

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, November 16, 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: November Update
 - C. Commendations
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the regular meeting held November 2, 2020
 - 2. General Disbursements as of 11/9/20 in the amount of \$970,854.37
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 106 – Students and Employees with Communicable and Infectious Diseases
 - B. Policy 602 – School District System Accountability
- VI. NEW BUSINESS
 - A. Policy 802: Crisis Management
 - B. Centennial Change Order #16
 - C. STEM Change Orders #27-#28
 - D. Sheridan Hills Change Orders #16-#18
 - E. RMS Change Orders #9-#11

F. RHS Change Orders #39-#42

G. Bid Authorization for Central Education Center Project

H. Donations

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

12-7-2020 7:00 p.m. Regular Board Meeting

12-21-2020 7:00 p.m. Regular Board Meeting - Public Comment

D. Suggested/Future Agenda Items

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.03 FOR
LABOR NEGOTIATIONS STRATEGY

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

**INFORMATION AND PROPOSALS –
NON-ACTION ITEMS**

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: Superintendent Update

(The Superintendent provides this informational update on the pandemic and other timely items.)

Attached:
November Update

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

November Update

Enriqueciendo y acelerando el aprendizaje

Instruction & Family Support



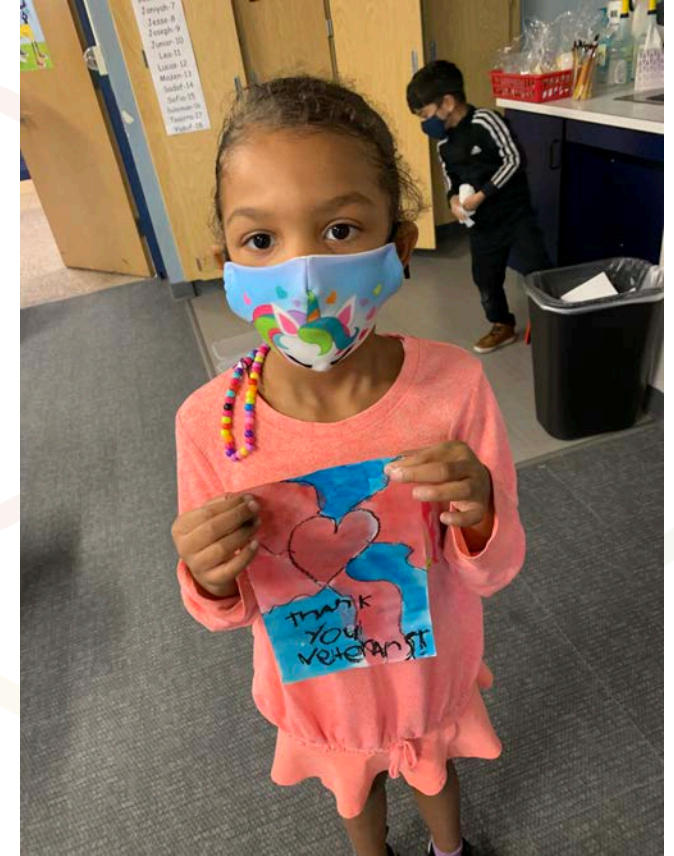
RICHFIELD
PUBLIC SCHOOLS

- November 2 & 3 PD days
- Improvements in Technology
 - Google voice
 - Addition of a bilingual tech support staff member



Celebrations/Happenings

- November 5-8 the Fall Play was performed at RHS
- We have started providing meals for adults in the Richfield community!
- November 11: Veteran's Day



Coming Up

- Tomorrow is the second Virtual Strategic Plan Feedback Session at 4:30 pm. It is not too late to sign up to join us!
- November 19: Give to the Max Day
- November 25-27: Thanksgiving Break

Pandemic Status Update

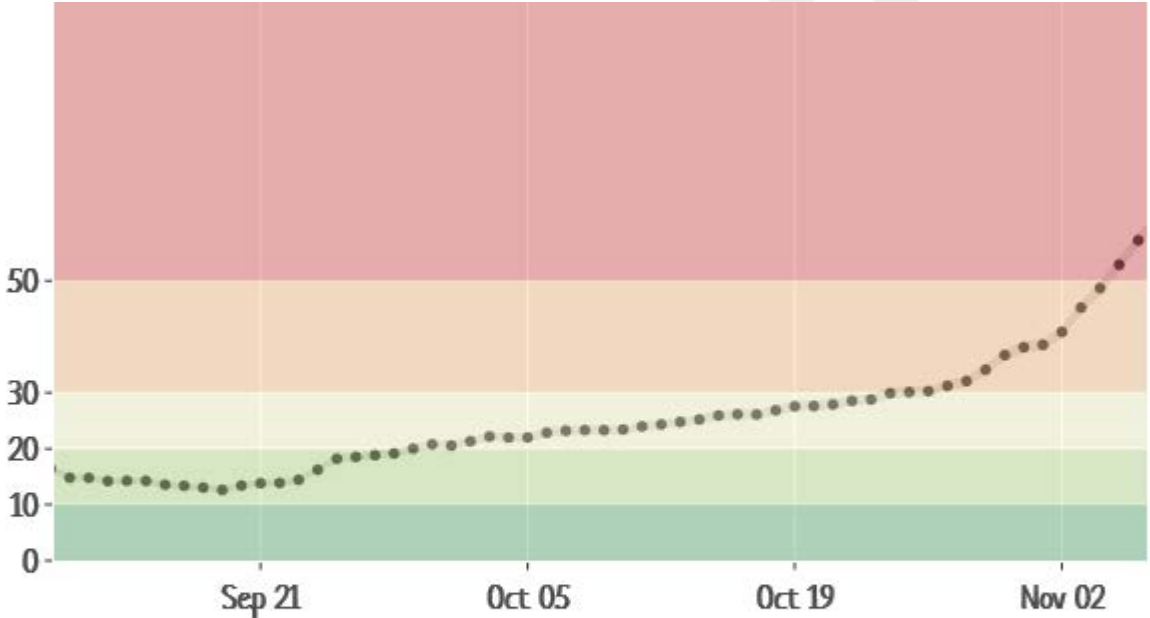


RICHFIELD
PUBLIC SCHOOLS

- Current Hennepin County case rate is 57.6 per 10,000. Guidance suggests distance learning at all levels.
- ALL students are moving to fully distance programming after Friday, November 20th.
- Secondary students (Grades 6-12) will begin full distance learning on Monday, November 23rd. There will be no interruption to school.
- Elementary (Pk-5) students will have NO SCHOOL on November 23rd and 24th to allow elementary teachers to prepare for the transition. Elementary students will begin full distance learning on Monday, November 30th.
- At the end of December, we will reevaluate case rates and determine whether hybrid programming can reopen after January 4th.

Guidance and Trends

Number of cases per 10,000 over 14 days, by county of residence	Learning model
0-9	In-person learning for all students
10-19	In person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students



City	9/15-9/28	9/22-10/5	9/29-10/12	10/6-10/19	10/13-10/26	10/20-11/2
HC Total	22.4	23.7	25.8	29.3	37.9	57.6
Richfield	21.4	23.9	26.4	30.3	41.4	74.8

The Decision – Added Data

Districts are allowed to review three data points for their decision:

Hennepin County Data: October 24 - 34.25 per 10,000, 57.6 as of November 2
(Guidance suggests distance)

Richfield City Data: October 26 - 42 per 10,000, 74.8 as of November 2
(Guidance suggests distance)

Local School Data: Total cases week of 11/2: 13

Local School Data: Total cases in September-October: 12

Local School Data: Guidance is more gray. “Hotspot” is 5 cases within a building in 2 weeks requires a two week close, any local cases combined with other data requires consideration

The Decision – Why Now

- Survey data clearly asked us to announce transitions of our learning model with as much preparation time as possible
- COVID-19 growth data shows exponential growth, suggesting that any in-person activities may be unsafe by Thanksgiving despite all possible precautions
- While data is published publicly as of November 2, superintendents receive access to unofficial current data that is fully up to date
- While school districts have hopes for the Governor or MSHSL to announce larger closings, currently neither have indicated a current plan to do so

Move to Distance - Details

- Secondary level athletics and activities will transition to virtual
- Secondary level AIRPods will continue in a virtual format
- Meal distribution will continue with details to follow
- SPED and ELL programming are being analyzed to determine if any services will be in person.
- Other school supports are being considered – we must determine what can be offered safely
- Tier 1 Childcare communication is being sent out this week for an expansion of programming starting November 30th.
- Board meetings will be held virtually beginning with the next meeting on December 7th.

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

**INFORMATION AND PROPOSALS –
NON-ACTION ITEMS**

Agenda Item III.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: Commendations for Mike Harris and Tracie Hofman

(From RHS Principal Stacy Theien-Collins)

Richfield Public Schools would like to congratulate Coach Harris! Mike Harris, a long-time Richfield coach and educator, was awarded the 2020 Head Soccer Coach of the Year award by the Minnesota State High School Soccer Coaches Association. We are proud to have you on our staff—Congratulations to you and your team. It's been a great season. Our RHS Spartans ended the season as the 2020 Tri-Metro Conference Champions with an undefeated regular season record of 8-0.

Richfield Public Schools would like to thank RHS physical education teacher Tracie Hofmann, who worked to secure a partnership with the Leo Lewis Sports Foundation. This foundation is supporting our RHS PE students through providing the equipment needed for students to check out materials to be physically active at home while distance learning. Well done, Tracie!

P-CARD, CHECK & E-PAY RUNS FOR 11/02/2020 BOARD REPORTS

BANK 05	DATE	AMOUNT
P-CARDS SEPTEMBER	10/2/2020	80,965.61
E-PAY	10/15/2020	786.19
	10/22/2020	82.87
CHECKS	10/15/2020	741,837.16
	10/16/2020	5,584.38
	10/16/2020	139,957.47
	10/22/2020	152,324.88
Construction Checks	10/23/2020	3,215,781.55

CHECK REGISTER BANK 05 TOTAL =	4,337,320.11
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BREAKDOWN	
01-206-00	929,452.38
02-206-00	56,028.36
03-206-00	118,416.85
04-206-00	15,154.22
06-206-00	3,215,781.55
07-206-00	-
08-206-00	-
20-206-00	1,920.83
21-206-00	565.92
47-206-00	-
50-206-00	-
BANK TOTAL =	4,337,320.11

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V2100724	10/02/2020	P-CARD BAIRD LISA	R	3,002.90
01	V2100726	10/02/2020	P-CARD BRUNNER PATTI	R	23,700.98
01	V2100727	10/02/2020	P-CARD BURT EMILY	R	33.20
01	V2100728	10/02/2020	P-CARD FINDLEY LAMPKIN MELISSA	R	50.00
01	V2100729	10/02/2020	P-CARD FINKE RYAN	R	238.45
01	V2100730	10/02/2020	P-CARD FLUCAS STEVEN	R	612.52
01	V2100731	10/02/2020	P-CARD GEURINK AREND	R	2,293.05
01	V2100732	10/02/2020	P-CARD HINES CARLONDREA	R	776.07
01	V2100733	10/02/2020	P-CARD KRETSINGER DAN	R	19,715.35
01	V2100734	10/02/2020	P-CARD LANZENDORFER TERRI	R	7,694.66
01	V2100735	10/02/2020	P-CARD LEWIS JENNIFER	R	154.00
01	V2100736	10/02/2020	P-CARD MACE CHRISTI JO	R	2,025.27
01	V2100737	10/02/2020	P-CARD MAHONEY COLLEEN	R	487.01
01	V2100738	10/02/2020	P-CARD MANNING MICHAEL	R	73.00
01	V2100739	10/02/2020	P-CARD MARYN ANGELA	R	7,471.01
01	V2100740	10/02/2020	P-CARD MCGINN DAN	R	122.33
01	V2100741	10/02/2020	P-CARD MCNAUGHTON COMMERS CAROLE	R	222.05
01	V2100742	10/02/2020	P-CARD POMERLEAU DORIS	R	1,089.86
01	V2100743	10/02/2020	P-CARD STACHEL NANCY	R	4,053.12
01	V2100744	10/02/2020	P-CARD VALLEY JENNIFER	R	155.40
01	V2100745	10/02/2020	P-CARD WILLHITE KASYA	R	1,166.58
01	V2100746	10/02/2020	P-CARD WINTER AMY	R	5,828.80
01	299063	10/15/2020	AHMED TAUFIQ	R	69.00
01	299064	10/15/2020	ALL STATE COMMUNICATIONS INC	R	270.00
01	299065	10/15/2020	ARAMARK	R	335.04
01	299066	10/15/2020	ARVIG ENTERPRISES INC	R	1,107.90
01	299067	10/15/2020	JEFFERY PECKHAM	R	150.00
01	299068	10/15/2020	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	1,711.50
01	299069	10/15/2020	BLUETARP FINANCIAL	R	59.98
01	299070	10/15/2020	BORCHERS WILLIAM S	R	125.00
01	299071	10/15/2020	BRIGGS HEATHER	R	20.00
01	299072	10/15/2020	BRIGGS PAUL	R	20.00
01	299073	10/15/2020	BSN SPORTS, LLC	R	49.00
01	299074	10/15/2020	CAREY SEELEY DIZERZAK	R	20.00
01	299075	10/15/2020	CARLSON KENT	R	20.00
01	299076	10/15/2020	CARQUEST AUTO PARTS	R	523.51
01	299077	10/15/2020	CEDAR SMALL ENGINE	R	5.99
01	299078	10/15/2020	CENTURYLINK	R	112.69
01	299079	10/15/2020	CHALLGREN MARK	R	69.00
01	299080	10/15/2020	CINTAS CORPORATION NO 2	R	140.38
01	299081	10/15/2020	COLBERT SANDRA	R	20.00
01	299082	10/15/2020	COLLINS NICOLE	R	20.00
01	299083	10/15/2020	COMMERCIAL KITCHEN	R	240.00
01	299084	10/15/2020	CONTINENTAL RESEARCH CORP	R	1,167.04
01	299085	10/15/2020	CUB FOODS	R	24.64
01	299086	10/15/2020	DICKS LAKEVILLE SANITATION INC	R	9,493.32
01	299087	10/15/2020	DIGI INTERNATIONAL, INC.	R	330.00
01	299088	10/15/2020	ECM PUBLISHERS INC	R	150.90
01	299089	10/15/2020	ECOLAB INC	R	630.53

01	299090	10/15/2020	ENGELKING JR JAMES	R	304.00
01	299091	10/15/2020	ETTEL & FRANZ ROOFING CO	R	605.00
01	299092	10/15/2020	EXLEY BENJAMIN	R	125.00
01	299093	10/15/2020	FASTENAL INDUSTRIAL	R	110.33
01	299094	10/15/2020	FATH CUTTER, NOELLA	R	4,980.00
01	299095	10/15/2020	FIRST BOOK MARKETPLACE	R	423.72
01	299096	10/15/2020	GARCIA ERIKA	R	20.00
01	299097	10/15/2020	GRAHAM THOMAS	R	50.00
01	299098	10/15/2020	WW GRAINGER INC	R	2,017.63
01	299099	10/15/2020	H BROOKS AND COMPANY LLC	R	1,366.91
01	299100	10/15/2020	HEGARD SHAWN	R	20.00
01	299101	10/15/2020	HEINEMANN	R	6,079.02
01	299102	10/15/2020	HILLYARD	R	7,637.62
01	299103	10/15/2020	HOME DEPOT U.S.A.	R	1,333.42
01	299104	10/15/2020	HRYPA WILLIAM V	R	69.00
01	299105	10/15/2020	HUBERT COMPANY, LLC	R	2,076.17
01	299106	10/15/2020	INNOVATIVE OFFICE SOLUTIONS LLC	R	6,334.08
01	299107	10/15/2020	ISD #709 DULUTH PUBLIC SCHOOLS	R	360.00
01	299108	10/15/2020	JAYTECH, INC	R	1,185.80
01	299109	10/15/2020	LARSON KEITH	R	50.00
01	299110	10/15/2020	LEARNING A-Z	R	860.60
01	299111	10/15/2020	LOFFLER COMPANIES	R	4,952.27
01	299112	10/15/2020	LOPEZ ALAN B	R	102.00
01	299113	10/15/2020	MATH LEARNING CENTER	R	6,330.12
01	299114	10/15/2020	MATTISON SCOT	R	69.00
01	299115	10/15/2020	MCDOWALL COMPANY	R	211,119.80
01	299116	10/15/2020	MEGHAN T JOHNSON	R	69.00
01	299117	10/15/2020	MENARDS - RICHFIELD	R	202.65
01	299118	10/15/2020	MOOK MAUREEN	R	50.00
01	299119	10/15/2020	POMEROY STEVEN R	R	125.00
01	299120	10/15/2020	SFM	R	412,416.00
01	299121	10/15/2020	PARK ADAM TRANSPORTATION	R	28,412.06
01	299122	10/15/2020	TAYLOR JASON	R	35.00
01	299123	10/15/2020	TIETZ STEVEN M	R	69.00
01	299124	10/15/2020	TWIN CITY TRANSPORTATION	R	24,936.54
01	299125	10/15/2020	WALZ CHRISTINE M	R	35.00
01	299126	10/15/2020	WILSON HOPE	R	20.00
01	V610337	10/15/2020	AMY L COUGHLIN	R	57.63
01	V610338	10/15/2020	KARIN V GAERTNER	R	144.23
01	V610339	10/15/2020	NASHWA M IBRAHIM	R	119.98
01	V610340	10/15/2020	LI J MATTSON	R	150.00
01	V610341	10/15/2020	CASSI M O'MEARA	R	150.00
01	V610342	10/15/2020	GRACE E SACHER	R	164.35
01	299127	10/16/2020	CHROMEBOOKPARTS.COM	R	2,250.00
01	299128	10/16/2020	PURCHASE POWER	R	4,482.00
01	299129	10/16/2020	IDENTISYS INC	R	1,283.66
01	299130	10/16/2020	INTERMEDIATE SCHOOL DISTRICT 917	R	2,229.04
01	299131	10/16/2020	LANGUAGE LINE SERVICE	R	7,024.64
01	299132	10/16/2020	METROPOLITAN MECHANICAL CONTRACTORS	R	9,909.00
01	299133	10/16/2020	TRANSLATIONS IN MOTION, INC	R	600.00

01	299134	10/16/2020	NEW DOMINION SCHOOL	R	7,183.01
01	299135	10/16/2020	NORTHWOODS PROMOTIONS WEST	R	190.00
01	299136	10/16/2020	PADCASTER	R	1,594.55
01	299137	10/16/2020	PAN O GOLD BAKING CO	R	145.20
01	299138	10/16/2020	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	7,611.85
01	299139	10/16/2020	ROSEMOUNT SAW & TOOL	R	45.67
01	299140	10/16/2020	RUPP ANDERSON SQUIRES & WALDSPURGER	R	6,532.50
01	299141	10/16/2020	SAFETYFIRST PLAYGROUND MAINTENANCE	R	2,520.00
01	299142	10/16/2020	SAVVAS LEARNING COMPANY LLC	R	999.40
01	299143	10/16/2020	SCHUMACHER ELEVATOR COMPANY	R	39,000.00
01	299144	10/16/2020	SHERWIN WILLIAMS CO	R	472.83
01	299145	10/16/2020	SOURCEWELL TECHNOLOGY	R	500.00
01	299146	10/16/2020	STATE SUPPLY COMPANY	R	43.04
01	299147	10/16/2020	STRATEGIC STAFFING SOLUTIONS	R	5,600.00
01	299148	10/16/2020	SUBSCRIPTION SERVICES OF AMERICA IN	R	146.87
01	299149	10/16/2020	SUMMIT COMPANIES	R	4,300.00
01	299150	10/16/2020	TRIO SUPPLY COMPANY	R	2,009.59
01	299151	10/16/2020	TRUGREEN LIMITED PARTNERSHIP	R	4,922.40
01	299152	10/16/2020	TWIN CITY FILTER SERVICE INC	R	1,661.40
01	299153	10/16/2020	TWIN CITY HARDWARE	R	318.08
01	299154	10/16/2020	UNITED HEALTHCARE	R	159.60
01	299155	10/16/2020	UNITED HEALTHCARE INSURANCE CO	R	479.54
01	299157	10/16/2020	UPPER LAKES FOODS	R	25,672.99
01	299158	10/16/2020	XCEL ENERGY	R	43.61
01	299159	10/16/2020	YOGA OPTIONS, LLC	R	27.00
01	299160	10/16/2020	CINTAS	R	1,011.01
01	299161	10/16/2020	GREEN SCIENCE SOLUTIONS	R	4,098.00
01	299162	10/16/2020	RICHFIELD PLUMBING	R	475.37
01	299163	10/22/2020	ACTFL	R	345.00
01	299164	10/22/2020	APPRIZE TECHNOLOGY	R	3,075.00
01	299165	10/22/2020	BLAKE SCHOOL	R	431.60
01	299166	10/22/2020	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,512.00
01	299167	10/22/2020	CAPITAL ONE COMMERCIAL	R	255.28
01	299168	10/22/2020	CAPTIVATE MEDIA & CONSULTING	R	8,000.00
01	299169	10/22/2020	CARQUEST AUTO PARTS	R	39.41
01	299170	10/22/2020	CATALYST BUYING GROUP LLC	R	1,389.99
01	299171	10/22/2020	CEDAR SMALL ENGINE	R	77.97
01	299172	10/22/2020	CHALLGREN MARK	R	6.00
01	299173	10/22/2020	CINTAS CORPORATION NO 2	R	232.90
01	299174	10/22/2020	CITY OF RICHFIELD	R	6,147.21
01	299175	10/22/2020	COMCAST BUSINESS	R	529.74
01	299176	10/22/2020	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	299177	10/22/2020	DIGITAL INSURANCE LLC	R	3,537.00
01	299178	10/22/2020	DTB SYSTEMS, INC.	R	241.61
01	299179	10/22/2020	EASYPERMIT POSTAGE	R	1,709.04
01	299180	10/22/2020	EDUCATORS BENEFIT CONSULTANTS LLC	R	1,145.24
01	299181	10/22/2020	GEORGAKOPOULOS, TESS	R	40.00
01	299182	10/22/2020	GOEBEL JUDITH K	R	150.00
01	299183	10/22/2020	WW GRAINGER INC	R	1,008.77
01	299184	10/22/2020	GROUP MEDICAREBLUE RX	R	6,510.00

01	299185	10/22/2020	GSSC-GENERAL SECURITY SERVICE	R	177.70
01	299186	10/22/2020	HAIGHT, JULIE	R	49.00
01	299187	10/22/2020	HILLYARD	R	1,389.64
01	299188	10/22/2020	HOGLUND BUS CO INC	R	106.14
01	299189	10/22/2020	HONDA FINANCE EXCHANGE, INC.	R	12,077.88
01	299190	10/22/2020	HOPE CHURCH	R	14,338.47
01	299191	10/22/2020	IDEAL ENERGIES LLC	R	992.09
01	299192	10/22/2020	ISD #709 DULUTH PUBLIC SCHOOLS	R	600.00
01	299193	10/22/2020	LARSON ENGINEERING	R	2,100.00
01	299194	10/22/2020	LOFFLER	R	1,225.09
01	299195	10/22/2020	LUBE TECH & PARTNERS LLC	R	643.20
01	299196	10/22/2020	LYNCH MICHAEL	R	88.00
01	299197	10/22/2020	MADISON NATIONAL LIFE INS CO INC	R	10,490.13
01	299198	10/22/2020	MEDTOX LABORATORIES INC	R	185.36
01	299199	10/22/2020	MIDWEST BUS PARTS INC	R	114.38
01	299200	10/22/2020	MINUTEMAN PRESS OF RICHFIELD	R	240.00
01	299201	10/22/2020	MULTILINGUAL WORD INC	R	3,828.00
01	299202	10/22/2020	OCCUPATIONAL MEDICINE CONSULTANTS	R	104.00
01	299203	10/22/2020	OLYMPIC COMMUNICATIONS INC	R	330.00
01	299204	10/22/2020	POVOLNY KATHLEEN IGOE	R	20.00
01	299205	10/22/2020	PREMIUM WATERS INC	R	28.00
01	299206	10/22/2020	RELIABLE DRUG & ALCOHOL INC.	R	350.00
01	299207	10/22/2020	SCHOOL SERVICE EMPLOYEES UNION	R	8,238.21
01	299208	10/22/2020	SCHUMACHER ELEVATOR COMPANY	R	873.00
01	299209	10/22/2020	SITEONE LANDSCAPE SUPPLY LLC	R	230.97
01	299210	10/22/2020	SOURCEWELL TECHNOLOGY	R	17,842.50
01	299211	10/22/2020	TIERNEY BROTHERS INC	R	1,848.75
01	299212	10/22/2020	UNITED STATES TREASURER	R	430.00
01	299213	10/22/2020	URBAN TREE & LANDSCAPING LLC	R	698.91
01	299214	10/22/2020	VIG SOLUTIONS INC	R	2,928.00
01	299215	10/22/2020	WESTERN PSYCHOLOGICAL SERVICES	R	359.10
01	299216	10/22/2020	WILLIAM V MACGILL & CO	R	151.24
01	299217	10/22/2020	SENR WOOLY	R	150.00
01	299218	10/22/2020	WORLD FUEL SERVICES, INC.	R	11,119.91
01	299219	10/22/2020	XCEL ENERGY	R	808.45
01	299220	10/22/2020	ZEP SALES & SERVICE	R	13,435.00
01	V610343	10/22/2020	KARIN V GAERTNER	R	17.00
01	V610344	10/22/2020	NASHWA M IBRAHIM	R	30.02
01	V610345	10/22/2020	ALLYSON N WOLFF	R	35.85
01	299221	10/23/2020	ALL FURNITURE INC	R	12,962.27
01	299222	10/23/2020	ALL STATE COMMUNICATIONS INC	R	28,681.30
01	299223	10/23/2020	BRAUN INTERTEC CORP	R	1,436.00
01	299224	10/23/2020	CORVAL CONSTRUCTION	R	170,632.20
01	299225	10/23/2020	COSNEY CORPORATION	R	15,220.00
01	299226	10/23/2020	DENNIS ENVIRONMENTAL OPERATION	R	41,336.40
01	299227	10/23/2020	EBERT CONSTRUCTION	R	131,931.51
01	299228	10/23/2020	ICS CONSULTING, INC.	R	77,874.25
01	299229	10/23/2020	INNOVATIVE OFFICE SOLUTIONS LLC	R	533,334.94
01	299230	10/23/2020	INSTITUTE FOR ENVIROMENTAL	R	13,737.12
01	299231	10/23/2020	INTEREUM, INC	R	214,104.85

01	299232	10/23/2020	LS BLACK CONSTRUCTORS, INC.	R	768,901.79
01	299233	10/23/2020	LSC CONSTRUCTION SERVICES, INC.	R	700.00
01	299234	10/23/2020	R & H PAINTING, LLC	R	2,812.00
01	299235	10/23/2020	SHAW-LUNDQUIST ASSOCIATES, INC.	R	1,111,077.78
01	299236	10/23/2020	INDIGO SIGNWORKS, INC.	R	28,022.50
01	299237	10/23/2020	DEFINITIVE GPR & CONST SERVS, LLC	R	400.00
01	299238	10/23/2020	WOLD ARCHITECTS AND ENGINEERS	R	62,616.64
TOTAL P-CARDS, CHECKS & E-PAYS					4,337,320.11

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, November 2, 2020
7:00 p.m. School Board Meeting

I. CALL TO ORDER

The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, October 19, 2020, in the board room at the Richfield Public Schools district office, with an option for joining virtually 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 7:01 pm with the following school board members in attendance: Pollis, Smisek, Maleck, Toensing, and Cole (virtually).

Student board representatives Tyler Jake and Naomi Ferguson were present virtually. Administrators present were Superintendent Unowsky, Executive Director Mary Clarkson, and Chief HR & Admin Officer Holje, with Asst. Superintendent Daniels attending virtually.

II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Maleck, seconded by Cole, and unanimously carried, the Board of Education approved the amended agenda with the removal of the closed session.

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Superintendent Update: Strategic Planning

IV. CONSENT AGENDA

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

A. Routine Matters

1. Minutes of the regular meeting held October 19, 2020
2. General Disbursements as of 10/23/20 in the amount of \$4,337,320.11
3. Investment Holdings

B. Personnel Items

Certified Full Time Positions for Employment – 1st Year Probation
Carolyn Kemnitz – Reading – RSTEM

Certified Full Time Position for Employment – 3rd Year Probation
Renee Sorgenfrie – Literacy Coach – District Wide
Daniel Bergthold – Elementary Teacher – Sheridan Hills
Betsey Matas – Literacy Specialist – District Wide

Certified Full Time Position for Employment – Tier 1 Contract

Christi Jo Mace – CTE Teacher - RHS

Certified Full Time Request for Leave of Absence

Erin Walding-Heitman – Grade 3 - RSTEM

Classified Part Time Position For Employment – Paraprofessional

Ashley Acevedo – 40 hr/wk -Technology Paraprofessional – District Office

Classified Part Time Retirement - Paraprofessional

William Aberg – 31 hr/wk -Special Education Paraprofessional – Sheridan Hills

V. OLD BUSINESS

- A. Policy 601 – Academic Standards and Instructional Curriculum - second read
- B. Policy 201 – Legal Status of the School Board - second read
- C. Policy 106 – Students and Employees with Communicable and Infectious Diseases - second read
- D. Policy 602 – School District System Accountability - fourth read

VI. NEW BUSINESS

- A. Non-Resident Tuition Rate for 2020-2021

Motion by Toensing, seconded by Maleck, and unanimously carried, the Board of Education approved the proposed rate.

- B. Bid Authorization – RHS Pavement Rehabilitation

Motion by Pollis, seconded by Smisek, and unanimously carried, the Board of Education approved the bid authorization.

- C. Project Authorization – RHS Partial Roof Replacement

Motion by Maleck, seconded by Toensing, and unanimously carried, the Board of Education approved the project authorization.

- D. Donations

Motion by Maleck, seconded by Pollis, and unanimously carried, the Board of Education accepts the donations with gratitude.

VI. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates

11-16-2020 7:00 p.m.

12-7-2020 7:00 p.m.

Regular Board Meeting - Public Comment

Regular Board Meeting

D. Suggested/Future Agenda Items

~~VII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.03 FOR LABOR
NEGOTIATIONS STRATEGY~~

~~VIII. REOPEN MEETING~~

IX. ADJOURN REGULAR MEETING

Chair Brakke adjourned the meeting at 8:27 pm.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	299239	10/29/2020	ASFOUR MOHAMED	R	69.00
01	299240	10/29/2020	BARTCZAK ANDREW	R	69.00
01	299241	10/29/2020	BAUSCHELT PATRICK	R	67.00
01	299242	10/29/2020	BEAN WILLIAM A	R	87.00
01	299243	10/29/2020	BEN FRANKLIN ELECTRIC INC	R	2,285.00
01	299244	10/29/2020	BLUETARP FINANCIAL	R	149.99
01	299245	10/29/2020	BOHMBACH JOHN	R	87.00
01	299246	10/29/2020	BOSE THOMAS N	R	77.00
01	299247	10/29/2020	BRIGGS PAUL	R	20.00
01	299248	10/29/2020	BRINK'S INCORPORATED	R	1,310.17
01	299249	10/29/2020	BROWN JAMES	R	69.00
01	299250	10/29/2020	BSN SPORTS, LLC	R	588.60
01	299251	10/29/2020	CAREY SEELEY DIZERZAK	R	20.00
01	299252	10/29/2020	CARLSON KATHERINE	R	138.00
01	299253	10/29/2020	CASEY MICHAEL TODD	R	87.00
01	299254	10/29/2020	CINTAS CORPORATION NO 2	R	188.80
01	299255	10/29/2020	COLBERT SANDRA	R	35.00
01	299256	10/29/2020	COLLINS NICOLE	R	35.00
01	299257	10/29/2020	COMMERCIAL KITCHEN	R	940.72
01	299258	10/29/2020	CULLIGAN SOFT WATER	R	9.50
01	299259	10/29/2020	DEUITCH TIM	R	123.00
01	299260	10/29/2020	DICK BLICK COMPANY	R	443.86
01	299261	10/29/2020	DOLLIFF INC	R	349,540.07
01	299262	10/29/2020	ECM PUBLISHERS INC	R	101.15
01	299263	10/29/2020	EXLEY BENJAMIN	R	69.00
01	299264	10/29/2020	FOSS, KIM	R	89.96
01	299265	10/29/2020	FURTHER	R	5,827.50
01	299266	10/29/2020	GILLET, KARI	R	85.59
01	299267	10/29/2020	GOVENAT DIANE	R	20.00
01	299268	10/29/2020	GRAHAM THOMAS	R	50.00
01	299269	10/29/2020	GROTH MUSIC COMPANY	R	554.89
01	299270	10/29/2020	H BROOKS AND COMPANY LLC	R	1,216.08
01	299271	10/29/2020	HEINEMANN	R	2,607.00
01	299272	10/29/2020	HILLYARD	R	2,621.86
01	299273	10/29/2020	HOBART SERVICE	R	764.25
01	299274	10/29/2020	HOGLUND BUS CO INC	R	442.73
01	299275	10/29/2020	HR SIMPLIFIED INC.	R	776.00
01	299276	10/29/2020	HRYP A WILLIAM V	R	69.00
01	299277	10/29/2020	IIX INSURANCE INFORMATION EXCHANGE	R	68.15
01	299278	10/29/2020	INTERMEDIATE DISTRICT 287	R	690.90
01	299279	10/29/2020	KARNAS MIKE	R	67.00
01	299280	10/29/2020	KINECT ENERGY INC	R	4,066.71
01	299281	10/29/2020	KOVACH JIM	R	87.00
01	299282	10/29/2020	LAIRD PLASTICS INC	R	2,837.00
01	299283	10/29/2020	LANG JOSEPH C	R	20.00
01	299284	10/29/2020	LARSON KEITH	R	50.00
01	299285	10/29/2020	LOFFLER COMPANIES	R	151.00
01	299286	10/29/2020	MALLOY MONTAGUE KARNOWSKI & RADO	R	3,000.00
01	299287	10/29/2020	METROPOLITAN MECHANICAL CONTRACTORS	R	371.00

01	299288	10/29/2020	MINNESOTA MEMORY, INC.	R	1,149.50
01	299289	10/29/2020	MOOK MAUREEN	R	50.00
01	299290	10/29/2020	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	348.45
01	299291	10/29/2020	NORTHERN SALT INC	R	4,245.00
01	299292	10/29/2020	ON SITE SANITATION	R	1,238.00
01	299293	10/29/2020	PAN O GOLD BAKING CO	R	148.80
01	299294	10/29/2020	PHOENIX SCHOOL COUNSELING	R	14,848.21
01	299295	10/29/2020	RAMSAY THOMAS	R	50.00
01	299296	10/29/2020	RAPTOR TECHNOLOGIES, LLC	R	2,070.00
01	299297	10/29/2020	RATWIK ROSZAK & MALONEY PA	R	230.00
01	299298	10/29/2020	REYES GERARDO	R	54.00
01	299299	10/29/2020	RYAN JEANNIE M	R	622.51
01	299300	10/29/2020	SAAFE, LLC	R	9,633.00
01	299301	10/29/2020	SCHMITT MUSIC CREDIT	R	3,092.40
01	299302	10/29/2020	SCHOLASTIC INC	R	537.63
01	299303	10/29/2020	STONE, VICTORIA	R	167.62
01	299304	10/29/2020	STRATEGIC STAFFING SOLUTIONS	R	5,600.00
01	299305	10/29/2020	TEACHER SYNERGY, LLC	R	602.99
01	299306	10/29/2020	TIERNEY BROTHERS INC	R	779.15
01	299307	10/29/2020	TIETZ STEVEN M	R	123.00
01	299308	10/29/2020	TOLL COMPANY	R	43.32
01	299309	10/29/2020	TOWN & COUNTRY LANDSCAPE OF ROGERS	R	45,335.00
01	299310	10/29/2020	TRIO SUPPLY COMPANY	R	845.45
01	299311	10/29/2020	UPPER LAKES FOODS	R	15,048.60
01	299312	10/29/2020	VSP VISION SERVICE PLAN	R	2,881.33
01	299313	10/29/2020	XCEL ENERGY	R	47,307.63
01	299315	10/29/2020	AMAZON.COM SYNCB/AMAZON	R	3,748.83
01	299316	10/30/2020	MADISON NATIONAL LIFE INS CO INC	R	4,525.94
01	299316	10/30/2020	MADISON NATIONAL LIFE INS CO INC	V	-4,525.94
01	299317	10/30/2020	MADISON NATIONAL LIFE INS CO INC	R	4,841.64
01	299318	10/30/2020	PLANTING PEOPLE GROWING JUSTICE LLC	R	2,333.00
01	V2100747	11/03/2020	P-CARD BAIRD LISA	R	2,349.43
01	V2100748	11/03/2020	P-CARD BRUNNER PATTI	R	2,716.60
01	V2100749	11/03/2020	P-CARD BURT EMILY	R	29.57
01	V2100750	11/03/2020	P-CARD CARUSO MATTHEW	R	113.22
01	V2100751	11/03/2020	P-CARD ELLERSON JARED	R	49.98
01	V2100752	11/03/2020	P-CARD FINDLEY LAMPKIN MELISSA	R	45.15
01	V2100753	11/03/2020	P-CARD FLUCAS STEVEN	R	90.26
01	V2100754	11/03/2020	P-CARD GEURINK AREND	R	2,066.15
01	V2100755	11/03/2020	P-CARD HINES CARLONDREA	R	756.96
01	V2100756	11/03/2020	P-CARD KRETSINGER DAN	R	5,452.92
01	V2100757	11/03/2020	P-CARD LANZENDORFER TERRI	R	11,712.93
01	V2100758	11/03/2020	P-CARD LEWIS JENNIFER	R	184.61
01	V2100759	11/03/2020	P-CARD MACE CHRISTI JO	R	835.71
01	V2100760	11/03/2020	P-CARD MAHONEY COLLEEN	R	257.52
01	V2100761	11/03/2020	P-CARD MANNING MICHAEL	R	33.74
01	V2100762	11/03/2020	P-CARD MARYN ANGELA	R	8,193.96
01	V2100763	11/03/2020	P-CARD MCGINN DAN	R	235.78
01	V2100764	11/03/2020	P-CARD POMERLEAU DORIS	R	1,320.29
01	V2100765	11/03/2020	P-CARD SHAHSAVAND MARTA	R	323.94

01	V2100766	11/03/2020	P-CARD STACHEL NANCY	R	246.00
01	V2100767	11/03/2020	P-CARD WILLHITE KASYA	R	25.00
01	V2100768	11/03/2020	P-CARD WINTER AMY	R	3,540.26
01	299319	11/05/2020	AIM ELECTRONICS INC	R	2,625.00
01	299320	11/05/2020	ALL FLAGS LLC	R	295.59
01	299321	11/05/2020	ALL STATE COMMUNICATIONS INC	R	2,720.00
01	299322	11/05/2020	ALLIED PROFESSIONALS, INC.	R	187.00
01	299323	11/05/2020	ALTMAN ADAM	R	320.00
01	299324	11/05/2020	ANDERSON BRENDA	R	20.00
01	299325	11/05/2020	BATTERIES R US	R	212.97
01	299326	11/05/2020	BEN FRANKLIN ELECTRIC INC	R	2,721.00
01	299327	11/05/2020	BERG ADAM	R	87.00
01	299328	11/05/2020	BLUETARP FINANCIAL	R	199.92
01	299329	11/05/2020	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	299330	11/05/2020	BRYAN ROCK PRODUCTS	R	1,865.98
01	299331	11/05/2020	CAPTIVATE MEDIA & CONSULTING	R	1,240.00
01	299332	11/05/2020	CARQUEST AUTO PARTS	R	520.75
01	299333	11/05/2020	CENGAGE LEARNING INC	R	1,000.00
01	299334	11/05/2020	CINTAS CORPORATION NO 2	R	139.52
01	299335	11/05/2020	CITY OF RICHFIELD	R	6,785.59
01	299336	11/05/2020	COMCAST	R	270.12
01	299337	11/05/2020	CONTINENTAL RESEARCH CORP	R	4,499.21
01	299338	11/05/2020	DARRYL WALETZKO LLC	R	5,000.00
01	299339	11/05/2020	DIGITAL INSURANCE LLC	R	5,256.00
01	299340	11/05/2020	ECM PUBLISHERS INC	R	124.95
01	299341	11/05/2020	EDUCATORS BENEFIT CONSULTANTS LLC	R	281.08
01	299342	11/05/2020	ENVIROMATIC CORP OR AMERICA, INC	R	1,238.66
01	299343	11/05/2020	FAIRVIEW HEALTH SERVICES	R	10,500.00
01	299344	11/05/2020	FERGUSON NONA	R	20.00
01	299345	11/05/2020	FINANGER PHILLIP J	R	100.00
01	299346	11/05/2020	FLUENCY MATTERS	R	519.75
01	299347	11/05/2020	FRSTEAM BY ANDERSON	R	12,769.93
01	299348	11/05/2020	GONZALEZ JOSUE	R	140.00
01	299349	11/05/2020	WW GRAINGER INC	R	785.86
01	299350	11/05/2020	HENRY GINA	R	90.00
01	299351	11/05/2020	HILLYARD	R	1,118.20
01	299352	11/05/2020	ULMER, INGA	R	250.00
01	299353	11/05/2020	INSTITUTE FOR ENVIROMENTAL	R	10,485.75
01	299354	11/05/2020	KINECT ENERGY INC	R	515.00
01	299355	11/05/2020	LASH, VALERIE	R	85.00
01	299356	11/05/2020	LOFFLER COMPANIES	R	199.00
01	299357	11/05/2020	LOMAX CARLA	R	150.00
01	299358	11/05/2020	MCDOWALL COMPANY	R	40,526.62
01	299359	11/05/2020	MCEA	R	90.00
01	299360	11/05/2020	MEAL DATA INC	R	2,424.00
01	299361	11/05/2020	MILES SARA	R	50.00
01	299362	11/05/2020	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	195.00
01	299363	11/05/2020	NEW LIFE ENTERPRISE	R	172.28
01	299364	11/05/2020	NILFISK, INC.	R	20,186.33
01	299365	11/05/2020	NORMANDALE COMMUNITY COLLEGE	R	81,450.00

01	299366	11/05/2020	OLSON ANDREA JADE	R	20.00
01	299367	11/05/2020	PAN O GOLD BAKING CO	R	294.60
01	299368	11/05/2020	RAMSAY THOMAS	R	45.00
01	299369	11/05/2020	RAPIT PRINTING	R	310.75
01	299370	11/05/2020	SAMRETH CREATIONS	R	900.00
01	299371	11/05/2020	SERVPRO OF MINNETONKA	R	37,313.74
01	299372	11/05/2020	SHAVOR THERESA	R	20.00
01	299373	11/05/2020	SHERWIN WILLIAMS CO	R	157.65
01	299374	11/05/2020	SITEONE LANDSCAPE SUPPLY LLC	R	826.99
01	299375	11/05/2020	SNAPOLOGY OF MINNEAPOLIS	R	350.00
01	299376	11/05/2020	SUMMIT COMPANIES	R	342.20
01	299377	11/05/2020	TAFFE SARAH ANN	R	8,165.60
01	299378	11/05/2020	THE MINNESOTA CHEMICAL COMPANY	R	551.68
01	299379	11/05/2020	TIERNEY BROTHERS INC	R	15,557.04
01	299380	11/05/2020	TRIO SUPPLY COMPANY	R	2,128.80
01	299381	11/05/2020	TURFIX LLC	R	5,500.00
01	299382	11/05/2020	UNIVERSITY OF MINNESOTA	R	59,595.00
01	299383	11/05/2020	UPPER LAKES FOODS	R	12,671.03
01	299384	11/05/2020	VOXLAND LORI	R	40.00
01	299385	11/05/2020	WIEMAN ANDREW	R	20.00
01	299386	11/05/2020	WIEMAN JENNIFER L	R	20.00
01	299387	11/05/2020	XCEL ENERGY	R	6,499.66
01	299388	11/05/2020	ZUBAN FAMETTA	R	20.00
01	V610346	11/05/2020	MIRIAM A CASTRO SANJUAN	R	40.00
01	V610347	11/05/2020	PHIL N CEDER	R	40.00
01	V610348	11/05/2020	MARY L CLARKSON	R	70.00
01	V610349	11/05/2020	TIA B CLASEN	R	70.00
01	V610350	11/05/2020	LATANYA R DANIELS	R	70.00
01	V610351	11/05/2020	GEORGE A DENNIS	R	35.00
01	V610352	11/05/2020	JARED ELLERSON	R	70.00
01	V610353	11/05/2020	RYAN D FINKE	R	70.00
01	V610354	11/05/2020	PETER J FITZPATRICK	R	40.00
01	V610355	11/05/2020	STEVEN T FLUCAS	R	70.00
01	V610356	11/05/2020	MICHAEL L FRANKENBERG	R	70.00
01	V610357	11/05/2020	RACHEL GENS	R	70.00
01	V610358	11/05/2020	AREND J GEURINK	R	350.00
01	V610359	11/05/2020	JAMES A GILLIGAN	R	70.00
01	V610360	11/05/2020	CHRISTINA M GONZALEZ	R	70.00
01	V610361	11/05/2020	KYLE L GUSTAFSON	R	40.00
01	V610362	11/05/2020	KEVIN D HARRIS	R	40.00
01	V610363	11/05/2020	JAMES L HILL	R	40.00
01	V610364	11/05/2020	CARLONDREA D HINES	R	70.00
01	V610365	11/05/2020	JESSICA M HOFFMAN	R	40.00
01	V610366	11/05/2020	CRAIG D HOLJE	R	70.00
01	V610367	11/05/2020	CORY J KLINGE	R	70.00
01	V610368	11/05/2020	DANIEL E KRETSINGER	R	106.86
01	V610369	11/05/2020	ANOOP KUMAR	R	40.00
01	V610370	11/05/2020	COLLEEN M MAHONEY	R	70.00
01	V610371	11/05/2020	MICHAEL A MANNING	R	70.00
01	V610372	11/05/2020	DANIEL P MCGINN	R	40.00

01	V610373	11/05/2020	DOUG R MCMEEKIN	R	70.00
01	V610374	11/05/2020	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V610375	11/05/2020	KENT D MEYER	R	70.00
01	V610376	11/05/2020	ALECIA M MOBLEY	R	70.00
01	V610377	11/05/2020	LISA M NEGUS	R	70.00
01	V610378	11/05/2020	ERIN H NEILON	R	40.00
01	V610379	11/05/2020	ROBERT G OLSON	R	40.00
01	V610380	11/05/2020	MARK S PEDERSEN	R	40.00
01	V610381	11/05/2020	DENNIS E PETERSON	R	35.00
01	V610382	11/05/2020	CASSANDRA QUAM	R	70.00
01	V610383	11/05/2020	RENEE C REED-KARSTENS	R	40.00
01	V610384	11/05/2020	KEITH D RIEF	R	40.00
01	V610385	11/05/2020	TERESA L ROSEN	R	70.00
01	V610386	11/05/2020	MAUREEN E RUHLAND	R	40.00
01	V610387	11/05/2020	TIMECKA MARIE SANCHEZ-MICHAELS	R	135.96
01	V610388	11/05/2020	LAURIE E SEIBERT	R	1,389.23
01	V610389	11/05/2020	MARTA I SHAHSAVAND	R	70.00
01	V610390	11/05/2020	NANCY J STACHEL	R	70.00
01	V610391	11/05/2020	PATRICK M SURE	R	40.00
01	V610392	11/05/2020	STACY THEIEN-COLLINS	R	70.00
01	V610393	11/05/2020	VLADIMIR S TOLEDO	R	40.00
01	V610394	11/05/2020	IAN D TOLENTINO	R	40.00
01	V610395	11/05/2020	STEVEN P UNOWSKY	R	270.00
01	V610396	11/05/2020	STEPHEN C URBANSKI	R	40.00
01	V610397	11/05/2020	CARRIE A VALA	R	70.00
01	V610398	11/05/2020	JENNIFER K VALLEY	R	70.00
01	V610399	11/05/2020	RYAN WAGNER	R	40.00
01	V610400	11/05/2020	REBECCA S WALD	R	40.00
01	V610401	11/05/2020	KASYA L WILLHITE	R	70.00
01	V610402	11/05/2020	AMY J WINTER AHSENMACHER	R	70.00
01	299389	11/09/2020	JAMES E MARSHALL JR	R	20.00

TOTAL FOR CHECKS, P-CARDS, E-PAYS

970,854.37

CHECK, E-PAY & P-CARD RUNS FOR 11/16/2020 BOARD REPORTS

BANK 05	DATE	AMOUNT
P-CARDS OCTOBER	11/3/2020	40,579.98
CHECKS	10/29/2020	543,943.90
AHA Check	10/30/2020	2,333.00
	10/30/2020	4,841.64
	11/5/2020	373,943.80
	11/9/2020	20.00
E-PAY	11/5/2020	5,192.05

CHECK REGISTER BANK 05 TOTAL =	970,854.37
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BREAKDOWN		
01-206-00		778,110.73
02-206-00		38,966.49
03-206-00		108,481.83
04-206-00		29,580.49
06-206-00		-
07-206-00		-
08-206-00		-
20-206-00		14,103.39
21-206-00		1,611.44
47-206-00		-
50-206-00		-
BANK TOTAL =		970,854.37

Agenda Item IV.B

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

Certified Full Time Position for Employment – Temporary Contract
Lisette Miguel: Elementary Teacher - RDLS

Certified Full Time Position for Employment – Temporary Contract
Phoebe Anderson: School Nurse – District

Classified Full Time Positions for Employment - Administrative and Management Support Professional
Kristi Dingman – 40 hr/wk – Management Assistant – District Office

Classified Part Time Position For Employment – Paraprofessional
Dane Smith – 20 hr/wk – Instructional Paraprofessional – RSTEM

Classified Full Time Position for Employment - Facilities & Transportation
Steven Bemel – 40 hr/wk – Garage Mechanic – Transportation

Classified Part Time Resignation – Paraprofessional
Katrin Reinot – 23.25 hr/wk – Paraprofessional HQ – CEC

Classified Full Time Resignation – Outreach Worker
Bridge McKye – 40 hr/wk – Health Resource Center Coordinator

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: Students & Employees with Communicable & Infectious Diseases

(Recommended by the Superintendent)

Passage upon a third read of the updated policy.

Attachments:

Policy 106: Students and Employees with Communicable & Infectious Diseases–
redlined

MSBA Model Policy: Students and Employees with Sexually Transmitted Infections and
Diseases and Certain Other Communicable Diseases and Infectious Conditions

RICHFIELD PUBLIC SCHOOLS
STUDENTS AND EMPLOYEES WITH
COMMUNICABLE AND INFECTIOUS DISEASES

I. PURPOSE

~~Students and staff of the school district shall be able to attend or work in the district in an environment where exposure to communicable or infectious disease is controlled. Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, examples include, but are not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis. This~~ requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Cooperation with Minnesota Department of Health

It is the policy of the school district to strive to follow all guidelines from the Minnesota Department of Health (MDH). Close collaboration with MDH is particularly critical in times of local, regional, or worldwide disease outbreak. These circumstances may warrant more specific measures than are outlined in this policy for the purposes of preventing, controlling, and tracking instances of infection.

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AB. Students

It is the policy of the school board that students with communicable diseases not be excluded from attending school in their regular classroom so long as their health permits and their attendance does not create a significant risk of transmission of illness to students, employees or others in the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district ~~in its IEP and Section 504 team process, if applicable, and~~ in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

BC. Employees

It is the policy of the school board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a risk of the transmission of disease to students and employees or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

CD. Special Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (~~what is the~~ potential harm to third parties), ~~and~~ the probability ~~yes~~ the disease will be transmitted (level of risk), and mitigation measures (factors designed to reduce risk) ~~will cause varying degrees of harm.~~ ~~When a student is disabled, such a determination will be made in consultation with the educational planning team.~~

Commented [MC1]: Addressed above in section II, bullet A

2. ~~The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Public Health, the physician health care provider of the student or employee, and the parent(s)/guardian(s) of the student.~~

Commented [MC2]: Recommend that this be removed, it is covered in #1 above and in D.

DE. Students with Special Circumstances and Conditions

The Superintendent or designee, ~~along in consultation~~ with the district's licensed school nurse, ~~the~~ infected individual's physician health care provider, the infected individual or parent(s)/guardian(s), and others, if

appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement. ~~Periodic reevaluation as deemed necessary by the student's health care provider, the student's parent(s)/guardian(s), public health, and school team members will occur and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.~~

EF. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

FG. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

GH. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

HI. Reporting

If a medical condition of student or staff ~~poses a risk to threatens~~ public health, it must be reported to the Minnesota Department of Health ~~Commissioner~~ of Health.

IJ. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of infectious disease spread in addition to sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information that supports the reduction of risk and methods for reducing the likelihood of infection from disease; ~~provided through the special services department~~
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents
5. involvement of parents and other community members;
6. in-service training for district staff ~~and school board members;~~
7. collaboration with local community health services, agencies and organizations and state agencies and organizations having an sexually transmitted infection and disease prevention or ~~er sexually transmitted infection and disease~~ risk reduction program;
8. ~~collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and~~
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

JK. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with

current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: 20 U.S.C. 1401 et seq. (IDEA) (Individuals with Disabilities Education Act)
29 U.S.C. 794 et seq. (504 of Rehabilitation Act of 1973)
42 U.S.C. 12101 et seq. (Americans with Disabilities Act) *Kohl by Kohl v. Woodhaven Learning Center*, 865 F.2d 930 (8th Cir.), cert. denied, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
16 EHLR 712, OCR Staff Memo, April 5, 1990
Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 et seq. (Individuals with Disabilities Education Improvement Act of 2004)

Cross References: Board Policy 504 – Education of Homeless Children
Board Policy 581 – Protection and Privacy of Pupil Record
Administrative Guideline 581.1 – Access to Pupil Records by School Volunteers
Administrative Guideline 581.2 – Release of Student Records
Administrative Guideline 782 – Environmental Health and Safety Standards
MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: May 19, 1996
REVIEWED BY THE BOARD OF EDUCATION: February 21, 2017
REVISED BY THE BOARD OF EDUCATION: December 15, 1997; March 21, 2005, March 6, 2017; [November 16, 2020](#)

Adopted: _____

MSBA/MASA Model Policy 420

Orig. 1995

Revised: _____

Rev. 2015

420 STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 121A.23 provides that school districts must have a program that incorporates the provisions contained in this policy.]

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the

school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school (title), along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration

any guidelines of the Minnesota Department of Education and the Minnesota Department of Health. (These precautionary procedures shall be consistent with the school district's procedures regarding blood-borne pathogens developed pursuant to the school district's employee right to know policy.)

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minn. Stat. § 121A.23 which includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually

transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;

8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.
10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Health-Related Programs)
Minn. Stat. § 144.441-442 (Tuberculosis)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
29 C.F.R. 1910.1030 (Occupational Exposure to Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
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Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

OLD BUSINESS – FOR ACTION

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: School District System Accountability

(Recommended by the Superintendent)

Passage upon a final read. Latest update includes a list of the advisory committees that are currently required by statute.

Attachments

Policy 602 – School District System Accountability – redlined
MSBA Model School District System Accountability Policy

RICHFIELD PUBLIC SCHOOLS
SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law ~~will require~~ a new consistent level of accountability for the school district. Accordingly, the school district will have established a system to transition to adhere to the graduation requirements of the Minnesota Academic Standards to ensure that each individual will learn, grow and excel and to uphold the level of academic content required to qualify courses for state course credit requirements for graduation. The school district ~~also will establish maintain~~ a system to review and improve instruction, curriculum, and assessment which ~~will include~~ substantial input by students, parents or guardians, and local community members. The school district ~~will be~~ accountable to the public and the state through annual reporting. The school board shall receive public input and comment and shall review this policy at least annually.

III. DEFINITIONS

A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.

B. "Graduation Standards" means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

C. "World's best workforce" means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. The goals of Richfield Public Schools will be clearly articulated in the Strategic Plan (Policy 101: Strategic Planning). Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually by the school board.

2. Advisory Committees will be established by the ~~Board superintendent~~ to ensure active community participation in all phases of ~~planning and improving the instruction and curriculum affecting state and district academic standards~~. development, implementation, and assessment of school district goals. Advisory Committees will also provide review and oversight of the specific tactics employed in support of strategic goals. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

~~3. The school district wide improvement goals should address recommendations identified through the Advisory Committee process.~~ The school district's goal setting process will include consideration of individual school site goals as well as goals of departments within school sites. However, all operational units within the school district should have strategic goals that clearly and intentionally align with district-wide goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

4. The superintendent or designee shall communicate progress measurements and participation to the school board throughout this process.

~~B. System for Reviewing All Implementation of Standards Through~~ Instruction and Curriculum

1. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5. This process is described in full in Policy 610 Selection and Reevaluation of Instructional Resources and Guideline 610.1 along with Policy 612 Curriculum Development and Guideline 612.1 and Policy 601 Academic Standards and Instructional Curriculum.

2. The superintendent or designee shall communicate progress measurements and participation to the school board throughout this process.

C. Implementation of Graduation Requirements

~~4-~~The Advisory Committees shall also advise the superintendent on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Advisory Committees shall be published to the community. ~~The school board shall receive public input and comment and shall review this policy at least annually. This process is~~ Graduation Requirements are described in full in Policy ~~620-521 Credit for Learning and accompanying guideline 620.1.~~ Graduation Requirements and accompanying guidelines 521.1 and 521.2.

D. Evaluation of Student Achievement

21. The superintendent shall annually review and determine if student achievement levels at each school site meet federal expectations. If the superintendent determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the superintendent or designee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. This process shall include parental input and collaboration with Advisory Committees. The superintendent or designee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.

32. The educational assessment system component utilized by the superintendent to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The superintendent will utilize models developed by the Commissioner for measuring individual student progress. The superintendent must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

43. The superintendent or designee shall communicate progress measurements and participation to the school board throughout this process.

~~DE. Comprehensive Continuous Improvement of Student Achievement Scope and Authority of Advisory Committees~~

1. Advisory Committees will meet multiple times yearly to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.

2. Advisory Committees will continue to provide active community participation and ongoing input and feedback in a variety of areas including:

a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Academic Standards;

b. Identifying annual instruction and curriculum improvement goals for recommendation to the superintendent;

c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;

d. Advising the superintendent about development of the annual budget.

3. Advisory Committees shall meet the following criteria:

a. Advisory Committees shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.

b. Advisory Committees shall make recommendations to the superintendent on school district-wide standards, assessments, and program evaluation.

c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.

d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by Advisory Committees in the instruction and curriculum review process.

4. Advisory Committees shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, Advisory Committees shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Advisory committees shall also deliberately be comprised to represent diverse perspectives and viewpoints. Possible advisory composition could include:

- a. Leadership (school board member, district representative, building administrator)
- b. Students
- c. Staff (Representation from different bargaining groups)
- d. Parents (Representation from different school buildings)
- e. Community Members (without school age children)
- f. Local Business Representatives (representing diverse areas of expertise)
- g. Others as appropriate

5. Translation services should be provided to the extent appropriate and practicable.

6. Advisory Committees shall meet according to a published calendar of scheduled gatherings. Schedules shall ideally be published on the district website in the yearly calendar and communicated directly to all families via electronic or written communication methods. Notes and documentation shall be maintained by advisory committees and routinely published on the district website.

7. Advisory Committees may include but not be limited to the following list. The descriptions of the advisory committees are included for illustrative purposes and are not intended to be permanent directives.

a. Athletics & Activities: This committee reviews and works collaboratively toward providing students, families and the Richfield community with great opportunities for learning and participation beyond the classroom. The committee works with the District, booster clubs, coaches and others to cooperate and coordinate together.

b. Community Education: This committee advises the staff and board on matters of planning, growth, development and evaluation of Community Education. The committee addresses programs and services for early learning, youth, teens, adults and families.

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- c. Curriculum: The purpose of this committee is to advise and support the District in their implementation of the curriculum. The committee shares instructional practices, assessment results and district plans to engage in feedback and conversation.
- d. Finance: The purpose of this committee is to provide advice and counsel to the superintendent in areas of budget and finance-related planning. The reoccurring task each year is to help prepare and review the next year's fiscal plan, which is the basis for budget development and staffing.
- e. Fundraising: This committee creates guidelines and processes for any group associated with Richfield Public Schools that does any fundraising or asking for donations, such as booster groups, PTOs, clubs, student groups, etc.
- f. Health, Wellness & Safety: This committee identifies and reviews efforts regarding policies and programs as well as facility and maintenance improvements to ensure a safe workplace and healthy place to learn.
- g. Indian Education: This committee serves in an advisory role for the American Indian Education program and helps plan and organize family events for the community.
- h. Licensure: The purpose of this committee is to facilitate the continuing education and relicensure process of teachers in the district.
- i. Special Education: This committee's purpose is to keep the connection between families and the special education department. Meetings include updates on current special education topics and how the information relates to services for students.
- j. Strategic Planning: This committee provides the opportunity for students, families, and residents to provide input for the strategic plan of the District.
- k. Safe & Supportive Schools: The work of this committee is focused around providing a welcoming, healthy, supportive, safe and caring environment. This group works together to develop clear communication, policies and practices around student attendance and behavior expectations.
- l. Student Work Experience: This committee's mission is to advise the Richfield Public School's work-based learning program, empowering students to create plans for their futures and develop skills to excel as members of society.
- m. Technology: This team provides input on technology infrastructure, K-12 digital and media literacy standards, digital learning model, and more.

8. Of the committees listed above, the following are currently required by statute:

- a. Community Education (Minn. Stat. § 124D.19 and Minn. Stat. § 124D.13)
- b. Curriculum (Minn. Stat. § 120B.11)
- c. Health, Wellness, & Safety (42 U.S.C. § 1758(b) [Healthy, Hunger-Free Kids Act of 2010] and Minn. Stat. § 182.676)
- d. Indian Education (Minn. Stat. § 124D.78)
- e. Special Education (Minn. Stat. § 125A.24)

E. Reporting

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the superintendent or designee shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local

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1 assessment outcomes, plans, strategies, and practices for improving curriculum and
2 instruction and cultural competency and efforts to equitably distribute diverse, effective,
3 experienced, and in-field teachers, and to review school district success in realizing the
4 previously adopted student achievement goals and related benchmarks and the
5 improvement plans leading to the world's best workforce. The superintendent must
6 transmit an electronic summary of its report to the Commissioner in the form and manner
7 the Commissioner determines. ~~The school district will also annually report progress on its~~
8 ~~Strategic Plan goals through vision cards presented at public school board meetings. The~~
9 ~~school district shall periodically survey affected constituencies in their native languages,~~
10 ~~where appropriate and practicable, about their connection to and level of satisfaction with~~
11 ~~school. The school district shall include the results of this evaluation in its published~~
12 ~~reports and in its summary report to the Commissioner.~~

13
14 2. The school performance report for a school site and a school district must include
15 performance reporting information and calculate proficiency rates as required by the most
16 recently reauthorized Elementary and Secondary Education Act.
17
18

19 **Legal References:**

20 Minn. Stat. § 120B.018 (Definitions)
21 Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
22 Minn. Stat. § 120B.11 (School District Process)
23 Minn. Stat. § 120B.35 (Student Achievement Levels)
24 Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
25 Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
26 Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
27 Minn. Stat. § 123B.04 (Site Decision Making Agreement)
28 Minn. Stat. § 123B.147, Subd. 3 (Principals)
29 [Minn. Stat. § 124D.13](#)
30 [Minn. Stat. § 124D.19](#)
31 [Minn. Stat. § 124D.78](#)
32 [Minn. Stat. § 125A.24](#)
33 [Minn. Stat. § 182.676](#)
34 Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
35 Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
36 Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
37 Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
38 Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
39 Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
40 20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
41 [42 U.S.C. § 1758\(b\) \(Healthy, Hunger-Free Kids Act of 2010\)](#)
42

43 **Cross References:**

44 [Policy 101 Strategic Plan](#)
45 [Policy 521 & Guidelines 521.1 and 521.2 Graduation Requirements](#)
46 Policy 610 & Guideline 610.1 Selection and Reevaluation of Instructional Resources
47 Policy 612 & Guideline 612.1 Curriculum Development
48 Policy 601 Academic Standards and Instructional Curriculum
49 Policy 620 & Guideline 620.1 Credit for Learning
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| 1 ~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: 11/16/2020
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Adopted: _____

MSBA/MASA Model Policy 616

Orig. 1997

Revised: _____

Rev. 2019

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

[Note: Minn. Stat. § 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minn. Stat. § 120B.11.]

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students

attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.
2. The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
3. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

[Insert Local Cycle in this space]

C. Implementation of Graduation Requirements

1. The Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

1. By [date] of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Academic Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual

budget.

3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:
 - a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry

- h. Two residents representative of local business or industry
- i. District Assessment Coordinator (if different from “a.” above)

[Note: This Advisory Committee composition is a model only.]

- 5. Translation services should be provided to the extent appropriate and practicable.

- 6. The Advisory Committee shall meet the following timeline each year:

Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

Month(s): Review evaluation results and prepare recommendations.

Month: Present recommendations to the school board for its input and approval.

- E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

- F. Reporting

- 1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world’s best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the

Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Insurance of

Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

NEW BUSINESS – FOR ACTION

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: Crisis Management

(Recommended by the Superintendent)

Passage upon one read. The MSBA encourages an annual review of this policy. At this time, no changes are recommended.

Attachments

Policy 802: Crisis Management
MSBA Model Crisis Management Policy

RICHFIELD PUBLIC SCHOOLS

CRISIS MANAGEMENT POLICY

I. INTRODUCTION

This policy is pursuant to Minn. Statute § 121A.035, which requires school boards to adopt a Crisis Management Policy.

II. PURPOSE

Policy 802 and the Crisis Management Procedures are intended to serve as a guide for school district and building administrators, school employees, students and community, and are designed to address a wide range of potential crisis situations.

III. THE PLAN

This policy is to be used when developing a building-specific Crisis Management Plan to coordinate protective actions prior to, during, and after any emergency or potential crisis situation. The District Crisis Management Committee (DCMC) shall be responsible for developing and annually updating Crisis Management Procedures to accommodate the district's needs. The DCMC works in conjunction with district and building site personnel to update site specific procedures, connect with and update committee resources, and to train staff.

IV. ELEMENTS OF A SCHOOL'S CRISIS MANAGEMENT PLAN

The District Crisis Management Committee shall develop district-wide and building-specific Crisis Management Procedures that shall include A) District Crisis Protocols, B) Crisis Response, and C) Postvention Response.

The school's plan shall be created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency.

A. District Crisis Protocols

The Crisis Management Procedures shall include:

- 1) Communication Procedures
- 2) Evacuation Procedures
- 3) Sheltering/Lockdown Procedures

These elements will include both district wide and building specific procedures.

1. Communication Procedures

Information about emergencies must be communicated to the Superintendent's Office immediately. All media inquiries will be referred to the Superintendent's Office. The school district, in coordination with assisting agencies, assumes responsibility for issuing public statements during an emergency.

School Closure Procedures – The superintendent shall make decisions about closing a school or any school district building. Such decisions will be made as early in the day as possible using news sources, websites, and an automated messaging system.

2. Evacuation Procedures

Evacuation procedures are used when conditions are safer outside the building than inside the building. Evacuation routes should be specified according to the type of emergency.

These crisis management procedures include:
Fire
Hazardous Materials
Bomb Threats
Student Relocation/Reunification

3. Sheltering/Lockdown Procedures

Sheltering-in-place is used when evacuation would put people at risk. Sheltering-in-place provides refuge for students, staff and the public inside the school building during emergencies.

Lockdown procedures are used to protect building occupants from potential dangers in the building or external threats that may enter the building.

These crisis management procedures include:
Severe Weather
Demonstrations
Intruder/Hostage
Shooting
Weapons

B. Crisis Response

Crisis-specific procedures shall consider the potential crisis situations that may occur during the school day or at school-sponsored events and functions.

These are district-wide procedures designed so that school administrators can tailor response procedures when creating building-specific Crisis Management Procedures.

The crisis management procedures include:

Abduction

Assault/Sexual Assault

Bus Accidents

Communicable Diseases/Pandemic

Death

Fights/Disturbances

Medical Emergencies

Suicide Threat/Attempt

Suspicious Package/Mail – Chemical/Biological Threat

Terrorism

Threats

C. Postvention Response

The Postvention Manual outlines steps to debrief, provide support and reduce additional risk in the situation of a crisis response.

D. Facility Diagrams and Site Plans

The District Crisis Management Committee (DCMC) shall provide school buildings with a facility diagram and site plan including:

- exits, AED, and fire extinguisher locations
- location of primary and secondary evacuation routes
- designated safe areas inside and outside the building
- relocation sites
- lockdown and evacuation procedures

The facility diagrams and site plans shall be available in the office of the building administrator and in other appropriate areas and shall be kept on file at the district office.

E. Emergency Telephone Numbers

School buildings shall have an Emergency Log with a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include numbers for agencies such as: police, fire, ambulance, hospital, Poison Control Center, local, county and

state emergency management agencies, local public works departments, local utility companies, public health nurse, mental health/suicide hotlines, and the county welfare agency.

F. Crisis Management Teams

Each school building shall have a Crisis Management Team. The school administrator or designee shall serve as the leader of the Crisis Management Team and the primary contact for emergency response officials.

1. The leader shall select and train the building Crisis Management Team to respond to all emergencies.
2. The leader shall assume the resource role when emergency response personnel are available to take command and control of the situation.
3. The leader shall maintain a drill log for compliance with state statute.
4. The District Crisis Management Committee (DCMC) shall maintain a current listing of the RPS Emergency Log of the Crisis Management Teams and members.

G. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they should be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the Crisis Management Policy and their school's Crisis Management Plan.

Legal References: Minn. Stat. §121A.06 (Reports of dangerous weapon in school zones)
Minn. Stat. §121A.035 (Crisis management policy)
Minn. Stat. §299F.011 (Uniform fire code; adoption)
Minn. Stat. §299F.30 (Fire drill in school; doors and exits)
Minn. Stat. §299F.391 (Healthcare, education, or lodging facility)

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ADOPTED BY THE BOARD OF EDUCATION: February 3, 2003

REVISED BY THE BOARD OF EDUCATION: September 5, 2006, October 3,
2016

REVIEWED BY THE BOARD OF EDUCATION: August 4, 2008, October 3,
2016

Adopted: _____

MSBA/MASA Model Policy 806

Orig. 1999

Revised: _____

Rev. 2014

806 CRISIS MANAGEMENT POLICY

[Note: The Commissioner of Education is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minn. Stat. § 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort between the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[Note: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in

the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: State law requires a minimum of five school lock-down drills each school year. See Minn. Stat. § 121A.035.]

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[Note: State law requires a minimum of five school fire drills, consistent with Minn. Stat. § 299F.30, and one school tornado drill each school year. See Minn. Stat. § 121A.035.]

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

- 2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

3. School Emergency Response Teams

- a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant

building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.

[Note: The State Fire Marshal advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans on a CD-Rom and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minn. Stat. § 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first

responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early

in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.

5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage

- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[Note: The Every Student Succeeds Act, 20 U.S.C. § 6301, et seq.; Title IX, 20 U.S.C. § 1681, et seq.; and the Unsafe School Choice Option, 20 U.S.C. § 7912, require school districts to establish such transfer procedures.]

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10 mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References: Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
Minn. Rules Ch. 7511 (Fire Safety)
20 U.S.C. § 1681, et seq. (Title IX)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 et seq. (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

NEW BUSINESS - FOR ACTION

Agenda Item VI.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: CENTENNIAL Facilities Project Change Order #016

(Recommended by the Superintendent)

That the Board of Education approve CENTENNIAL Facilities Project Change Order #016 for a net increase of \$472.86.

Background Information

- Centennial Change Order #016 – An addition of \$472.86 for additional metal trim soffits in three rooms, electrical demolition at an existing unit heater and a credit for eliminating attic stock requirements for Low Voltage items such as classroom speakers.

The original (Contract Sum)	\$6,759,200.00
Net Change by previously authorized Change Orders	\$209,598.14
The contract sum prior to these Change Orders	\$6,968,798.14
The contract sum will be increased by these Change Orders in the amount of	\$472.86
The new contract sum including all Change Orders will be	\$6,969,271.00



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
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 #016: Ebert CO 016

CONTRACT COMPANY:	Ebert Construction 23350 County Road 10 Corcoran, Minnesota 55357	CONTRACT FOR:	SC-S180064 - CNTNL-001:Ebert Construction Single Prime Contract
DATE CREATED:	11/06/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/06/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Client Request Design Development Field Work Order
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$472.86

DESCRIPTION:

Included in this change order are costs to provide and install metal trim soffit in rooms B132, A156 and A157, as well as costs to provide electrical demo related to an existing unit heater.

Also included in this change order is a credit for low voltage related attic stock materials not received per the Owner's direction.

CE #086 - RFCO - Metal Soffit Trim Work: \$1,102.50
RFCO - Metal Soffit Trim Work

CE #089 - RFCO - Credit for LV Attic Stock Items: (\$800.00)
RFCO - Credit for LV Attic Stock Items

CE #090 - RFCO - Disconnect/Demo Electrical to Unit Heater: \$170.36
RFCO - Disconnect/Demo Electrical to Unit Heater

ATTACHMENTS:

[CE #090 - Penthouse Unit Heater Electrical Demo.pdf](#) [CE #089 - Cat 6 Attic Stock Credit.pdf](#) [CE #086 - Metal Soffit Trim Work - Revised 10.20.2020.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 6,759,200.00
Net change by previously authorized Change Orders	\$ 209,598.14
The contract sum prior to this Change Order was	\$ 6,968,798.14
The contract sum will be increased by this Change Order in the amount of	\$ 472.86
The new contract sum including this Change Order will be	\$ 6,969,271.00
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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NEW BUSINESS - FOR ACTION

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: R-STEM Facilities Project Change Order #027 & #028

(Recommended by the Superintendent)

That the Board of Education approve R-STEM Facilities Project Change Order #027 & #028 for a net increase of \$70,357.53.

Background Information

- STEM Change Order #027 – An addition of \$22,168.28 with the large portion of this for terrazzo patching at the stairway exit doors where new doors were installed in the existing openings. Also included are code required exit lights and additional paging buttons in the Pre-K rooms.
- STEM Change Order #028 – An addition of \$48,189.25 for reinsulating of over 1,500 LF of mechanical piping that was found to be highly deteriorated and required removal from the abatement contractors.

The original (Contract Sum)	\$14,800,000.00
Net Change by previously authorized Change Orders	\$648,463.68
The contract sum prior to this Change Order	\$15,448,463.68
The contract sum will be increased by this Change Order in the amount of	\$70,357.53
The new contract sum including all Change Orders will be	\$15,518,821.21



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
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 #027: Shaw-Lundquist CO 027

CONTRACT COMPANY:	Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, Minnesota 55121	CONTRACT FOR:	SC-S180064 - STEM-001:Shaw-Lundquist Single Prime Contract
DATE CREATED:	11/06/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/06/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$22,168.28

DESCRIPTION:

Majority of the costs include terrazzo floor patching around all three floor exit stairs and relocated lockers. Other costs include furring out the west corridor wall to accommodate wall finishes and modifications to existing louver openings for new unit ventilators. Smaller costs include additional code required emergency exit lights and additional paging buttons in the Pre-Kindergarten rooms.

CE #022 - #63: Hollow Metal Stair Frame Existing Terrazzo: \$5,423.25

CE #180 - #264: Area A111 Unforeseen Conditions: \$1,161.30

CE #181 - #270: Wallcovering at Branding Wall: \$536.55

CE #182 - #253: Unforeseen Wall Conditions in West Corridor: \$3,907.05

CE #183 - Five Emergency Exit Lights: \$1,050.90

CE #184 - #256: NE corridor there is a new EWC: \$895.21

CE #189 - #266: Terrazzo Patching at Relocated Lockers: \$2,571.45

CE #191 - #295: Boiler Control Panel: \$267.37

CE #192 - #139: Missing Demo Notes for Louver Openings at Unit Ventilators: \$2,651.88

CE #193 - #153: Room B306 existing tack board conflict with new casework: \$102.22

CE #194 - #255: New Cabinet Unit Heaters in Vestibules Area A & B: \$306.60



CE #195 - Doubled Up on Credit for PR #64 and CE #151 RFI 238: \$1,752.00

CE #197 - Paging Buttons for Main Level Pre-K Classrooms: \$1,542.50

ATTACHMENTS:

[RSTEM Costs Approval 10-20-20 CE #191_192_193_194.msg](#) [ICS CE #197 Pricing for Approval STEM 2020-10-20.pdf](#) [ICS CE #195 Cost for Approval STEM 2020-10-14.pdf](#) [RSTEM Cost Review Approval CE #022_180_181_182_183_184_189 10-13-20.msg](#) [19007 - RFI #238.pdf](#) [19007 - PR #64.pdf](#) [Pre Building inspection.msg](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 14,800,000.00
Net change by previously authorized Change Orders	\$ 648,463.68
The contract sum prior to this Change Order was	\$ 15,448,463.68
The contract sum will be increased by this Change Order in the amount of	\$ 22,168.28
The new contract sum including this Change Order will be	\$ 15,470,631.96
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

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ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
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 #028: Shaw-Lundquist CO 028

CONTRACT COMPANY:	Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, Minnesota 55121	CONTRACT FOR:	SC-S180064 - STEM-001:Shaw-Lundquist Single Prime Contract
DATE CREATED:	11/06/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/06/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$48,189.25

DESCRIPTION:

Reinsulate roughly 1,500 feet of deteriorated insulation on mechanical piping.

CE #187 - Re-insulation of Piping on Second Floor: \$48,189.25

ATTACHMENTS:

[ICS CE #187 Pricing for Approval STEM 2020-09-24.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 14,800,000.00
Net change by previously authorized Change Orders	\$ 670,631.96
The contract sum prior to this Change Order was	\$ 15,470,631.96
The contract sum will be increased by this Change Order in the amount of	\$ 48,189.25
The new contract sum including this Change Order will be	\$ 15,518,821.21
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

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NEW BUSINESS - FOR ACTION

Agenda Item VI.D.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: SHERIDAN HILLS Facilities Project Change Orders #016 - #018

(Recommended by the Superintendent)

That the Board of Education approve SHERIDAN HILLS Facilities Project Change Order #016 - #018 for a net increase of \$47,515.00.

Background Information

- Sheridan Change Order #016 – An addition of \$19,549.00 for costs to provide additional structural steel elements at the Front Entry addition, miscellaneous ceiling changes to accommodate mechanical and electrical installation as well as plaster wall patch and repair and additional work associated with the secure entry doors and access controls.
- Sheridan Change Order #017 – An addition of \$19,238.00 for additional demo and repair work associated with existing glulam wood beams as well as investigation and repair of existing steam piping to determine routing and impacts within the new layouts.
- Sheridan Change Order #018 – An addition of \$8,728.00 for costs to reconstruct the existing masonry louver well coming out of the boiler room that was deteriorating and beginning to cave in.

The original (Contract Sum)	\$9,582,000.00
Net Change by previously authorized Change Orders	\$298,988.00
The contract sum prior to these Change Orders	\$9,880,988.00
The contract sum will be increased by these Change Orders in the amount of	\$47,515.00
The new contract sum including all Change Orders will be	\$9,928,503.00



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
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 #016: Corval CO 016

CONTRACT COMPANY:	Corval Group 1633 Eustis Street St. Paul, Minnesota 55108	CONTRACT FOR:	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
DATE CREATED:	11/06/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/06/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Client Request Design Development Existing Condition Field Work Order
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$19,549.00

DESCRIPTION:

Included in this change order are costs to provide additional structural steel elements at the Front Entry addition, miscellaneous ceiling changes to accommodate mechanical and electrical installation, plaster wall patch and repair, supply and install an auto door operator, hard wire an existing access control panel to make it code compliant, provide and install p-lam wall cap and subcontractor overtime hours due to late changes in project scope.

CE #062 - RFCO - Front Entry Structural Steel Canopy Fix: \$4,211.00
RFCO - Front Entry Structural Steel Canopy Fix

CE #067 - RFCO - Electrical OT Hours: \$1,090.00
RFCO - Electrical OT Hours

CE #070 - PR 037 - Ceiling Revisions in Classroom B113: \$4,555.00
PR 037 - Ceiling Revisions in Classroom B113

CE #071 - RFCO - GCPR#23 - Bulkhead Corridor C: \$1,034.00
RFCO - GCPR#23 - Bulkhead Corridor C

CE #072 - RFCO - GCPR#24 - Plaster patch and repair: \$3,969.00
RFCO - GCPR#24 - Plaster patch and repair

CE #074 - RFCO - GCPR#26 - Premium Time - RTL: \$1,176.00
RFCO - GCPR#26 - Premium Time - RTL

CE #082 - RFCO - GCPR#35 - Door operator cost for PR#31: \$1,334.00
RFCO - GCPR#35 - Door operator cost for PR#31

CE #086 - RFCO - GCPR#38 - hard wiring access control panels: \$959.00
RFCO - GCPR#38 - hard wiring access control panels

CE #088 - RFCO - GCPR#40 - C101 Wall Cap: \$541.00
RFCO - GCPR#40 - C101 Wall Cap

CE #090 - RFCO - GCPR#41 - A Corridor & B110 ACT Patch: \$680.00
RFCO - GCPR#41 - A Corridor & B110 ACT Patch



ATTACHMENTS:

[GCPR#38 - hard wiring access controlrev1.pdf](#) [_GCPR#22 - AJM OT Rev1.pdf](#) [_GCPR#35 - Door operator cost for PR#31 Rev1.pdf](#) [_GCPR#26 - Premium Time - RTL Rev1.pdf](#) [_GCPR#41 - A Corridor & B110 ACT Patch.pdf](#) [PR#37 - Project Budget Rev1.pdf](#) [_GCPR#24 - Plaster patch and repair Rev1.pdf](#) [_GCPR#40 - C101 Wall Cap.pdf](#) [Email.pdf](#) [_GCPR#23 - Bulkhead Corridor C Budget.pdf](#) [PR 037 - Ceiling Revisions in Classroom B113.pdf](#) [_GCPR#17 - Canopy Fix - Pricing for Approval.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 298,988.00
The contract sum prior to this Change Order was	\$ 9,880,988.00
The contract sum will be increased by this Change Order in the amount of	\$ 19,549.00
The new contract sum including this Change Order will be	\$ 9,900,537.00
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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ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
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 #017: Corval CO 017

CONTRACT COMPANY:	Corval Group 1633 Eustis Street St. Paul, Minnesota 55108	CONTRACT FOR:	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
DATE CREATED:	11/06/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/06/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Field Work Order
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$19,238.00

DESCRIPTION:

Included in this change order are contractor labor costs to provide saw-cutting and demo of additional concrete block, installation of structural support posts and beams and to repair existing glulam beams. Also included in this change order are contractor labor costs to trace out existing steam piping, drain glycol and cut, cap and demo lines back to the mains and re-fill the system with glycol, this additional work was required for the installation of new piping and architectural elements.

CE #081 - RFCO - GCPR#34 - Corval Misc Labor Adds: \$9,279.00
RFCO - GCPR#34 - Corval Misc Labor Adds

CE #083 - RFCO - GCPR#36 - Corval Misc Pipefitter Adds Pricing: \$9,959.00
RFCO - GCPR#36 - Corval Misc Pipefitter Adds Pricing

ATTACHMENTS:

[GCPR#34 - Corval Misc Labor Adds Rev2.pdf](#) [GCPR#36 - Corval Misc Pipefitter Adds Rev1.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 318,537.00
The contract sum prior to this Change Order was	\$ 9,900,537.00
The contract sum will be increased by this Change Order in the amount of	\$ 19,238.00
The new contract sum including this Change Order will be	\$ 9,919,775.00
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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ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
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 #018: Corval CO 018

CONTRACT COMPANY:	Corval Group 1633 Eustis Street St. Paul, Minnesota 55108	CONTRACT FOR:	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
DATE CREATED:	11/06/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/06/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Existing Condition
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$8,728.00

DESCRIPTION:

Included in this change order are costs to reconstruct an existing masonry louver well that was deteriorating adjacent to the Kitchen/Receiving area addition.

CE #092 - RFCO - GCPR#42 - RFI#189 pricing - louver well: \$8,728.00
RFCO - GCPR#42 - RFI#189 pricing - louver well

ATTACHMENTS:

[GCPR#42 - RFI#189 pricing - louver well.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 337,775.00
The contract sum prior to this Change Order was	\$ 9,919,775.00
The contract sum will be increased by this Change Order in the amount of	\$ 8,728.00
The new contract sum including this Change Order will be	\$ 9,928,503.00
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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Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: RMS Facilities Project Change Order #009 - #011

(Recommended by the Superintendent)

That the Board of Education approve RMS Facilities Project Change Orders #009 - #011 for a net increase of \$46,574.44.

Background Information

- Richfield Middle School Change Order #009 – An addition of \$11,887.83 for work associated to modify ceilings in the gym offices and storage rooms in the lower level as well as to reroute plumbing for wall hydrants and hydronic piping for unit ventilator exhaust.
- Richfield Middle School Change Order #010 – An addition of \$22,689.45 for patching of vinyl floors in science/classrooms due to casework removal. Removal and replacement of 40' x 37' x 4' unsuitable soils underneath the new chiller enclosure and to provide wall chase for modified exhaust ductwork in the Therapist office.
- Richfield Middle School Change Order #011 – An addition of \$11,997.16 for coordination modifications due to existing conditions requiring minor wall and casework modifications for gas shut off control panels and vent piping.

The original (Contract Sum)	\$16,701,000.00
Net Change by previously authorized Change Orders	\$112,760.94
The contract sum prior to this Change Order	\$16,813,760.94
The contract sum will be increased by this Change Order in the amount of	\$46,574.44
The new contract sum including all Change Orders will be	\$16,860,335.38



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - RMS - ISD #280, Richfield Middle School
7461 Oliver Avenue South
Richfield, Minnesota 55423

Contract Change Order #009: Shaw-Lundquist CO 009

CONTRACT COMPANY:	Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, Minnesota 55121	CONTRACT FOR:	SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
DATE CREATED:	11/06/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/06/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$11,887.83

DESCRIPTION:

Proposal Requests and Supplemental Information to modify ceilings in the gym offices and storage rooms in the lower level. Reroute plumbing for wall hydrants and hydronic piping for unit ventilator exhaust. Provide wall chase for modified exhaust ductwork in the Therapist Office.

CE #044 - PR #018 - Plumbing Modifications and UV 15 Exhaust.: \$5,215.69

CE #059 - SI #006 - Lower Level Rooms B001, B002, C001 Gyp Bd and Ceiling Phasing: \$5,156.45

CE #073 - PR #025 - Chase at Existing Therapist Office: \$1,515.69

ATTACHMENTS:

[RMS Costs CE #059 CE #083 Approval 11-03-20.msg](#) [RMS Cost Review - Approval 10-20-20 CE #30 CE #44.msg](#) [RMS Cost Review Approval CE #037 058 062 065 072 073.msg](#) [PR #025 - Chase at Existing Therapist Office.pdf](#) [SI #006 - Lower Level Rooms B001, B002, C001 Gyp Bd and Ceiling Phasing.pdf](#) [PR #018 - Plumbing Modifications and UV 15 Exhaust.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 112,760.94
The contract sum prior to this Change Order was	\$ 16,813,760.94
The contract sum will be increased by this Change Order in the amount of	\$ 11,887.83
The new contract sum including this Change Order will be	\$ 16,825,648.77
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

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ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - RMS - ISD #280, Richfield Middle School
7461 Oliver Avenue South
Richfield, Minnesota 55423

Contract Change Order #010: Shaw-Lundquist CO 010

CONTRACT COMPANY:	Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, Minnesota 55121	CONTRACT FOR:	SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
DATE CREATED:	11/06/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/06/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$22,689.45

DESCRIPTION:

Patching of vinyl floors in science/classrooms due to casework removal. Removal and replacement of 40' x 37' x 4' unsuitable soils underneath the new chiller enclosure. Provide wall chase for modified exhaust ductwork in the Therapist office.

CE #045 - #92: Unforeseen Floor Repairs: \$14,903.70

CE #083 - Soil Corrections for Chiller Enclosure: \$7,785.75

ATTACHMENTS:

[RMS Costs CE #059](#) [CE #083 Approval 11-03-20.msg](#) [ICS CE #045 Pricing for Approval RMS 2020-08-04.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 124,648.77
The contract sum prior to this Change Order was	\$ 16,825,648.77
The contract sum will be increased by this Change Order in the amount of	\$ 22,689.45
The new contract sum including this Change Order will be	\$ 16,848,338.22
The contract time will not be changed by this Change Order by 0 days	

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Project: S180064 - RMS - ISD #280, Richfield Middle School
7461 Oliver Avenue South
Richfield, Minnesota 55423

Contract Change Order #011: Shaw-Lundquist CO 011

CONTRACT COMPANY:	Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, Minnesota 55121	CONTRACT FOR:	SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
DATE CREATED:	11/06/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/06/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$11,997.16

DESCRIPTION:

Several responses to coordination modifications due to existing conditions conflicts including: minor wall and casework modifications for gas shut off control panels and boiler vent piping.

CE #030 - #75: 2" Vent in Room B302: \$1,752.17

CE #037 - #76: Louver demo at 2nd floor Area C: (\$388.00)

CE #055 - #118: Storage room B319 conduits in shaft wall: \$2,367.43

CE #058 - #122: Room B215 Casework and wall conflict: \$1,606.74

CE #061 - #125: Gas shut-off valve control panels: \$2,962.20

CE #062 - #132: Rooftops: \$426.22

CE #065 - Emergency light replacements: \$401.44

Per the building official, we need to replace a missing and a damaged emergency light.

CE #067 - #142: Lighting and piping in way of new hydronics: \$619.50

CE #072 - #161: Access panels: \$1,568.01

CE #075 - #156: Exhaust duct and 2-3" chilled and 2-3" heating pipes conflict with electrical pull box, in Area D: \$681.45

ATTACHMENTS:



[Re_FW_RMS CE #61.msg](#) [RMS pricing review approval CE #55_CE #67_CE #75.msg](#) [RMS Cost Review - Approval 10-20-20 CE #30_CE #44.msg](#) [RMS Cost Review Approval CE #037_058_062_065_072_073.msg](#) [RMS Cost Approval CE #009_CE #011_CE #015_CE #019_CE #020_CE #032_CE #034_CE #040.msg](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 147,338.22
The contract sum prior to this Change Order was	\$ 16,848,338.22
The contract sum will be increased by this Change Order in the amount of	\$ 11,997.16
The new contract sum including this Change Order will be	\$ 16,860,335.38
The contract time will not be changed by this Change Order by 0 days	

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Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: RHS Facilities Project Change Orders #039 - #042

(Recommended by the Superintendent)

That the Board of Education approve RHS Facilities Project Change Orders #039 - #042 for a net increase of \$119,425.11.

Background Information

- RHS Change Order #039 – An addition of \$23,371.15 for electrical changes and modifications including reconnection of music practice rooms, additional exit lights and bathroom lighting in the lower gym level.
- RHS Change Order #040 – An addition of \$13,664.84 for mechanical changes associated with HVAC, plumbing and piping as well as a credit for existing ductwork determined to be able to remain and be reused to avoid additional ceiling conflicts with new ducting.
- RHS Change Order #041 – An addition of \$26,305.53 for additional work associated with locker curb removal that extended below the concrete slab, and an additional concrete stoop at an existing exterior door. A credit for the video server that was damaged and replaced is also included in this change order.
- RHS Change Order #042 – An addition of \$56,083.59 for modifications to the structural elements at the classroom tower link addition, repair and replacement of deteriorated steel column at the athletic entrance and additional fire sprinkler work in area's not included in the original scope.

The original (Contract Sum)	\$35,430,000.00
Net Change by previously authorized Change Orders	\$2,005,754.56
The contract sum prior to these Change Orders	\$37,435,754.56
The contract sum will be increased by these Change Orders in the amount of	\$119,425.11
The new contract sum including all Change Orders will be	\$37,555,179.67



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

Contract Change Order #039: L.S. Black CO 039

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	11/09/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/09/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$23,371.15

DESCRIPTION:

Electrical clarification and modifications for lighting, power reconnections to the practice rooms.

CE #189 - #461: Exit Lights - Lower Level E: \$2,323.99

CE #192 - SI #013 RFI #471 & 486 (Area EF bathroom entrance light (PR 94): \$3,124.00

CE #225 - PR #101 Electrical Clarifications for RFIs 521-530-532-533-537-538-539.: \$3,281.25

CE #229 - PR #104 Electrical RFI 507-29-48-50-53-55-59-64: \$1,731.52

CE #237 - PR #107 Electrical Responses to RFI 571-572-577-578-583-587: \$6,709.13

CE #238 - PR #108 RFI #591: Room H206 Chase/Wire mold Conflict and Added Light to E023: \$3,520.88

CE #298 - Reconnect Power to Practice Rooms: \$2,680.38

ATTACHMENTS:

[FW_RHS Cost Review - Electrical CE 229_238_237_244_272_298 .msg](#) [RHS Cost Review Approval CD 106_162_185_189_192_225_229_295_297 .msg](#) [PR #108 RFI #591 Room H206 ChaseWire mold Conflict and Added Light to E023.pdf](#) [PR #107 Electrical Responses to RFI 571-572-577-578-583-587.pdf](#) [PR #104 Electrical RFI 507-29-48-50-53-55-59-64.pdf](#) [PR #101 Electrical Clarifications for RFIs 521-530-532-533-537-538-539.pdf](#) [SI #013 RFI #471 & 486 \(Area EF bathroom entrance light \(PR 94\).pdf](#)

CHANGE ORDER LINE ITEMS:



The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,005,754.56
The contract sum prior to this Change Order was	\$ 37,435,754.56
The contract sum will be increased by this Change Order in the amount of	\$ 23,371.15
The new contract sum including this Change Order will be	\$ 37,459,125.71
The contract time will not be changed by this Change Order by 0 days	

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St. Paul Minnesota 55117

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
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Project: S180064 - RHS - ISD #280, Richfield High School
7001 Harriet Avenue South
Richfield, Minnesota 55423

Contract Change Order #040: L.S. Black CO 040

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	11/09/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/09/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$13,664.84

DESCRIPTION:

Various mechanical, HVAC ductwork/piping, including a credit for work removed from the scope.

CE #106 - #285: Demo Required for Alternate 2 HVAC Work: \$7,536.31

CE #185 - #436: Areas G & H Existing Classroom Ductwork: (\$2,818.00)

CE #259 - Repair Leaking Fittings: \$2,067.45

CE #268 - #556: Area F Concessions Plumbing Penetrations: \$1,011.89

CE #280 - #574: Mechanical Extensions in the Loading Dock: \$3,584.43

CE #282 - #603: Area D Existing Fire Dampers: \$1,649.41

CE #297 - #371: 8" Vent by Food Storage Shelf Building: \$633.35

ATTACHMENTS:

[RHS Cost Review Approval CD 106_162_185_189_192_225_229_295_297_.msg](#) [CE #259 - Repair Leaking Fittings Pricing Complete Rev 1 10-15-20.pdf](#) [CE #268 - #556 Area F Concessions Plumbing Penetrations Pricing Complete 10-08-20.pdf](#) [CE #282 - #603 Area D Existing Fire Dampers Pricing Complete 10-6-20.pdf](#) [CE #280 - #574 Mechanical Extensions in the Loading Dock Pricing Complete 09-25-20.pdf](#) [C227 leaking fittings.pdf](#) [FW_ Repair of leaking fittings - Richfield High School.msg](#)

CHANGE ORDER LINE ITEMS:



The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,029,125.71
The contract sum prior to this Change Order was	\$ 37,459,125.71
The contract sum will be increased by this Change Order in the amount of	\$ 13,664.84
The new contract sum including this Change Order will be	\$ 37,472,790.55
The contract time will not be changed by this Change Order by 0 days	

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

Contract Change Order #041: L.S. Black CO 041

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	11/09/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/09/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$26,305.53

DESCRIPTION:

Majority of costs is additional concrete curb removal in the lower level locker rooms. There is a credit to pay for the IT server that was damaged by construction. Other larger costs include: a) increasing openings at courtyard to accommodate structural beam, b) adding a code required concrete stoop at the shop area.

CE #171 - Camera Server Credit: (\$16,352.00)

CE #219 - #470: Existing CV infills - Area D: \$929.92

CE #240 - #479: Demo locker curbs - Area F: \$21,078.56

CE #248 - #93: Area H Area Well Height/Elevation vs. Louver Constraints: \$9,848.27

CE #272 - #642: Door 5 Old security desk power and data: \$1,492.11

CE #281 - #614: Area A Door 16 Stoop Addition: \$9,308.67

ATTACHMENTS:

[FW_RHS Cost Review - Electrical CE 229_238_237_244_272_298_.msg_Richfield HS Avigilon Server Replacement Proposal.pdf](#) [CE #219 - #470 Existing CV infills - Area D Pricing Complete Rev 2 10-15-20.pdf](#) [CE #281 - #614 Area A Door 16 Stoop Addition Pricing Complete 09-25-20.pdf](#) [CE #240 - #479 Demo locker curbs - Area F Pricing Complete Rev 1 09-23-20.pdf](#) [CE #248 - #93 Area H Area Well Height Elevation vs. Louver Constraints Pricing Complete 08-17-20.pdf](#)

CHANGE ORDER LINE ITEMS:



The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,042,790.55
The contract sum prior to this Change Order was	\$ 37,472,790.55
The contract sum will be increased by this Change Order in the amount of	\$ 26,305.53
The new contract sum including this Change Order will be	\$ 37,499,096.08
The contract time will not be changed by this Change Order by 0 days	

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Project: S180064 - RHS - ISD #280, Richfield High School
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Richfield, Minnesota 55423

Contract Change Order #042: L.S. Black CO 042

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	11/09/2020	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	11/09/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$56,083.59

DESCRIPTION:

Proposal Requests including: a) modifications to concrete and roof structures to accommodate altered footing steps and added piping weight at the link, b) changes to the brick exterior wall at the athletic entrance, c) changes to the flooring and finishes in the two lower level multipurpose rooms, d) electrical connections for water heater. Also includes sprinkler modifications to numerous spaces along with minor sink and ceiling changes.

CE #088 - PR #043 Structural Modifications Areas M, N, P RFI #173: \$12,244.73

CE #162 - Area K and Area H Additional Fire Suppression Work: \$14,144.17

CE #244 - PR #111 Electrical Modifications Light Dimmer and Water Heater Connection RFI 599-602-604-610.: \$4,439.79

CE #245 - PR #110 - Wall Revision at Athletic Entry: \$18,015.19

CE #277 - PR #115 - Area F Multi-Purpose Classroom Revisions: \$3,656.50

CE #291 - #662: Ceiling replacement - Room C209: \$1,463.59

CE #295 - #255: Sink height conflict - Area A: \$2,119.62

ATTACHMENTS:

[FW_RHS Cost Review - Electrical CE 229_238_237_244_272_298 .msg](#) [RHS Cost Review Approval CD 106_162_185_189_192_225_229_295_297 .msg](#) [CE #277 - PR #115 - Area F Multi-Purpose Classroom Revisions Pricing Complete Rev 01 10-14-20.pdf](#) [CE #291 - #662 Ceiling replacement - Room C209 Pricing Copmlete 10-12-20.pdf](#) [CE #245 - PR #110 - Wall Revision at Athletic Entry Pricing Complete Rev 01 10-07-20.pdf](#) [PR #115 - Area F Multi-Purpose Classroom Revisions.pdf](#) [PR #110 - Wall Revision at Athletic Entry.pdf](#) [PR #111 Electrical Modifications Light Dimmer and Water Heater Connection RFI 599-602-604-610.pdf](#) [CE #088 - PR #043 Structural Modifications Areas M, N, P RFI #173 Pricing Complete 06-22-20.pdf](#) [PR #043 Structural Modifications Areas M, N, P RFI #173.pdf](#)

CHANGE ORDER LINE ITEMS:



The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,069,096.08
The contract sum prior to this Change Order was	\$ 37,499,096.08
The contract sum will be increased by this Change Order in the amount of	\$ 56,083.59
The new contract sum including this Change Order will be	\$ 37,555,179.67
The contract time will not be changed by this Change Order by 0 days	

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NEW BUSINESS- FOR ACTION

Agenda Item VI.G.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: The Superintendent recommends approval to issue the Advertisement for Bids to solicit public bids for the Central Education Center – 2021 Renovations.

Background Information

The bids will be publicly opened on December 15 at 2:00pm. After the bids are received, reviewed and qualified, we will be coming back to the Board with a Recommendation to Award the Contract to whom the lowest responsible bidder is determined to be.

Attached

Bid Presentation



RICHFIELD
PUBLIC SCHOOLS

Central Bid Authorization Update

Board Presentation

November 16, 2020





1. Introductions
2. Project Schedule
3. Referendum Scope
4. Project Development
5. Building Diagrams
6. User Group Diagrams
7. Finish Standards

AGENDA





PROJECT SCHEDULE

- November 17, 2020 – Issue Construction Documents
- December 15, 2020 – Bid Opening
- February 2020 – Begin construction
- **Phase I**
 - February, 2021 – Begin abatement and demolition, and construction on Office Area
 - August 2021 – Phase I Substantial Completion
- **Phase II**
 - June 2021 – Begin Construction
 - August 2021 – Phase II Substantial Completion



REFERENDUM SCOPE

- **District Wide**
 - Secure entry improvements
 - Mechanical improvements (indoor air quality)
 - ADA (accessibility) restroom improvements
 - Long-term Facilities Maintenance (LTFM) needs identified
- **Central Education Center**
 - Secure main entry improvements
 - Renovated administration office suite
 - Renovated main entry gang toilets
 - Renovated staff lounge and workroom space
- **LTFM**
 - Mechanical system replacement
 - New lighting in corridors
 - New casework in all classrooms
 - Update toilet rooms in classroom wings
 - New interior doors and finish hardware



PROJECT DEVELOPMENT

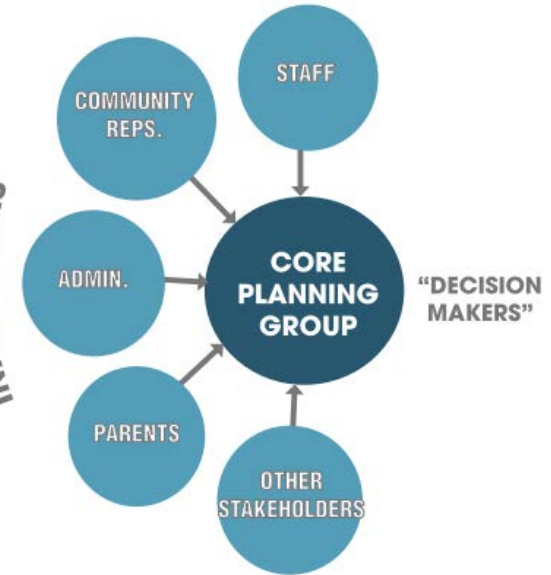
USER INPUT

- Planning Oversight Committee
- Core Planning Group (building wide goals/criteria with input givers)
- User Groups (program needs established with end users)
 - Admin & Health
 - Community Classrooms
 - Headstart Classrooms
 - Early Childcare Classrooms
 - Activity Center
 - Gymnasium
- Maintenance (indoor environmental quality standards)
 - District Facilities Team
 - Onsite Custodial Staff
- District Standards (District-wide branding/building identity)
 - Materials and Finishes

Input Resources

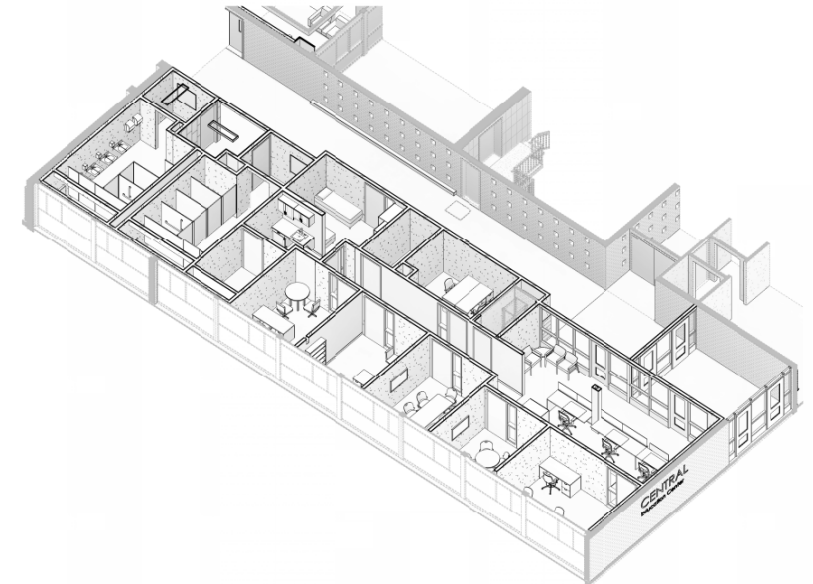
- District Administration
- Teachers
- Para Professionals
- Volunteers
- Site Administration
- Students
- Maintenance Personnel
- Food Service
- Grounds
- Community Groups
- Boosters
- Parents
- Senior Citizens
- Voters
- Other

INPUT GIVERS



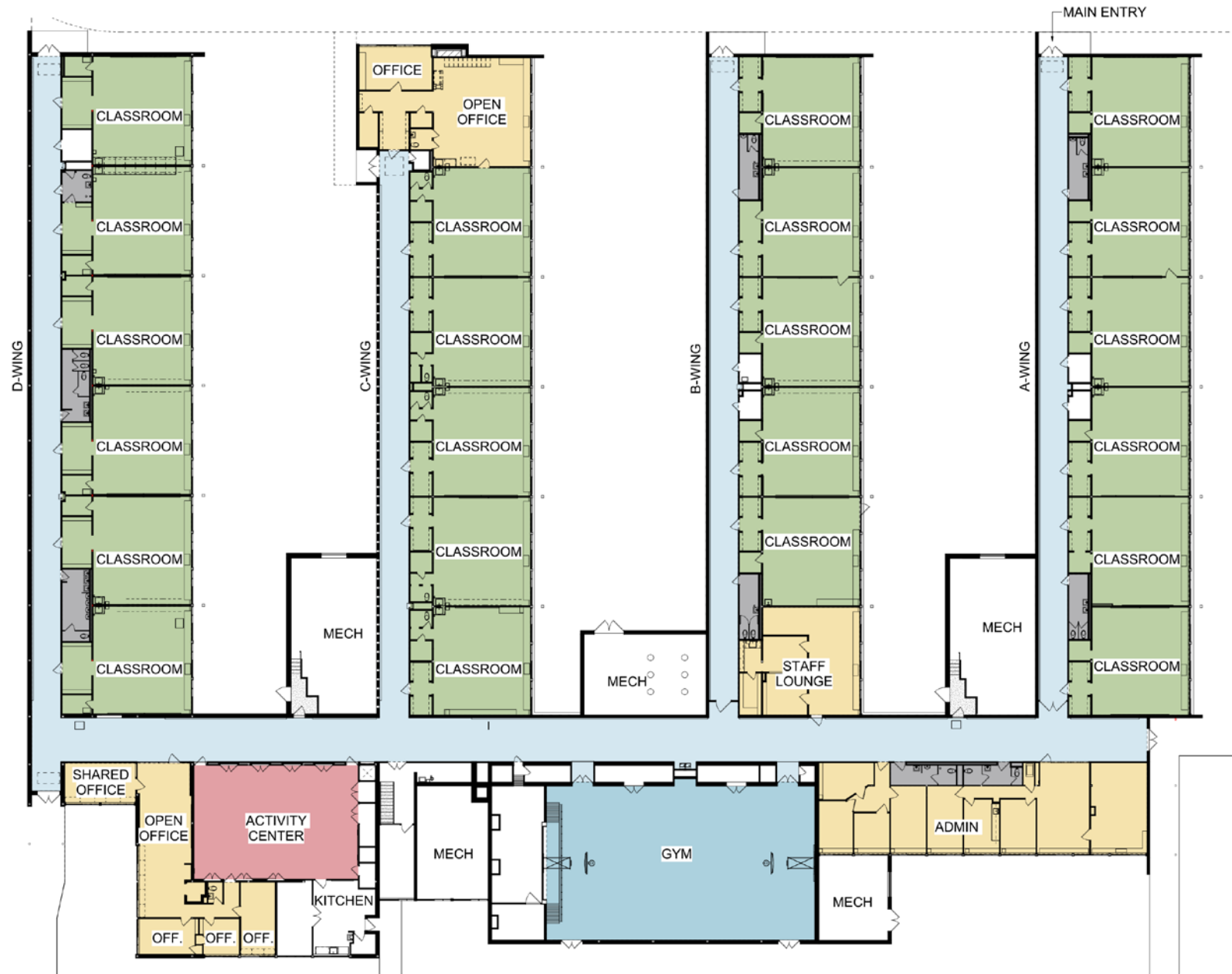
DESIGN IMPLEMENTATION

- City Reviews
 - City Ordinance
 - Building and Accessibility Codes
- Internal Coordination
 - Documentation and quality control
- Field Verifications
 - Architectural, Civil, Electrical, Mechanical, Structural





EXISTING FLOOR PLAN



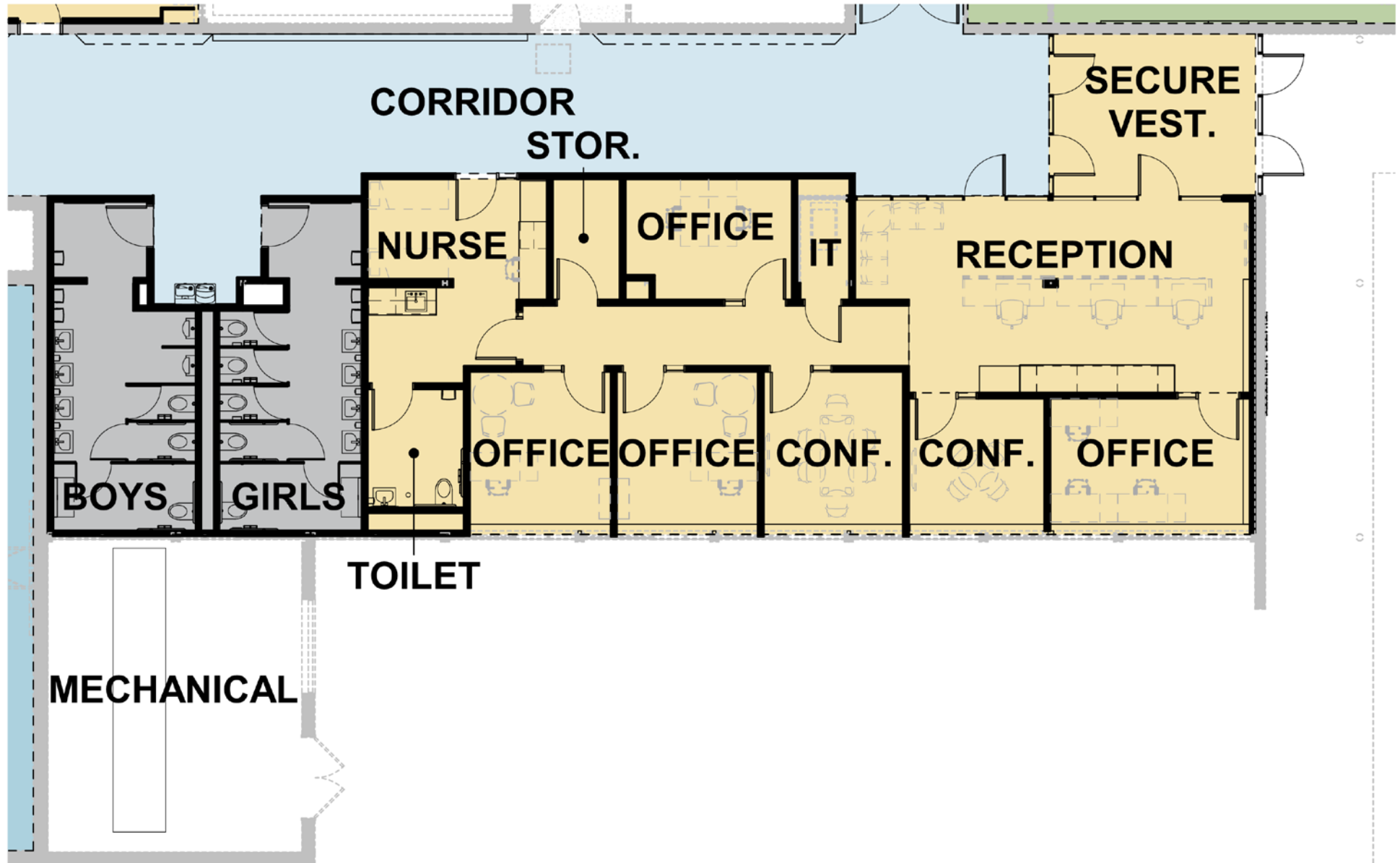


NEW FLOOR PLAN



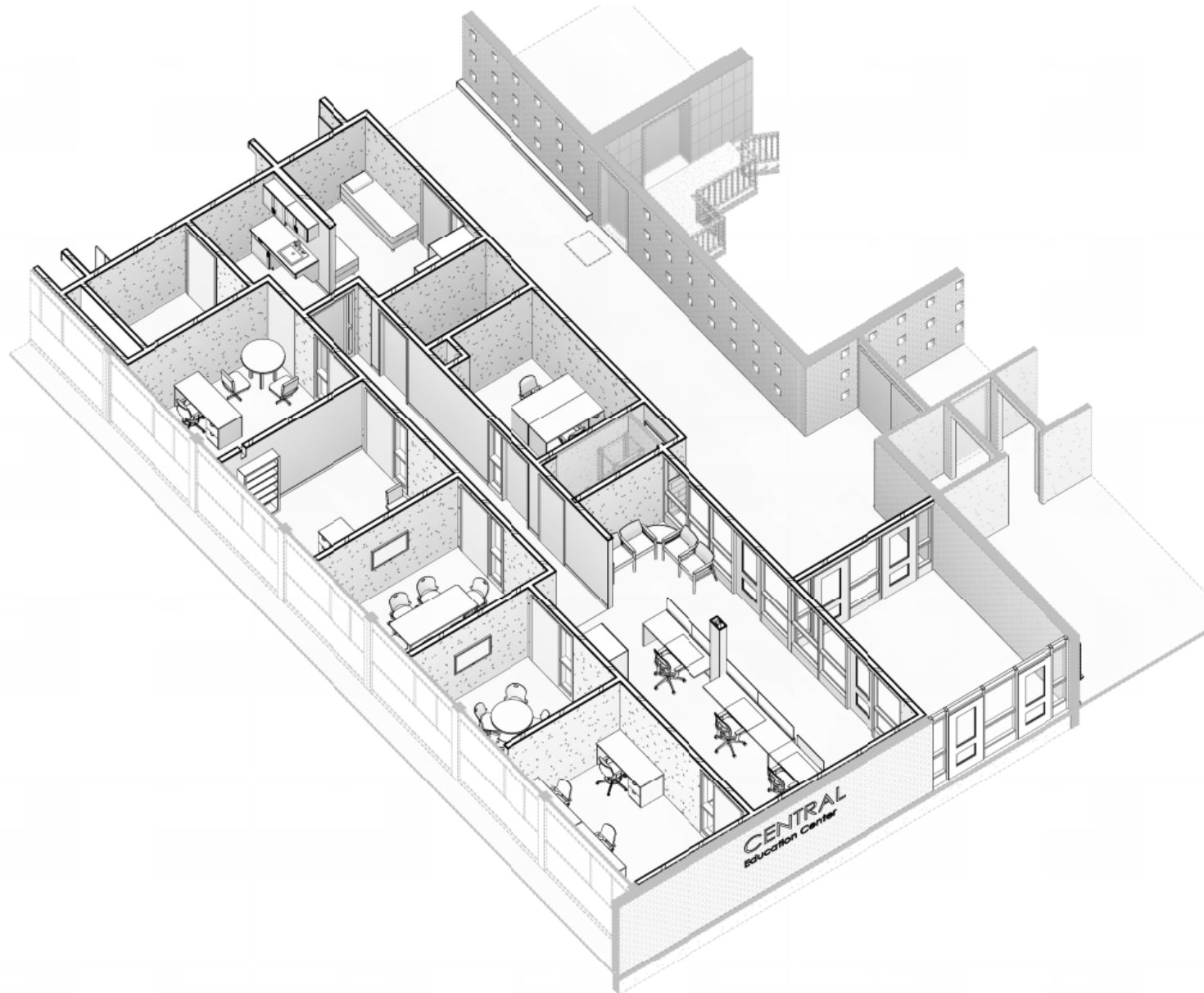


USER GROUPS – SECURE ENTRY & ADMIN



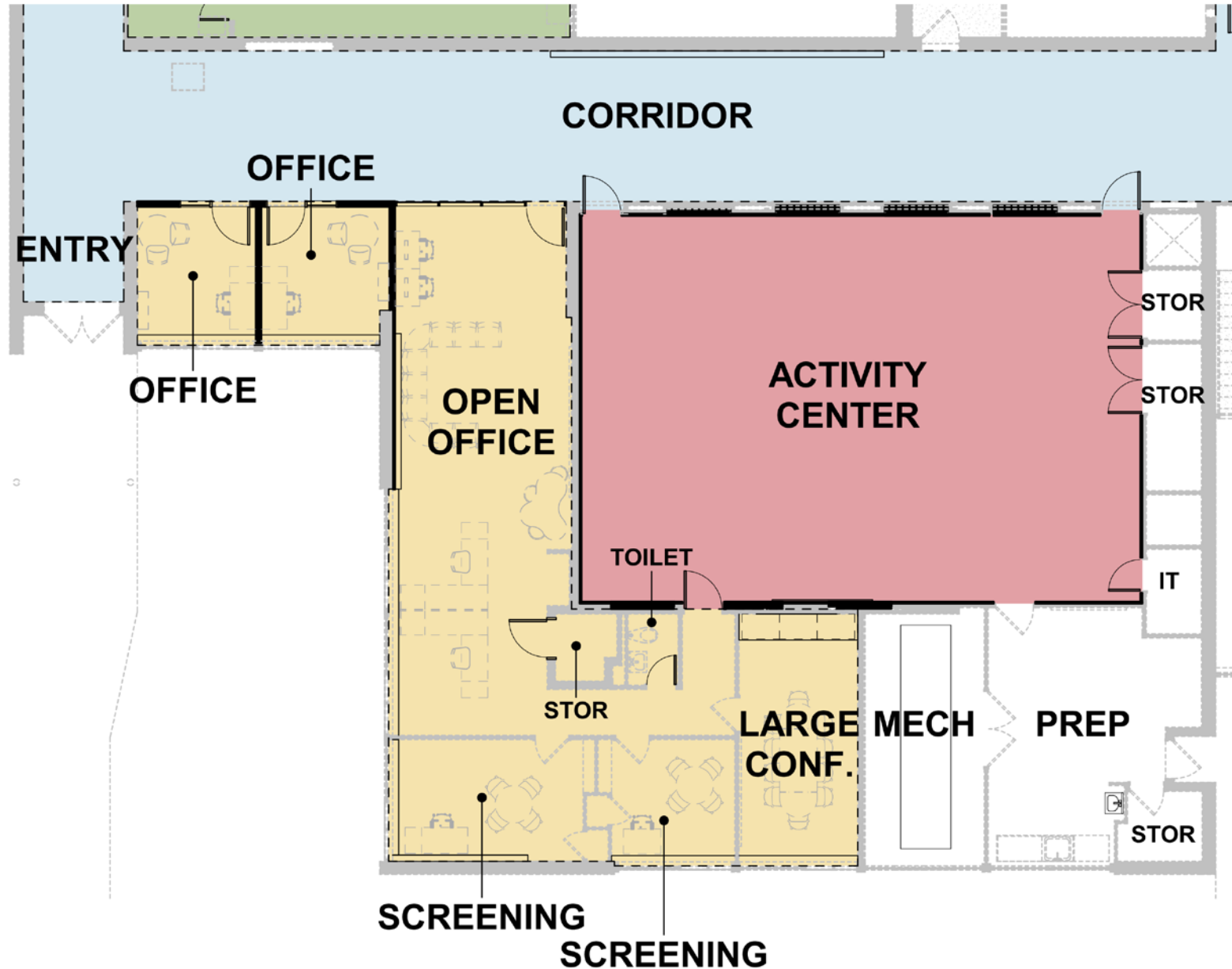


USER GROUPS – SECURE ENTRY & ADMIN AXON



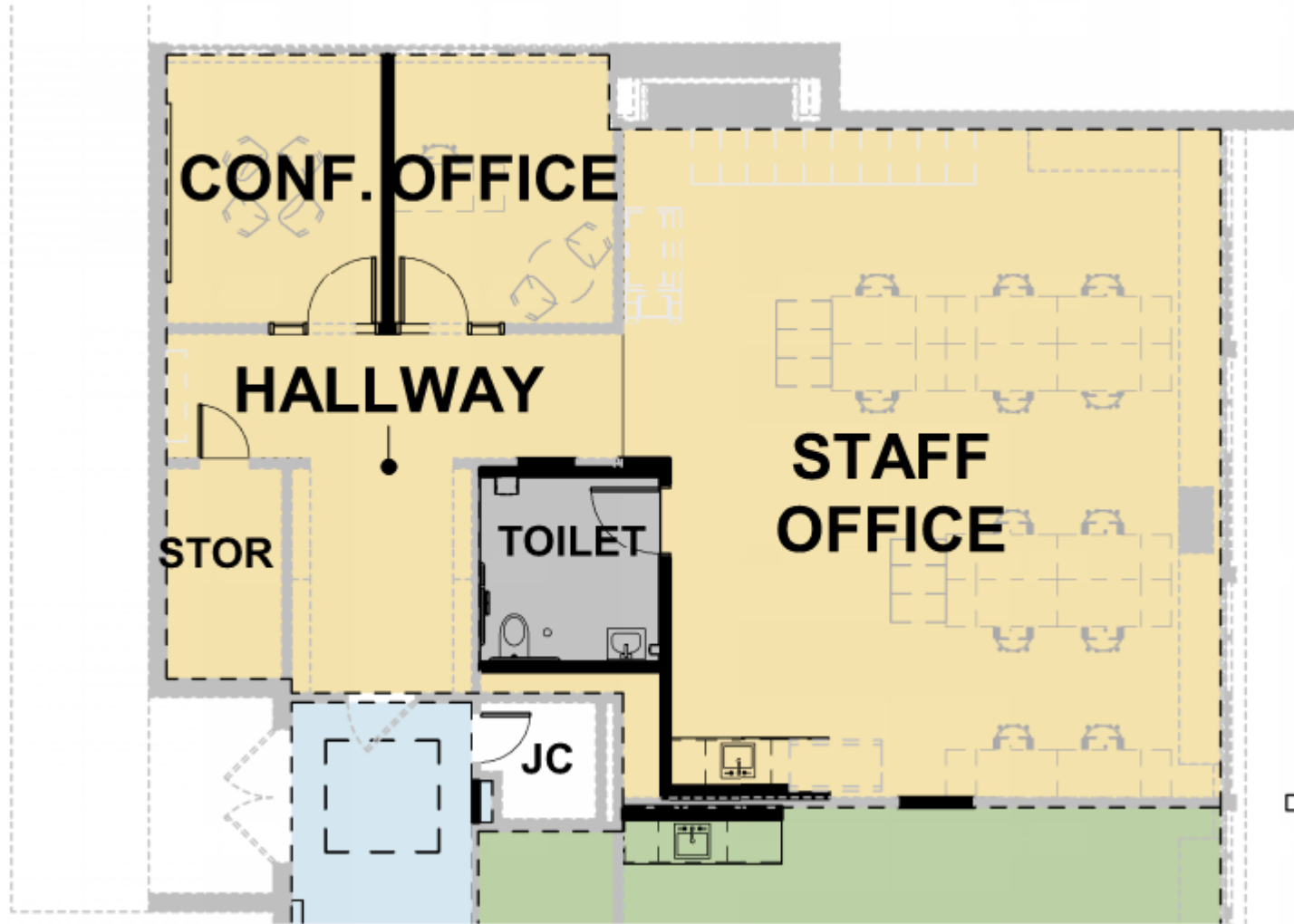


USER GROUPS – NORTH OFFICE AREA



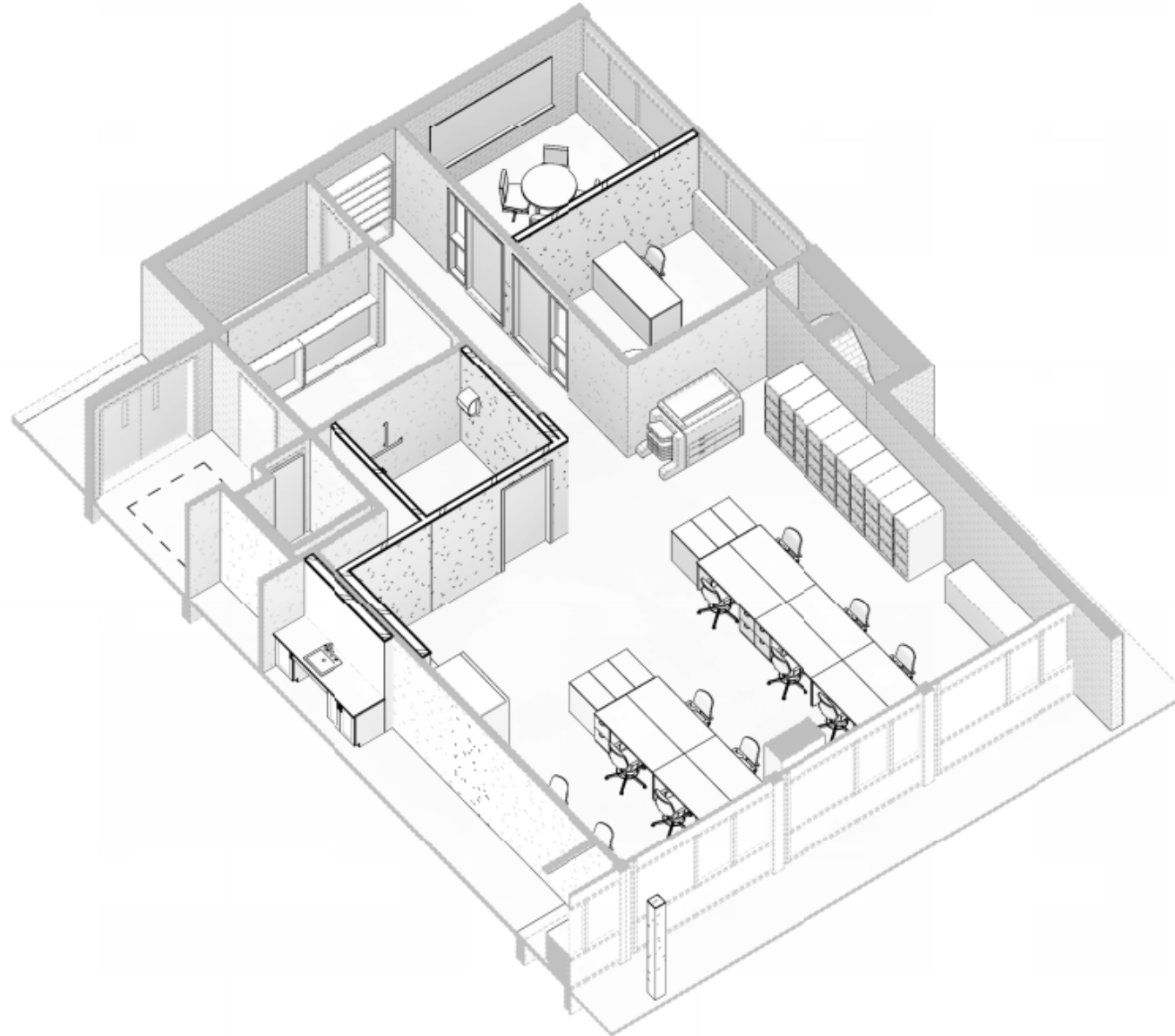


USER GROUPS – WING C STAFF OFFICES





USER GROUPS – WING C STAFF OFFICES AXON

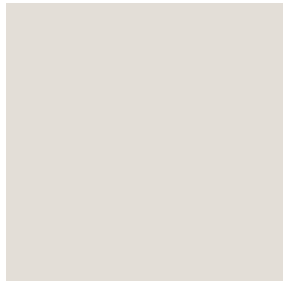




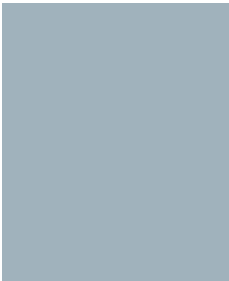
ics CONSULTING, INC



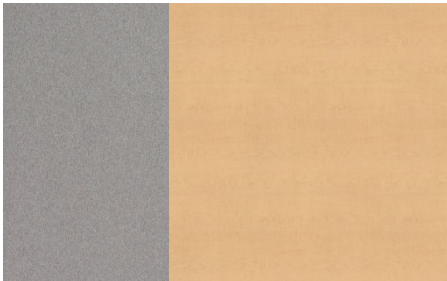
District Standard Interior Materials - Neutrals



FIELD PAINT COLOR



ACCENT COLOR



CASEWORK



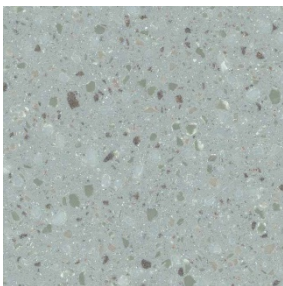
TOILET PARTITIONS



WALK-OFF CARPET TILE



NUETRAL CARPET TILE



SOLID SURFACE



TAC WALL



WALL TILE

ACCENT TILE



FLOOR AND WALL TILE

EXISTING MATERIALS



EXISTING DOORS



EXISTING BLOCK



EXISTING BRICK



EXISTING



Thank You

NEW BUSINESS - FOR ACTION

Agenda Item VI.H.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 16, 2020

Subject: Donations

(Recommended by the Superintendent)

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

Richfield High School received a donation of \$12.50 through the Target employee payroll contribution program.