

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*

If you require a reasonable accommodation in order to attend the board meeting or view the livestream, please contact Interim Board Secretary Laura Otterness at laura.otterness@rpsmn.org or 612-798-6084 at least 24 hours before the meeting.

Monday, September 19, 2022 7 p.m. School Board Meeting

I. CALL TO ORDER

II. REVIEW AND APPROVAL OF THE AGENDA

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

A. Public Comment

B. Superintendent Update

1. Back to School Update
2. Superintendent Goals – Draft 2

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the regular meeting held September 6, 2022
2. General Disbursements as of 9/12/22 in the amount of \$398,301.18

B. Personnel Items

V. OLD BUSINESS

- A. Policy 104: Drug-Free Workplace/Drug-Free School
- B. Policy 805: Disposition of Obsolete Equipment and Material
- C. Policy 782: Environmental Health and Safety Standards & Administrative Guideline 782.1

VI. NEW BUSINESS

- A. Preliminary Levy Certification 2022 Payable 2023
- B. Miscellaneous Pay Rates
- C. Authorization for Purchase of a Passenger Vehicle
- D. Policy 803: Leasing School Space & Administrative Guideline 803.1

E. Policy 804: Energy Management Conservation & Administrative Guideline 804.1

F. Richfield Maintenance and Transportation Building Change Order #05

G. Donations

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

10-3-2022	7 p.m.	Regular Board Meeting
10-17-2022	7 p.m.	Regular Board Meeting – Public Comment

D. Suggested/Future Agenda Items

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.05 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, June 27, 2022

Subject: Ongoing Data Reference List

Acronyms:

This list will be added to for each board meeting whenever acronyms are presented in following items of the board packet.

ADA:	Americans with Disabilities Act
A.I.:	American Indian
AIPAC:	American Indian Parent Advisory Committee
AP:	Advanced Placement
AP:	Assistant Principal
BIPOC:	Black, Indigenous, and People of Color
BILT or ILT:	Building Instructional Leadership Team
BOLT:	Building Operational Leadership Team
CDC:	Centers for Disease Control
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
D.O.:	District Office
ECSE:	Early Childhood Special Education
ESY:	Extended School Year
EL or ELL:	English Learner or English Language Learner
FAFSA:	Free Application for Federal Student Aid
FFVP:	Fresh Fruit and Vegetable Program
F/R or FRP:	Free/Reduced or Free and Reduced Price (usually referring to eligible students)
HHM:	Homeless/Highly Mobile
HR:	Human Resources
IEP:	Individualized Education Plan
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
LTFM:	Long-Term Facilities Maintenance
MCA:	Minnesota Comprehensive Assessments
MDE:	Minnesota Department of Education
MDH:	Minnesota Department of Health

MIEA:	Minnesota Indian Education Association
MLL:	Multilingual Learning
MnDOT:	Minnesota Department of Transportation
MSBA:	Minnesota School Boards' Association
NSBA:	National School Boards' Association
NSPRA:	National School Public Relations Association
NWEA-MAP	Northwest Evaluation Association – Measures of Academic Progress
OSHA:	Occupational Safety and Health Administration
OW:	Outreach Worker
PD:	Professional Development
PLC:	Peer Learning Community
POS:	Point of Sale
Q Comp:	Alternative Teacher Professional Pay System
RCEP:	Richfield College Experience Program
RDLS:	Richfield Dual Language School
RFP:	Request for Proposal
RHS:	Richfield High School
RMS:	Richfield Middle School
RPS:	Richfield Public Schools
SBG:	Standards-Based Grading
SEC:	South Education Center
SEL:	Social-Emotional Learning
SPED:	Special Education
SRTS:	Safe Routes to School
STAT:	Student and Teacher Assistance Team
STEM:	Science, Technology, Engineering, and Math
SY:	School year
T&L:	Teaching & Learning
VEBA:	Voluntary Employees' Beneficiary Association
VPK:	Voluntary PreKindergarten
YTD:	Year-to-Date

RPS Student Demographic Data 2021-2022:

4,183 Students District-wide

- 4,021 Traditional Count
 - 1,783 Elementary (K-5) Average Class Size = 21.93
 - 837 Middle (6-8) Average Class Size = 24.78
 - 1,269 High (9-12) Average Class Size = 27.3
 - 112 ECSE
 - 20 Transition +
- 162 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 71.17%
 - American Indian or Alaska Native: 0.98%
 - Asian: 4.47%
 - Hispanic: 42.7%
 - Black or African American: 13.84%
 - Native Hawaiian or Other Pacific Islander: 0.12%
 - 2 or More Races: 9.06%
- White: 28.83%

English Learner

- ELL: 24.79%
- Non-ELL: 75.21%

Enriching and accelerating learning



Back to School Update

Board Meeting 9/19/22

Enriqueciendo y acelerando el aprendizaje

- Total COVID-19 cases since beginning of year:
 - STEM: 0
 - RCEP: 0
 - SEC: 0
 - Centennial: 2
 - RMS: 2
 - Sheridan: 3
 - Central: 5
 - RHS: 6
 - RDLS: 6
- No Monkeypox cases
- Seizure training is complete
- Hennepin County is still in the green

- Preliminary class size information-Official Count occurs October 1
 - Elementary: Building averages between 20.5 (Centennial) and 22.6 (Sheridan)
 - Elementary: No elementary upper grade class size over 27
 - Elementary: Moved one elementary teacher from Centennial to Sheridan
 - Secondary: Currently slightly above projection
 - Secondary: Class size balancing occurs throughout September
- Preliminary staffing information
 - All but 2 licensed staff filled
 - Special Education positions remain hard to fill
 - Under 10 paraprofessional positions remain open at this time
 - Continued shortage in drivers, using external contractor for 3 routes

- Initial Feedback
 - Principals
 - First day of school was calmer and more manageable
 - Students more comfortable knowing where classrooms are, teacher names etc.
 - Staff
 - EL teachers able to make connections
 - Families
 - Initial feedback from parents was positive
 - Parents felt like they had a voice
 - Formal survey being sent to families this week
- Participation rates
 - Between 90% and 95%, estimated
 - No formal data collection on participation
 - Similar attendance to Open Houses and conferences

Secondary Transition Activities



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- **RHS: Spartan Camp and Social Emotional Supports**
 - Spartan Crew Members Hosted new students and 9th graders
 - Transition supports provided to orient students to building
 - Restorative circles and practices have begun
 - Successful open house held last week
- **RMS SEL Work**
 - Teams created and are Richfield park named (i.e. Team Augsburg)
 - Behavior expectations concretely taught and being systematically reinforced
 - Restorative circles and practices have begun
 - Successful open house held last week

Upcoming Events

- Homecoming
 - Saturday, Sept. 17: Annual citywide driving parade, 10 a.m.
 - Wednesday, Sept. 21: Royal Court coronation
 - Wednesday, Sept. 21: Homecoming pep fest
 - Friday, Sept. 23: Homecoming football game, 7 p.m.
 - Saturday, Sept. 24: Homecoming dance



Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

Enriching and accelerating learning



Superintendent Goals 2022-2023

September 19, 2022

Second Draft

Enriqueciendo y acelerando el aprendizaje

Student Achievement (35%): Specific data based on gains and performance of students

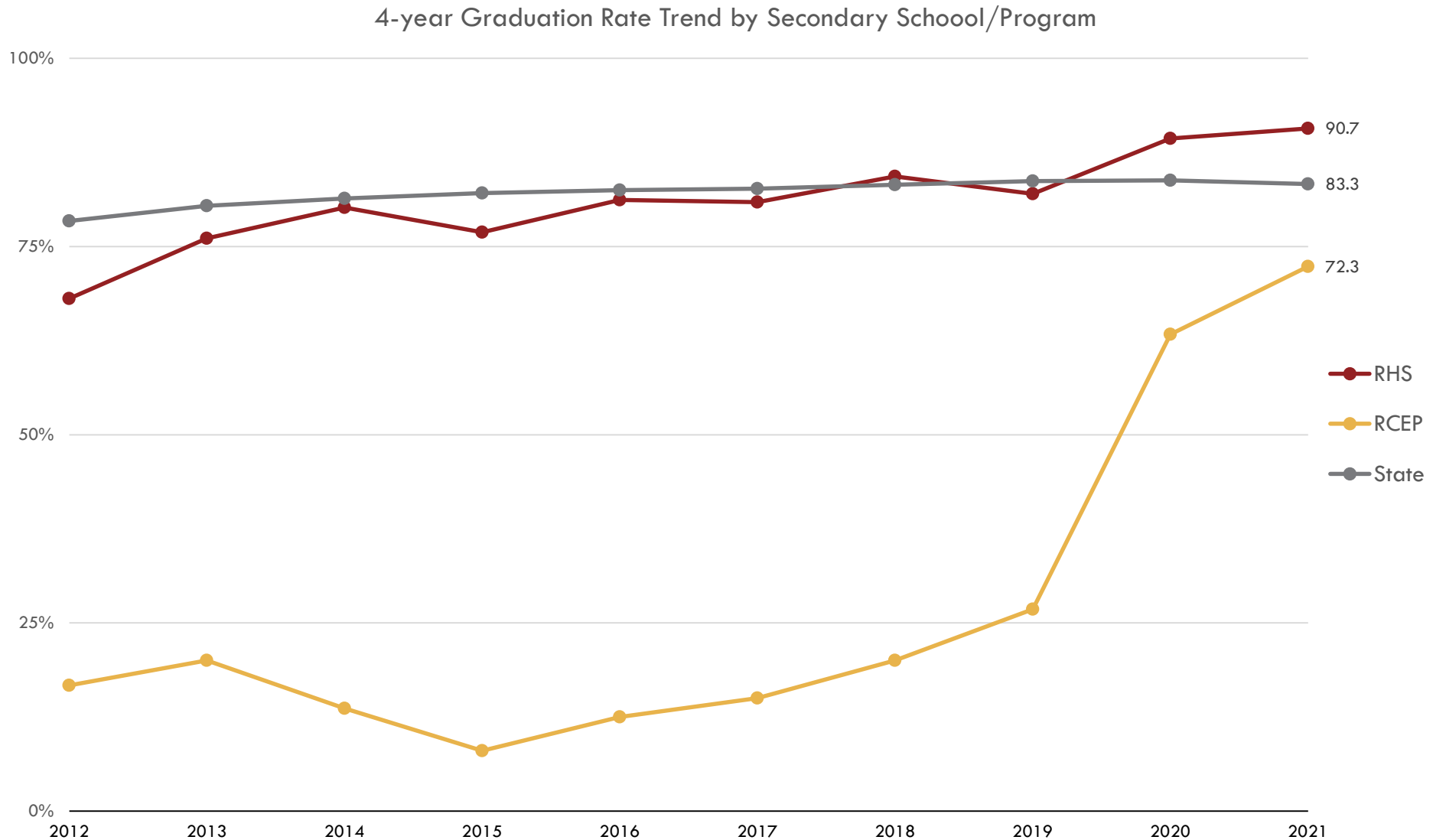
Process Goals (35%): Strategic Plan strategies and activities designed to improve our district

Individual Performance (30%): Board evaluation of superintendent

Achievement Measure: Common Formative Assessment Growth

- Achievement growth at elementary level measured by assessments in Synergy
- Initial Assessments currently in progress

Achievement Measure: Graduation Rate Growth



Achievement Measure: Increased MCA Scores

- 2022 achievement on 8th grade MCA math test:
 - 72% of students who participated in the assessment were BIPOC, but only 42% of the students who scored proficient were BIPOC.
- 2022 achievement on 3rd grade MCA reading test:
 - 61% of the students who participated in the assessment were BIPOC, but only 35% of the students who scored proficient were BIPOC.

Process Goals: Community/Equity/Excellence

- **Goal: Community**
 - Deepen Social Emotional Supports and Community across the District
 - Expand Extended Time Programming to Provide Increased Supports and More Effective Supports
 - Oversee the Development and Implementation of an Enrollment Marketing Plan
- **Goal: Equity**
 - Deepen District Equity Implementation Across the District
 - Finalize Land Acknowledgement Artwork & Process
- **Goal: Excellence**
 - Oversee Overhaul of Entire Crisis Management Policies and Practices
 - Manage Continuing Transition to Standards-Based Grading Districtwide

Community Goal: Deepen Social Emotional Supports and Community across the District

Measurement: Survey Data

Progress:

- Community building activities implemented throughout district
- Safe and Supportive Schools Committee met 8/30/22

Community Goal: Expand Extended Time Programming to Provide Increased Supports and More Effective Supports



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Measurement: Increased Participation In Extended Learning

Progress:

- Launched increased programming in summer
- Partnering with internal and external partners toward expanded after school offerings
- Launch of Best Buy Teen tech Center

Community Goal: Oversee the Development and Implementation of an Enrollment Marketing Plan

Measurement: Increase District Enrollment and Retention Rate at Key Transition Grades

Progress:

- Created and hosted a series of events targeting new families
 - Kindergarten Kickoff & Preschool Preview
 - Parade of Schools
- Increased video marketing efforts
- Consistently growing District social media channels to increase positive perception of RPS

Equity Goal: Deepen District Equity Implementation Across the District

Measurement: Survey Data

Progress:

- Equity Guideline training and review for all staff
- Opening day board sharing of equity vision

Equity Goal: Finalize Land Acknowledgement Artwork & Process

Measurement: Posting & Placement of Land Acknowledgement Artwork

Progress:

- Contracted with artist
- Design mockups completed
- Art creation in process

Excellence Goal: Oversee Overhaul of Entire Crisis Management Policies and Practices

Measurement: Progress Updates and Completed Plan

Progress:

- Full summer review of all protocols and recommendations for year long revision process
- Agreed to partnership with subject matter expert
- Training of all staff during workshop week

Excellence Goal: Manage Continuing Transition to Standards-Based Grading Districtwide

Measurement: Appropriate progress in development throughout PreK-12

Progress:

- Training for all staff during workshop week in standards based grading along with technology usage program Synergy
- Ongoing professional development planned throughout the school year

Evaluation occurs yearly in spring/summer:

- Data from Parent and Staff Surveys
- Feedback from Direct Reports
- Feedback from Board Members
- Board Member Closed Session and Evaluative Process

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PUBLIC SCHOOLS

Questions/Comments

Enriqueciendo y acelerando el aprendizaje

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	305718	08/11/2022	APPLE INC.	R	1,659.00
01	305719	08/11/2022	ARVIG ENTERPRISES INC	R	1,307.90
01	305720	08/11/2022	BCBS OF MINNESOTA & BLUE PLUS	R	9,900.00
01	305721	08/11/2022	CEL PUBLIC RELATIONS, INC.	R	3,137.00
01	305722	08/11/2022	CENGAGE LEARNING INC	R	945.00
01	305723	08/11/2022	CENTURYLINK	R	115.13
01	305724	08/11/2022	CEP ART & DESIGN	R	742.50
01	305725	08/11/2022	CINTAS CORPORATION NO 2	R	575.26
01	305726	08/11/2022	CITY OF RICHFIELD	R	246.00
01	305727	08/11/2022	CODEHS, INC	R	18,300.00
01	305728	08/11/2022	CULLIGAN SOFT WATER	R	10.00
01	305729	08/11/2022	DICKS SANITATION SERVICE, INC (DSI)	R	7,559.30
01	305730	08/11/2022	DIGITAL INSURANCE LLC	R	7,214.00
01	305731	08/11/2022	FLICEK WELDING	R	5,700.00
01	305732	08/11/2022	HR SIMPLIFIED INC.	R	760.00
01	305733	08/11/2022	IIX INSURANCE INFORMATION EXCHANGE	R	46.70
01	305734	08/11/2022	LANGUAGE LINE SERVICE	R	126.16
01	305735	08/11/2022	LOFFLER COMPANIES	R	2,801.60
01	305736	08/11/2022	METROPOLITAN TILE & MARBLE, INC.	R	5,743.00
01	305737	08/11/2022	NEI ELECTRIC, INC.	R	972.00
01	305738	08/11/2022	NOKOMIS SHOE SHOP	R	125.00
01	305739	08/11/2022	ONEBRIDGE BENEFITS INC.	R	5,053.50
01	305740	08/11/2022	PAYDHEALTH	R	19,428.76
01	305741	08/11/2022	PCS REVENUE CONTROL	R	1,680.00
01	305742	08/11/2022	RAE CROWTHER COMPANY	R	3,512.00
01	305743	08/11/2022	RICHFIELD READY	R	10.00
01	305744	08/11/2022	RIVERSIDE INSIGHTS	R	618.20
01	305745	08/11/2022	SCHOOL HEALTH CORPORATION	R	83.84
01	305746	08/11/2022	SCHUMACHER ELEVATOR COMPANY	R	14,846.00
01	305747	08/11/2022	SHERWIN WILLIAMS CO	R	75.36
01	305748	08/11/2022	TOTAL NETWORKX, INC	R	139,605.00
01	305749	08/11/2022	TWIN CITY TRANSPORTATION	R	34,117.07
01	305750	08/11/2022	VAN MURRAY	R	1,500.00
01	305751	08/11/2022	VERIZON WIRELESS	R	360.09
01	305752	08/11/2022	XCEL ENERGY	R	6,079.79
01	305753	08/18/2022	ANNIKA ANDERSEN DURYEA	R	225.00
01	305754	08/18/2022	HOPKINS SCHOOL DISTRICT	R	499.55
01	305755	08/18/2022	INTERMEDIATE DISTRICT 287	R	74,213.24
01	305756	08/18/2022	MENARDS - RICHFIELD	R	83.73
01	305757	08/18/2022	MINNESOTA UI FUND	R	80,770.94
01	305758	08/18/2022	SHOEMAKER DAVID C	R	166.00
01	305759	08/18/2022	TOP ALL ROOFING	R	1,456.00
01	305760	08/18/2022	WORM, MARK	R	166.00
01	305761	08/18/2022	APPRIZE TECHNOLOGIES	R	225.00
01	305762	08/18/2022	BCAA CO-OP	R	275.00
01	305763	08/18/2022	BLUUM OF MINNESOTA, LLC	R	9,154.21
01	305764	08/18/2022	COMCAST BUSINESS	R	541.35
01	305765	08/18/2022	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	305766	08/18/2022	DAVIS EQUIPMENT CORP	R	193.45

01	305767	08/18/2022	ECOLAB INC	R	234.38
01	305768	08/18/2022	EDUCATORS BENEFIT CONSULTANTS LLC	R	456.35
01	305769	08/18/2022	GROUP MEDICAREBLUE RX	R	7,159.50
01	305770	08/18/2022	HOGLUND BUS CO INC	R	1,646.44
01	305771	08/18/2022	HOPE CHURCH	R	14,774.12
01	305772	08/18/2022	HOUGHTON MIFFLIN HARCOURT	R	2,465.86
01	305773	08/18/2022	HOUSE OF PRINT	R	3,948.31
01	305775	08/18/2022	INTERMEDIATE DISTRICT 287	R	184,082.74
01	305776	08/18/2022	ISD 271 KENNEDY HS	R	125.00
01	305777	08/18/2022	JAMES E MARSHALL JR	R	40.00
01	305778	08/18/2022	KIDCREATE STUDIO	R	1,494.00
01	305779	08/18/2022	LOFFLER	R	1,225.09
01	305780	08/18/2022	MACMILLAN HOLDINGS	R	11,874.46
01	305781	08/18/2022	MADISON NATIONAL LIFE INS CO INC	R	2,569.54
01	305782	08/18/2022	MASA/MASE	R	499.00
01	305783	08/18/2022	MATH LEARNING CENTER	R	375.00
01	305784	08/18/2022	MESPA-MN ELEMENTARY	R	696.00
01	305785	08/18/2022	MINUTEMAN PRESS EDINA	R	926.76
01	305786	08/18/2022	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	670.00
01	305787	08/18/2022	NCS PEARSON INC	R	1,241.84
01	305788	08/18/2022	ON SITE SANITATION	R	1,264.50
01	305789	08/18/2022	PARK CENTER HIGH SCHOOL	R	100.00
01	305790	08/18/2022	PREMIUM WATERS INC	R	30.00
01	305791	08/18/2022	RIDDELL ALL AMERICAN SPORTS CORP	R	12,991.08
01	305792	08/18/2022	RYAN JEANNIE M	R	640.27
01	305793	08/18/2022	SADDLEBACK EDUCATIONAL, INC	R	12.26
01	305794	08/18/2022	SCHOOL SERVICE EMPLOYEES UNION	R	3,457.69
01	305795	08/18/2022	TRAFERA, LLC	R	10,396.00
01	305796	08/18/2022	TRI METRO CONFERENCE	R	5,000.00
01	305797	08/18/2022	UNITED HEALTHCARE INSURANCE CO	R	528.23
01	305798	08/18/2022	UNITED HEALTHCARE/AARP MEDICARE RX	R	101.20
01	305799	08/18/2022	UNITED HEARTHCARE /AARP MEDICARE RX	R	101.20
01	305800	08/18/2022	UNITED STATES TREASURER	R	230.00
01	305801	08/18/2022	USI INC	R	33.55
01	305802	08/18/2022	TREMCO/WEATHERPROOFING TECH, INC.	R	230,270.50
01	305803	08/18/2022	XCEL ENERGY	R	755.94
01	305804	08/25/2022	ALL STATE COMMUNICATIONS INC	R	768.00
01	305805	08/25/2022	ALTMAN ADAM	R	540.00
01	305806	08/25/2022	AMPLIFIED IT, A CDW COMPANY	R	11,520.00
01	305807	08/25/2022	AQUA ENGINEERING INC	R	175.00
01	305808	08/25/2022	AQUA LOGIC INC	R	1,411.46
01	305809	08/25/2022	BRAINPOP LLC	R	13,000.00
01	305810	08/25/2022	BRINK'S INCORPORATED	R	1,651.34
01	305811	08/25/2022	BSI MECHANICAL, INC.	R	1,146.00
01	305812	08/25/2022	BSN SPORTS, LLC	R	1,905.08
01	305813	08/25/2022	CANON USA	R	4,615.75
01	305814	08/25/2022	CATALYST BUYING GROUP LLC	R	1,804.99
01	305815	08/25/2022	CEDAR SMALL ENGINE	R	210.11
01	305816	08/25/2022	CINTAS CORPORATION NO 2	R	741.38
01	305817	08/25/2022	CITY OF RICHFIELD	R	225.00

01	305818	08/25/2022	CITY OF RICHFIELD	R	2,610.00
01	305819	08/25/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	865.00
01	305820	08/25/2022	EASYPERMIT POSTAGE	R	4,600.00
01	305821	08/25/2022	ECM PUBLISHERS INC	R	149.15
01	305822	08/25/2022	ECOLAB INC	R	551.16
01	305823	08/25/2022	ENVIROMATIC CORP OR AMERICA, INC	R	439.50
01	305824	08/25/2022	WW GRAINGER INC	R	755.02
01	305825	08/25/2022	HAMLIN UNIVERSITY	R	4,000.00
01	305826	08/25/2022	HAWKINS INC	R	4,368.45
01	305827	08/25/2022	HILLYARD MINNEAPOLIS	R	3,292.11
01	305828	08/25/2022	HUDL	R	13,000.00
01	305829	08/25/2022	ILLINOIS STATE UNIVERSITY	R	4,500.00
01	305830	08/25/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	42,717.78
01	305831	08/25/2022	INSTITUTE FOR ENVIROMENTAL	R	12,111.89
01	305832	08/25/2022	KINECT ENERGY INC	R	13,048.18
01	305833	08/25/2022	LEROY'S GREAT BEAR	R	39.98
01	305834	08/25/2022	MACALESTER COLLEGE	R	3,000.00
01	305835	08/25/2022	MADISON NATIONAL LIFE INS CO INC	R	6,011.84
01	305836	08/25/2022	MENARDS - RICHFIELD	R	69.99
01	305837	08/25/2022	METRO VOLLEYBALL OFFICIAL ASSOC LLC	R	1,248.00
01	305838	08/25/2022	METROPOLITAN MECHANICAL CONTRACTORS	R	324.00
01	305839	08/25/2022	MINUTEMAN PRESS EDINA	R	785.35
01	305840	08/25/2022	MN DEPT OF LABOR AND INDUSTRY	R	700.00
01	305841	08/25/2022	MTN-METROPOLITAN TRANSP NETWORK	R	66,816.00
01	305842	08/25/2022	NEI ELECTRIC, INC.	R	444.00
01	305843	08/25/2022	NORTHWESTERN UNIVERSITY	R	1,500.00
01	305844	08/25/2022	NORTHWESTERN UNIVERSITY	R	1,500.00
01	305845	08/25/2022	INNOCENT TECHNOLOGIES LLC	R	8,750.00
01	305846	08/25/2022	PRAIRIE FIRE CHILDREN'S THEATRE	R	2,150.00
01	305847	08/25/2022	RICHFIELD READY	R	51.00
01	305848	08/25/2022	RIDDELL ALL AMERICAN SPORTS CORP	R	197.05
01	305849	08/25/2022	RM COTTON COMPANY	R	1,489.00
01	305850	08/25/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	1,416.00
01	305851	08/25/2022	SCHOOL NURSE SUPPLY	R	307.93
01	305852	08/25/2022	SFM	R	391,615.00
01	305853	08/25/2022	SHERWIN WILLIAMS CO	R	401.16
01	305854	08/25/2022	SMARTSENSE BY DIGI	R	330.00
01	305855	08/25/2022	THE HOME DEPOT PRO INSTITUTIONAL	R	437.04
01	305856	08/25/2022	TWIN CITY FILTER SERVICE INC	R	554.18
01	305857	08/25/2022	U OF MN TWIN CITIES	R	3,000.00
01	305858	08/25/2022	UHL COMPANY INC	R	18.50
01	305859	08/25/2022	UPPER LAKES FOODS	R	15,738.29
01	305860	08/25/2022	VALLEY RICH CO INC	R	49,500.00
01	305861	08/25/2022	VANESSA MERRY	R	275.00
01	305862	08/25/2022	VSP INSURANCE CO. (CT)	R	3,435.42
01	305863	08/25/2022	WELLERWORKS CUSTOM EMBROIDERY	R	58.00
01	305864	08/25/2022	XCEL ENERGY	R	92,924.42
01	305865	08/25/2022	YOUTH ENRICHMENT LEAGUE (YEL!)	R	1,596.00
01	305866	08/25/2022	ZAHL PETROLEUM MAINTENANCE CO	R	12,246.00
01	305867	08/25/2022	ZONEONE LOCATING	R	184.00

01	305868	08/25/2022	CM CONSTRUCTION COMPANY	R	7,494.55
01	305869	08/25/2022	ICS CONSULTING, LLC (DBA: ICS)	R	17,529.26
01	V612103	08/25/2022	CARMEN L CHRISTIAN	R	23.92
01	V612104	08/25/2022	CHRISTINA M GONZALEZ	R	152.64
01	V612105	08/25/2022	JONATHAN W HEYER	R	278.74
01	V612106	08/25/2022	RACHAEL G LENMARK	R	125.64
01	V612107	08/25/2022	MICHAEL A MANNING	R	93.75
01	V612108	08/25/2022	ALECIA M MOBLEY	R	1,721.13
01	V612109	08/25/2022	MELISSA L MORRISSEY	R	83.51
01	V612110	08/25/2022	MAUREEN E PRYOR	R	43.77
01	V612111	08/25/2022	JENNIFER K VALLEY	R	2,105.11
01	V612112	08/25/2022	REBECCA S WALD	R	201.37
01	V612113	08/25/2022	MICHELLE R WHITESIDE	R	14.95
01	305870	08/26/2022	EASYPERMIT POSTAGE	R	1,675.32
01	305871	08/26/2022	GEE TEEZ & COMPANY, LTD.	R	9,585.00
01	305872	08/26/2022	MINUTEMAN PRESS EDINA	R	549.35
01	305873	08/26/2022	TRIO SUPPLY COMPANY	R	106.29
01	305684	08/31/2022	TRIMARK MARLINN LLC	V	-922.65
01	305876	08/31/2022	AMAZON.COM SYNCB/AMAZON	R	4,770.25
01	305877	08/31/2022	ALL STATE COMMUNICATIONS INC	R	9,100.00
01	305878	08/31/2022	BOOKSOURCE	R	51.23
01	305879	08/31/2022	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	305880	08/31/2022	COMCAST	R	314.08
01	305881	08/31/2022	COMCAST BUSINESS	R	246.35
01	305882	08/31/2022	FORKLIFTS OF MINNESOTA, INC.	R	2,935.00
01	305883	08/31/2022	HOPE CHURCH	R	14,774.12
01	305884	08/31/2022	KELLY JOHNSON	R	110.00
01	305885	08/31/2022	RICK J KAUFMAN	R	3,240.00
01	305886	08/31/2022	KIDCREATE STUDIO	R	1,328.00
01	305887	08/31/2022	LIGHTSPEED SOLUTIONS, LLC	R	13,040.00
01	305888	08/31/2022	LOMAX CARLA	R	320.00
01	305889	08/31/2022	NYSTROM PUBLISHING	R	18,716.78
01	305890	08/31/2022	PLAGGE, RONETTE	R	162.62
01	305891	08/31/2022	PRO ED INC	R	129.80
01	305892	08/31/2022	SMARTPASS, LLC	R	2,616.25
01	305893	08/31/2022	SOROUSH NAJI	R	457.14
01	305894	08/31/2022	TAFFE SARAH ANN	R	8,831.97
01	305895	08/31/2022	TIFFANY BEGIN	R	240.00
01	305896	08/31/2022	TOTAL NETWORK, INC	R	1,194.00
01	305897	08/31/2022	TRIMARK MARLINN LLC	R	922.65
01	305898	08/31/2022	TWIN CITY HARDWARE	R	790.71
01	305899	08/31/2022	XCEL ENERGY	R	21,050.41

TOTAL CHECKS & EPAYS REGISTER
1,929,890.95

P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 09/06/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
E-Pays	8/25/2022	4,844.53
Construction Checks	8/25/2022	25,023.81
Checks	8/11/2022	294,955.16
	8/18/2022	670,736.28
	8/25/2022	815,835.50
	8/26/2022	11,915.96
	8/31/2022	106,579.71

CHECK REGISTER BANK 05 TOTAL =	1,929,890.95
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BREAKDOWN	
01-206-00	1,628,219.00
02-206-00	58,967.20
03-206-00	136,339.84
04-206-00	47,898.59
06-206-00	25,023.81
07-206-00	0.00
18-206-00	7,500.00
20-206-00	23,858.11
21-206-00	2,084.40
47-206-00	
BANK TOTAL =	1,929,890.95

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*

Tuesday, September 6, 2022
7 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 Tuesday, September 6, 2022 in the boardroom at the Richfield Public Schools District Office. Chair Tim Pollis called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Banks Kupcho, Brakke and Carter.

Administrators present were Superintendent Unowsky, Executive Director Clarkson, Assistant Superintendent Daniels, Chief HR and Administrative Officer Holje and HR Director Michaels.

II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Brakke, seconded by Carter, and unanimously carried, the board of education approved the agenda.

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Superintendent Update
 - 1. Health Services Update
 - 2. Back to School Presentation
 - 3. Superintendent Goals

IV. CONSENT AGENDA

- A. Routine Matters
 - 1. Minutes of the regular meeting held August 15, 2022
 - 2. General Disbursements as of 8/31/22 in the amount of \$1,929,890.85
- B. Personnel Items

Certified Full Time Position for Employment-1st Year Probation

Jasmine Ellis - Special Education Teacher- Richfield Middle School
Effective: 8/23/2022

Rachel Bauder - Grade 1 Teacher - Centennial Elementary School
Effective: 8/23/2022

Mitchell Turner - Social Studies Teacher- Richfield Senior High School
Effective: 8/23/2022

Madeline Selcke - ELL Teacher - Richfield Senior High School

Effective: 8/23/2022

Michelle Williams - Center Based EBO Teacher - Richfield Middle School

Effective: 8/23/2022

Ryan Houle - Music Teacher - Sheridan Hills Elementary

Effective: 8/23/2023

Certified Full Time Position for Employment - 3rd Year Probation

Angela Garcia Hernandez - Reading Interventionist- Dual Language Elementary Effective: 8/23/2022

Stephany Jallo - ELL Teacher- Richfield Senior High School

Effective: 8/23/2022

Michele Horak - Special Education Teacher - Richfield Middle School

Effective: 8/23/2022

Certified Full Time Position for Employment - TIER 2

Yesenia Nevarez - Elementary Teacher - Dual Language Elementary

Effective: 8/23/2022

Monica Sala Gil de Avale - Elementary Teacher - Dual Language Elementary

Effective: 8/23/2022

Julio Carrillo Beltran - Elementary Teacher - Dual Language Elementary

Effective: 8/23/2022

Maria Guadalupe Leonor Ramirez-Fuentes - Elementary Teacher - Dual Language Elementary

Effective: 8/23/2022

Santiago Torres - Elementary Teacher - Dual Language Elementary

Effective: 8/23/2022

Rosenda Gaz Ibarra - Elementary Teacher - Dual Language Elementary

Effective: 8/23/22

Alicia Vaca - Social Studies - Richfield Senior High School

Effective: 8/23/2022

Certified Full Time Position for Employment - TIER 2

Quinton Wade - Social Studies - Richfield Middle School

Effective: 8/23/2022

Certified Full Time Position Unpaid Leave of Absence

Jessica Sosa - Grade 1 Teacher- Dual Language Elementary

Effective: November 21,2022 - 6-9/2022

Annie Schroeder - Behavior Specialist - STEM Elementary

Effective: 8/26/2022-9/16/2022

Certified Full Time Position Resignation

Megan Paulis de Rangel - Literacy Interventionist - Dual Language Elementary

Effective: 8/26/2022

Years of Service: 7 Years

Chelsey Tollefson-Hauer - Social Worker- Sheridan Hills Elementary

Effective: 9/15/2022

Years of Service: 10 Years

Mike Cunningham - Social Studies Teacher- Richfield Middle School

Effective: 8/25/2022

Years of Service: 15 Years

Carl Maiers - Special Education Teacher - Richfield Middle School

Effective: 8/25/2022

Years of Service: 8 Years

Christi Jo Mace - Industrial Arts Teacher- Richfield Senior High School Effective: 06/10/2022

Years of Service: 5 Years

Amberly Mobley- Elementary Teacher- STEM Elementary

Effective: 6/10/2022

Years of Service: 4 Years

Beth Christopherson - Global Language Arts Teacher - Richfield Middle School

Effective: 08/26/2022

Years of Service: 6 Years

Krista Joy Olson - Elementary Music Teacher - Sheridan Hills Elementary

Effective: 08/26/2022

Years of Service: 20 Years

Classified Full Time Paraprofessional Position for Employment

Aliosky Garcia - Instructional Paraprofessional - RMS

Effective 9/5/2022

Annette Watkins - Campus Supervisor - RMS

Effective 9/5/2022

Yesenia Barcenas - Welcome Desk Paraprofessional - RHS

Effective 9/5/2022

Grant Stramer - Clerical Paraprofessional - RSTEM

Effective 9/5/2022

Elizabeth Rodriguez - Clerical Professional - RMS

Effective 9/5/2022

Classified Part Time Paraprofessional Position for Employment

Linda Hayes - SPED Paraprofessional - RHS

Effective 9/5/2022

Gray Gawboy - SPED Paraprofessional - RHS

Effective 9/5/2022

Noah Hillman - Managerial Paraprofessional - RHS

Effective 9/5/2022

Carlisha Brandon - Security Monitor - RHS

Effective 9/5/2022

Harry Cruz - Security Monitor - RHS

Effective 9/5/2022

Erin Johnson - SPED Paraprofessional - RSTEM
Effective 9/5/2022

Classified Full Time Facilities and Transportation Position for Employment Christopher

Ransom - Maintenance Mechanic - Garage

Effective 9/5/2022

Charles Gant - Night Lead Custodian - RSTEM

Effective 8/30/2022

Classified Full Time position Administrative Assistant

Jessica Ayala - Admin Assistant 3 - District Office Effective 8/22/2022

Classified Part Time Food and Nutrition Position for Employment

Maria Consuelo Palapa Ramirez - Kitchen Assistant - RHS

Effective 9/5/2022

Tiarra Woods - Kitchen Assistant - RDLS

Effective 9/5/2022

Ceren Eroglu - Kitchen Assistant - RHS

Effective 9/5/2022

Judy Vaillancourt - Yerhot - Kitchen Assistant - Sheridan Hills

Effective 9/5/2022

Classified Full Time Student Engagement Specialist for Employment

Brad Harris - Student Engagement Specialist/Paraprofessional - RMS

Effective 9/5/2022

Classified Full Time Outreach Worker Position for Employment

Yasmin Clara - Outreach Worker - RSTEM

Effective 9/5/2022

Classified Full Time Paraprofessional - Resignation

Tahjah Fox - SPED Paraprofessional - South Education Center

Effective 8/15/2022 -

Years of Service - 1 year

Kristy Yu - SPED Paraprofessional - Centennial Elementary

Effective 9/5/2022

Years of Service - 3 months

Beau Bieber - SPED Paraprofessional - RHS

Effective - 8/23/2022

Years of Service - 6 years

Yuri Lobaton Tellez - SPED Paraprofessional - Centennial Elementary

Effective - 7/26/2022

Years of Service - 1 year

Chelsea Vaglica - SPED Paraprofessional - RMS
Effective 6/9/22

Classified Full Time Outreach Worker - Resignation

Shukri Abukar - Outreach Bilingual - Central Education Center
Effective 8/8/2022

Years of Service - 1 year

Victoria Johnson - Outreach Bilingual - RHS

Effective 8/29/2022

Years of Service - 13 years

Classified Full Time Student Engagement Specialist- Resignation

Shemitra Price - Student Engagement Specialist - RSTEM

Effective 8/8/2022

Years of Service - 2 years

Motion by Banks Kupcho, seconded by Carter, and unanimously carried, the board of education approved the consent agenda.

V. OLD BUSINESS

- A. Policy 104: Drug-Free Workplace/Drug-Free School
- B. Policy 805: Disposition of Obsolete Equipment and Material
- C. Policy 782: Environmental Health and Safety Standards & Administrative Guideline 782.1

VI. NEW BUSINESS

- A. Policies Requiring Annual Review
 - 1. Policy 103: Harassment Prohibition & Administrative Guideline 103.2
 - 2. Policy 107: Electronic Use and Communications & Administrative Guidelines 107.1 & 107.2
 - 3. Policy 113: Bullying Prohibition & Administrative Guideline 113.1
 - 4. Policy 301: Organizational Chart & Policy 302: Position Assignments
 - 5. Policy 407: Leaves of Absence
 - 6. Policy 409: Mandated Reporting of Child Neglect or Physical or Sexual Abuse & Administrative Guideline 409.1
 - 7. Policy 410: Mandated Reporting of Maltreatment of Vulnerable Adults
 - 8. Policy 506: Student Sex Nondiscrimination
 - 9. Policy 541: Student Behavior & Administrative Guideline 541.1
 - 10. Policy 602: School District System Accountability
 - 11. Policy 802: Crisis Management

Motion by Brakke, seconded by Banks Kupcho, and unanimously carried, the board of education approved the slate of policies.

B. Resolution Authorizing the Issuance of School Building Bonds

Motion by Brakke, seconded by Banks Kupcho, and unanimously carried, the board of education passed the resolution.

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates
 - 9-19-2022 7 p.m. Regular Board Meeting - Public Comment
 - 10-3-2022 7 p.m. Regular Board Meeting
- D. Suggested/Future Agenda Items

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.05 FOR LABOR NEGOTIATIONS STRATEGY

Motion by Carter, seconded by Brakke, and unanimously carried, the board of education moved into closed session at 8:32 p.m. Attending the closed session were Banks Kupcho, Brakke, Carter and Pollis. Administrators present were Superintendent Unowsky, Chief HR and Administrative Officer Holje, and Director of Human Resources Tye Michaels.

IX. REOPEN MEETING

Motion by Banks Kupcho, seconded by Brakke, and unanimously carried, the board of education moved into open session at 9:01 p.m. with the following school board members in attendance: Banks Kupcho, Brakke, Carter and Pollis. Administrators present were Superintendent Unowsky, Chief HR and Administrative Officer Holje, and Director of Human Resources Tye Michaels.

X. ADJOURN REGULAR MEETING

Chair Pollis adjourned the meeting at 9:03 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V612114	09/01/2022	ERICA T BARLOW	R	70.00
01	V612115	09/01/2022	MIRIAM A CASTRO SANJUAN	R	40.00
01	V612116	09/01/2022	MARY L CLARKSON	R	70.00
01	V612117	09/01/2022	LATANYA R DANIELS	R	70.00
01	V612118	09/01/2022	GEORGE A DENNIS	R	35.00
01	V612119	09/01/2022	MEGAN M STECHER	R	70.00
01	V612120	09/01/2022	PETER J FITZPATRICK	R	40.00
01	V612121	09/01/2022	STEVEN T FLUCAS	R	70.00
01	V612122	09/01/2022	DAVID A FREEBURG	R	70.00
01	V612123	09/01/2022	RACHEL GENS	R	70.00
01	V612124	09/01/2022	AREND J GEURINK	R	70.00
01	V612125	09/01/2022	JAMES A GILLIGAN	R	70.00
01	V612126	09/01/2022	CHRISTINA M GONZALEZ	R	70.00
01	V612127	09/01/2022	KYLE L GUSTAFSON	R	40.00
01	V612128	09/01/2022	KEVIN D HARRIS	R	40.00
01	V612129	09/01/2022	JAMES L HILL	R	40.00
01	V612130	09/01/2022	JESSICA M HOFFMAN	R	40.00
01	V612131	09/01/2022	CRAIG D HOLJE	R	70.00
01	V612132	09/01/2022	CORY J KLINGE	R	70.00
01	V612133	09/01/2022	DANIEL E KRETSINGER	R	70.00
01	V612134	09/01/2022	ANOO P KUMAR	R	40.00
01	V612135	09/01/2022	SHANNON J LINDBERG	R	40.00
01	V612136	09/01/2022	JOHN M LORENZINI	R	70.00
01	V612137	09/01/2022	COLLEEN M MAHONEY	R	70.00
01	V612138	09/01/2022	MICHAEL A MANNING	R	70.00
01	V612139	09/01/2022	DANIEL P MCGINN	R	40.00
01	V612140	09/01/2022	DOUG R MCMEEKIN	R	70.00
01	V612141	09/01/2022	KENT D MEYER	R	70.00
01	V612142	09/01/2022	ALECIA M MOBLEY	R	70.00
01	V612143	09/01/2022	ERIN H NEILON	R	40.00
01	V612144	09/01/2022	ROBERT G OLSON	R	40.00
01	V612145	09/01/2022	LAURA B OTTERNESS	R	70.00
01	V612146	09/01/2022	MARK S PEDERSEN	R	40.00
01	V612147	09/01/2022	CHRISTOPHER A PETERSON	R	70.00
01	V612148	09/01/2022	DENNIS E PETERSON	R	35.00
01	V612149	09/01/2022	CASSANDRA QUAM	R	70.00
01	V612150	09/01/2022	RENEE C REED-KARSTENS	R	40.00
01	V612151	09/01/2022	KEITH D RIEF	R	40.00
01	V612152	09/01/2022	MAUREEN E PRYOR	R	40.00
01	V612153	09/01/2022	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V612154	09/01/2022	ASHLEY SCHAEFER	R	70.00
01	V612155	09/01/2022	MARTA I SHAHSAVAND	R	70.00
01	V612156	09/01/2022	AMY B SKARE-KLECKER	R	70.00
01	V612157	09/01/2022	NANCY J STACHEL	R	70.00
01	V612158	09/01/2022	PATRICK M SURE	R	40.00
01	V612159	09/01/2022	STACY THEIEN-COLLINS	R	70.00
01	V612160	09/01/2022	VLADIMIR S TOLEDO	R	40.00
01	V612161	09/01/2022	STEVEN P UNOWSKY	R	270.00
01	V612162	09/01/2022	STEPHEN C URBANSKI	R	40.00

01	V612163	09/01/2022	CARRIE A VALA	R	70.00
01	V612164	09/01/2022	JENNIFER K VALLEY	R	70.00
01	V612165	09/01/2022	RYAN WAGNER	R	40.00
01	V612166	09/01/2022	REBECCA S WALD	R	40.00
01	V612167	09/01/2022	MICHELLE R WHITESIDE	R	70.00
01	V612168	09/01/2022	KASYA L WILLHITE	R	70.00
01	V612169	09/01/2022	AMY J WINTER AHSENMACHER	R	70.00
01	V2301306	09/02/2022	P-CARD BAIRD LISA	R	1,623.88
01	V2301307	09/02/2022	P-CARD BARLOW ERICA	R	47.70
01	V2301308	09/02/2022	P-CARD BROWN MATTHEW	R	2.19
01	V2301309	09/02/2022	P-CARD BRUNNER PATTI	R	4,994.01
01	V2301310	09/02/2022	P-CARD BURT EMILY	R	320.02
01	V2301311	09/02/2022	P-CARD CARUSO MATTHEW	R	691.72
01	V2301312	09/02/2022	P-CARD CRUZ ESTEVA JENNIFER	R	512.35
01	V2301313	09/02/2022	P-CARD EDWARDS NATHAN	R	700.35
01	V2301314	09/02/2022	P-CARD GEURINK AREND	R	101.38
01	V2301315	09/02/2022	P-CARD GULLICKSON KEVIN	R	39.44
01	V2301316	09/02/2022	P-CARD KRETSINGER DAN	R	3,931.13
01	V2301317	09/02/2022	P-CARD LUNDY MICHELLE	R	15,683.03
01	V2301318	09/02/2022	P-CARD MAHONEY COLLEEN	R	2,085.38
01	V2301319	09/02/2022	P-CARD MANNING MICHAEL	R	2,214.16
01	V2301320	09/02/2022	P-CARD MCGINN DAN	R	2,681.04
01	V2301321	09/02/2022	P-CARD MORRISSEY MELISSA	R	756.43
01	V2301322	09/02/2022	P-CARD SHAHSAVAND MARTA	R	5,022.43
01	V2301323	09/02/2022	P-CARD SKARE-KLECKER AMY	R	578.60
01	V2301324	09/02/2022	P-CARD STACHEL NANCY	R	648.75
01	V2301325	09/02/2022	P-CARD VALLEY JENNIFER	R	1,757.14
01	V2301326	09/02/2022	P-CARD WINTER AMY	R	1,263.79
01	305900	09/08/2022	APPLE INC.	R	4,543.00
01	305901	09/08/2022	AQUA NORTH SOLUTIONS	R	1,331.00
01	305902	09/08/2022	ARVIG ENTERPRISES INC	R	1,307.90
01	305903	09/08/2022	BATTERIES R US	R	864.92
01	305904	09/08/2022	BENCHMARK EDUCATION COMPANY, LLC.	R	17,879.25
01	305905	09/08/2022	BITUMINOUS ROADWAYS, INC.	R	54,750.00
01	305906	09/08/2022	BIX FRUIT COMPANY	R	1,352.91
01	305907	09/08/2022	BOOKSOURCE	R	2,812.20
01	305908	09/08/2022	BSN SPORTS, LLC	R	901.98
01	305909	09/08/2022	CAPITAL ONE TRADE CREDIT	R	192.77
01	305910	09/08/2022	CARQUEST AUTO PARTS	R	30.35
01	305911	09/08/2022	CEDAR SMALL ENGINE	R	348.92
01	305912	09/08/2022	CENTURYLINK	R	117.11
01	305913	09/08/2022	CEP ART & DESIGN	R	252.00
01	305914	09/08/2022	CINTAS CORPORATION NO 2	R	514.65
01	305915	09/08/2022	CITY OF RICHFIELD	R	405.00
01	305916	09/08/2022	CITY OF RICHFIELD	R	1,189.87
01	305917	09/08/2022	COMMERCIAL KITCHEN	R	1,353.20
01	305918	09/08/2022	CONTINENTAL RESEARCH CORP	R	965.85
01	305919	09/08/2022	CULLIGAN SOFT WATER	R	10.00
01	305920	09/08/2022	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	305921	09/08/2022	ECM PUBLISHERS INC	R	130.70

01	305922	09/08/2022	ECOLAB INC	R	93.70
01	305923	09/08/2022	ENVIROMATIC CORP OR AMERICA, INC	R	1,593.21
01	305924	09/08/2022	ERIN M DOOLEY	R	600.00
01	305925	09/08/2022	FAIRCON SERVICE COMPANY	R	908.24
01	305926	09/08/2022	FASTENAL INDUSTRIAL	R	411.37
01	305927	09/08/2022	FATH CUTTER, NOELLA	R	3,060.00
01	305928	09/08/2022	WW GRAINGER INC	R	442.73
01	305929	09/08/2022	HILLYARD MINNEAPOLIS	R	5,153.28
01	305930	09/08/2022	HOGLUND BUS CO INC	R	9,147.79
01	305931	09/08/2022	HOLSTINE KELLY DEE	R	1,662.50
01	305932	09/08/2022	HOME DEPOT U.S.A.	R	1,036.77
01	305933	09/08/2022	ISD #281, ROBBINSDALE AREA SCHOOLS	R	994.40
01	305934	09/08/2022	ISD #271	R	86,092.00
01	305935	09/08/2022	JOHNSTONE SUPPLY	R	279.49
01	305936	09/08/2022	KINECT ENERGY INC	R	525.00
01	305937	09/08/2022	LEROY'S GREAT BEAR	R	152.17
01	305938	09/08/2022	LOFFLER COMPANIES	R	2,866.00
01	305939	09/08/2022	LUPIENT CHEVROLET	R	200.80
01	305940	09/08/2022	MACKIN BOOK COMPANY	R	639.53
01	305941	09/08/2022	MATH LEARNING CENTER	R	642.00
01	305942	09/08/2022	MATRIX COMMUNICATIONS, INC	R	1,729.12
01	305943	09/08/2022	MCEA	R	199.00
01	305944	09/08/2022	METRO ECSU	R	3,150.00
01	305945	09/08/2022	MINUTEMAN PRESS EDINA	R	7,295.44
01	305946	09/08/2022	NEI ELECTRIC, INC.	R	515.38
01	305947	09/08/2022	NEW LIFE ENTERPRISE	R	912.00
01	305948	09/08/2022	NORTH CENTRAL BUS	R	1,396.80
01	305949	09/08/2022	NORTHWESTERN UNIVERSITY	R	1,500.00
01	305950	09/08/2022	ONE OF ONE CLOTHING	R	349.30
01	305951	09/08/2022	PAPCO, INC.	R	178.02
01	305952	09/08/2022	POWERSCHOOL GROUP LLC	R	18,000.00
01	305953	09/08/2022	PRAIRIE FIRE CHILDREN'S THEATRE	R	52.50
01	305954	09/08/2022	PROJECT 529, INC.	R	200.00
01	305955	09/08/2022	REGION 1 INFORMATION MGMT SERVICE	R	855.00
01	305956	09/08/2022	SHERWIN WILLIAMS CO	R	198.42
01	305957	09/08/2022	SHIFFLER EQUIPMENT	R	46.56
01	305958	09/08/2022	SITEONE LANDSCAPE SUPPLY LLC	R	431.27
01	305959	09/08/2022	THE UNIVERSITY OF IOWA	R	1,500.00
01	305960	09/08/2022	TRIO SUPPLY COMPANY	R	1,431.04
01	305961	09/08/2022	TWIN CITY FILTER SERVICE INC	R	3,229.03
01	305962	09/08/2022	UHL COMPANY INC	R	89.75
01	305963	09/08/2022	UPPER LAKES FOODS	R	35,871.46
01	305964	09/08/2022	VERIZON WIRELESS	R	360.11
01	305965	09/08/2022	WE NEAL SLATE CO	R	75.00
01	305966	09/08/2022	WORLD FUEL SERVICES, INC.	R	2,351.74
01	305967	09/08/2022	XCEL ENERGY	R	5,532.51
01	305968	09/09/2022	AHMED TAUFIQ	R	73.00
01	305969	09/09/2022	ARNOLD RAMDALL CHARLES	R	73.00
01	305970	09/09/2022	AYINDE WAHEED	R	73.00
01	305971	09/09/2022	BECKMAN ALISON	R	20.00

01	305972	09/09/2022	BETHEL UNIVERSITY	R	1,500.00
01	305973	09/09/2022	CAREY SEELEY DIZERZAK	R	20.00
01	305974	09/09/2022	CARLSON DEBORAH J	R	40.00
01	305975	09/09/2022	CEL PUBLIC RELATIONS, INC.	R	500.00
01	305976	09/09/2022	COLLINS NICOLE	R	35.00
01	305977	09/09/2022	DICKS SANITATION SERVICE, INC (DSI)	R	8,664.02
01	305978	09/09/2022	FINANGER PHILLIP J	R	100.00
01	305979	09/09/2022	FLANERY-OLSON, JODI	R	20.00
01	305980	09/09/2022	HEGARD LISA	R	20.00
01	305981	09/09/2022	HEWLETT PACKARD ENTERPRISE COMPANY	R	4,966.95
01	305982	09/09/2022	HILE LEE	R	40.00
01	305983	09/09/2022	JESSEN CHRIS	R	73.00
01	305984	09/09/2022	JR FRANS VERSLUIS	R	73.00
01	305985	09/09/2022	KEE-BOWLING BONNIE	R	77.00
01	305986	09/09/2022	KIMANI PAUL	R	73.00
01	305987	09/09/2022	KORTE STEVEN	R	73.00
01	305988	09/09/2022	LARSON KEITH	R	50.00
01	305989	09/09/2022	LIFESAVER FIRE PROTECTION LLC	R	4,618.00
01	305990	09/09/2022	LITWINCZUK STEFAN	R	20.00
01	305991	09/09/2022	LORINSER TONY	R	179.00
01	305992	09/09/2022	LUNDIN IAN	R	50.00
01	305993	09/09/2022	MAYER VALERIE	R	45.00
01	305994	09/09/2022	MCCARTAN MEGAN	R	40.00
01	305995	09/09/2022	MCTLC	R	465.00
01	305996	09/09/2022	MELANIE JOHNSON-AYLWARD	R	20.00
01	305997	09/09/2022	MENDELBLATT SCOTT	R	40.00
01	305998	09/09/2022	MOOK GREG	R	20.00
01	305999	09/09/2022	OLANDA OSCAR	R	73.00
01	306000	09/09/2022	PERFORMANCE EXCELLENCE NETWORK	R	300.00
01	306001	09/09/2022	ROBERT W KOHLMEYER JR	R	73.00
01	306002	09/09/2022	SOUTHWEST METRO INTER DIST 288	R	3,050.95
01	306003	09/09/2022	SUNNARBORG STEPHANIE	R	77.00
01	306004	09/09/2022	TASYA RIVERA MARTIN	R	20.00
01	306005	09/09/2022	TOENSING PETER	R	35.00
01	306006	09/09/2022	TRUGREEN LIMITED PARTNERSHIP	R	5,168.54
01	306007	09/09/2022	U OF WISC RIVER FALLS	R	1,500.00
01	306008	09/09/2022	UNIVERSITY OF ST THOMAS	R	1,500.00
01	306009	09/09/2022	VETSCH TERRI	R	100.00
01	306010	09/09/2022	WALTHER, BRENDA	R	683.79
01	306011	09/12/2022	DAKOTA COUNTY TECHNICAL COLLEGE	R	1,500.00
01	306012	09/12/2022	NORTH CENTRAL UNIVERSITY	R	500.00
01	306013	09/12/2022	U OF MN TWIN CITIES	R	12,500.00
01	306014	09/12/2022	UWRF	R	1,500.00
01	306015	09/12/2022	UNIVERSITY OF MINNESOTA DULUTH	R	1,500.00
01	306016	09/12/2022	UNIVERSITY OF UTAH	R	1,500.00

TOTAL EPAYS, PCARDS & CHECK REGISTER	398,301.18
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E-PAYS, P-CARDS & CHECK'S FOR 09/19/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
AUGUST PCARDS (PAID 9/2/22)	9/2/2022	45,654.92
E-Pays	9/1/2022	3,450.00
Checks	9/8/2022	295,554.01
	9/9/2022	34,642.25
	9/12/2022	19,000.00

CHECK REGISTER BANK 05 TOTAL =	398,301.18
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BREAKDOWN	
01-206-00	328,239.69
02-206-00	44,644.48
03-206-00	15,011.44
04-206-00	10,405.57
06-206-00	-
07-206-00	-
18-206-00	-
20-206-00	-
21-206-00	-
47-206-00	-
BANK TOTAL =	398,301.18

Agenda Item IV.B

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting September 19, 2022

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

Certified Part Time Position for Employment – 1st Year Probation Revised

Andre Borka – English Teacher – Richfield Senior High School
Effective: 8/23/2022

Certified Full Time Position for Employment – 3rd Year Probation

Linda Frederickson – Library Media Specialist – Richfield Senior High School
Effective: 8/23/2022

Certified Full Time Position for Employment – TIER 2

Maria Guadalupe Leonor Ramirez-Fuentes – Elementary Teacher - Dual Language
Elementary
Effective: 8/23/2022

Classified Part Time Food and Nutrition Position for Employment

Heather LeBeau – Kitchen Assistant – RSTEM Elementary
Effective 9/12/2022

Nicole Bullock – Kitchen Assistant – Richfield Senior High School
Effective 9/12/2022

Roberto Denise Bello – Kitchen Assistant – Richfield Senior High School
Effective 9/13/2022

Classified Part Time Paraprofessional Position for Employment

Andres Sanchez Vidal – Security Monitor – Richfield Senior High School
Effective 9/5/2022

Classified Full Time Facilities and Transportation Position for Employment

Sandra Aguilar – Building Cleaner – Richfield Senior High School
Effective 9/19/2022

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 19, 2022

Subject: Drug-Free Workplace/Drug-Free School

(Recommended by the superintendent)

Passage upon a fourth read of Policy 104: Drug-Free Workplace/Drug-Free School.
Revisions have been included to adhere to new MSBA guidelines and District branding and style guidelines.

Attachments:

Policy 104: Drug-Free Workplace/Drug-Free School

MSBA Model Policy 418: Drug-Free Workplace/Drug-Free School

RICHFIELD PUBLIC SCHOOLS
DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances without a physician prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use or possess alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.
- D. Random Canine canine searches may be used to determine if any violation of this policy has occurred. All school district property and personal property of students or staff are subject to such searches.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor, containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § United States Code section 812, including analogues and look-alike drugs.

C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.

D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not product intoxicating effects when consumed by any route of administration.

~~E~~E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; ~~or~~ (4) combustion with use of dried raw cannabis; or (5) any other method, excluding smoking, approved by the commissioner. All cannabis is specifically prohibited on school grounds by Minn. Stat. § 152.23.-

~~D~~E. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.

~~E~~G. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

~~F~~H. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

~~G~~I. "School ~~district~~ location" includes any school building or on any school premises; including any school owned property including but not limited to, lockers, desks, closets, ~~cloak rooms,~~ and any school parking lots; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician prescription for the substance. This exception does not apply to medical cannabis, the possession and use of which on school property is not allowed regardless of whether the person has a physician prescription, as specified in Minn. Stat. § 152.23. The person shall comply with the relevant procedures of this policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories or pursuant to a temporary license under Minn. Stat. § 340A.404, Subd. 10 and § 340A.403, Subd. 2).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must provide a copy of the prescription and the medication to the school nurse, principal or other designated staff member. The school district's licensed school nurse, trained health assistant, principal, teacher or other designated staff member will administer the prescribed medication in accordance with school district procedures.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis as specified in Minn. Stat. § 152.23, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor, or the ~~Director~~ director of ~~Human Resources~~ resources. The employee may be required to provide a copy of the prescription.
- C. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- D. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy. Records documenting staff acknowledgement of this policy will be maintained by the Human Resources ~~Department~~ department.
- E. Members of the public are not permitted to use or possess controlled substances in a school location except with the express permission of the superintendent.

- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility, as specified in Minn. Stat. § 152.23. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant for permission shall apply in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

A. Students

1. A student who violates the terms of this policy shall be subject to discipline in accordance with Policy 541: Student Behavior~~the school district's discipline policy.~~ Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service, which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.~~and/or to law enforcement officials where appropriate.~~
3. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes, and nonintoxicating cannabinoids (including edible cannabinoid products).

B. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination or discharge as deemed appropriate by the school board.
2. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse

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assistance or rehabilitation program approved by the school district.
Any employee who fails to satisfactorily participate in and complete
such a program is subject to nonrenewal, suspension or termination
as deemed appropriate by the school board.

3. As a condition of employment in any federal grant, each employee
who is engaged either directly or indirectly in performance of a
federal grant shall abide by the terms of this policy and shall notify
his or her supervisor in writing of his or her conviction of any criminal
drug statute for a violation occurring in any of the places listed above
on which work on a school district federal grant is performed, no later
than five (5) calendar days after such conviction.
4. Sanctions against employees, including nonrenewal, suspension,
termination or discharge shall be pursuant to and in accordance with
applicable statutory authority, collective bargaining agreements and
school district policies.

C. The Public:

A member of the public who violates this policy shall be informed of the
policy and asked to leave. If necessary, law enforcement officials will be
notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A/40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 152.22, subd. 6 (~~Medical Cannabis~~; Definitions;
Medical Cannabis)
Minn. Stat. § 152.23 (~~Medical Cannabis~~; Limitations; Medical Cannabis)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 Intoxicating Liquor; On-Sale
Licenses)
Minn. Stat. § 609.684 (~~Sale of Toxic Substances to Children~~;
Abuse of Toxic Substances)
Minn. Stat. § 624.701 (~~Liquor-Alcohol~~ in Certain Buildings or
Grounds)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. 701-707 (Drug-Free Workplace Act)
20 U.S.C. 7101-~~7165-7122~~ (Student Support and Academic
Enrichment Grants~~Safe and Drug-Free Schools
Communities Act of 1994~~)
34 C.F.R. Part 84 (Government ~~wide~~-Wide Requirements for
Drug-Free Workplace)

Cross Reference: Board Policy 404 - Drug and Alcohol Testing
Board Policy 541 - Student Behavior
Board Policy 543 – Search of Student Lockers, Desks,
Personal Possessions, Student’s Person and All Other School
Locations
Board Policy 544 - Chemical Use/Abuse

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: September 5, 1995

~~AMENDED-REVISED~~ BY THE BOARD OF EDUCATION: November 6, 2000; January
21, 2003; June 17, 2008; May 16, 2016; September 19, 2022

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Adopted: _____

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2022

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

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

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by any route of administration.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery

method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the commissioner.

- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health.
- I. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.

[Note: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or

teacher will administer the prescribed medication in accordance with school district procedures.”]

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 United States Code section 8103; 34 Code of Federal Regulations Part 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]

- D. Employees are subject to the school district’s drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

- A. Students
 - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids (including edible cannabinoid products),
 - 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling

service, which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.

3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.22, subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)

21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

OLD BUSINESS – FOR ACTION

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 19, 2022

Subject: Disposition of Obsolete Equipment and Material

(Recommended by the superintendent)

Passage upon a fourth read of Policy 805: Disposition of Obsolete Equipment and Material. Revisions have been included to align to updates in the MSBA model policy and to align with current District practices.

Attachments:

Policy 805: Disposition of Obsolete Equipment and Material

MSBA Model Policy 802: Disposition of Obsolete Equipment and Material

RICHFIELD PUBLIC SCHOOLS

DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$~~100~~175,000

1. If the value of the equipment or materials is estimated to exceed \$~~100~~175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.
5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$~~400~~175,000

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$~~400~~175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation,

by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 or Less

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

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

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

F. Notice of Quotation

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

G. Sales to Employees

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

H. Exceptions for Surplus School Computers

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

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

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

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

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

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: May 16, 2016
REVISED BY THE BOARD OF EDUCATION: September 19, 2022

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Adopted: _____

MSBA/MASA Model Policy 802

Orig. 1995

Revised: _____

Rev. 2019

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

1. If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.
2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

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

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

If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

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 - a. another school district;
 - b. the state department of corrections;
 - c. the board of trustees of Minnesota State Colleges and Universities;
 - d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.
2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

- Legal References:** Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Public Employees Not to Purchase Merchandise from Governmental Agencies; Exceptions; Penalty)
Minn. Stat. § 123B.29 (Sale of School Building at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)
- Cross References:** MSBA Service Manual, Chapter 13, School Law Bulletin "F" (School District Contract and Bidding Procedures)

OLD BUSINESS – FOR ACTION

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 19, 2022

Subject: Environmental Health and Safety Standards

(Recommended by the superintendent)

Passage upon a third read of Policy 782: Environmental Health and Safety Standards and Administrative Guideline 782.1.

Attachments:

Policy 782: Environmental Health and Safety Standards

Administrative Guideline 782.1

MSBA Model Policy 807: Health and Safety

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

ENVIRONMENTAL HEALTH AND SAFETY STANDARDS

I. HEALTH AND SAFETY COMMITTEE

The Superintendent shall establish a Health and Safety Committee representing the school systems' employees to promote school safety. The committee shall consist of employees with representation from the various employee groups and all schools.

The function of the committee shall be to:

- A. Facilitate the sharing of employee health and safety concerns
- B. Monitor action on employee health and safety concerns
- C. Recommend health and safety program manual and procedure improvements
- D. Review accident reports to identify trends and recommend steps for accident reduction
- E. Facilitate communications between the employees and the employer on health and safety issues
- F. Promote the schools safety initiatives

II. BUILDING / SCHOOL SITE RESPONSIBILITIES

- A. The school administrator in collaboration with the Chief Human Resources and Administrative Officer shall be responsible for a health and safety program within the school.

The department directors and supervisors in collaboration with the Chief Human Resources and Administrative Officer shall be responsible for the health and safety program within their departments.

It is the school administrators, department supervisors, and directors responsibility to assure the participation of their employees in the safety-training program.

- B. The school administrator shall designate a "School Safety Coordinator" (SSC) to promote safe work practices and participate on the school district's employees Health and Safety Committee.

The School Safety Coordinator (SSC) shall:

1. Communicate school health and safety issues to the school administration and Health and Safety Committee
2. Maintain the school's safety information/files
3. Provide general communications to students, parents and staff regarding health and safety
4. Maintain an official employee health and safety bulletin board

C. The school administrator shall develop a written site-specific security plan that shall include but not be limited to:

1. General Procedures

- Practices and procedures used to secure personal property
- Practices and procedures used to monitor hallways
- Practices and procedures used when handling cash
- Awareness training
- Practices and procedures used for securing unattended equipment
- Practices and procedures used to authorize student pick-up by parents / guardians and other adults

2. Controlled Access during the School Day

- Practices and procedures used to limit access to the main entrance
- Practices and procedures used to keep track of visitors
- Practices and procedures used to approach strangers
- Practices and procedures used to direct school deliveries to the main office
- Practices and procedures used to limit access to the school by contracted service providers
- Practices and procedures used to allow staff to re-enter the school when doors are locked

3. Controlled Access after School Hours

- Practices and procedures used to assist visitors
- Custodian responsibilities for school security and activity supervision

4. Custodial Procedures

- Practices and procedures used to repair and secure damaged windows, door locks and other security items
- Practices and procedures used to schedule the use of interior lighting
- Practices and procedures used to schedule the use of parking lot lighting
- Practices and procedures used to secure unused areas
- Practices and procedures used to schedule the locking of exterior doors
- Practices and procedures used to secure unused lockers

D. School Safety Information

The main office of each school shall be the location for the school's health and safety records. This includes program management plans, testing results, surveys, Health and Safety Procedure Manual and other documentation for public viewing. Material safety data sheets are located in each area within the school which uses chemicals (science, industrial technology, food service, custodial/maintenance, and art). The District Warehouse/Central Receiving shall maintain a master copy of material safety data sheets on file.

The Health & Safety information files shall:

1. Contain site specific information
2. Be placed in a central location
3. Be accessible to the public
4. Be maintained/updated annually

III. HUMAN RESOURCE DEPARTMENT

The Human Resource Department shall distribute the "Employee Safety Guide" to all new employees and be responsible for notifying the Health & Safety Program Coordinator or designee of new employees requiring safety training.

New employee training shall include substitutes, temporary, part-time, and full-time employees.

The Human Resource Office shall process the "First Report of Injury" and maintain the OSHA, 200 Reporting Logs.

The Chief Human Resource and Administrative Officer shall be designated as the school system's "Risk Manager" and be responsible for coordinating the workers compensation insurance policy, and accident claim reporting with the insurance carrier.

IV. HEALTH AND SAFETY PROGRAM MANAGER / CHIEF HUMAN RESOURCES AND ADMINISTRATIVE OFFICER

The Chief Human Resources and Administrative Officer shall manage the school system's overall health and safety program with assistance from other employees and consultants.

The manager shall strive for compliance with federal, state and local laws as well as the required guidelines established by the Department of Education for Minnesota Public Schools.

The Chief Human Resources and Administrative Officer is the manager of all employee safety programs, and will provide the department supervisors and school administrators with:

- A. All required safety training
- B. A permanent record keeping system
- C. Safety management plans and procedures
- D. Communications to employees
- E. OSHA safety inspections
- F. Regulatory compliance communications

V. EXPOSURE CONTROL OFFICER / SCHOOL DISTRICT NURSE

The School District Nurse is designated the "Exposure Control Officer" and is responsible for overseeing employee exposure procedures, infectious disease control and the coordination of new employee first aid and blood-borne pathogens training. The supervisor shall also facilitate student and visitor accident reporting.

VI. CHEMICAL HYGIENE OFFICER (CHO) / SCIENCE TEACHER AND ASSISTANT

A. The CHO shall be assigned to oversee the lab safety program and to promote safe work practices and procedures in the workplace. The person in this position is someone who by experience and training is qualified to develop and maintain a laboratory safety program for the science lab classrooms.

B. The designated person shall:

1. Monitor the use of chemicals & safety procedures.

2. Promote safe work practices, procedures & engineering controls.
3. Strive for compliance with legal requirements.
4. Maintain safe chemical storage facilities.
5. Evaluate lab facilities for safety issues.
6. Monitor chemical procurement, distribution and safe storage practices.
7. Maintain a chemical inventory and material safety data sheets.
8. Maintain a record keeping system.
9. Maintain a labeling system and necessary signage.
10. Attend science lab safety training.
11. Participate in proper waste disposal procedures.
12. Implement and maintain the Chemical Hygiene Plan.

VII. AHERA COORDINATOR / DIRECTOR OF FACILITIES AND TRANSPORTATION

The AHERA Coordinator shall coordinate and oversee asbestos inspections and abatements throughout the District.

VIII. INDOOR AIR QUALITY (IAQ) COORDINATOR / DIRECTOR OF FACILITIES AND TRANSPORTATION

The IAQ Coordinator shall oversee the management program and follow the EPA's, Tools For Schools procedures to mitigate IAQ issues and coordinate any necessary sampling, mold abatements, ventilation improvements, etc.

IX. EMPLOYEE SAFETY TRAINING

The training curriculum shall follow the Occupational Health and Safety Administration guidelines and the employees shall receive their training during their normal work hours or be compensated for overtime by the employer.

The Health & Safety Department shall offer large group, small group, and individualized instruction by appointment for employees identified as exposed to a safety hazard.

The school system's assessment of affected employees is maintained by the Health & Safety Department. Employee training records are located in the Personnel Office and shall be maintained for a period of three years.

X. DATA BASE MANAGEMENT

A management information system shall be developed and maintained by the Health & Safety Program Coordinator to provide regulatory inspectors and the general public with historical information on school safety.

Dated: March 19, 2001

- 1 Reviewed: March 19, 2007
- 2 Revised: July 8, 2002, May 21, 2012, June 17, 2014, July 11, 2016, September 19,
- 3 2022

RICHFIELD PUBLIC SCHOOLS

ENVIRONMENTAL HEALTH AND SAFETY STANDARDS

I. GENERAL STATEMENT OF POLICY

Richfield Public Schools shall promote a safe and healthy environment for students, staff, and the public, while striving for compliance with all federal, state and local laws the required guidelines established by the Department of Education for the Minnesota Public Schools, and best practices including Indoor Air Quality Management.

II. RESPONSIBILITY

A. The school district shall:

1. Identify potential safety hazards.
2. Identify the employee groups routinely exposed to hazards.
 - a. Provide personal protective equipment for the routinely exposed employee.
 - b. Train employees on workplace safety.
3. ~~Develop-Maintain~~ a manual of health and safety management plans for employee use.
- ~~4. Annually review, update and approve the Health and Safety Manual at the first board meeting in February.~~
- ~~45.~~ Support a school district Health and Safety Committee representing all employee groups to promote safety in our schools.
- ~~56.~~ Provide program support with an annual health and safety management budget and the following assignments:
 - a. Health & Safety Program Manager – to manage the overall health and safety program with assistance from other employees and consultants.
 - b. Chemical Hygiene Officer - to manage the safe work practices and procedures in the science lab classrooms.
 - c. Risk Manager - to coordinate the workers compensation insurance policy with accident reporting.

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- d. Exposure Control Officer – to oversee employee exposure procedures and assist with the coordination of new employee blood-borne pathogens training.
 - e. AHERA Coordinator – to coordinate and oversee asbestos inspections and abatements.
 - f. Indoor Air Quality Coordinator (IAQ) - to oversee indoor air quality concerns, projects and the management plan.
67. Provide a management information system to maintain records for review by the public and regulatory inspectors.
- B. The school administration shall develop a site specific security plan that includes but is not limited to:
1. The required use of employee identification badges
 2. The required use of visitor badges or passes
 3. Limiting the use of multiple entries
 4. Monitoring and / or locking school entry points
- C. The Superintendent is directed to develop administrative guidelines as necessary to assist in the implementation of this policy.

Legal References: Occupational Safety & Health Act of 1970
MN OSHA standard 1903.1
MN OSHA 5204.0010-.0090
MN OSHA 1910.1200
MN Workers Compensation, Chapter-176.732
MN Statute §182.669
MN Statute §182.653
MN Statute §79.251
MN Statute §123B.57

ADOPTED-RATIFIED BY THE BOARD OF EDUCATION: September 18, 2000

REVISED BY THE BOARD OF EDUCATION: March 19, 2001, July 8, 2002, March 19, 2007, May 21, 2012, May 20, 2013, June 17, 2014, July 11, 2016, September 19,

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2022

~~REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION:~~

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 19, 2022

Subject: Preliminary Levy Certification 2022 Payable 2023

(Recommended by the Superintendent)

That the Board of Education certify the “Maximum” for the levy allowed in each category and authorize the School Board Clerk to sign the preliminary levy certification. In addition it is recommended that the Board of Education establish the Truth in Taxation Presentation to be scheduled for December 5, 2022 at the regular scheduled meeting which begins at 7:00 pm in the Board Room of the District Office at 401 West 70th Street, Richfield, Minnesota.

Background Information

The school district, as a “taxing authority”, must certify its preliminary or “proposed levy” payable in 2023, to the county auditor and the Minnesota Department of Education

(MDE) on or before September 30, 2022. The recommendation is to certify the “Maximum” levy at this time which gives the district the flexibility to make any changes affecting the levy which may occur between now and when we certify the final levy in December. The District is required to schedule a “Truth in Taxation Presentation” at a regularly scheduled board meeting between November 24, 2022 and before the final levy is adopted (prior to December 28, 2022). At this meeting the board must discuss the Payable 2023 Levy and FY 2023 budget and allow the public to speak.

Attached:

Levy Limitation and Certification Report
Levy Certification

Minnesota Department of Education
Levy Limitation and Certification Report
2022 Payable 2023

District Number-Type: 0280-01
District Name: Richfield Public School District
Home County: HENNEPIN

Date Printed: 9/16/22
Limits Updated: 9/15/22
Proposed Submitted: 9/16/22

LIMIT**PROPOSED****SUBTOTALS BY LEVY CATEGORY**

GENERAL - RMV VOTER - JOBZ EXEMPT
GENERAL - RMV OTHER - JOBZ EXEMPT
GENERAL - NTC VOTER - JOBZ EXEMPT
GENERAL - NTC OTHER - JOBZ EXEMPT
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT

The School Board has voted to certify the MAXIMUM levy authority.

After October 1st, the county auditor should consult the Minnesota Department of Education (MDE) website for the district's current levy limitation and use this amount for the Truth in Taxation notices.

SUBTOTALS BY FUND

GENERAL FUND
COMMUNITY SERVICES FUND
GENERAL DEBT SERVICE FUND
OPEB/PENSION DEBT SERVICE FUND

If there is a change to the district's levy limitation after October 1st, the county will be notified by MDE via email. Before finalizing tax computations for the Truth in Taxation notices, counties should double check the MDE website to be sure no changes have been made to the district's levy limitation that the county is not already aware of through this email process.

SUBTOTALS BY TAX BASE

REFERENDUM MARKET VALUE
NET TAX CAPACITY

SUBTOTALS BY TRUTH IN TAXATION CATEGORY

VOTER APPROVED
OTHER

TOTAL LEVY

TOTAL LEVY

The school district must submit the completed original of this form to the home county auditor by September 30, 2022. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 400 NE Stinson Blvd., Minneapolis, MN 55413, by October 7, 2022.

The certified levy listed above is the levy voted by the school board for taxes payable in 2023.

Signature of School Board Clerk

Date of Certification



RICHFIELD PUBLIC SCHOOLS

Levy Summary

Levy Certification 2022 Payable 2023
As of September 13, 2022

9/13/2022

	FY22 2020 Pay 21 2021-22	FY23 2021 Pay 22 2022-23	FY24 2022 Pay 23 2023-24	Dollar Change Over PY
1 GENERAL FUND				
2 Equity	\$447,451.50	\$489,480.84	\$531,796.60	\$42,315.76
3 Operating Capital	\$624,029.86	\$700,371.54	\$760,911.94	\$60,540.40
4 Deferred Maintenance	\$0.00	\$0.00	\$0.00	\$0.00
5 Alternative Teacher Comp	\$403,380.55	\$359,721.39	\$390,246.68	\$30,525.29
6 LCTS Levy	\$0.00	\$0.00	\$0.00	\$0.00
7 Achieve & Integration	\$329,478.03	\$302,146.75	\$360,438.26	\$58,291.51
8 Referendum	\$4,644,455.82	\$4,867,967.26	\$4,900,606.40	\$32,639.14
9 Referendum - Technology	\$3,729,368.61	\$3,916,878.48	\$4,300,479.22	\$383,600.74
10 Location Optional Revenue	\$3,109,890.96	\$3,209,113.92	\$3,165,887.76	(\$43,226.16)
11 Safe Schools	\$226,871.46	\$226,774.05	\$221,470.56	(\$5,303.49)
12 Student Achievement Levy	\$0.00	\$0.00	\$0.00	\$0.00
13 Health and Safety	\$0.00	\$0.00	\$0.00	\$0.00
14 LT Facilities	\$1,674,351.00	\$1,807,361.91	\$1,697,780.29	(\$109,581.62)
15 OPEB Benefits	\$713,790.98	\$654,380.00	\$670,000.00	\$15,620.00
16 Building/ Lease	\$710,444.83	\$773,352.20	\$953,819.31	\$180,467.11
17 Health Benefits	\$40,766.00	\$40,955.00	\$39,542.30	(\$1,412.70)
18 Re-employment Ins.	\$100,730.65	\$190,612.79	(\$50,000.00)	(\$240,612.79)
19 Career Technical	\$137,319.83	\$169,202.73	\$155,053.79	(\$14,148.94)
20 Abatement & Other Adjustment	\$91,288.30	\$143,234.83	\$107,770.87	(\$35,463.96)
21 GENERAL FUND LEVY TOTAL	\$16,983,618.38	\$17,851,553.69	\$18,205,803.98	\$354,250.29
22				
23 COMMUNITY EDUCATION FUND				
24 Basic Levy	\$287,665.70	\$312,538.05	\$312,538.05	\$0.00
25 Early Child & Family	\$161,358.49	\$160,087.69	\$179,863.15	\$19,775.46
26 Home Visiting	\$5,080.32	\$6,115.20	\$5,893.56	(\$221.64)
27 Disabled Adults	\$5,429.00	\$5,429.00	\$5,429.00	\$0.00
28 Abate/Excess Fund Bal Adj	\$2,389.18	\$3,262.74	\$1,634.32	(\$1,628.42)
29 COMMUNITY ED LEVY TOTAL	\$461,922.69	\$487,432.68	\$505,358.08	\$17,925.40
30				
31 DEBT SERVICE FUND				
32 Debt Levy	\$3,410,033.00	\$3,410,033.00	\$3,410,033.00	\$0.00
33 Debt Excess	(\$253,411.25)	(\$162,739.73)	(\$396,192.65)	(\$233,452.92)
34 LT Facilities Debt Service	\$3,885,345.40	\$4,001,947.37	\$4,163,238.00	\$161,290.63
35 Abatement Adjustment Debt	\$106,369.56	\$68,334.45	\$45,842.73	(\$22,491.72)
36		(\$2,788.64)		
37 OPEB Bond	\$2,134,178.00	\$2,128,350.00	\$2,126,355.00	(\$1,995.00)
38 Debt Excess (OPEB)	(\$43,376.18)	(\$56,075.30)	(\$107,434.47)	(\$51,359.17)
39 Abatement Adjustment (OPEB)	\$5,983.78	\$6,641.44	\$22,548.57	\$15,907.13
40 DEBT SERVICE LEVY TOTAL	\$9,245,122.31	\$9,393,702.59	\$9,264,390.18	(\$132,101.05)
41				
42 LEVY GRAND TOTAL	\$26,690,663.38	\$27,732,688.96	\$27,975,552.24	\$242,863.28

9/13/2022

Board of Education
Independent School District
280 Richfield, Minnesota

Regular Meeting, September 19, 2022

Subject: Miscellaneous Pay Rates for Year 2022-2023

(Recommended by Superintendent)

That the Board of Education approves the pay rates for ISD #280 positions which are not covered by existing contracts effective July 1, 2022.

Background Information

(Prepared by TiMecka Michaels and Craig Holje)

The Miscellaneous Pay Rate schedule covers a variety of positions that are either casual employment or not represented by a collective bargaining agreement.

While most rates in this category were approved at the June 27, 2022 board meeting, updated rates and hourly versus event clarification have been made in the Activities and Athletics section.

This schedule is reviewed to look at internal and external market conditions and approved on an annual basis.

The attached miscellaneous pay rates are recommended for year 2022-2023.

Highlights of the recommended changes include the following:

Activities and Athletics:

- Increases to the event pay for the Site Manager
- Increases to the event pay for the Clock, Announcer, Scorer
- Increases to event pay for the Timing System Operator
- Increases to event pay for the Camera Operator
- Adjust ticket sales and security positions to an hourly pay rate.
- Increases to event pay for the Event Worker
- Increase the hourly pay for sound, light and video production.

All other rates will remain the same for the 2022-2023 school year.

Attached:

Miscellaneous Pay Rates

RICHFIELD PUBLIC SCHOOLS

Miscellaneous Pay Rates 2022-2023

Miscellaneous Positions	Rate for 7/1/21	Rate for 7/1/22
School RN	Hourly Pay	Hourly Pay
Year 1	\$30.98	\$31.59
Year 2	\$31.31	\$31.93
Homebound Teachers	Hourly Pay	Hourly Pay
Base	As identified in Teacher Master Contract	As identified in Teacher Master Contract
Translation Services	Hourly Pay	Hourly Pay
Per Page	\$25.00	\$25.00
Per Hour	\$25.00	\$25.00
Specialized Student Support	Hourly Pay	Hourly Pay
Student Engagement Specialist	\$22.88	\$23.33
American Indian Coordinator	\$27.05	\$27.59
Safe Routes to Schools Coordinator	\$30.60	\$31.25
District Support Community/Students	Hourly Pay	Hourly Pay
Translation Engagement Coordinator	25.50	26.01
Health Resource Center	Hourly Pay	Hourly Pay
Health Resource Coordinator	25.50	\$26.01

Community Education Positions	Rate for 7/1/21	Rate for 7/1/22
Community Education Instructors	Hourly Pay	Hourly Pay
Community Ed Instructor	\$18.50 - \$35.00	\$20.00 – \$36.50
Community Ed Site Supervisor	\$12.00 - \$14.00	\$13.00- \$15.00
Community Ed Program Assistant	\$10.20 - \$18.36	\$10.50- \$18.91
Aquatics	Hourly Pay	Hourly Pay
Aquatic Coordinator	\$22.44 - \$24.99	\$23.11 - \$25.73
Water Safety Instructor (WSI)	\$12.50 - \$15.00	\$12.88- \$15.45
Lifeguard	\$11.25 - \$13.00	\$11.70 - \$13.52
Water Safety Assistant	\$10.20 - \$11.22	\$10.61 - \$11.67

Activities & Athletics	Rate for 7/1/21	Rate for 7/1/22
Site Manager	Pay Per Event	Pay Per Hour
Site Manager 1	\$50.00	\$25.00
Site Manager 2	\$75.00	\$25.00
Ticket Sales	Pay Per Event	Pay Per Hour
Tickets	\$45.00	\$20.00
Clock/Announcer/Scorer	Pay Per Event	Pay Per Event
Clock/Announcer/Scorer 1 (Per Event)	\$35.00	\$40.00
Clock/Announcer/Scorer 2 (Per Event)	\$50.00	\$60
Track Meet	Pay Per Event	Pay Per Event
Timing System Operator	\$250	\$275
Camera Operator	\$250	\$275
Event Workers	Pay Per Event	Pay Per Event
Event Worker 1	\$10.00	\$13.00
Event Worker 2	\$20.00	\$24.00
Event Worker 3	\$40.00	\$45.00
Event Security	Pay Per Event	Pay Per Hour
Security Worker 1	\$50.00	\$18.50
Security Worker 2	\$100.00	\$18.50

Sound, Light & Video Production	Hourly Pay	Hourly Pay
Sound & Light for Theatre (Per Hour)	\$22.25	\$22.75
Asst. Sound & Light for Theatre (Per Hour)	\$9.95	\$11.00
Video Production – Board/Theatre (Per Hour)	\$25.00	\$25.50

Substitute Employees	Rate for 7/1/21	Rate for 7/1/22
School RN – Hourly Position	Hourly Pay	Hourly Pay
	\$19.00	\$19.50
Food Service		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing
Paraprofessional		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing
External Summer School Para		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing
Facilities & Transportation		
	Step 1 of Contract for Position Subbing	Step 1 of Contract for Position Subbing

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 19, 2022

Subject: Authorization for Purchase of a Passenger Vehicle

(Recommended by the Superintendent)

That the Board of Education authorize the Business Office to enter into an agreement for the purchase of (1) 83 passenger school bus using the Sourcewell or NJPA purchasing contracts.

Background Information

(Prepared by Dan Kretsinger & Craig Holje)

We plan to purchase a type C school bus through insurance and capital funds. Quotes have been submitted from vendors for the purchase of capital equipment with capital and insurance funds. New school buses are now taking up to one year for delivery.

The following vehicles will be replaced:

- Bus #27: 2018 IC CE-300 77 Passenger. VIN #4DRBUC8N8JB418631 Miles: 26,255 Hours: 2223 Claim value: \$59,974.13 / Insurance claim due to accident

The following equipment will be purchased:

- 2022-2023 HBC 83 Passenger Bus - \$ 159,945.47

The new equipment details are listed in your Board packet.

Attachments:

Minnesota State School Bus Cooperative Purchasing Contract

SEATS

OTHER _____.

CROSSING ARM, OPTIONS

ELECTRIC SOLID STATE UPGRADE, W/PLASTIC ROD
AIR W/PLASTIC ROD
ADD ELECTROMAGNET
DEACTIVATION SWITCH
ELEC. HEATER IN CROSSING ARM MECHANISM (ELEC. ONLY)
OTHER_____.

DEFROSTER

90,000 BTU FULL WIDTH DEFROSTER/HEATER
MUST MAINTAIN CLEAR VIEW OF WINDSHIELDS
TWO AUX. DEFROSTER FANS, APPROXIMATELY 6"

DEFROSTER, OPTIONS

UPPER RIGHT MOUNTED ADDITIONAL FAN

DOORS, ENTRANCE

ELECTRICALLY OPERATED, OUTWARD OPENING

DOORS, ENTRANCE, OPTIONS

AIR POWERED (AIR SUPPLIED)
AIR POWERED, IF NO AIR SUPPLY (INCL. COMPRESSOR)
MANUALLY OPERATED
HINGED ACCESS PANEL TO DOOR CONTROLS
EXTERIOR DOOR RELEASE, MECHANICAL
EXTERIOR DOOR RELEASE, ELECTRIC
EXTERIOR DOOR RELEASE, AIR
FRONT VANDAL LOCK, MECHANICAL
FRONT VANDAL LOCK, FOR ELECTRIC DOOR
FRONT VANDAL LOCK, FOR AIR DOOR
THREE POSITION DOOR CONTROL
8 WAY "RED" ACTIVATION SWITCH (WITHOUT OPENING DOOR)
NOISE SUPPRESSION SWITCH, MOMENTARY
ENTRANCE DOOR KEYED ALIKE

DOORS, EMERGENCY

LUBEABLE HINGES
UPPER AND LOWER GLASS IN DOOR

DOORS, EMERGENCY, OPTIONS

HIDDEN EM. DOOR HINGES
STAINLESS STEEL HINGES
REAR EMERGENCY DOOR THERMO PANE GLASS, TOP
REAR EMERGENCY DOOR THERMO PANE GLASS, BOTTOM
REAR EM. DOOR THERMO PANE GLASS, TOP & BOTTOM
REAR EM. DOOR THERMO PANE GLASS, TOP, LAMINATED
R. EM. DOOR THERMO PANE GLASS, BOTTOM, LAMINATED
R. EM. DOOR THERMO PANE GLASS, TOP & BOT., LAMINATED
LOWER DOOR GLASS GUARD
REAR VANDAL LOCK
3 POINT REAR DOOR LATCH

EMERGENCY EQUIPMENT

STATE AND FEDERAL SPECIFICATION

FIRE EXTINGUISHER

5 LB. - 2A10BC RECHARGEABLE

FIRE EXTINGUISHER, OPTIONS

LIST OPTIONAL SIZE #6 ____.

EMERGENCY EXITS

PER STATE SPECIFICATIONS

ROOF HATCH

MINIMUM REQUIRED, BRAND **SPECIALTY HYBRID** MODEL **H1975** .
MUST HAVE MULTI-POSITION VENT CAPABILITIES

ROOF HATCH, OPTIONS

ONE ADDITIONAL ROOF HATCH, SAME AS PROVIDED ABOVE
ALL ROOF HATCH OPTIONS BELOW SHALL BE PRICED FOR 2
 SMI TRIPLE VALUE
 SMI ECONOMY
 SMI W/POWER VENT

STD		
NC	AIR	NC
NA		
20.00		
NA		
NA		
75.00		
156.00	AIR	156.00
NA		
NC		
STD		STD
NA		
STD		
35.00		
50.00		
STD		
160.00		
NC		
STD		STD
STD		STD
20.00		
STD		STD
NA		
70.00		70.00
70.00		
140.00		
70.00		
70.00		
140.00		
64.00		64.00
73.00		
20.00		
74.00		
215.00		
110.00		
NA		
328.00		

SMI WO/VENT LOW PROFILE 'PROLO'	431.00	
OTHER OPTIONS	NA	
SIDE WINDOW EXITS		
MINIMUM REQUIRED		
FRONT MOUNTED HINGE		
SIDE EXIT WINDOWS, OPTIONS		
TOP MOUNTED HINGES IN LIEU OF FRONT MOUNTED, EACH	NA	
EXTRA WINDOWS PER SET OF TWO, TOP MOUNTED	NA	
EXTRA WINDOWS PER SET OF TWO, FRONT MOUNTED	83.00	
HEATERS		
50K HEATER IN ENTRANCE DOOR		
90K FOR DR. HEATER/DEF., FULL WIDTH		
50K UNDER SEAT HEATER, MIDSHIP		
80K UNDER SEAT HEATER, REAR		
BALL COCK SHUT OFF VALVE IN DRIVER'S AREA		
BALL COCK SHUT OFF VALVE IN ENGINE COMP.		
AIR INLET FILTER ON ALL HEATER UNITS		
HEATERS, OPTIONS		
MIDSHIP HEATER, 80K, IN LIEU OF 50K	110.00	
RADIANT HEAT, RIGHT & LEFT SIDE OF BUS FULL LENGTH	745.00	745.00
ADDITIONAL 50.000 BTU REAR HTR	200.00	
ADDITIONAL 80.000 BTU REAR HTR	300.00	
BOOSTER PUMP	STD	STD
SILICONE HEATER HOSE WITH CONSTANT TORQUE CLAMPS	NA	
GOODYEAR 'HI-MILER' HOSE	STD	STD
CONSTANT TORQUE CLAMPS	STD	STD
PARALLEL HEATER CIRCUIT	50.00	
SERIES HEATER CIRCUIT	STD	STD
DELETE MIDSHIP HEATER	-200.00	
CABLE CONTROLLED WATER SHUT OFF FOR DRIVER	STD	STD
THERMOSTATICALLY CONTROLLED WATER SHUT OFF	NA	
FACTORY INSTALLED INTEGRATED DRIVER AIR CONDITIONING	2,850.00	
FACTORY INSTALLED A/C SYSTEM 120,000 BTU	8,640.00	
FACTORY INSTALLED A/C SYSTEM 120,000 BTU Roof Top, With Brush Guards	11,320.00	11,320.00
AFTERMARKET A/C SYSTEM <u>VARIOUS</u> BRAND <u>VARIOUS</u> BTU'S	PER QUOTE	
HEATERS, AUXILIARY, OPTIONS		
MODEL BTU'S		
WABASTO HEATER <u>SCHOLASTIC</u> <u>45,000.</u>	2,364.00	
ESPAR HEATER <u>E-GUARDIAN</u> <u>42,000.</u>	2,152.00	
VEN TECH 45,000 BTU BELT DRIVEN	NA	
24 HOUR TIMER FOR AUXILIARY HEATER	NC	
7 DAY TIMER FOR AUXILIARY HEATER	NC	
SKIRT MOUNTED BOX ONLY FOR AUXILIARY HEATER	100.00	
IDENTIFICATION		
PER STATE SPECIFICATIONS, WITH VINYL LETTERING		
INCLUDES BELT LINE LETTERING, BUS #, CAP, FUEL CAP.		
IDENTIFICATION, OPTIONS		
ADDITIONAL LETTERING, VINYL, PER CHARACTER 6"	NC	
ADDITIONAL LETTERING, VINYL, PER CHARACTER 2"	NC	
FLIP SIGN FRONT AND REAR, SCHOOL BUS/CHARTER	90.00	
LIGHTED SCHOOL BUS SIGN, FRT & REAR	NA	
INSIDE HEIGHT		
72" AT AISLE MINIMUM, STD. HEIGHT <u>78</u> _"		
INSIDE HEIGHT, OPTIONS		
OPTIONAL HEIGHT <u>NA</u> _" INDICATE WINDOW OPENING <u>12</u> _"	NA	
INSULATION, WALLS		
1-1/2" INSULATION		
INSULATION, WALLS,OPTIONS		
2" INSULATION	NA	
FOAM INSULATION UNDER FLOOR <u>2</u> _" THICK	900.00	
<u>80</u> % OF UNDERSIDE COVERED		
NOISE REDUCTION SPRAY ON ALL PANELS	STD	STD
FOAM INSULATION UNDER FLOOR PERIMETER	600.00	
SOUND ABATEMENT/INSULATION ON FIREWALL	STD	STD

EQUIPMENT					
INTERIOR					
DOME LIGHTS, MINIMUM PER MFG'S MODEL					
DRIVERS DOME, ON SEPARATE SWITCH					
REAR TWO DOME LIGHTS ON SEPARATE SWITCH					
6 X 30 INTERIOR MIRROR AND VISOR					
INTERIOR, OPTIONS					
OVERSIZED DRIVER'S DOME LIGHT IN LIEU OR STD.	15.00				
8 x 30 OVERHEAD MIRROR	NA				
10 x 30 OVERHEAD MIRROR	22.00				
ADDITIONAL DOME SWITCH AND CIRCUIT	STD			STD	
DOME LIGHTS, ADDITIONAL PER PAIR	58.00				
REAR SCOPE LENS FOR REAR DOOR	54.00				
WINDOW STOP LINE PAINTED BLACK	25.00				
AUXILLIARY POWER PLUG 12 VOLT	STD			STD	
VIDEO CAMERA POWER SUPPLY	65.00			65.00	
VIDEO CAMERA SYSTEM, COLOR <u> REI </u> BRAND	1,425.00				
DIGITAL VIDEO CAMERA SYSTEM, COLOR <u> REI </u> BRAND	1,625.00				
ADDITIONAL CAMERA	245.00				
CHILD CHECK SYSTEM	STD			STD	
FIRE RETARDANT TRASH CAN AND HOLDER	64.00				
WINDOW STOP LINE PAINTED BLACK	25.00				
LAMPS AND SIGNALS					
SIDE TURN SIGNALS					
CIRCUIT BRKRS/FUSES-w/SOLID STATE PROTECTORS					
8 LIGHT FLASHER UNIT BRAND <u> WELDON </u>					
INDICATE BRAND OF LIGHT ASSY'S USED <u> SOUNDOFF </u>					
CLEARANCE LIGHTS LIT WITH TAIL LIGHTS					
LAMPS AND SIGNALS, OPTIONS					
COWL MTD FRONT SIGNAL, W/ ARROW	21.00				
COWL MTD FRONT SIGNAL, W/O ARROW	15.00				
ROOF MOUNTED LOW PROFILE STROBE LIGHT - HGT: <u> 3.6 </u> "	92.00				
SELF CONTAINED STROBE, <u>Brand/Model ECCO</u> HGT: <u> 4.9 </u> "	92.00			92.00	
STROBE: REMOTE POWER SUPPLY <u>Brand/Model:</u> HGT: <u> 2.77 </u> "	104.00				
METAL PROTECTIVE SHIELDS, ALL MARKER & CL. LIGHTS	50.00				
DOME LIGHTS ACTIVATED BY EMERGENCY DOOR	60.00				
DRIVER LED DOME	42.00			42.00	
LED PASSENGER DOME LIGHTS (7)	219.00			375.00	
STEP LIGHT LED	26.00			26.00	
RED LIGHT ABOVE EMERG. DOOR	25.00				
BACK UP LIGHTS ACTIVATED BY EMERGENCY DOOR	55.00				
BACK UP LIGHTS: 7"	STD			STD	
LED BACKUP LIGHTS IN LIEU OF STD. <u> 7 </u> "	65.00				
ENT. DOOR OUTSIDE LIGHT CONNECTED TO STEP LT.	32.00			32.00	
ALL LIGHTS LED - EXCEPT 8 WAY LIGHTS	325.00				
ALL LIGHTS LED - INCLUDING 8 WAY LIGHTS	780.00			780.00	
LED SIGNAL, TAIL, AND BU	208.00				
LED SIGNAL AND TAIL LIGHTS	210.00				
LED TAIL LIGHTS ONLY	73.00				
LED CLEARANCE LIGHTS	STD			STD	
LED REAR TURN ONLY	49.00				
LED FRONT TURN ONLY	68.00			68.00	
LED STOP/TAIL 4", AND BU ONLY	119.00				
LED BACKUP ONLY	65.00				
8 LIGHT MONITOR	65.00				
16 LIGHT MONITOR	83.00				
16 LIGHT MONITOR LED	94.00				
OTHER 8 LIGHT FLASHER OFFERED, _____ BRAND	NA				
8 LIGHT HOODS	46.00			46.00	
DELETE 8 LIGHT HOODS	STD			STD	
8-WAY LIGHTS W/STROBES	450.00				
LED 8-WAY LIGHTS	450.00				
WELDON LIGHT ASSY'S	STD			STD	
FENDER MOUNTED LED LIGHT	154.00				
REAR FACING - FRT FENDER MOUNTED TURN SIGNALS	50.00			50.00	
TWO SIDE SIGNAL LIGHTS PER SIDE	60.00			60.00	
OTHER BRAND LIGHT ASSY'S <u>ADD'L BACKUP LIGHTS IN SKIRT</u>	85.00			85.00	
METAL TREATMENT					
PER STATE SPECIFICATION					
MIRRORS					

DOME LIGHTS, MINIMUM PER MFG'S MODEL DRIVERS DOME, ON SEPARATE SWITCH REAR TWO DOME LIGHTS ON SEPARATE SWITCH 6 X 30 INTERIOR MIRROR AND VISOR			
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INTERIOR, OPTIONS		
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OVERSIZED DRIVER'S DOME LIGHT IN LIEU OR STD.	15.00	
8 x 30 OVERHEAD MIRROR	NA	
10 x 30 OVERHEAD MIRROR	22.00	
ADDITIONAL DOME SWITCH AND CIRCUIT	STD	STD
DOME LIGHTS, ADDITIONAL PER PAIR	58.00	
REAR SCOPE LENS FOR REAR DOOR	54.00	
WINDOW STOP LINE PAINTED BLACK	25.00	
AUXILLIARY POWER PLUG 12 VOLT	STD	STD
VIDEO CAMERA POWER SUPPLY	65.00	65.00
VIDEO CAMERA SYSTEM, COLOR <u>REI</u> BRAND	1,425.00	
DIGITAL VIDEO CAMERA SYSTEM, COLOR <u>REI</u> BRAND	1,625.00	
ADDITIONAL CAMERA	245.00	
CHILD CHECK SYSTEM	STD	STD
FIRE RETARDANT TRASH CAN AND HOLDER	64.00	
WINDOW STOP LINE PAINTED BLACK	25.00	

LAMPS AND SIGNALS

SIDE TURN SIGNALS
CIRCUIT BRKRS/FUSES-w/SOLID STATE PROTECTORS
8 LIGHT FLASHER UNIT BRAND WELDON
INDICATE BRAND OF LIGHT ASSY'S USED SOUNDOFF.
CLEARANCE LIGHTS LIT WITH TAIL LIGHTS

LAMPS AND SIGNALS, OPTIONS		
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COWL MTD FRONT SIGNAL, W/ ARROW	21.00	
COWL MTD FRONT SIGNAL, W/O ARROW	15.00	
ROOF MOUNTED LOW PROFILE STROBE LIGHT - HGT: <u>3.6</u> "	92.00	
SELF CONTAINED STROBE, <u>Brand/Model ECCO</u> HGT: <u>4.9</u> "	92.00	92.00
STROBE: REMOTE POWER SUPPLY <u>Brand/Model:</u> HGT: <u>2.77</u> "	104.00	
METAL PROTECTIVE SHIELDS, ALL MARKER & CL. LIGHTS	50.00	
DOME LIGHTS ACTIVATED BY EMERGENCY DOOR	60.00	
DRIVER LED DOME	42.00	42.00
LED PASSENGER DOME LIGHTS (7)	219.00	375.00
STEP LIGHT LED	26.00	26.00
RED LIGHT ABOVE EMERG. DOOR	25.00	
BACK UP LIGHTS ACTIVATED BY EMERGENCY DOOR	55.00	
BACK UP LIGHTS: 7"	STD	STD
LED BACKUP LIGHTS IN LIEU OF STD. <u>7</u> "	65.00	
ENT. DOOR OUTSIDE LIGHT CONNECTED TO STEP LT.	32.00	32.00
ALL LIGHTS LED - EXCEPT 8 WAY LIGHTS	325.00	
ALL LIGHTS LED - INCLUDING 8 WAY LIGHTS	780.00	780.00
LED SIGNAL, TAIL, AND BU	208.00	
LED SIGNAL AND TAIL LIGHTS	210.00	
LED TAIL LIGHTS ONLY	73.00	
LED CLEARANCE LIGHTS	STD	STD
LED REAR TURN ONLY	49.00	
LED FRONT TURN ONLY	68.00	68.00
LED STOP/TAIL 4", AND BU ONLY	119.00	
LED BACKUP ONLY	65.00	
8 LIGHT MONITOR	65.00	
16 LIGHT MONITOR	83.00	
16 LIGHT MONITOR LED	94.00	
OTHER 8 LIGHT FLASHER OFFERED, _____ BRAND	NA	
8 LIGHT HOODS	46.00	46.00
DELETE 8 LIGHT HOODS	STD	STD
8-WAY LIGHTS W/STROBES	450.00	
LED 8-WAY LIGHTS	450.00	
WELDON LIGHT ASSY'S	STD	STD
FENDER MOUNTED LED LIGHT	154.00	
REAR FACING - FRT FENDER MOUNTED TURN SIGNALS	50.00	50.00
TWO SIDE SIGNAL LIGHTS PER SIDE	60.00	60.00
OTHER BRAND LIGHT ASSY'S ADD'L BACKUP LIGHTS IN SKIRT	85.00	85.00

METAL TREATMENT			

PER STATE SPECIFICATION			

MIRRORS

TO MEET FEDERAL REGULATIONS

MIRRORS, OPTIONS

HEATED MIRRORS, OUTSIDE AND CROSSOVER
HEATED MIRRORS, OUTSIDE ONLY
HEATED MIRRORS, CROSSOVER ONLY
6-1/2 X 10 FLAT AND 6-1/2 X 10 CONVEX (BLACK)
6-1/2 X 10 FLAT AND 6-1/2 X 10 CONVEX (STAINLESS)
7 X 11 FLAT AND 7 X 5.4 CONVEX BLACK
7 X 16 MIRROR HEADS
CROSSOVER MIRRORS HEADS & BRACKETS, BLACK
CROSSOVER MIRRORS HEADS & BRKTS, STAINLESS STEEL
ALL MIRROR BRACKETS, STAINLESS STEEL
ROSCO, BLACK
ROSCO, STAINLESS
ROSCO, BLACK-CROSSOVER MIRRORS HEADS & BRACKETS
ROSCO, XOVER MIRRORS HEADS & BRKTS, STAINLESS STEEL
ROSCO, BLACK - REARVIEW ONLY
ROSCO, STAINLESS - REARVIEW ONLY
OTHER BRANDS OFFERED **MIRRORLITE** ____
MIRRORLIGHT BUS BOY HIGH DEF XOVER - BLACK, HEATED
MIRRORLIGHT BUS BOY HIGH DEF XOVER - SS, HEATED
REMOTE OPERATED MIRRORS, REAR VIEWS ONLY
REMOTE OPERATED HEATED MIRRORS, REAR VIEWS ONLY
HEATED MIRROR TIMER
BACK-UP CAMERA - 6"x30"
BACK-UP CAMERA - 10"x30"
360 CAMERA SYSTEM - 6"x30"

MOUNTING OF BODY

CUSHION MATERIAL BETWEEN CHASSIS AND BODY
LIST TYPE OF MATERIAL USED FOR CUSHION RUBBER.
FLAT CLAMPS, # OF BOLTS? 1 PER CLAMP

MOUNTING OF BODY, OPTIONS

U-BOLT MOUNTING SYSTEM ADDITION

SUNSHIELD

6 X 30 FULLY ADJUSTABLE
GREEN SHADE
WING NUT ADJUSTABLE

SUNSHIELD, OPTIONS

10 X 30 DRIVERS SIDE SHIELD
6 X 24 DRIVERS SIDE SHIELD
6 X 30 RIGHT SIDE SHIELD
OPAQUE BLACK 6 X 30
ADDITIONAL SIDE VISOR, DRIVERS SIDE WINDOW

RADIO

AM/FM WITH DIGITAL CLOCK, INTEGRAL PA INT/EXT, 4 SPKRS

RADIO, OPTIONS

AM/FM WITH CD, INTEGRAL PA, 4 SPEAKERS
AM/FM WITH CD
RADIO DELETE, COMPLETE UNIT
6 SPEAKERS (ADD 2 TO STD 4)
8 SPEAKERS (ADD 4 TO STD 4)
DELETE EXTERNAL PA HORN
EXTERNAL PA SPKR. MOUNTED IN ENGINE COMPARTMENT
COAXIAL CABLE INSTALLED. NO RADIO PROVIDED

RUB RAILS

4 REQUIRED
16 GAUGE STEEL
NUMBER OF WRAP AROUND TO THE REAR OF THE BUS 3 .
PER SIDE

RUB RAIL, OPTIONS

ADDITIONAL RUBRAIL	
ADDITIONAL WRAP AROUND RUBRAIL	EACH SET
CAULKING TOP OF EXTERIOR RUBRAILS	

SEAT BELT FOR DRIVER

3 POINT RETRACTABLE

75.00		26.00
49.00		
26.00		
NA		
NA		
NA		
NA		
STD		
NA		
53.00		53.00
STD		
53.00		
STD		STD
NA		
STD		STD
NA		
62.00		
91.00		
127.00		
162.00		
224.00		224.00
48.00		48.00
900.00		
950.00		950.00
2,060.00		
NA		
16.00		
NA		
26.00		
17.00		
24.00		24.00
NA		
NA		
-169.00		
20.00		20.00
40.00		
-26.00		
STD	PA	STD
26.00		
NA		
NA		
STD		STD

SEAT BELT FOR DRIVER, OPTIONS
VERTICAL ADJ'MT. FOR SHDR BELT ANCHOR
ORANGE OR LIME COLORED SHOULDER BELT

VERTICAL ADJ'MT. FOR SHDR BELT ANCHOR
ORANGE OR LIME COLORED SHOULDER BELT

DRIVER'S SEAT
HIGH BACK ON SOLID MOUNT
5" MIN. SLIDE ADJUSTMENT
FABRIC INSERT UPHOLSTERY

HIGH BACK ON SOLID MOUNT
5" MIN. SLIDE ADJUSTMENT
FABRIC INSERT UPHOLSTERY

DRIVER'S SEAT, OPTIONS
BOSTROM ROUTEMASTER, HIGH BACK, AIR SUSP. CHAS. AIR
BOSTROM ROUTEMASTER, HIGH BACK, SPRING SUSP.
MAGNUM 200, SPRING SUSPENSION
MAGNUM 222, AIR SUSPENSION
NATIONAL SEAT, AIR SUSPENSION - SELF CONTAINED
NATIONAL SEAT, ADJUSTABLE SEAT BACK - AIR
NATIONAL SEAT, AIR SUSPENSION
NATIONAL SEAT, ADJUSTABLE SEAT BACK
NATIONAL SUSPENSION WITH INTEGRATED BELT
NATIONAL SEAT, HEATED
NATIONAL PREMIUM, AIR SUSPENSION SEAT, HEATED
ARM REST
TWO ARM RESTS
SELF CONTAINED AIR SUPPLY (FOR HYD. BRAKE BUS)
STORAGE POUCH

BOSTROM ROUTEMASTER, HIGH BACK, AIR SUSP. CHAS. AIR
BOSTROM ROUTEMASTER, HIGH BACK, SPRING SUSP.
MAGNUM 200, SPRING SUSPENSION
MAGNUM 222, AIR SUSPENSION
NATIONAL SEAT, AIR SUSPENSION - SELF CONTAINED
NATIONAL SEAT, ADJUSTABLE SEAT BACK - AIR
NATIONAL SEAT, AIR SUSPENSION
NATIONAL SEAT, ADJUSTABLE SEAT BACK
NATIONAL SUSPENSION WITH INTEGRATED BELT
NATIONAL SEAT, HEATED
NATIONAL PREMIUM, AIR SUSPENSION SEAT, HEATED
ARM REST
TWO ARM RESTS
SELF CONTAINED AIR SUPPLY (FOR HYD. BRAKE BUS)
STORAGE POUCH

SEAT AND CRASH BARRIERS
42 OZ. FIRE RETARDANT MATERIAL
HIGH BACK SEATS, EACH 39"
HIGH BACK BARRIER, 39"
39" CRASH BARRIERS ON EACH SIDE.

42 OZ. FIRE RETARDANT MATERIAL
HIGH BACK SEATS, EACH 39"
HIGH BACK BARRIER, 39"
39" CRASH BARRIERS ON EACH SIDE.

SEAT AND CRASH BARRIERS, OPTIONS
MODESTY PANEL BELOW CRASH BARRIER, LEFT
MODESTY PANEL BELOW CRASH BARRIER, RIGHT
BARRIER STORAGE POUCH, EACH
C. E. WHITE CHILD RESTRAINT SEATS, EACH 30"
C. E. WHITE CHILD RESTRAINT SEATS, EACH 39"
IMMI SAFEGUARD CHILD RESTRAINT SEAT, EACH 26"
IMMI SAFEGUARD CHILD RESTRAINT SEAT, EACH 30"
IMMI SAFEGUARD CHILD RESTRAINT SEAT, EACH 39"
SEAT BELT READY SEATS WITH BELTS, EACH 39"
SEAT BELT READY SEATS WITH BELTS, EACH 26"
SEAT BELT READY SEATS WITH BELTS, EACH 30"
SEAT BELT READY SEATS WITH BELTS, EACH 36"
SEAT BELT READY SEATS WITHOUT BELTS, EACH 39"
SEAT BELT READY SEATS WITHOUT BELTS, EACH 26"
SEAT BELT READY SEATS WITHOUT BELTS, EACH 30"
SEAT BELT READY SEATS WITHOUT BELTS, EACH 36"
STANDARD SEAT, EACH 26" IN LIEU OF 39" SEAT
STANDARD SEAT, EACH 30" IN LIEU OF 39" SEAT
STANDARD SEAT, EACH 36" IN LIEU OF 39" SEAT
IMMI SAFEGUARD SEAT W/SHOULDER & LAP BELT 26"
IMMI SAFEGUARD SEAT W/SHOULDER & LAP BELT 30"
IMMI SAFEGUARD SEAT W/SHOULDER & LAP BELT 37.5"
IMMI SAFEGUARD SEAT W/SHOULDER & LAP BELT 39"
IMMI SAFEGUARD SEAT W/SHOULDER & LAP BELT 45"
CHILD RESTRAINT SYSTEM OPTION FOR IMMI SEAT
IMMI CHILD RES'T. SYS., W/IMMI SHLDR&LAP BELT SEATS, SGL
IMMI CHILD RES'T. SYS., W/IMMI SHLDR&LAP BELT SEATS, DBL
DELETE STANDARD SEATS: 39
DELETE STANDARD SEATS: 36
DELETE STANDARD SEATS: 30
DELETE STANDARD SEATS: 26
SEAT/BARRIER COMBO: 30" CUSHION/39" BARRIER
UNIV. ISO LATCH FOR BABY CARRIER: BELTS REQD. EACH
HIGH BACK BARRIER, TRACK MTD. 39"
IMMI SAFEGUARD FLEX SEAT
IMMI SAFEGUARD FLEX SEAT - HB WITH 3 PT BELTS

MODESTY PANEL BELOW CRASH BARRIER, LEFT
MODESTY PANEL BELOW CRASH BARRIER, RIGHT
BARRIER STORAGE POUCH, EACH
C. E. WHITE CHILD RESTRAINT SEATS, EACH 30"
C. E. WHITE CHILD RESTRAINT SEATS, EACH 39"
IMMI SAFEGUARD CHILD RESTRAINT SEAT, EACH 26"
IMMI SAFEGUARD CHILD RESTRAINT SEAT, EACH 30"
IMMI SAFEGUARD CHILD RESTRAINT SEAT, EACH 39"
SEAT BELT READY SEATS WITH BELTS, EACH 39"
SEAT BELT READY SEATS WITH BELTS, EACH 26"
SEAT BELT READY SEATS WITH BELTS, EACH 30"
SEAT BELT READY SEATS WITH BELTS, EACH 36"
SEAT BELT READY SEATS WITHOUT BELTS, EACH 39"
SEAT BELT READY SEATS WITHOUT BELTS, EACH 26"
SEAT BELT READY SEATS WITHOUT BELTS, EACH 30"
SEAT BELT READY SEATS WITHOUT BELTS, EACH 36"
STANDARD SEAT, EACH 26" IN LIEU OF 39" SEAT
STANDARD SEAT, EACH 30" IN LIEU OF 39" SEAT
STANDARD SEAT, EACH 36" IN LIEU OF 39" SEAT
IMMI SAFEGUARD SEAT W/SHOULDER & LAP BELT 26"
IMMI SAFEGUARD SEAT W/SHOULDER & LAP BELT 30"
IMMI SAFEGUARD SEAT W/SHOULDER & LAP BELT 37.5"
IMMI SAFEGUARD SEAT W/SHOULDER & LAP BELT 39"
IMMI SAFEGUARD SEAT W/SHOULDER & LAP BELT 45"
CHILD RESTRAINT SYSTEM OPTION FOR IMMI SEAT
IMMI CHILD RES'T. SYS., W/IMMI SHLDR&LAP BELT SEATS, SGL
IMMI CHILD RES'T. SYS., W/IMMI SHLDR&LAP BELT SEATS, DBL
DELETE STANDARD SEATS: 39
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DELETE STANDARD SEATS: 30
DELETE STANDARD SEATS: 26
SEAT/BARRIER COMBO: 30" CUSHION/39" BARRIER
UNIV. ISO LATCH FOR BABY CARRIER: BELTS REQD. EACH
HIGH BACK BARRIER, TRACK MTD. 39"
IMMI SAFEGUARD FLEX SEAT
IMMI SAFEGUARD FLEX SEAT - HB WITH 3 PT BELTS

STEPS

3 STEP STEPWELL

3 STEP STEPWELL

STEPS, OPTIONS

STD		STD
STD		STD
NA		
NA		
STD		
NC		
-45.00		
NC		
NC		
NC		
237.00		
60.00		
293.00	AIR	293.00
24.00		24.00
NA		
NA		
45.00		
STD		STD
STD		STD
45.00		
NA		
NA		
NA		
407.00		
518.00		
30.00		
20.00		
20.00		
20.00		
STD		STD
STD		STD
STD		STD
STD		STD
NC		
NC		
NC		
450.00		
370.00		
NA		
407.00		
515.00		
170.00		
590.00		
NA		
-110.00		
-106.00		
-100.00		
-170.00		
400.00		
23.00		
138.00		
NA		
476.00		

Need To Add For Rear

STORAGE COMPARTMENT OPTIONS

BULKHEAD STORAGE COMPARTMENT, TOP HINGED
LOCKABLE DOOR (NOT FOR EM. EQUIP. USE)
AUXILIARY STORAGE COMPARTMENT
LEFT SIDE ABOVE DRIVER HEAD, NON-LOCKABLE
LEFT SIDE ABOVE DRIVER HEAD, LOCKABLE
EXT. LUGGAGE COMPARTMENT FWD SIDE 114 X 24 X 22 SIZE
EXT. LUGGAGE COMPARTMENT MID SIDE 36 X 24 X 22 SIZE
EXT. LUGGAGE COMPARTMENT AFT SIDE 91 X 20 X 18 SIZE

UNDERCOATING

FACTORY INSTALLED, COMPLETE UNDERSIDE

UNDERCOATING/RUSTPROOFING, OPTIONS

INSIDE EMERGENCY DOOR
INSIDE REAR BODY PANELS AT FLOOR LINE
CHEMGUARD

VENTILATION

FRONT ROOF NON-CLOSING VENT

VENTILATION, OPTION

CEILING VENT WITH FAN

WHEEL HOUSING

STANDARD COVERING COLOR ABS BLACK

WHEEL HOUSING, OPTIONS

BLACK FLOORING MATERIAL
METAL EXTENSION, FENDERETTES (REAR)
RUBBER WH. OPENING EXTENSIONS, FENDERETTES (REAR)
MUD FLAPS, REAR, STD RUBBER
MUD FLAPS, FRONT, STD RUBBER
MUD FLAPS, REAR, FULL WIDTH OF BUS

WINDOWS, THERMOPANE

DRIVER'S SIDE SLIDING WINDOW
UPPER DOOR GLASS
FIRST RIGHT WINDOW, UPPER AND LOWER

WINDOWS, OPTIONS

THERMO SIDE WINDOWS ADDITIONAL, EACH COMPLETE
THERMO LOWER ENTRANCE DOOR GLASS
LOWER RIGHT SIDE VISION WINDOW, AHEAD OF ENT. DOOR
WINDOW STOPS FOR SIDE WINDOWS **12,"** AVAILABLE

WINDSHIELD

TINTED
1, 2, 3, OR 4 PIECE WINDSHIELD 3 PIECE

WINDSHIELD, OPTIONS

TINTED WITH SHADED TOP
ONE PIECE CURVED, TINTED
2 PC. CURVED, TINTED
3 PC WINDSHIELD, TINTED
4 PC WINDSHIELD, TINTED

WINDSHIELD WASHERS

WIPER MOUNTED, WET ARM
ELECTRIC WASHER PUMP
3-4 QUART CAPACITY

WINDSHIELD WIPERS

HEAVY DUTY BOTTOM MOUNTED
SINGLE OR DUAL SWITCH SINGLE
2 SPEED WITH INTERMITTENT FEATURE
NON-GLARE ARMS

WINDSHIELD WIPERS, OPTIONS

OTHER: **CRYSTAL CLEAR HEATED BLADES (AFTERMARKET) LL**

WIRING

COLOR AND NUMBER CODED

STD		STD
22.00		
62.00		62.00
143.00		
150.00		
870.00		
490.00		
635.00		
STD		STD
STD		STD
260.00		260.00
NA		
STD		STD
NA		
67.00		
STD		
STD		STD
76.00		76.00
90.00		
84.00		
NA		
STD		STD
11.00		
NA		
NA		
STD		STD
NA		
54.00		
155.00		

SPLIT HYDRAULIC 4 WHEEL DISC
ABS 4 CHANNEL, STATE BRAND BENDIX
HYD. BRAKE SYSTEM, BRAND WABCO MODEL _____
DUST SHIELDS AT ALL BRAKE POSITIONS

STD	STD
STD	STD
STD	STD
STD	STD
5,214.00	5,214.00
956.00	956.00
NA	

[illegible]

BRAKES, OPTIONS:

HYDRAULIC, WITH BOSCH PIN SLIDE DISC
AIR BRAKE SYSTEM, "Q" PLUS, 15 x 4 FRT, 16.5 x 7 REAR
AIR BRAKE ABS WITH TRACTION CONTROL
COLLISION MITIGATION SYSTEM - OMIT
COLLISION MITIGATION SYSTEM - WINGMAN ADVANCED
COLLISION MITIGATION SYSTEM - WINGMAN FUSION
BRAKE, PARKING MANUAL PUSH-PULL PNEUMATIC
BENDIX INTELLIPARK ELECTRONIC PARK BRAKE
PARKING DISPLAY FOR ELECTRONIC PARK BRAKE

FRONT, AIR: OUTBOARD DRUMS

15 X 5 "Q" PLUS
16.5 X 5 "Q" PLUS
ADJUSTABLE BRAKE AND ACCELERATOR PEDALS

SLACK ADJUSTERS, AUTOMATIC:

HALDEX
GUNITE
MERITOR

EMERGENCY BRAKE: OPTIONS

AIR POWER APPLICATION MGM REAR PARKING BRAKE CHAMBER

AIR DRYER AND TANKS:

MANUAL DRAIN VALVE BENDIX AD-9 WITH HEATER

AIR DRYER AND TANKS , OPTIONS:

PULL CHAIN FOR DRAIN VALVE (WET TANK)
AUTOMATIC DRAIN VALVE WITH HEATER
BENDIX AD 9 AIR DRYER W/HEATER: W/O AIR BRAKES
BENDIX AD1P DRYER WITH HEATER
BW DV-2 AUTO DRAIN VALVE, WET TANK ONLY
BW DV-2 AUTO DRAIN VALVE, W/HEATER, WET TANK ONLY
BW DV-2 AUTO DRAIN VALVE, W/HEATER, ALL TANKS

COMPRESSOR:

INDICATE BRAND AND CFM. CUMMINS 18.7 CU FT
SPECIFY TANK CAPACITY APPROX 4,000 CU IN

COMPRESSOR, OPTIONS:

BENDIX 13.2 CFM
WABCO 15.2 CFM

BUMPER, FRONT

HEAVY DUTY STEEL

COLOR, PAINT

INDICATE BRAND AND TYPE USED AKZO NOBEL #4421

COLOR, OPTIONS:

BLACK GRILLE
YELLOW GRILLE
CHROME GRILLE
SILVER GRILLE
FLAT BLACK HOOD TOP
FLAT YELLOW HOOD TOP
BLACK FENDERS

ELECTRICAL SYSTEM

ALL CIRCUITS PROTECTED, AUTO OR MANUAL RESET
FUSES/CIRCUIT BRKRS. OR SOL.ST. PROT. SPECIFY TYPE MANUAL
LIST MFG's STD ALTERNATOR LEECE NEVILLE AVI160P2007 210 AMP
2 1031 BATTERIES, (3) 1980 CCA (1300 - 1500)
DAYTIME RUNNING LIGHTS, PARTIAL POWER
HEAVY DUTY MECHANICAL TURN SIGNAL FLASHER

ELECTRICAL SYSTEM, OPTIONS:

MANUAL RESET CIRCUIT BREAKERS
AUTOMATIC RESET CIRCUIT BREAKERS
DAYTIME RUNNING LIGHTS, HIGH POWER
HEADLIGHT CIRCUIT RELAY SYSTEM
HEADLIGHT, IGNITION OFF ALARM

NA	
665.00	665.00
STD	STD
STD	STD
740.00	
1,740.00	
STD	STD
600.00	
340.00	
70.00	
162.00	162.00
600.00	
NA	
STD	STD
NA	
NA	
STD	STD
STD	STD
80.00	
415.00	
322.00	
NA	
NA	
NA	
NC	
NA	
320.00	320.00
STD	
200.00	
300.00	
430.00	
430.00	
192.00	192.00
STD	STD
STD	STD
STD	STD
STD	STD
STD	STD

CRUISE CONTROL, ELECTRONIC SPD. CONTROL
EXHAUST BRAKE, ENG. MTD BRAND CUMMINS MODEL _____
EXH BRK FOR HYD. BRKS. BRAND CUMMINS MODEL _____
ENGINE INTEGRAL SHUT DOWN SYSTEM WITH ALARM
LOW COOLANT LEVEL WARNING LIGHT
UPGRADED COOLANT BRAND SHELL ROTELLA .
BLOCK HEATER, INDICATE WATTAGE 750W .
BUMPER MOUNTED PLUG-IN RECEPTACLE

NA	
STD	STD
NA	
STD	STD
1,135.00	
1,210.00	
NA	
STD	STD
STD	STD
NA	
NA	
STD	STD
175.00	175.00
STD	
-46.00	-46.00
NC	
NA	
NA	
NA	
STD	STD
NA	
NA	
STD	
66.00	
44.00	44.00
NA	
STD	STD
1,310.00	1,310.00
547.00	547.00
NC	
NC	
NA	
NA	
NC	
NA	
NC	
NA	
NA	
NC	
NA	
NC	
NA	
NA	
NC	
NA	
NA	
NA	

TIRES, FRONT, 11R X 22.5, 14 PLY RATING

STD		STD
461.00		
1,000.00		
NC		
NC		
17.00		
STD		STD
17.00		
17.00		17.00
110.00		110.00
STD		STD
NA		
70.00		
NA		
35.00		35.00
95.00		
47.00		
NA		
21.00		21.00
STD		STD
STD		STD
STD		STD
NA		
NA		
STD		STD
STD		
NA		
1,200.00		
600.00		600.00
STD		STD
239.00		

MUST USE LEAD-FREE WEIGHTS, IF WEIGHTS ARE USED

OTHER BALANCE PRODUCTS, _____ PER WHEEL

HANKOOK 255/70R22.5 AH37 ALL POSITION

BRIDGESTONE 255/70R22.5 M726 M/S DRIVE .

MICHELIN 11R22.5 XZE2 ALL POSITION - AFTERMARKET

OTHER BALANCE PRODUCTS, _____ PER WHEEL

EXTERNAL TRANS. FILTER, AUTOMATIC TRANS.

PTS 3000 (3060) ALLISON TRANSMISSION

950.00		
260.00		
125.00	X2	250.00
STD		STD
STD		STD
STD		STD
STD		STD
NA		
STD		STD
\$414.00		414.00
\$213.00		
\$285.00		
\$39.00		
\$82.00		
\$239.00		
NA		
270.00		
STD		STD
355.00		
NA		
396.00		
683.00		
828.00		
1,001.00		1,001.00
76.00		
300.00		
NA		
162.00		
274.00		
534.00		
468.00		
NA		
NA		
NA		
NA		
345.00		
362.00		
412.00		
432.00		
276.00		
290.00		
610.00	X2	1,220.00
260.00		
125.00		
STD		STD
STD		STD
STD		STD
STD		STD
NA		
330.00		
4,325.00		

159,945.47

ADDRESS

MONTICELLO, MN, 55362

CITY, STATE, ZIP

763-295-5119

PHONE NUMBER

REPRESENTATIVE SIGNATURE

REPRESENTATIVE

DATE

end of worksheet

NEW BUSINESS – FOR REVIEW

Agenda Item VI.D.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 19, 2022

Subject: Leasing School Space

(Recommended by the superintendent)

A first read of Policy 803: Leasing School Space and Administrative Guideline 803.1.

Attachments:

Policy 803: Leasing School Space
Administrative Guideline 803.1

RICHFIELD PUBLIC SCHOOLS
LEASING SCHOOL SPACE

I. PURPOSE

This policy provides the general conditions for the leasing of excess space by the school district.

II. GENERAL STATEMENT OF POLICY

The Richfield Public Schools exists for the purpose of providing educational services to its residents. Therefore, it is the policy of the school district that only the space not used for educational programs may be made available for lease.

The preference for the leasing of space shall be given non-profit organizations and those organizations whose activities help to facilitate the mission of the school district. Space may be leased to commercial enterprises where applicable laws and regulations permit.

The lease rate at a minimum shall cover the tenant's portion of the annual operational cost of the facility and the use of the proceeds shall be in compliance with all Minnesota statutes.

The superintendent or his/her designee is authorized to negotiate lease agreements and sign contracts approved by the Board.

ADOPTED BY THE BOARD OF EDUCATION: September 2, 1980

AMENDED BY THE BOARD OF EDUCATION: October 6, 1980, June 18, 1990, September 5, 2000, March 21, 2005

REVIEWED BY THE BOARD OF EDUCATION: September 19, 2016

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

LEASING SCHOOL SPACE

I. PURPOSE

The purpose of this administrative guideline is to assist in the implementation of Board Policy 803, Leasing School Space.

II. RULES AND REGULATIONS

A. Declaration of Excess Space

1. Space not used for educational programs may be made available for lease.
2. The Business Manager, or designee, shall coordinate efforts to determine if excess space is available for lease.

B. Lease Procedures

1. Requests for lease of space shall be forwarded to the Business Manager, or designee.
2. The prospective tenant shall provide in writing a complete description of their organization and a detailed explanation of how the space will be used including times of day, personnel, parking requirements, traffic volume, and any special needs.
3. The preference shall be given non-profit organizations and those organizations whose activities help to facilitate the mission of the school district.
4. The prospective tenant shall be given a standard lease form for signature by the responsible authority.
5. The request will be reviewed by the Business Manager, or designee, with a recommendation to the School Board.
6. The approved recommendations shall be submitted to the School Board with a lease signed by the prospective tenant.
7. The Business Manager, or designee, shall have the authority to approve the annual renewal of a Standard Lease Agreement.

C. Initial Lease Request Review and Renewal Agreement Considerations

1. The compatibility of the organization's use of the space with the Board policy governing lease of space.
2. The compatibility of the organization with other building occupants and neighbors.
3. The financial stability including credit history and timely rental payments of the organization and its ability to fulfill the terms of the lease.
4. The organization's need to make building modifications and their ability to reverse those changes should the space be needed for another use.
5. Special needs the organization may have which exceed the usual and customary services provided by the District as part of the lease.
6. Applicants ability to provide certificates of combined single limit insurance coverage with a minimum limit of \$500,000.
7. An adverse determination or review of the above considerations shall be cause to deny the leasing of space or renewal of a previously approved standard lease agreement to an organization.

D. Compensation

1. The Board of Education shall review and establish the lease rate based on an annual amount per square foot.
2. Adjustments in the established rate to reflect special conditions shall be approved by the Board of Education.
3. Rent shall be paid monthly or as otherwise provided in the lease.
4. The School District may require a \$1000 damage deposit at the signing of the Standard Lease Agreement. The deposit may be used for but not limited to the restoration of the leased space to its original condition at the termination of the lease.

E. Use of Proceeds

In accordance with Minnesota Statute the use of lease revenue is site specific and should first be used to support the ongoing maintenance including capital repairs of the facility generating the revenue. The revenues in excess of these expenditures shall be used to retire the

outstanding debt of that facility after which the revenues may be used for the betterment of other school facilities.

I. STANDARD LEASE AGREEMENT

- A. The standard lease agreement form is available in the Business Office. Specific changes to the standard agreement as agreed to by both parties shall be contingent upon final approval by the School Board.
- B. The lease termination date should be June 30 to facilitate District planning for school year space need.

Dated: September 5, 2000
Reviewed: October 17, 2016
Revised: March 21, 2005, October 17, 2016

NEW BUSINESS – FOR REVIEW

Agenda Item VI.E.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 19, 2022

Subject: Energy Management Conservation

(Recommended by the superintendent)

A first read of Policy 804: Energy Management Conservation and Administrative Guideline 804.1.

Attachments:

Policy 804: Energy Management Conservation
Administrative Guideline 804.1

RICHFIELD PUBLIC SCHOOLS
ENERGY MANAGEMENT CONSERVATION

I. PURPOSE

The School District is responsible for the efficient use of its natural resources and shall provide leadership in developing a realistic energy ethic in the operation of its facilities to conserve on energy while maintaining a comfortable environment.

II. GENERAL STATEMENT OF POLICY

The success of this policy is the joint responsibility of the board members, administrators, teachers, students and support personnel and is based on their cooperation. Every student and employee is expected to contribute to energy efficiency and be an “energy saver” as well as an “energy consumer.”

The district shall provide information to the School Board on the progress of the energy conservation program and its goals.

The school principal shall be accountable for energy conservation which will be made a part of the principal’s annual evaluation.

The superintendent is directed to develop the necessary administrative guidelines to implement energy awareness and conservation.

ADOPTED BY THE BOARD OF EDUCATION:	February 9, 2004
REVIEWED BY THE BOARD OF EDUCATION:	August 21, 2006
	November 21, 2016
REVISED BY THE BOARD OF EDUCATION	November 21, 2016

RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
ENERGY CONSERVATION MANAGEMENT

I. INTRODUCTION

The purpose of these administrative guidelines is to assist in the implementation of Board Policy pertaining to Energy Management Conservation.

II. OBJECTIVES

The energy management objectives shall:

Eliminate energy waste

Ensure the comfort of the students and staff

Ensure acceptable indoor air quality per industry standards

III. RESPONSIBILITIES

A. Principal Responsibility

1. The principal is responsible for the total energy usage of the building.
2. The principal shall be responsible for limiting the use of electrical appliances on the school premise such as refrigerators, microwaves, coffee pots, fans, space heaters, desk lamps and hot plates.
3. The principal shall assure that all electrical appliances as noted above are located in the school lounge (s) or lunchroom (s) and have a commercial rating or are equipped with a three prong plug for fire code compliance. Exceptions to the location of approved appliances shall be at the discretion of the school principal.
4. Electrical appliances shall be unplugged when not in use. Refrigerators shall be unplugged and defrosted over all breaks during the school year and the summer months.

B. Teacher Responsibility

1. The teacher is responsible for implementing the guidelines during the time present in the classroom.
2. Teachers should make certain that lights are turned off when leaving an empty classroom.
3. Classroom doors and windows shall remain closed during the school day when the HVAC is operating.

C. Custodian Responsibility

1. The custodian is responsible for control of common areas, (i.e. halls, cafeteria, etc.).
2. The custodian is typically the last person to leave a building in the evening, and is responsible for verification of the nighttime shutdown.
3. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening.
4. The custodian shall ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
5. All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
6. All exhaust fans should be turned off every day during unoccupied hours.
7. All outside lighting shall be off during daylight hours.

D. Energy Manager Responsibility

1. The Energy Manager shall perform routine audits of all facilities and communicate the audit results to the appropriate personnel.
2. The Energy Manager shall provide regular reports to Principals indicating performance with regards to energy savings.

E. General

1. Every person is expected to be an “energy saver” as well as an “energy consumer.”
2. All unnecessary lighting in unoccupied areas shall be turned off.
3. Gym lights should not be left on unless the gym is being utilized.

4. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat which places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
5. All office machines (copy machines, laminating equipment, etc.) shall be switched **off** each night and during unoccupied times. Fax machines should remain on.
 - A. All computers should be turned **off** each night. This includes the monitor, local printer, and speakers. Network equipment is excluded.
 - B. All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10-minutes of inactivity.

Cooling Season Occupied Set Points: 75°F

Heating Season Occupied Set Points: 70°F

IV. AIR CONDITIONING EQUIPMENT

- A. Occupied temperature settings shall NOT be set below 75°F.
- B. During unoccupied times, the air conditioning equipment shall be **off**. The unoccupied period begins when the students and staff leave the area at the end of the school day.
- C. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
- D. Ceiling fans should be operated in all areas that have them.
- E. Relative humidity levels shall not exceed 60% at any time.
- F. Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school.
- G. In areas which have evaporative coolers such as shops, kitchens, and gymnasiums, the doors leading to halls which have air conditioned classrooms or dining areas should be kept closed as much as possible.
- H. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and open the windows and doors. Cross-ventilation

is defined as having windows and/or doors to the outside on two sides of a room.

V. HEATING EQUIPMENT

A. Occupied temperature settings shall NOT be above 70°F.

B. The unoccupied night set-back temperature shall be adjusted to a 55°F. This may be adjusted during extreme weather.

C. The unoccupied time shall begin when the students and staff leave an area.

D. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.

E. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).

Dated: 02-09-04

Reviewed:

Revised: 08-21-06

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 19, 2022

**Subject: RICHFIELD MAINTENANCE AND TRANSPORTATION BUILDING
Facilities Project Change Order #005**

(Recommended by the superintendent)

That the board of education approve Richfield maintenance and transportation building facilities project change order #005 for a net increase of \$4,927.00.

Background Information

- Richfield Maintenance and Transportation Building Change Order #005 – An additional \$4,927.00 to add an inspector-required carbon monoxide detecting fan controller in the maintenance garage and install an access panel to enable floor drain cleaning and maintenance.

The original (Contract Sum)	\$308,800.00
Net Change by previously authorized Change Orders	\$45,075.64
The contract sum prior to these Change Orders	\$353,875.64
The contract sum will be increased by these Change Orders in the amount of	\$4,927.00
The new contract sum including all Change Orders will be	\$358,802.64



CCO #005

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

Project: S180064-MB22 - ISD #280, Richfield Maintenance Building 2022
Remodel
300 W. 72nd Street
Richfield, Minnesota 55423

DRAFT

Contract Change Order #005: CM CCO 005

CONTRACT COMPANY:	CM Construction Company 12215 Nicollet Avenue Burnsville, Minnesota 55337	CONTRACT FOR:	SC-S180064-MB22-001:CM Construction Single Prime
DATE CREATED:	8/31/2022	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Draft	REVISION:	0
REQUEST RECEIVED FROM:	LOCATION		
DESIGNATED REVIEWER:	Mads Benishek (ICS - Minneapolis, MN)	REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	No Change Reason
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	
FIELD CHANGE:	No	TOTAL AMOUNT:	\$4,927.00

DESCRIPTION:

This change order includes: Costs to add an inspector-required carbon monoxide detecting fan controller in the maintenance garage and installing an access panel to enable floor drain cleaning and maintenance.

CE #027 - PR 006 CO/NO Detection: \$4,487.00

PR 006 CO/NO Detection. Per the attached PR 006, provide and install garage exhaust fan controller, activated by CO/NO detector.

CE #028 - Access Panel for Floor Drain Cleanout: \$440.00

Install an access panel to allow access to floor drain for maintenance and cleaning out as needed.

ATTACHMENTS:

[GCPR #021 Pricing.pdf](#) [PR #06 Pricing RFQ #027.pdf](#) [PR #06.pdf](#)

CHANGE ORDER LINE ITEMS:

CCO #005

#	Cost Code	Description	Type	Amount
1	05-5.01 - CM Construction Single Prime	PR 006 CO/NO Detection	Other	\$ 4,487.00
2	05-5.01 - CM Construction Single Prime	Access Panel for Floor Drain Cleanout	Other	\$ 440.00
Subtotal:				\$4,927.00
Grand Total:				\$4,927.00

The original (Contract Sum)	\$ 308,800.00
Net change by previously authorized Change Orders	\$ 45,075.64
The contract sum prior to this Change Order was	\$ 353,875.64
The contract sum would be changed by this Change Order in the amount of	\$ 4,927.00
The new contract sum including this Change Order will be	\$ 358,802.64
The contract time will not be changed by this Change Order by	



CCO #005

CM Construction Company
12215 Nicollet Avenue
Burnsville Minnesota 55337

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

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

SIGNATURE **DATE**

SIGNATURE **DATE**

SIGNATURE **DATE**

NEW BUSINESS - FOR ACTION

Agenda Item VI.G.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 19, 2022

Subject: Donations

(Recommended by the superintendent)

That the board of education accept the following donations with gratitude.

The Richfield High School DECA Team received a donation of \$500.00 from the Spartan Foundation.

The Richfield Spartan Shelf received a donation of \$307.00 from the RHS Class of 1992, raised during their 30th reunion.

The Richfield High School Music Program received three violins, two violas and one cello from the Friends of Richfield Band Shell.