR #091R Kitchen Emergency Light Approval 06-09-20.msg](#) [CE #168 - PR #081 Area C and H Receptacle revision Approval 06-09-20.msg](#) [CE #083 - PR #040 Front Desk Modifications-Demolition in Lower Level Locker Rooms - Volume Control Location Change Approval 06-09-20.msg](#) [CE #083 - PR #040 Front Desk Modifications-Demolition in Lower Level Locker Rooms - Volume Control Location Change Approval 06-09-20.msg](#) [CE #163 - PR #079 Area J Furniture Electrical Feeds](#)



[Approval 06-09-20.msg](#) [PR #091R Kitchen Emergency Light.pdf](#) [PR #084 Second Floor Area C Revisions RFI#404 Soffit not Called to be Demolished.pdf](#) [PR #081 Area C and H Receptacle revisionpdf.pdf](#) [PR #079 Area J Furniture Electrical Feeds.pdf](#) [PR #077 - Revisions at Stair H & N.pdf](#) [PR #076 Laundry Door & Concession SSF Revision.pdf](#) [PR #040 Front Desk Modifications-Demolition in Lower Level Locker Rooms - Volume Control Location Change.pdf](#)

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**CHANGE ORDER LINE ITEMS:**

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The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 1,208,966.45
The contract sum prior to this Change Order was	\$ 36,638,966.45
The contract sum will be increased by this Change Order in the amount of	\$ 29,387.28
The new contract sum including this Change Order will be	\$ 36,668,353.73
The contract time will not be changed by this Change Order by 0 days	

**L.S. Black Constructors, Inc.**  
1959 Sloan Place, Suite 220  
St. Paul Minnesota 55117

**Wold Architects & Engineers**  
332 Minnesota Street, Suite W2000  
St. Paul Minnesota 55101

**Independent School District #280**  
7001 Harriet Avenue S.  
Richfield Minnesota 55423

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**DATE**

ICS  
3890 Pheasant Ridge Drive N.E., Suite 180  
Blaine, Minnesota 55449  
Phone: (763) 354-2670  
Fax: (763) 780-2866

**Project:** S180064 - RHS - ISD #280, Richfield High School  
7001 Harriet Avenue South  
Richfield, Minnesota 55423

**Contract Change Order #026: L.S. Black CO 026 - DRAFT**

<b>CONTRACT COMPANY:</b> L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117		<b>CONTRACT FOR:</b> SC-S180064 - RHS-001:L.S. Black Single Prime Contract	
<b>DATE CREATED:</b>	6/30/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	06/30/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$22,717.46

**DESCRIPTION:**

Change Order #26 includes various changes from in field discoveries and requests for information (RFIs). The largest cost is associated with wall patching due to abatement removal of display boards. Change Event #145 costs include Building Code Official's direction to remove wood soffits in courtyard. Change Event #212 costs is to remove and rebuild existing soffit at new District Office vestibule to accommodate wiring for handicap push buttons, and overhead door actuator. Other smaller costs include: relocating lighting switches inside two new classrooms, adding vinyl base in lower level athletic bathrooms, and add a break metal soffit to exit door at the new District Office.

CE #115 - #319: Hardware for Door M003: \$367.90

CE #145 - #291: Non-Fire-Treated Lumber to be Removed: \$4,730.70

CE #190 - #453: Switches for rooms G205 & G206: \$2,380.75

CE #194 - #200: Ceiling Height Door - Area K #17: \$1,209.60

CE #200 - Added vinyl base Area E and H: \$1,018.45

CE #204 - Plaster patching in Area G and H: \$7,261.65  
Field direction received on May 13th to patch existing plaster where directed.

CE #212 - #343: Existing Soffit at J100: \$4,898.96

CE #215 - #353: Bulkhead / Ceiling Heights at Courtyard Stairs: \$849.45

**ATTACHMENTS:**

[CE #115\\_145\\_151\\_155\\_172\\_194\\_200\\_204\\_212\\_215 Approval 06-24-20.msg](#) [CE #115\\_145\\_151\\_155\\_172\\_194\\_200\\_204\\_212\\_215 Approval 06-24-20.msg](#) [CE #115\\_145\\_151\\_155\\_172\\_194\\_200\\_204\\_212\\_215 Approval 06-24-20.msg](#) [CE #115\\_145\\_151\\_155\\_172\\_194\\_200\\_204\\_212\\_215 Approval 06-24-20.msg](#) [CE #115\\_145\\_151\\_155\\_172\\_194\\_200\\_204\\_212\\_215 Approval 06-24-20.msg](#)



[145\\_151\\_155\\_172\\_194\\_200\\_204\\_212\\_215 Approval 06-24-20.msg](#) [CE #115\\_145\\_151\\_155\\_172\\_194\\_200\\_204\\_212\\_215 Approval 06-24-20.msg](#) [CE #190 - #453\\_Switches for rooms G205 & G206 Approval 06-15-20.msg](#)

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**CHANGE ORDER LINE ITEMS:**

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The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 1,238,353.73
The contract sum prior to this Change Order was	\$ 36,668,353.73
The contract sum will be increased by this Change Order in the amount of	\$ 22,717.46
The new contract sum including this Change Order will be	\$ 36,691,071.19
The contract time will not be changed by this Change Order by 0 days	

**L.S. Black Constructors, Inc.**  
1959 Sloan Place, Suite 220  
St. Paul Minnesota 55117

**Wold Architects & Engineers**  
332 Minnesota Street, Suite W2000  
St. Paul Minnesota 55101

**Independent School District #280**  
7001 Harriet Avenue S.  
Richfield Minnesota 55423

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**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, July 13, 2020**

**Subject: SHERIDAN HILLS Facilities Project Change Orders #003 and #004**

(Recommended by the Superintendent)

That the Board of Education approve SHERIDAN HILLS Facilities Project Change Orders #003 and #004 for a net increase of \$25,357.00.

**Background Information**

- Sheridan Hills Change Order #003 – An addition of \$17,875.00 with the majority of the cost for Bathroom plumbing modifications due to existing piping not meeting code. Also included are costs for clarifications on wall types, additional electrical demolition required and footing elevation modifications. This also includes a credit for reduction in piping for the cold water piping.
- Sheridan Hills Change Order #004 – An addition of \$7,482.00 for additional roof blocking for the new mechanical curbs as directed by the roofing consultants recommendations as well as reinsulating of existing piping after the asbestos insulation was removed.

The original (Contract Sum)	\$9,582,000.00
Net Change by previously authorized Change Orders	\$16,087.00
The contract sum prior to these Change Orders	\$9,598,087.00
The contract sum will be increased by these Change Orders in the amount of	\$25,357.00
The new contract sum including all Change Orders will be	\$9,623,444.00



ICS  
3890 Pheasant Ridge Drive N.E., Suite 180  
Blaine, Minnesota 55449  
Phone: (763) 354-2670  
Fax: (763) 780-2866

**Project:** S180064 - SHRDN - ISD #280, Richfield Sheridan Hills  
Elementary 2019 Additions & Renovations  
6400 Sheridan Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #003: Corval CO 003 - DRAFT

<b>CONTRACT COMPANY:</b>	<b>Corval Group</b> 1633 Eustis Street St. Paul, Minnesota 55108	<b>CONTRACT FOR:</b>	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
<b>DATE CREATED:</b>	6/30/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	06/30/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$17,875.00

### DESCRIPTION:

Included in this change order are costs to modify piping in Bathroom A110, correct wall types in various locations indicated on the plans, additional electrical demolition, updated electrical panel schedule changes and additional excavation and concrete to accommodate unforeseen footing elevation differences at the front entry addition. Also included in this change order is a deduct for reduction in domestic cold water piping sizing.

CE #004 - PR 005 - Bathroom A110 Pipe Modification: \$15,980.00  
PR 005 - Bathroom A110 Pipe Modification

CE #010 - PR 008 - Wall Type Corrections: \$734.00  
PR 008 - Wall Type Corrections

CE #014 - PR 010 - Domestic Cold Water Piping Sizes: (\$1,108.00)  
PR 010 - Domestic Cold Water Piping Sizes

CE #016 - PR 014 - Elec Responses to RFIs: \$565.00  
PR 014 - Elec Responses to RFIs

CE #025 - RFCO - Elevation Difference at Front Entry: \$1,704.00  
RFCO - Elevation Difference at Front Entry

### ATTACHMENTS:

[PR005 - Pricing for Approval.pdf](#) [GCPR#4 Pricing.pdf](#) [PR#10 - Pricing for Approval.pdf](#) [PR#014 - Pricing for Approval.pdf](#) [PR008 Pricing for Approval.pdf](#) [PR 014 - Elec Responses to RFIs.pdf](#) [PR 010 - Domestic Cold Water Piping Size.pdf](#) [PR 008 - Wall Type Corrections.pdf](#) [PR 005 - Bathroom A110 Pipe Modification.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 16,087.00
The contract sum prior to this Change Order was	\$ 9,598,087.00
The contract sum will be increased by this Change Order in the amount of	\$ 17,875.00
The new contract sum including this Change Order will be	\$ 9,615,962.00
The contract time will not be changed by this Change Order by 0 days	



**Corval Group**  
1633 Eustis Street  
St. Paul Minnesota 55108

**Wold Architects & Engineers**  
332 Minnesota Street, Suite W2000  
St. Paul Minnesota 55101

**Independent School District #280**  
7001 Harriet Avenue S.  
Richfield Minnesota 55423

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



ICS  
3890 Pheasant Ridge Drive N.E., Suite 180  
Blaine, Minnesota 55449  
Phone: (763) 354-2670  
Fax: (763) 780-2866

**Project:** S180064 - SHRDN - ISD #280, Richfield Sheridan Hills  
Elementary 2019 Additions & Renovations  
6400 Sheridan Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #004: Corval CO 004 - DRAFT

<b>CONTRACT COMPANY:</b>	<b>Corval Group</b> 1633 Eustis Street St. Paul, Minnesota 55108	<b>CONTRACT FOR:</b>	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
<b>DATE CREATED:</b>	6/30/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	06/30/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Client Request
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$7,482.00

### DESCRIPTION:

Included in this change order are costs for additional roof blocking as recommended by the District's roofing consultant and to re-insulate existing steam piping in the lower level mechanical spaces.

CE #022 - RFCO - Added roof blocking per Roofing Consultant Recommendation: \$4,116.00  
RFCO - Added roof blocking per Roofing Consultant Recommendation

CE #023 - RFCO - Re-insulate Existing Steam Piping: \$3,366.00  
RFCO - Re-insulate Existing Steam Piping

The change event eliminates the need for a future asbestos abatement containment set-up in phase 3.

### ATTACHMENTS:

[GCPR#3 - Pricing for Approval.pdf](#) [GCPR#2 Pricing for Approval.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 33,962.00
The contract sum prior to this Change Order was	\$ 9,615,962.00
The contract sum will be increased by this Change Order in the amount of	\$ 7,482.00
The new contract sum including this Change Order will be	\$ 9,623,444.00
The contract time will not be changed by this Change Order by 0 days	

**Corval Group**  
1633 Eustis Street  
St. Paul Minnesota 55108

**Wold Architects & Engineers**  
332 Minnesota Street, Suite W2000  
St. Paul Minnesota 55101

**Independent School District #280**  
7001 Harriet Avenue S.  
Richfield Minnesota 55423

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**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.D.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, July 13, 2020**

**Subject: R-STEM Facilities Project Change Order #023**

(Recommended by the Superintendent)

That the Board of Education approve R-STEM Facilities Project Change Order #023 for a net increase of \$40,504.81.

**Background Information**

- Richfield STEM School Change Order #023 – An addition of \$40,504.81 for Mechanical changes as required by the MN Department of Labor and Industry for plumbing code revisions as well as costs for revisions to the exiting and emergency lighting.

The original (Contract Sum)	\$14,800,000.00
Net Change by previously authorized Change Orders	\$540,759.54
The contract sum prior to this Change Order	\$15,340,759.54
The contract sum will be increased by this Change Order in the amount of	\$40,504.81
The new contract sum including all Change Orders will be	\$15,381,264.35



ICS  
3890 Pheasant Ridge Drive N.E., Suite 180  
Blaine, Minnesota 55449  
Phone: (763) 354-2670  
Fax: (763) 780-2866

**Project:** S180064 - STEM - ISD #280, Richfield STEM School  
7020 12th Ave S  
Richfield, Minnesota

## Contract Change Order #023: Shaw-Lundquist CO 023 - DRAFT

<b>CONTRACT COMPANY:</b>	<b>Shaw-Lundquist Associates, Inc.</b> 2757 West Service Road St. Paul, Minnesota 55121	<b>CONTRACT FOR:</b>	SC-S180064 - STEM-001:Shaw-Lundquist Single Prime Contract
<b>DATE CREATED:</b>	6/29/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	06/29/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$40,504.81

### DESCRIPTION:

The majority of the costs are associated with the Minnesota Department of Labor Industries mechanical and plumbing code required revisions. Other costs include minor electrical exiting and emergency lights at the gym stair and vestibule.

CE #017 - PR #008 - Plan Review Comment Revisions: \$39,352.31

CE #163 - PR #067 - Vestibule A104 and B136 Light RFI #251: D1 Can Fixtures: \$603.10

CE #164 - PR #068 - Gym Stair exit and emergency light RFI #254: \$549.40

### ATTACHMENTS:

[RSTEM\\_CE #017 - PR #008 - Plan Review Comment Revisions Approval 06-16-20.msg](#) [CE #164 - PR #068 - Gym Stair exit and emergency light RFI #254 Approval 06-09-20.msg](#) [CE #163 - PR #067 - Vestibule A104 and B136 Light RFI #251\\_D1 Can Fixtures Approval 06-09-20.msg](#) [PR #068 - Gym Stair exit and emergency light.pdf](#) [PR #067 - Vestibule A104 and B136 Light RFI #251 D1 Can Fixtures.pdf](#) [PR #008 - Plan Review Comment Revisions.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 14,800,000.00
Net change by previously authorized Change Orders	\$ 540,759.54
The contract sum prior to this Change Order was	\$ 15,340,759.54
The contract sum will be increased by this Change Order in the amount of	\$ 40,504.81
The new contract sum including this Change Order will be	\$ 15,381,264.35
The contract time will not be changed by this Change Order by 0 days	



**Shaw-Lundquist Associates, Inc.**  
2757 West Service Road  
St. Paul Minnesota 55121

**Wold Architects & Engineers**  
332 Minnesota Street, Suite W2000  
St. Paul Minnesota 55101

**Independent School District #280**  
7001 Harriet Avenue S.  
Richfield Minnesota 55423

SIGNATURE DATE

SIGNATURE DATE

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**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.E.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, July 13, 2020**

**Subject: Policy 411 Local and Out-of-State Travel**

(Recommended by the Superintendent)

A first read of Policy 411 including accompanying travel forms.

**Attachments**

Policy 411 – Local and Out-of-State Travel - First Read  
Travel Form – Claim for Travel Reimbursement  
Travel Form – Claim for Travel Reimbursement Additional Instructions  
Travel Form – Local Travel Expense Reimbursement Form  
Travel Form – Mileage Chart between buildings

MSBA Model Policy 214

**RICHFIELD PUBLIC SCHOOLS**

**LOCAL AND OUT-OF STATE TRAVEL**

**I. PURPOSE**

The purpose of this policy is to establish acceptable local and out-of-state reimbursable travel for school board members and staff in the performance of their school district duties.

**II. GENERAL STATEMENT OF POLICY**

- A. School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members.
- B. School district employees have a similar obligation pertaining to the performance of their duties and for professional growth activities.

**III. APPROPRIATE TRAVEL AND APPROVAL**

- A. Travel is appropriate when the School Board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members and it is within the available resources. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other meetings for which the member intends to seek reimbursement from the school district should be pre-approved by the School Board.
- B. Employee travel expenses related to the performance of the job including professional development are appropriate for reimbursement and shall be approved by the Superintendent or designee.
- C. Travel outside the continental U.S. must be requested well in advance of the planned activity. The itinerary must be submitted for approval to the supervising administrator and Superintendent, followed by review of the School Board.

**IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

The Superintendent is directed to develop the administrative guidelines to address the method and rates for travel reimbursement.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

**Cross References:** School Board Policy 406 (Professional Growth Activities)  
School Board Policy 205 (Board Member Development)

ADOPTED BY THE BOARD OF EDUCATION: June 19, 2006

**Richfield Public Schools  
Independent School District #280  
Claim for Travel Reimbursement**

<b>Employee Name:</b>		<b>Employee ID:</b>					
<b>Address:</b>			<b>Check Distribution Options:</b> <input type="checkbox"/> US Mail <input type="checkbox"/> Return Inter-School Name: School: <input type="checkbox"/> Call for Pickup Ext #:				
<b>Departure Date and Time:</b>							
<b>Return Date and Time:</b>							
<b>Destination:</b>							
<b>Purpose:</b>							
<b>I. Transportation:</b>							
1. Commercial economy airfare:							
2. Mileage @ IRS approved rate:							
3. Other:							
<b>Total Transportation:</b>			<b>\$ 0.00</b>				
<b>II. Meals:</b> The maximum eligible daily meal reimbursement shall be limited by the regional rates published on the US General Services Administration website ( <a href="http://www.gsa.gov">www.gsa.gov</a> ). <u>Itemized</u> receipts are required for all meal expenses.							
<b>Total Meals: (lesser of itemized receipts or GSA per diem)</b>							
<b>III. Lodging:</b>							
<b>Total Lodging:</b>							
<b>IV. Miscellaneous:</b> Examples included but not limited to: Taxi, parking, business phone calls							
<b>Total Miscellaneous:</b>							
Total Expenses Claimed:							
Amount of Advance Requested:							
<b>Balance to be Reimbursed:</b>							
<b>Account Code</b>							
<b>Description</b>	<b>Fd</b>	<b>Org</b>	<b>Prg</b>	<b>Fin</b>	<b>Obj</b>	<b>Crs</b>	<b>Amount</b>
	<b>Signature</b>				<b>Date</b>		<b>Phone Number</b>
<b>Requested By:</b>							
<b>Approved By:</b>							

**Richfield Public Schools**  
**Claim for Travel Reimbursement**  
**Additional Instructions:**

**I. Transportation**

- A. Commercial Airfare (coach) or lower group fare.
- B. Mileage reimbursement shall be at the IRS established rate and shall not exceed the cost of commercial airfare.
- C. Parking fees and toll charges shall be reimbursed when submitted with valid receipts.
- D. Use of rental car must be pre-approved by the Superintendent or designee. Rental car use shall generally be a non-reimbursed item.

**II. Meals and Incidental Expenses (M&IE)**

- A. The maximum eligible daily M&IE reimbursement shall be limited by the rates published on the U.S. General Services Administration website ([www.gsa.gov](http://www.gsa.gov)).
- B. All meal requests for reimbursement must be accompanied by an **itemized** receipt.
- C. A requested meal reimbursement for more than one person requires a list of all eligible participants.
- D. Incidental expenses include: Fees and reasonable tips given to porters, baggage carriers, bellhops, hotel maids, and transportation between places of lodging or business.

**III. Lodging**

- A. Lodging expenses shall only cover the minimum number of evenings required by the event and shall be reasonable in accommodations and expense.
- B. Lodging expenses shall not be reimbursed for meetings and conferences held in the Minneapolis metropolitan area.
- C. Extra lodging expenses such as dry cleaning, laundry, room service surcharges, valet or concierge services, video/movie rentals, and equipment rental are not reimbursable expenses.
- D. If an employee's family member(s) shares lodging, reimbursement shall be limited to the single room rate.

**IV. Miscellaneous**

- A. Receipts are required for cab fares and parking fees. Parking at the Minneapolis International Airport shall not exceed 5 days. Off-site airport parking is encouraged.
- B. All items must be supported by an **itemized** receipt to be considered reimbursable.
- C. Alcoholic beverages are not reimbursable expenses.
- D. Use of multiple copies of this form is encouraged for reconciling actual expenses and final reimbursement.

**V. Claims**

- A. All claims for reimbursement are to be submitted **within 60 days** of the activity for which reimbursement is claimed.

**VI. Advances**

- A. An advance payment for travel may be authorized up to \$50/day if approved by the supervising administrator. The advance shall be supported by receipts and adjusted accordingly upon completion of travel. Advance payment for registration and lodging may also be arranged using the District's credit card managed by the Business Office.

**Richfield Public Schools**  
**Independent School District #280**  
**Local Travel Expense Reimbursement Form**

**Name :**

**Building :**

**Employee # :**

	Date	Purpose (enter to & from location)	# of Miles	Calendar Year	Meals & Parking \$\$ (Attach Receipts)	Total Due to Employee
1				0.00	0.00	0.00
2				0.00	0.00	0.00
3				0.00	0.00	0.00
4				0.00	0.00	0.00
5				0.00	0.00	0.00
6				0.00	0.00	0.00
7				0.00	0.00	0.00
8				0.00	0.00	0.00
9				0.00	0.00	0.00
10				0.00	0.00	0.00
11				0.00	0.00	0.00
12				0.00	0.00	0.00
13				0.00	0.00	0.00
14				0.00	0.00	0.00
15				0.00	0.00	0.00
16				0.00	0.00	0.00
17				0.00	0.00	0.00
18				0.00	0.00	0.00
19				0.00	0.00	0.00
20				0.00	0.00	0.00
<b>TOTAL:</b>			<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Account code: \_\_\_\_\_

Account code: \_\_\_\_\_

Employee Signature

Principal/Supervisor Signature & Date

1. Complete this form for all LOCAL TRAVEL (miles) when using your personal car and for related expenses (i.e., parking).
2. This form does NOT replace the CLAIM FOR TRAVEL REIMBURSEMENT on expenses for extended travel.
3. Refer to Policy #411 on LOCAL AND OUT-OF-STATE TRAVEL.
4. All requests for reimbursement are to be processed monthly or quarterly for infrequent use.
5. Please use the Mileage Chart for distances between Richfield Public School buildings (Located in Policy #411).

<b>Richfield Public Schools Mileage Chart</b>	<b>District Office</b>	<b>RHS</b>	<b>RMS</b>	<b>RIS</b>	<b>Sheridan Hills</b>	<b>Centennial</b>	<b>Elliot</b>	<b>Central</b>	<b>South Education Center</b>
<b>District Office</b>	NA	NA	2.15	1.41	2.27	2.03	1.21	NA	2.45
<b>RHS</b>	NA	NA	2.15	1.41	2.27	2.03	1.21	NA	2.45
<b>RMS</b>	2.15	2.15	NA	4.87	1.66	3.85	3.83	1.99	0.17
<b>RIS</b>	1.41	1.41	4.87	NA	4.11	0.62	0.23	1.58	4.81
<b>Sheridan Hills</b>	2.27	2.27	1.66	4.11	NA	4.73	3.91	2.83	1.59
<b>Centennial</b>	2.03	2.03	3.85	0.62	4.73	NA	0.82	2.01	4.76
<b>Elliot</b>	1.21	1.21	3.83	0.23	3.91	0.82	NA	1.38	3.64
<b>Central</b>	NA	NA	1.99	1.58	2.83	2.01	1.38	NA	2.06
<b>South Education Center</b>	2.45	2.45	0.17	4.81	1.59	4.76	3.64	2.06	NA

Note: These distances (in miles) are based on the most direct route to the various buildings.  
Please use this chart when computing your mileage reimbursement.

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 214

Orig. 2005

Revised: \_\_\_\_\_

Rev. 2009

## **214 OUT-OF-STATE TRAVEL BY SCHOOL BOARD MEMBERS**

*[Note: School districts are required by statute to adopt a policy addressing this issue.]*

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

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

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state, and local laws, rules, regulations, and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be preapproved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.



- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

## **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

***Legal References:*** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)

***Cross References:*** MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.F.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, July 13, 2020**

**Subject: Policy 710 and Administrative Guideline 710.1 – Petty Cash Fund**

(Recommended by the Superintendent)

A first read of Policy 710 and Administrative Guideline 710.1.

**Attachments**

Policy 710 – Petty Cash Fund - First Read  
Administrative Guideline 710.1 – Petty Cash Fund – First Read

MSBA Model Policy 702

**RICHFIELD PUBLIC SCHOOLS**

**PETTY CASH FUND**

**I. PURPOSE**

The purpose of this policy is to provide direction on the use of petty cash funds in order to expedite reimbursements to staff for out of pocket expenses and reduce the volume of check requests processed between School Board meetings.

**II. GENERAL STATEMENT OF POLICY**

Petty cash reimbursements shall be authorized for purchases less than \$100 and includes such expenditures as student refunds, postage, classroom supplies, emergency purchases, and meeting expenses. The funds shall not be used for check cashing, loans, payments to individuals for services, mileage or sales tax reimbursements.

The Superintendent is directed to develop administrative guidelines to facilitate implementation of this policy.

Legal References: M.S. 123B.11, subd, 1, Imprest Cash Funds

ADOPTED BY THE BOARD OF EDUCATION: April 3, 2006  
REVIEWED BY THE BOARD OF EDUCATION: February 17, 2009  
REVISED BY THE BOARD OF EDUCATION:

**RICHFIELD PUBLIC SCHOOLS**

**PETTY CASH FUND**

**I. INTRODUCTION**

The purpose of this administrative guideline is to provide assistant on the appropriate use of petty cash funds to expedite reimbursements to staff for out of pocket expenses and reduce the volume of check requests processed between School Board meetings.

**II. ELIGIBLE EXPENSES**

- A. Acceptable petty cash fund expenditures must be less than \$100 and includes such activity as student refunds, postage, reimbursement for employee classroom supply and emergency purchases, and meeting expenses excluding mileage reimbursement.
- B. Unacceptable petty cash fund expenditures include transactions in excess of \$100; check cashing, loans, payments to individuals for services, and the reimbursement of sales tax.

**III. TYPES OF PETTY CASH FUNDS**

- A. General Accounts - This petty cash fund is identified by a "GENERAL ACCOUNTS PETTY CASH ENVELOPE" and is used for the reimbursement of acceptable expenses that would typically be chargeable to the general fund accounts and the school's or department's budget.
- B. Activity Accounts - This petty cash fund is identified by a "ACTIVITY ACCOUNTS PETTY CASH ENVELOPE", it is separate from the general accounts and is used for reimbursement of acceptable expenses that would be typically chargeable to the student activity accounts at the High School.

**IV. USE OF PETTY CASH ENVELOPES**

The school principal or department supervisor is responsible for the custody of their petty cash fund (s) and for the legality and propriety of the petty cash expenditures pursuant to policy and administrative guidelines and applicable state laws and regulations. The custodian of the funds should obtain approval from the Business Office if there is any doubt as to the legality, propriety or eligibility of an expenditure.

- A. Every petty cash expense must be charged to a budget account which is only controlled by the custodian of the funds.

- 1  
2 B. Every petty cash expense must be substantiated by an invoice,  
3 receipt or cash register tape and use the form "CLAIM FOR  
4 REIMBURSEMENT OF EXPENDITURES OR REQUEST FOR  
5 PAYMENT OF ENTRY FEES" for a cash reimbursement.  
6  
7 C. Petty cash funds are not to be intermingled or deposited with any  
8 other receipts, funds or cash-on-hand.  
9  
10 D. Petty cash funds will be replenished by the Business Office upon  
11 the receipt of all invoices, receipts or cash register tapes and the  
12 appropriate completed petty cash envelope itemizing all  
13 disbursements made since last replenished. The replenishment is  
14 limited to the amount of expenses incurred.  
15  
16 E. No replenishment of the petty cash fund will be made for an  
17 amount in excess of the established fund amount.  
18  
19 F. An incomplete submission by the custodian of the funds will be  
20 returned to the school or department for proper completion before  
21 a check is generated to replenish the fund.  
22  
23 G. Internal audits of the petty cash funds will be conducted throughout  
24 the year by the Business Office.  
25

26 **V. FUND LOCATION & AMOUNT**

27

28 A.	Centennial Elementary administration office	\$100.00
29 B.	Sheridan Hills Elementary administration office	\$100.00
30 C.	Intermediate School administration office	\$200.00
31 D.	Middle School administrative office	\$200.00
32 E.	High School administrative office	\$800.00
33 F.	High School administrative office (ACTIVITY)	\$800.00
34 G.	Community Education office	\$200.00
35 H.	Extended Campus office	\$100.00
36 I.	Transitions program office	\$100.00
37 J.	District office	\$200.00
38 K.	Dual Language administrative office	\$100.00
39 L.	Buildings, Grounds, and Transportation office	\$100.00
40		\$3,000.00

41  
42

43 LEGAL REFERENCES: M.S. 123B.11, subd, 1, Imprest Cash Funds

44  
45 Dated: April 3, 2006

46 Revised: February 17, 2009

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 702

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2006

## **702 ACCOUNTING**

*[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]*

### **I. PURPOSE**

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

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

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

### **III. MAINTENANCE OF BOOKS AND ACCOUNTS**

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

### **IV. PERMANENT FUND TRANSFERS**

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended, or other applicable statute.

### **V. REPORTING**

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. §123B.10 in the manner specified therein.

**Legal References:** Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)

Minn. Stat. § 123B.75 (Revenue)  
Minn. Stat. § 123B.76 (Expenditures)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)  
Minn. Stat. § 123B.79 (Permanent Fund Transfers)  
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

***Cross References:*** MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.G.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, July 13, 2020**

**Subject: Policy 742 and Administrative Guideline 742.1 – Student  
Transportation Services**

(Recommended by the Superintendent)

A first read of Policy 742 and Administrative Guideline 742.1.

**Attachments**

Policy 742 – Student Transportation Services - First Read  
Administrative Guideline 742.1 – Student Transportation – First Read

MSBA Model Policy 707 redlined  
MSBA Model Policy 708 redlined  
MSBA Model Policy 709 redlined



**RICHFIELD PUBLIC SCHOOLS**  
**STUDENT TRANSPORTATION SERVICES**

**I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to provide for the transportation of students in a manner which will protect their health, welfare and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

**III. DEFINITIONS**

- A. "Disabled student" includes every child who has a hearing impairment, visual disability, speech or language impairment, physical handicap, other health impairment, mental handicap, emotional/behavioral disorder, specific learning disability, autism, traumatic brain injury, multiple disabilities, or deaf/blind disability and needs special instruction and services, as determined by the standards of the Department of Education. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the standards of the Department of Education, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. (Minn. Stat. § 125A.02)
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, if the facility or residence is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- 1 C. "Homeless student" means a student, including a migratory  
2 student, who lacks a fixed, regular, and adequate nighttime  
3 residence and includes: students who are sharing the housing of  
4 other persons due to loss of housing, economic hardship, or a  
5 similar reason; are living in motels, hotels, trailer parks, or camping  
6 grounds due to the lack of alternative adequate accommodations;  
7 are living in emergency or transitional shelters; are abandoned in  
8 hospitals; are awaiting foster care placement; have a primary  
9 nighttime residence that is a public or private place not designed  
10 for or ordinarily used as a regular sleeping accommodation for  
11 human beings; are living in cars, parks, public spaces, abandoned  
12 buildings, substandard housing, bus or train stations, or similar  
13 settings. (42 U.S.C. § 11434a)  
14
- 15 D. "Nonpublic school" means any school, church, or religious  
16 organization, or home school wherein a resident of Minnesota may  
17 legally fulfill the compulsory instruction requirements of Minn. Stat.  
18 §120A.22, which is located within the state, and which meets the  
19 requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §  
20 2000a). (Minn. Stat. §123B.41, Subd. 9)  
21
- 22 E. "Nonresident student" is a student who attends school in the school  
23 district and resides in another district, defined as the "nonresident  
24 district." In those instances when the divorced or legally separated  
25 parents or parents residing separately share joint physical custody  
26 of a student and the parents reside in different school districts, the  
27 student shall be a resident of the school district designated by the  
28 student's parents. When parental rights have been terminated by  
29 court order, the legal residence of a student placed in a residential  
30 or foster facility for care and treatment is the district in which the  
31 student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. §  
32 125A.51; Minn. Stat. § 127A.47, Subd. 3)  
33
- 34 F. "Pupil support services" are health, counseling and guidance  
35 services provided by the public school in the same district where  
36 the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)  
37
- 38 G. "School of origin," for purposes of determining the residence of a  
39 homeless student, is the school that the student attended when  
40 permanently housed or the school in which the student was last  
41 enrolled. (42 U.S.C. § 11432(g)(3)(G))  
42
- 43 H. "Shared time basis" is a program where students attend public  
44 school for part of the regular school day and who otherwise fulfill  
45 the requirements of Minn. Stat. § 120A.22 by attendance at a  
46 nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)  
47
- 48 I. "Student" means any student or child attending or required to  
49 attend any school as provided in Minnesota law and who is a

resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

#### **IV. ELIGIBILITY**

A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school.

1. Transportation will be provided within the designated attendance areas for each school:

a. The attendance area for Richfield Intermediate School, Richfield Dual Language School, Richfield Middle School and Richfield High School is the entire school district.

b. The Centennial Elementary School attendance area extends from the east side of Nicollet Avenue to the eastern border of the district, and the Sheridan Hills Elementary attendance area extends from the west side of Nicollet Avenue to the western border of the district. Provided, however, that the area east of Nicollet Avenue, south of 77<sup>th</sup> Street and north of Highway 494 will be designated as a flexible attendance area based on enrollment, demographics and other factors as determined by administration.

2. Transportation services will not be provided to students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian. (Minn.Stat. § 123B.88, Subd. 1)

B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

1. The school district shall be responsible for transporting to and from school resident public and nonpublic elementary school students (grades 1-5) residing one mile or more from school and resident students (grades 6-12) residing two miles or more from school.

2. The Superintendent shall be responsible for identifying hazardous walking boundaries for students. Kindergarten resident students residing 1/4 mile or more from school shall receive transportation. Students residing in walking areas located outside the hazardous boundaries listed below shall

also be transported.

CENTENNIAL ELEMENTARY SCHOOL GRADES K-2  
12<sup>th</sup> Avenue  
Diagonal Blvd.  
76<sup>th</sup> Street

SHERIDAN HILLS ELEMENTARY SCHOOL GRADES K-2  
Penn & Xerxes Avenues  
Cross-town Highway  
66<sup>th</sup> Street

RICHFIELD INTERMEDIATE SCHOOL GRADES 3-5  
66<sup>th</sup> & 76<sup>th</sup> Streets  
Diagonal Blvd. to Bloomington Avenue to 76<sup>th</sup> Street  
Portland Avenue

RICHFIELD MIDDLE SCHOOL GRADES 6-8  
Nicollet Avenue

BLESSED TRINITY – NICOLLET CAMPUS GRADES 4-5  
Railroad tracks at Pleasant Avenue  
66<sup>th</sup> & 76 Streets  
Nicollet Avenue

BLESSED TRINITY – PENN CAMPUS GRADES K-3  
Penn & York Avenues  
76<sup>th</sup> & 70<sup>th</sup> Streets

MT. CALVARY LUTHERAN SCHOOL GRADES K-5  
Bloomington & Cedar Avenues  
66<sup>th</sup> Street  
Cross-town Highway

- C. At the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. This includes part-time secondary students, early childhood family education participants and area learning center students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payer, with the exception of early childhood family education participants and area-learning center students if the provision of such transportation services can be provided without an increase in the school district's expenditures. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)

**V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- 1           A.     If requested by the parent of a nonresident student, the school  
2                 district shall provide transportation to a nonresident student within  
3                 its borders at the same level of service that is provided to resident  
4                 students. The school district may provide transportation to a  
5                 nonresident student outside its borders only after written notice to  
6                 the resident district. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. §  
7                 123B.92, Subd. 3; Minn. Stat. § 123B.88, Subd. 6)  
8  
9           B.     If the school district decides to transport a nonresident student  
10                within the student's resident district, the school district will notify the  
11                student's resident district of its decision, in writing, prior to providing  
12                transportation. (Minn. Stat. § 123B.88, Subd. 6)  
13  
14          C.     When divorced or legally separated parents or parents residing  
15                 separately reside in different school districts and share physical  
16                 custody of a student, the parents shall be responsible for the  
17                 transportation of the student to the border of the school district  
18                 during those times when the student is residing with the parent in  
19                 the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))  
20

21 **VI.   TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT**  
22 **SCHOOLS**

- 23  
24          A.     In general, the school district shall not provide transportation  
25                 between a resident student's home and the border of a nonresident  
26                 district where the student attends school under the Enrollment  
27                 Options Program. A parent may be reimbursed by the nonresident  
28                 district for the costs of transportation from the pupil's residence to  
29                 the border of the nonresident district if the student is from a family  
30                 whose income is at or below the poverty level, as determined by  
31                 the federal government. The reimbursement may not exceed the  
32                 pupil's actual cost of transportation or 15 cents per mile traveled,  
33                 whichever is less. Reimbursement may not be paid for more than  
34                 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)  
35  
36          B.     Resident students shall be eligible for transportation to and from a  
37                 nonresident school district at the expense of the school district, if in  
38                 the discretion of the school district, inadequate room, distance to  
39                 school, unfavorable road conditions, or other facts or conditions  
40                 make attendance in the resident student's own district  
41                 unreasonably difficult or impracticable. The school district, in its  
42                 discretion, may also provide for transportation of resident students  
43                 to schools in other districts for grades and departments not  
44                 maintained in the district, including high school, for the whole or a  
45                 part of the year or for resident students who attend school in a  
46                 building rented or leased by the school district in an adjacent  
47                 district. (Minn. Stat. § 123B.88, Subds. 1 and 4)  
48

49 **VII.   SPECIAL EDUCATION, DISABLED & STUDENTS WITH TEMPORARY**  
50 **DISABILITIES**

- 1
- 2 A. Upon a request of a parent or guardian, a resident disabled student
- 3 who is not yet enrolled in kindergarten, who requires special
- 4 education services in a location other than the student's home,
- 5 shall be provided transportation to and from the student's home at
- 6 the expense of the school district and shall not be subject to any
- 7 distance requirement. (Minn. Stat. § 123B.88, Subd. 1)
- 8
- 9 B. Resident disabled students whose handicapped conditions are
- 10 such that the student cannot be safely transported on the regular
- 11 school bus and/or school bus route and/or when the student is
- 12 transported on a special route for the purpose of attending an
- 13 approved special education program shall be entitled to special
- 14 transportation at the expense of the school district. The school
- 15 district shall determine the type of vehicle used to transport
- 16 disabled students on the basis of the handicapping condition and
- 17 applicable laws. This provision shall not be applicable to parents
- 18 who transport their own child under a contract with the school
- 19 district. (Minn. Rules Part 7470.1600)
- 20
- 21 C. Resident disabled students who are boarded and lodged at
- 22 Minnesota state academies for educational purposes, but who also
- 23 are enrolled in a public school within the school district, shall be
- 24 provided transportation, by the school district to and from said
- 25 board and lodging facilities, at the expense of the school district.
- 26 (Minn. Stat. § 125A.65)
- 27
- 28 D. If a resident disabled student attends a public school located in a
- 29 contiguous school district and the school district of attendance
- 30 does not provide special instruction and services, the school district
- 31 shall provide necessary transportation for the student between the
- 32 school district boundary and the educational facility where special
- 33 instruction and services are provided within the school district. The
- 34 school district may provide necessary transportation of the student
- 35 between its boundary and the school attended in the contiguous
- 36 district, but shall not pay the cost of transportation provided outside
- 37 the school district boundary. (Minn. Stat. § 125A.12)
- 38
- 39 E. When a disabled student or a student with a short-term or
- 40 temporary disability is temporarily placed for care and treatment in
- 41 a day program located in another school district and the student
- 42 continues to live within the school district during the care and
- 43 treatment, the school district shall provide the transportation, at the
- 44 expense of the school district, to that student. Transportation shall
- 45 only be provided by the school district during regular operating
- 46 hours. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- 47
- 48 F. When a nonresident disabled student or a student with a short-term
- 49 or temporary disability is temporarily placed in a residential
- 50 program within the school district, including correctional facilities

operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))

- G. Any parent of a disabled student who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

### **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
  3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school

district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))

**IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

**X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the School Board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

**XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

**XII. FEES**

A. At its discretion, the school district may charge fees for transportation of students to and from extra curricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10). This is present in the district's offering of Co-curricular And Athletic Transportation (Policy #744) and in Field Trip Fees And Transportation (Policy #653).



- 1           B.     The school district may charge fees for transportation of students to  
2                 and from school when authorized by law. If the school district  
3                 charges fees for transportation of students to and from school,  
4                 guidelines shall be established for that transportation to ensure that  
5                 no student is denied transportation solely because of inability to  
6                 pay. (Minn. Stat. § 123B.36, Subd. 1(11). This is present in the  
7                 district's offering of Pay-To-Ride Service (Policy #743).  
8  
9           C.     The school district may charge reasonable fees for transportation  
10                of students to and from post-secondary institutions for students  
11                enrolled under the post-secondary enrollment options program.  
12                Families who qualify for mileage reimbursement may use their state  
13                mileage reimbursement to pay this fee (Minn. Stat. § 123B.36,  
14                Subd. 1(13)).  
15  
16          D.     Where, in its discretion, the school district provides transportation  
17                 to and from an instructional community-based employment station  
18                 that is part of an approved occupational experience vocational  
19                 program, the school district may require the payment of reasonable  
20                 fees for transportation from students who receive remuneration for  
21                 their participation in these programs. (Minn. Stat. § 123B.36, Subd.  
22                 3)  
23  
24

25     **Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
26                           Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
27                           Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not  
28                           a  
29                           Right)  
30                           Minn. Stat. § 123B.36 (Authorized Fees)  
31                           Minn. Stat. § 123B.41 (Educational Aids for Nonpublic  
32                           School Children; Definitions)  
33                           Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
34                           Minn. Stat. § 123B.88 (Independent School Districts,  
35                           Transportation)  
36                           Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
37                           Minn. Stat. § 124D.03 (Enrollment Options Program)  
38                           Minn. Stat. § 124D.04 (Enrollment Options Programs in  
39                           Border States)  
40                           Minn. Stat. Ch. 125A (Children With a Disability)  
41                           Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
42                           Minn. Stat. § 125A.12 (Attendance in Another District)  
43                           Minn. Stat. § 125A.15 (Placement in Another District;  
44                           Responsibility)  
45                           Minn. Stat. § 125A.51 (Placement of Children Without  
46                           Disabilities; Education and Transportation)  
47                           Minn. Stat. § 125A.515 (Placement of Students; Approval of  
48                           Education Program)  
49                           Minn. Stat. § 125A.65 (Attendance at Academies for the  
50                           Deaf and Blind)

- 1 Minn. Stat. § 126C.01 (General Education Revenue -
- 2 Definitions)
- 3 Minn. Stat. § 127A.47 (Payments to Resident and
- 4 Nonresident Districts)
- 5 Minn. Rules Part 7470.1600 (Transporting Pupils with
- 6 Disability)
- 7 20 U.S.C. § 1415 (Individuals with Disabilities Education
- 8 Improvement Act of 2004)
- 9 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
- 10 42 U.S.C. § 2000a (Prohibition Against Discrimination or
- 11 Segregation in Places of Public Accommodation)
- 12 42 U.S.C. § 11431, *et seq.* (McKinney-Vento Homeless
- 13 Assistance Act of 2001)
- 14 42 U.S.C. § 12132 (Americans With Disabilities Act)
- 15

16 **Cross References:** Board Policy 653 (Field Trips)

17 Board Policy 541 (Student Behavior)

18 Board Policy 744 (Co-curricular and Athletic

19 Transportation)

20 Board Policy 743 (Pay-To-Ride Service)

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26 ADOPTED BY THE BOARD OF EDUCATION: December 21, 1992

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28 REVISED BY THE BOARD OF EDUCATION: November 7, 1994; May 15,

29 2006, April 21, 2008

30

31 REAFFIRMED BY THE BOARD OF EDUCATION: February 1, 1999

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

**STUDENT TRANSPORTATION SERVICES**

**I. INTRODUCTION**

The purpose of this administrative guideline is to assist in the implementation of Board Policy 742 pertaining to Student Transportation.

**II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

**A. School Bus Safety Week**

During the first month of school, bus safety will be emphasized. The second or third week of school will be designated as school bus safety week and student training will be completed.

**B. Student Training**

The School District shall provide students enrolled in grades kindergarten through 12 with school bus safety training. The training shall be results-oriented and shall consist of both classroom instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following concepts:

1. Transportation by school bus is a privilege not a right
2. District policies for student conduct and school bus safety
3. Appropriate conduct while on the bus
4. The danger zones surrounding a school bus
5. Procedures for safely boarding and leaving a school bus
6. Procedures for students' safe crossing of vehicle lanes
7. School bus evacuation and other emergency procedures

Student school bus safety training shall commence during school bus safety week. All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students who enroll in a school after the first week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within three weeks of the first day of attendance. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.

The District will provide kindergarten students with school bus safety training during kindergarten roundup. Any students who register after roundup will be trained during the first month of school.

The School District will also provide student safety education for bicycling and pedestrian safety.

The School District's curriculum for transportation is maintained and available for review in the Office of the Superintendent.

### III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus or bus stop misconduct will be imposed by the School Principal or designee. In addition, all school bus or bus stop misconduct will be reported to the District's Transportation Safety Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

#### A. School Bus and Bus Stop Rules

The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension or termination of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office and or School Office.

#### B. Rules at the Bus Stop

Students are to be trained in proper behavior at the bus stop including the rules listed below. Supervision of the bus stop is not provided by the District.

1. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
6. After getting off the bus, move away from the bus.
7. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
8. No fighting, harassment, intimidation or horseplay.
9. No use of alcohol, tobacco or drugs.

#### C. Rules on the Bus

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1. Follow the directions of the driver.
  2. Sit in your seat facing forward.
  3. No swearing or rude gestures.
  4. Keep your arms, legs and belongings to yourself and inside the bus.
  5. No fighting, harassment or intimidation.
  6. Do not throw any object.
  7. No eating, drinking or use of tobacco or drugs.
  8. Do not bring any weapons or dangerous objects on the school bus.
  9. Do not damage the school bus.

D. Consequences

Consequences for school bus or bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be at the sole discretion of the School District. Parents or guardians will be notified if their student is experiencing behavior problems on the bus. Listed below in sequential order are the consequences that may result due to misbehavior incidents.

1. Elementary (K-5)

- a. Initially driver issues verbal warnings, confers with students and assigns seat as necessary.
- b. Driver completes Conduct Report. School official confers with students and parents.
- c. One day suspension from riding the bus. School official confers with student and parents.
- d. Three day suspension from riding the bus. (parental notification).
- e. Five day suspension from riding the bus. (parental notification).
- f. Ten day suspension from riding the bus. (parental notification).
- g. Denial of bus privileges.

2. Secondary (6-12)

- a. Driver issues verbal warnings, confers with students and assigns seats as necessary.
- b. Driver completes Conduct Report. School official confers with students and parents.
- c. Three day suspension from riding the bus. (parental notification).
- d. Five day suspension from riding the bus. (parental notification).
- e. Ten day suspension from riding the bus. (parental notification).
- f. Denial of bus privileges

3. Other Discipline

Severe misbehavior includes such items as fighting, destroying property or bringing a weapon or drugs on the bus. In case of severe misbehavior, the building principal or designee will immediately

complete a Minnesota School Bus Incident Report on the student(s) involved.

More serious consequences may be imposed based on the severity of a student's conduct. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus or bus stop misconduct.

4. Records

A Bus Conduct Report will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records may also be maintained in the transportation office.

5. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or making arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.

6. Notice

Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.

7. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

E. Special/Disabled Transportation Rules and Consequences

1. Misbehavior and consequences thereof for students requiring special transportation are described in the *Richfield Schools Special School Bus Transportation* brochure.

2. A student who is currently identified as disabled under the Individuals with Disabilities Education Act (IDA) or section 504 of the Federal Rehabilitation Act is subject to the provisions of this policy and guideline unless the student's IEP or accommodation plan provides for modification to or accommodations related to the application of the District's behavior policy. In regard to disciplinary actions, removals, suspensions, exclusions or expulsions of disabled students, the District

shall adhere to the requirements of state and federal law governing students with disabilities.

#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

##### **A. Parent/Guardian Responsibilities for Transportation Safety**

1. To become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the action of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Support and respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.
11. Report any misbehavior or safety concerns to the transportation office.

##### **B. Parent and Guardian Notification**

A copy of the School District school bus stop rules will be provided to each family at the beginning of the year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

##### **C. Parent/Guardian Responsibilities for Transportation of Special/Disabled Students**

The Parent/Guardian responsibilities are described in the *Richfield Schools Special School Bus Transportation* brochure.

###### **1. Parent Responsibility At Pick-up Time**

- a. Have your student fully clothed, toileted, and ready at the bus stop five (5) minutes before the pick-up time. Cost efficient routing does not allow time for buses to wait.
- b. Accompany your student to the bus.
- c. If your student will not be riding on any given day, call the transportation dispatch office at least one (1) hour before the pick-up time.

###### **2. Parent Responsibility At Drop-off Time**

Be at the bus stop five (5) minutes before the scheduled return.

###### **3. Missed Bus**

The driver cannot return to a bus stop because of scheduled commitments to other parents, students and schools.

4. Emergency Information Form

The State Board of Education Rules require that the bus driver have emergency and health information in the bus for each student. Parents or guardians must provide this information. The form is mailed to each special transportation student's home and must be completed and returned before the student can ride the bus.

**V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

All school bus drivers shall be adequately prepared physically and mentally each day to perform required duties. These shall include:

A. Operating the vehicle in a safe and efficient manner.

1. Safety

The primary concern of each driver is safety. Drivers will exercise extreme caution during the loading and unloading process as well as when driving.

2. Defensive Driving

All drivers are to drive defensively at all times. A definition of defensive driving is: driving in a manner to avoid accident involvement despite adverse conditions created by road, weather, traffic, or errors of other drivers or pedestrians.

3. Driving Adjustments

Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.

4. Emergency Doors

Emergency doors must be free and operable. Under no circumstances may the doors be obstructed to prevent easy access.

5. Service Door

The service door of the bus must be closed at all times while the bus is in motion.

6. Overloads



The registration card in all vehicles designates the maximum number of passengers allowed to be carried. This limit cannot be exceeded. A driver should call the designated individual for instructions should a vehicle become overloaded.

7. Railroad Crossings

All vehicles used to transport must stop at railroad crossings, using required procedures, whether they are loaded or empty. School buses shall not activate the eight-way lights; four-way hazard lights are to be used before stopping and when crossing the tracks.

8. Speeding and Other Moving Violations

No bus shall travel faster than road, traffic and weather conditions safely permit, regardless of the posted speed limit. Any driver convicted of a moving violation with a school bus will face disciplinary action. Other reports or warnings regarding speeding will result in suspension and/or termination.

9. Smoking Prohibited

Smoking or use of tobacco products is prohibited on school property, including building facilities, grounds, or vehicles per Richfield School Board Policy.

B. Conducting thorough pre-trip and post-trip inspections of the vehicle and special equipment.

1. Bus Inspection.

Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State law. Defects are to be reported in writing. Drivers are required to check their buses for students, vandalism and articles left on the bus after each route segment and the end of the day. Defects are to be reported in writing.

2. Safety Equipment.

Every bus will carry an emergency card on which is printed telephone numbers of appropriate personnel to contact in the case of an emergency. All drivers are responsible for ensuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflector emergency warning device, and any additional items required by the District. Drivers of vehicles for disabled students will ensure all student health information cards are on the bus.

3. Bus Cleaning

Drivers are required to keep the interior of their buses swept and free of trash at all times and the windows cleaned both inside and out.

4. Fueling

The driver is responsible for ensuring that his or her assigned vehicle is adequately fueled before leaving the yard. Smoking is prohibited in the fueling area and on all school district property. The engine shall be turned off while fueling. Drivers should never fuel with passengers aboard.

C. Ensuring the safety, welfare and orderly conduct of passengers while on the bus.

D. Responding to emergency situations in accordance with operating procedures.

E. Communicating effectively with school staff, students, parents, law enforcement officials and the motoring public.

1. Relations with Students

Bus drivers will treat students with respect and will refrain from any conduct which is intended or could be perceived as demeaning, intimidating or harassing.

2. Relations with School Officials

School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interest that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.

3. Relations with the Public

It is important to remember that to the general public, the driver represents the School. Buses are one of the most visible vehicles on the road. Drivers must deal with students, parents, and other motorists in a polite, professional and considerate manner.

4. Student Discipline

Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are limited. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus, drop a student at other than the designated stop, or to

return a bus full of students back to school. Any denial of bus-riding privileges can only come from the school authorities.

5. Route Changes

No driver is to make changes in the pick-up or drop-off schedule for his or her route without prior authorization. No stops are to be added, deleted, or moved without approval. No driver may deviate from the established route without prior permission except as required by an emergency or temporary road condition. The driver is subject to disciplinary action when making unauthorized route changes.

6. Route Problems

Any problems encountered by a driver on the routes or trips should be brought to the immediate attention of the transportation dispatcher.

7. Unauthorized Passengers

Only authorized passengers may be transported in a bus. Any other passenger must be specifically approved by the Transportation Supervisor. A special bus pass shall be issued by the transportation office to an unauthorized passenger, which must be shown the driver to access a bus ride.

8. Notices

It is the responsibility of the driver to check for notices each day and to check with his or her supervisor regularly.

F. Completing required reports

It is the responsibility of the driver to completely fill out and timely turn in all reports, discipline referrals, time cards, and mechanical defect slips as required. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

G. Completing required training programs.

H. Promoting safety for passengers during loading and unloading.

1. Standing

Standing on a moving bus is not allowed. Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.

2. Dangerous Articles

Articles that may be considered dangerous, are not allowed on a school bus. This includes any and all weapons, gasoline cans, animals, and other dangerous or objectionable items. Possession of weapons on school property or the bus will not be tolerated. Companion dogs are allowed.

- I. Wearing of driver's seat belt whenever the bus is in motion.
- J. Additional driver duties and responsibilities may be found in the driver handbook. All bus driver dismissals will be reported to the Department of Public Safety pursuant to Department of Public Safety directions.

## **VI. OPERATING RULES AND PROCEDURES**

### **A. General Operating Rules.**

1. All routes shall be on file with the School District's Transportation Safety Director.
2. Only students assigned to the school bus by the District shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. Drivers are to enforce the provisions of the school bus and bus stop rules as appropriate. Students may be released from the bus at only two points, the designated bus stop or at school, except in case of an emergency or as otherwise authorized.
4. The parent/legal guardian may designate by a signed, written request a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
5. Severe misbehavior may result in an immediate return of the bus filled with students to the school subsequent to driver's radio request to the dispatcher and approval of the school principal.
6. Safety evacuation drills for the student-passengers shall be conducted at least twice a year.
7. There shall be no students in the bus while the fuel tank is being filled. On leaving the vehicle when students are in the bus, the driver shall stop the bus, remove the ignition key, set the brakes and otherwise render the bus immobile.

8. Buses shall not be driven backwards on the school grounds or any other point if it can be avoided. If it is necessary, the driver shall have another responsible person act as a guard flagman in back of the bus to keep other persons out of the path and to issue warnings to the driver of approaching traffic.
9. When arriving or leaving the school grounds, the driver must not follow closer than 50 feet from the vehicle directly in front of the bus or closer than 500 feet when traveling on the highway.
10. No school bus shall pull any trailer when students are being transported on regular routes to or from school.
11. In case of an accident or breakdown of the bus, the driver shall contact the dispatcher or another bus using the two-way radio. If no radio contact is available, the driver shall not leave the bus but shall send two responsible students to the nearest house to summon help.
12. The District may adopt such additional operating rules as are deemed necessary to meet local conditions and needs, provided they do not conflict with the State laws and regulation.

**B. Use of Signals, Loading or Unloading**

1. The driver shall activate the flashing eight-light system of the bus at least 300 feet before stopping to load or unload students, in a speed zone of more than 35 miles per hour and 100 feet before stopping in a speed zone of 35 miles per hour or less (except as provided in item #2 below), and shall not extinguish such lights until loading or unloading is completed and persons who must cross the roadway or highway are safely across.
2. The driver shall activate the four way hazard lights only on four lane or one way streets as designated to avoid restricting traffic flow. Passengers shall be loaded and unloaded only from the right-hand side of the vehicle. Students are not to cross the following streets for the purpose of loading and unloading the school bus: Old Cedar, Portland, Nicollet, Lyndale, Penn, York, 66th, 76th, 77th and the 78th Street service road.
3. The driver shall bring the vehicle to a complete stop in the right hand lane of the roadway parallel to the center line.
4. The driver shall activate the red flashing lights, come to a complete stop, then extend the stop arm and discharge students only after all traffic (front and rear) has come to a complete stop.
5. The driver shall keep door open and eight-light system operating until all students have been loaded or unloaded safely.

6. The driver shall avoid loading and unloading students where the view is obstructed to other motorists for 200 feet in either direction.
7. The driver shall not permit students to stand or get on or off the bus while it is in motion. The driver will bring the bus to a full stop before loading or unloading students.
8. Driver's shall load and unload students only at designated locations.

C. Crossing Highways and Streets

1. The driver shall be responsible for safely delivering the students who must cross a highway or street by one of the following methods:
  - a. Students shall pass approximately 10 feet in front of the school bus so as to be seen by the driver and cross the road only upon receiving a hand signal from the driver, or
  - b. The driver shall visually ascertain that students getting off the bus who do not need to cross the road are a safe distance from the bus before moving the vehicle.

D. Type III Vehicles.

1. Students shall not be regularly transported in private vehicles. However, private vehicles may be used for convenience or in an emergency. The District has no system of inspection for private vehicles.

**VII. SCHOOL BUS DRIVER TRAINING**

A. Training.

All new bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competencies specified by the Department of Public Safety. All school bus drivers shall receive a minimum of eight hours of in-service training annually.

The following driver training standards represent the **minimum** areas of training which each driver must receive prior to entering service to the School District.

1. Pre-Trip Inspection

Both new and experienced drivers must be familiar with the elements of the mandatory pre-trip inspection required under Minnesota law including:

- a. The engine compartment - belts, valves, fluid leaks

- b. Engine start, warning lights, gauges, horn
- c. Fuel level
- d. Brakes - pedal reserve and air/vacuum gauges
- e. Interior - seats, floor, lights
- f. Electrical charging system
- g. Emergency door
  - smooth latch operation
  - alarm buzzer
- h. Entrance door operation
- i. Lift door operation and alarm
- j. Lift equipment for wheelchairs
- k. Wheels, service brakes, emergency brake
- l. Exterior lights - headlights, brake lights, market lights, turn signals
- m. Exhaust system
- n. Windows, windshield, and inspection sticker
- o. Eight-light system and stop arm
- p. Emergency equipment
  - first aid kit
  - bodily fluids clean-up kit
  - flashlight
  - reflectors
  - two-way radio

2. Fundamentals and Techniques of School Bus Driving

The driver training program must include:

- a. Relevant laws
- b. Rules of the road and School District safety policies
- c. Defensive driving
- d. Driving in inclement weather conditions
  - reduced visibility
  - rain
  - snow
  - fog
- e. Dealing with pedestrians and students in traffic
- f. Operation of the manual or automatic transmission
- g. The use of the drive train for stopping the school bus
- h. Situations where the hand brake will not stop a moving bus
- i. Steering and turning techniques
- j. Right and left turn maneuvers
- k. Gauging the speed of other vehicles on cross streets
- l. Use of mirrors
- m. Merging into traffic
- n. Visual perceptions
- o. Safe following distances
- p. Safe passing procedures
- q. Safe backing procedures

- r. Use of eight-light system and School District policy regarding its use
- s. Loading and unloading procedures
- t. Knowledge of the danger zone concept
- u. Policies and Procedures for grade level railroad crossings
- v. Emergency use of the public address system
- w. Response to an approaching emergency vehicle while unloading
- x. Leaving the bus unattended at school sites

3. Special Education/Disabled Transportation

Special education transportation requires skills and abilities that exceed those required to provide normal school bus service. Drivers shall be familiar with:

- a. What to do in a medical emergency
- b. Handling of wheelchairs
- c. Operation of lift equipment
- d. Proper use of wheelchair securing devices
- e. School District policies on the use of seat belts on designated students
- g. Handicapping conditions
- h. Responsibilities of the bus driver and the bus aide
- i. What to do when a responsible person is not available to receive a student

4. Emergency Procedures

Drivers must be prepared to deal with emergency situations while operating on routes and field trips. Included in these emergency situations are mechanical breakdowns, fire, accident, or passenger injury. Drivers shall receive training in:

- a. Identifying the degree of an emergency before beginning an evacuation
- b. Identifying a safe evacuation unloading area
- c. Preplanning emergency evacuation for both conventional and lift buses
  - front, rear, and both door evacuation
  - evacuation of special education students
  - evacuation of physically disabled students and students using wheelchairs
  - placement of students in a safe location
- d. Cooperation in emergency evacuation drills
- e. Mechanical breakdowns
  - stop bus in safe location
  - keep passengers in bus if safe to do so
  - take steps to warn motorists
  - radio or call for assistance.
- f. How to secure the school bus and place emergency triangles



- g. Use of two-way communication system in an emergency
- h. When it is appropriate to evacuate the school bus
- i. How to supervise an emergency evacuation
- j. Emergency evacuation of the disabled
- k. Special considerations when evacuating a lift bus
- l. Lifting techniques for handling disabled students in an emergency situation
- m. Priorities when dealing with injured passengers
- n. How to use the school bus first aid kit
- o. Use and operation of the fire extinguisher
- p. Dealing with other motorists and the police
- q. Use of emergency reflectors and hazard lights
- r. Control of exposure to blood borne pathogens
- s. Use of body fluid clean-up kits
- t. School District policy on medical emergencies
- u. Recognition and handling of epileptic seizures
- v. How to respond if a passenger has a weapon on the bus

5. First Aid / CPR

All drivers must demonstrate proficiency in first aid and CPR. This may be shown by current certification in CPR and first aid by the American Red Cross or American Heart Association or equivalent.

6. Private or Confidential Student Information

All drivers shall understand the types of student data that are considered private or confidential under Minnesota Statutes

7. Student Discipline

- a. Creating a positive attitude on the school bus
- b. Oral and visual communications skills between the driver and the passengers
- c. Dealing confidently with a disruptive student
- d. District discipline policy
- e. Developing and enforcing workable rules  
Incident report forms
- f. District policy on possession of weapons by a student
- g. District policy on sexual, racial and religious harassment/violence
- h. District policy on smoking

8. Human Relations

- a. Appropriate driver behavior
- b. Sensitivity to a diverse student population
- c. Sensitivity to handicapping conditions
- d. Relations with parents and school staff
- e. Working with a special education bus aid

9. Chemical Abuse

- a. How alcohol and/or drugs can affect driving skills
- b. Drug-testing programs
- c. State and federal requirements

B. Evaluation.

All drivers shall be evaluated for the following competencies at least once annually:

1. The safe operation of the type of school bus the driver will be driving
2. Their understanding of student behavior, including issues relating to students with disabilities
3. Their ability to manage students on the bus and handle incidents of misconduct appropriately
4. Their understanding of relevant laws, rules of the road and local school bus safety policies
5. Their ability to handle emergency situations
6. Their ability to safely load and unload students, and;
7. Their ability to demonstrate proficiency in first aid and CPR procedures.

**VIII. EMERGENCY PROCEDURES**

A. Fire

In the event of a fire, the first priority is to evacuate the bus. Drivers shall make certain passengers are safe, before attempting to put out the fire.

B. Injuries / Medical Emergencies

Drivers shall be familiar with first aid and CPR procedures. Drivers should first contact the dispatcher to call 911 in the case of serious injuries. Drivers should administer proper first aid in accordance with their training and level of ability. In the event of an injured passenger is taken to the hospital, record the students' name and the name of the hospital where the student is sent.

C. Tornado

If there is likelihood that the tornado will hit a vehicle, and there is no escape route available or no time to drive to a safe location, the driver should evacuate the bus, taking the first aid kit. The driver will take the students to the basement of a nearby building or to the nearest depression or ditch upwind (towards the storm) of the bus far enough away from the bus so that the bus will not roll over on them and instruct them to cover their heads with their arms. If the students are wearing coats or jackets, these can be used to provide additional protection for their heads and bodies. Drivers should take only the first aid kit from the bus.

D. Evacuation

Drivers should evacuate buses only when there is a danger of fire, collision or other potential hazard. Drivers should inform passengers that there is an emergency, and in very calm and precise terms, tell them exactly what they are to do. When possible, drivers will keep all evacuees a minimum of 100 feet from the bus. They should be loaded back onto the bus only when the driver has determined it is safe to do so.

E. Accident

In case of an accident, the driver shall immediately assess students for injuries and begin emergency first aid procedures as necessary. The driver must also notify the Transportation Dispatcher who will contact the law enforcement officials for medical assistance.

After providing emergency first aid, notifying the Dispatcher, and upon the arrival of law enforcement officials the driver shall:

1. In cooperation with the police officer and/or ambulance service, assist with the care of the students.
2. See that all injured students receive proper care.
3. Determine facts pertaining to accident.
4. Call the dispatcher to give a list of names and circumstances. The dispatcher will contact the Transportation Office so they can begin calling parents.
5. Discuss the accident only with police and School District officials.
6. Record all students' names.
7. Not leave the scene of an accident until released by the proper authorities.

Before leaving for the day, the driver shall fill out an accident report and take it to the Transportation Office. All bus accidents shall be reported to the Department of Public Safety.

F. Cold Weather Stop

If a driver is stuck or stalled in cold weather, the driver should call for assistance and wait for help. The driver should avoid relying on the engine to provide heat for the driver and passengers as long as possible. If it is necessary to run the engine to provide heat, the driver will make sure the exhaust pipe is clear of snow, open windows for ventilation, and check passengers frequently for headaches or drowsiness.

G. Dangerous Weapons

If a driver observes or learns that a passenger may have a dangerous weapon on the bus, he or she should remain calm and call for assistance using a pre-determined code. The driver should give the location of the bus to the dispatcher, continue the route and wait for assistance. The driver

should not inform the passenger suspected of having the weapon that he or she knows of the weapon.

**H. Lights**

In an emergency stop, the driver should turn on the four-way hazard warning lights, and running or clearance lights. If the bus is on a highway, the driver must set out warning flares or triangles at the distances specified by State Law.

**I. Getting Assistance**

Drivers should use the two-way radio communications system to get assistance, reporting the location and number of the bus, the nature of the problem, and the status of the passengers. If the driver cannot use a radio to contact the dispatcher, ask a passerby or motorist to do so from the nearest telephone. The driver should write out the number and location of the school bus, the nature of the emergency, and the status of the passengers.

**IX. VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the School District.
- B. All school vehicles shall be inspected in accordance with legal requirements.
- C. Daily pre-trip inspections shall be required and prompt reports submitted of defects to be immediately corrected.

**X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The School Board has designated the Transportation Supervisor as the School Transportation Safety Director. The name, address and telephone number of the Director is on file with the Superintendent. Any questions regarding student transportation or this policy should be addressed to the School Transportation Safety Director.

**XI. WALKING DISTANCE TO BUS STOPS**

The number of bus stops in the School District impacts the length of time students are on the bus and the number of buses required to provide service. Bus routes are arranged according to geographic areas. This means that some students will walk further than others to bus stops.

- A. Whenever possible, bus stops will be located at corners or intersections. Stopping at corners or intersections is generally safer due to the expectations of traffic. When a bus stops mid-block it can confuse motorists, whereas traffic anticipates the bus will stop or yield at an intersection. In addition, the bus driver has the best view of traffic and neighborhood students have the most direct route of access to their bus.
- B. Elementary students shall be given priority when identifying the location of common bus stops that service the K-12 grade levels.
- C. The bus routes can change every year based on the student population. Students may have to walk 2-3 blocks to the bus stop depending on the route structure and time schedule. At no time shall more than one stop be designated per block for regular to and from transportation.
- D. Kindergarten stops will generally be closer to the home than regular route stops, (usually within 1-2 blocks), however visibility from the home to the bus stop is not always possible nor is it part of our criteria for moving stops.
- E. Students residing on dead end streets or cul-de-sacs are expected to walk the distance to the nearest intersection to access a bus.
- F. Kindergarten
  1. For bus runs at noon only, bus stops will be located at the corner of the street where each kindergartner lives.
  2. No bus stop will be located at a residence mid-block, except in cases where medical or handicapping conditions require home pickup.
  3. Bus stops may be adjusted where kindergartners are alone at the stop in the morning or afternoon.

## **XII. VIDEO SURVEILLANCE**

Video surveillance may be used on a limited basis as part of our comprehensive approach to student management on school buses. The driver continues to have the responsibility for controlling the students through gaining rapport and interacting with students. The Business Manager in consultation with the superintendent may utilize video technology on selected vehicles to insure student safety and appropriate behaviors.

**Legal References:** Minn. Stat. 169.443-169.444: Safety of School Children  
Minn. Rule: 7470.1000-1100: Operation of a Type A,B,C, or  
D school bus

1  
2 Dated: November, 1994  
3 Reviewed: April 21, 2008  
4 Revised: February, 1999, May 15, 2006  
5

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 707

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2015~~ 2017

## **707 TRANSPORTATION OF PUBLIC SCHOOL STUDENTS**

*[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]*

### **I. PURPOSE**

The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.

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

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### **III. DEFINITIONS**

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care

facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)

- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)
- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. §



120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)

- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

#### **IV. ELIGIBILITY**

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.

*[Note: In this section, school districts may wish to outline those discretionary areas where they intend to provide transportation. For example, some school districts may provide that transportation shall be provided for all resident elementary students who reside one mile or more from the school.]*

- C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district’s expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)
- D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### **V. TRANSPORTATION OF NONRESIDENT STUDENTS**

- A. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. (Minn. Stat. § 124D.04, Subd. 7; Minn. Stat. § 123B.92, Subd. 3)

- B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

## **VI. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8)
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

## **VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders

otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## **VIII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location ~~if the shelter or non-shelter location is two or more miles from the school of origin and the student's transportation privileges have not been revoked on the same basis as transportation services are provided to other students in the school district.~~ (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location ~~if the shelter or non-shelter location is two or more miles from the school~~

~~of origin and the student's transportation privileges have not been revoked on the same basis as transportation services are provided to other students in the school district~~, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))

3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

## **IX. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **X. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

## **XI. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

## **XII. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)

Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)  
MSBA Service Manual, Chapter 2, Transportation

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 708

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2008~~ 2017

## **708 TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS**

*[Note: The obligations stated in this policy are largely governed by statute. Statutory references are included throughout the policy. A school district may choose to add obligations to the model policy.]*

### **I. PURPOSE**

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

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

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

### **III. ELIGIBILITY**

- A. The school district shall provide equal transportation within the school district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minn. Stat. § 123B.88 and § 123B.92 when applicable. (Minn. Stat. § 123B.86, Subd. 1)
- B. Upon the request of a parent or guardian, the school district shall provide school bus transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation shall be provided whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. (Minn. Stat. § 123B.86, Subd. 2(a))
- C. The school district may provide school bus transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such



transportation provided outside the school district boundaries. (Minn. Stat. § 123B.86, Subd. 2(b))

- D. The school district shall provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school. (Minn. Stat. § 123B.44, Subd. 1)
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. (Minn. Stat. § 123B.86, Subd. 3; Minn. Stat. § 123B.91, Subd. 1a)
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district where such services are provided in the discretion of the school district.

#### IV. **SPECIAL EDUCATION/DISABLED STUDENTS WITH DISABILITIES**

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district shall provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law. (Minn. Stat. § 125A.18)
- B. ~~Disabled students whose handicapped conditions~~ When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport ~~disabled students on the basis of the handicapping condition~~ students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules

Part 7470.1600, Subd. 1)

- C. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- D. Any parent of a ~~disabled~~ student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minn. Stat. Ch. 125A. (Minn. Rules Part 7470.1600, Subd. 2)

## V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [Model Policy 707] shall apply to the transportation of nonpublic school students except as specifically provided herein.

**Legal References:** Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.84 (Policy)  
Minn. Stat. § 123B.86 (Equal Treatment)  
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.91, Subd. 1a (Compliance by Nonpublic and Charter School Students)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
*Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)  
*Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)  
*Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8<sup>th</sup> Cir. 1992)  
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)  
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)  
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)  
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)  
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

**Cross References:** MSBA/MASA Model Policy 707 (Transportation of Public School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA Service Manual, Chapter 2, Transportation

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 709

Orig. 1995

Revised: \_\_\_\_\_

Rev. ~~2014~~ 2017

## **709 STUDENT TRANSPORTATION SAFETY POLICY**

*[Note: School districts are required by statute to have a policy addressing these issues.]*

### **I. PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### **II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

#### **A. School Bus Safety Week**

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### **B. Student Training**

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus

training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within 4 weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation

safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
2. Rules at the Bus Stop
  - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
  - b. Respect the property of others while waiting at your bus stop.
  - c. Keep your arms, legs, and belongings to yourself.
  - d. Use appropriate language.
  - e. Stay away from the street, road, or highway when waiting for the bus.
  - f. Wait until the bus stops before approaching the bus.
  - g. After getting off the bus, move away from the bus.
  - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
  - i. No fighting, harassment, intimidation, or horseplay.
  - j. No use of alcohol, tobacco, or drugs.
3. Rules on the Bus
  - a. Immediately follow the directions of the driver.
  - b. Sit in your seat facing forward.
  - c. Talk quietly and use appropriate language.
  - d. Keep all parts of your body inside the bus.
  - e. Keep your arms, legs, and belongings to yourself.

- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-6)

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (7-12)

1st offense – warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension

or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

#### **IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:



1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

## **V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;
  4. following the vehicle ahead too closely;

5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus ~~or type III vehicle~~, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For

purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

***[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]***

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

**B. Evaluation**

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

***[Note: The school district may use alternative assessments rather than those set forth in the Model School Bus Driver Training Manual for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least 8 hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]***

**VII. OPERATING RULES AND PROCEDURES**

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.

***[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]***

2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

***[Note: A school district is not required to comply with Section VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]***

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10

or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.

2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words “school bus” in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment

and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

- 11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
- 12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
- 13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

- 1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to students with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;

- (5) handling emergency situations;
  - (6) proper use of seat belts and child safety restraints;
  - (7) performance of pretrip vehicle inspections;
  - (8) safe loading and unloading of students, including, but not limited to:
    - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
    - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
    - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
    - (d) placing the type III vehicle in “park” during loading and unloading;
    - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
  - (9) compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
  - d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
  - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.
  - g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.



3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
  - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.

4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

## **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

*[Note: The Model School Bus Driver Training Manual is available online through the Minnesota Department of Public Safety State Patrol web page.]*

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within 1 month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  1. the student's name and address;
  2. the nature of the student's disabilities;
  3. emergency health care information; and
  4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

## **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.

- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

## **XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

**Legal References:** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)

Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
 Minn. Stat. Ch. 169 (Traffic Regulations)  
 Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)  
 Minn. Stat. § 169.02 (Scope)  
 Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
 Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)  
 Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
 Minn. Stat. § 169.454 (Type III Vehicle Standards)  
 Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
 Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
 Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)  
 Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)  
 Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)  
 Minn. Stat. § 171.321 (Qualifications of School Bus Driver)  
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
 Minn. Stat. Ch. 245C (Human Services Background Studies)  
 Minn. Stat. § 609.02 (Definitions)  
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
 49 C.F.R. § 383.5 (Transportation Definitions)

***Cross References:*** MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
 MSBA/MASA Model Policy 707 (Transportation of Public Students)  
 MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)  
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.H.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, July 13, 2020**

**Subject: Policy 712 and Administrative Guideline 712.1 – Credit Card Usage**

(Recommended by the Superintendent)

A first read of Policy 712 and Administrative Guideline 712.1.

**Attachments**

Policy 712 – Credit Card Usage - First Read  
Administrative Guideline 712.1 – Credit Card Usage – First Read

MSBA Model Policy 702

**RICHFIELD PUBLIC SCHOOLS**

**CREDIT CARD USAGE**

**I. PURPOSE**

The purpose of this policy is to establish criteria on the use of credit cards issued on behalf of the school district.

**II. GENERAL STATEMENT OF POLICY**

- A. Credit cards should only be used by authorized school officials and employees in accordance with Administrative Guidelines 712.1, Credit Card Usage and the Procurement Card Program Procedures Manual. Such cards shall not be used for purchasing goods for personal use or for non-district related matters.
- B. Credit card purchases must comply with all statutes, rules, or district policy applicable to school district purchases. Unauthorized or inappropriate use may result in disciplinary action assessed based on the type of violation.

Legal References: Minn. Stat. § 123B.02, Subd. 23 (Credit Cards)

ADOPTED BY THE BOARD OF EDUCATION: February 17, 2009

## RICHFIELD PUBLIC SCHOOLS

### CREDIT CARD USAGE

#### I. INTRODUCTION

The purchasing card program is designed to assist the organization in reducing its reliance on requisitions, purchase orders, petty cash funds, employee advances, paper checks, and the use of personal funds for business purposes. The program should help increase your turn-around time in the fulfillment of orders, provide greater flexibility, and reduce paperwork. The Business Office is responsible for the implementation, maintenance, program compliance, auditing, processing payment, and issuance of the P-Card. Only employees of the organization are allowed to participate in the program. Each cardholder has the responsibility to review, reconcile, and submit their monthly account statement with the appropriate receipts and signatures for processing and payment by the due date.

#### II. AUTHORIZATION

District employees are authorized to use credit cards for approved expenditures which must comply with the school board policy, approved by the supervising administrator, and be considered reasonable to the local taxpayer. Please refer to the Procurement Card Program Procedures Manual for further information.

#### III. GENERAL INFORMATION

##### A. Guidelines

1. The P-Card is issued in each cardholder's name and it will be assumed that any purchases made with the P-Card will have been made by them. The cardholder is responsible for the security of their card and any transactions made with the card.
2. The P-Card may be used in person, by mail, telephone, and on-line purchases.
3. The P-Card may be used at any merchant that accepts MasterCard.
4. The P-Card may be used for approved travel and related expenses. The cardholder must adhere to Travel Policy 411.
5. The P-Card is not to be used for personal purchases.
6. The cardholder will not be charged a fee for the card.
7. Inappropriate use of the P-Card will result in revocation of the card and in the event of gross misuse or fraud involving District funds, disciplinary actions may be taken.
8. The cardholder and their Principal/Department Supervisor are responsible for ensuring all receipts and statements are submitted to the Accounts Payable Clerk before the 7<sup>th</sup> of the following month of your statement. The Department budget is reduced by each transaction and reflected monthly on the finance system.
9. The cardholder's credit rating is not affected by having a P-Card issued in their name.

B. Travel Expenses

A cardholder may use the P-Card for approved travel. Appropriate documentation must be attached to each account statement submitted to the Accounts Payable Clerk for payment. The cardholder must adhere to the guidelines and procedures of Travel Policy 411. All travel and entertainment must be for business purposes only and any personal use is strictly prohibited.

C. Periodic Audits

All cardholder accounts are subject to periodic audits to ensure compliance with the organization's overall policies and the policies outlined in this manual. The P-Card Administrator and the Business Office review daily, monthly, and annual transaction activity reports as deemed necessary to ensure adherence to the P-Card policies. If an audit reveals a policy violation, the cardholder and their manager will be contacted and disciplinary action assessed based on the type of violation.

**IV. PURCHASES**

A. Allowable Purchases

1. Subscriptions
2. Approved conference registrations
3. Approved travel
4. Repairs and maintenance
5. Field trip admissions
6. Allowable food for meetings
7. Classroom supplies
8. General office supplies

B. Unallowable Purchases

1. Minnesota sales tax on most purchases
2. Alcoholic beverages/tobacco
3. Lottery tickets
4. Gift cards/gift certificates
5. Personal purchases
6. Donations

**Legal References:** Minn. Stat. § 123B.02 Subd. 23 (Credit Cards)

Dated: February 17, 2009  
Reviewed:  
Revised:



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 702

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2006

## **702 ACCOUNTING**

*[Note: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]*

### **I. PURPOSE**

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts provided for in guidelines adopted by the Minnesota Department of Education.

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

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

### **III. MAINTENANCE OF BOOKS AND ACCOUNTS**

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

### **IV. PERMANENT FUND TRANSFERS**

Unless otherwise authorized pursuant to Minn. Stat. § 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minn. Stat. §123B.79, as amended, or other applicable statute.

### **V. REPORTING**

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minn. Stat. §123B.10 in the manner specified therein.

**Legal References:** Minn. Stat. § 123B.02 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.14, Subd. 7 (Duties of School Board Clerk)

Minn. Stat. § 123B.75 (Revenue)  
Minn. Stat. § 123B.76 (Expenditures)  
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)  
Minn. Stat. § 123B.78 (Cash Flow, Revenues, Borrowing, Deficits)  
Minn. Stat. § 123B.79 (Permanent Fund Transfers)  
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

***Cross References:*** MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding

**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.I.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, July 13, 2020**

**Subject: Donations**

(Recommended by the Superintendent)

That the Board of Education accept the following donations with gratitude.

**Richfield Spartan Fund** donated \$5,000 to the Athletics Department. This donation covered the cost of the cameras installed in the main gym and the stadium that will be used for the live streaming of events.

**Richfield Spartan Fund** donated \$7,560 to the Athletics Department. This donation covered the cost of a new high jump pit and cover for our boys and girls track team to use for practices and meets.

**Richfield Dugout Club** donated \$26,279.16 to the Athletics Department. This donation covered the cost of the equipment for the 2020 Baseball Team.