

SUPERINTENDENT'S REPORT AND AGENDA

Independent School District No. 280, Richfield, Minnesota

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

Monday, March 21, 2022, 7 p.m. School Board Unofficial Meeting

- I. CALL TO ORDER - UNOFFICIAL
- II. REVIEW OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Public Comment
 - B. Superintendent Update
 - 1. Elementary & Secondary Education Presentation
 - C. Commendation
- V. OLD BUSINESS – FOR REVIEW ONLY
 - A. Policy 206: Negotiations with Employee Groups
 - B. Policy 207: The Superintendent - School Board Working Relationship
 - C. Policy 306: Salary and Benefit Provisions for Administrators
- VI. NEW BUSINESS – FOR REVIEW ONLY
 - A. Policy 309: Designation of Acting Superintendent
 - B. R-STEM & Bus Garage Façade Project Request to Proceed
 - C. Richfield Maintenance and Transportation Building Change Order #01
 - D. Resolution Authorizing Safe Routes to School Boost Grant Agreement
- VII. ADVANCE PLANNING
 - A. Legislative Update
 - B. Information and Questions from Board
 - C. Future Meeting Dates

4-4-2022	7:00 p.m.	Regular Board Meeting
4-18-2022	7:00 p.m.	Regular Board Meeting - Public Comment

D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

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

Agenda Item III.B.

Board of Education Independent
School District 280 Richfield,
Minnesota

Unofficial Meeting, March 21, 2022

Subject: Superintendent Update

Director of Elementary Education Rachel Gens and Director of Secondary Education Megan Stecher will offer a teaching and learning program review presentation.

Attached:

Ongoing Acronym Reference List
Elementary & Secondary Education Presentation

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Unofficial Meeting, March 21, 2022

Subject: Ongoing Acronym Reference List

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
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
ECSE:	Early Childhood Special Education
EL or ELL:	English Learner or English Language Learner
FAFSA:	Free Application for Federal Student Aid
HR:	Human Resources
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
NSPRA:	National School Public Relations Association
NWEA-MAP	Northwest Evaluation Association – Measures of Academic Progress
OSHA:	Occupational Safety and Health Administration
PD:	Professional Development
PLC:	Peer Learning Community

RCEP:	Richfield College Experience Program
RDLS:	Richfield Dual Language School
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
VPK:	Voluntary PreKindergarten

Enriching and accelerating learning



2021-22 Elementary & Secondary Teaching and Learning Program Review

Rachel Gens, Director of Elementary Education

Megan Stecher, Director of Secondary Education

March 21, 2022

Enriqueciendo y acelerando el aprendizaje



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AGENDA

1. Development of Curriculum Review Process/Cycle
2. Implementation of Curriculum with Coaching Support
3. Ongoing Improvement of Data-Driven PLCs
4. Implementation of Standards-Based Grading & Reporting

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Development of Curriculum Review Process/Timeline

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Goal



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Teaching and Learning leaders will develop a systematic process, aligned to district policies and guidelines ([612](#), [612.1](#)), to ensure that students have access to a guaranteed and viable curriculum in all academic areas.

Curriculum Review Process



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Curriculum Development: Phase 1

- Develop purpose statement
- Align standards and benchmarks to courses/grade levels
- Prioritize benchmarks
- Review and recommend curriculum materials
 - [Instructional Materials Review Rubric](#)

Curriculum Development: Phase 2

- Select or develop standards-aligned assessments
- Create units of study with embedded differentiated models

Implementation of Curriculum: Phase 3

- Support implementation with ongoing professional development
- Collect data
- Monitor and make adjustments as necessary

Curriculum Review Timeline



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2021-22: Science (K-8)

2022-23: Science (9-12), Physical Education (K-12)

2023-24: Language Arts (K-12)

2024-25: Social Studies (K-12)

2025-26: Mathematics (K-12)



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Implementation of Curriculum with Coaching Support

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Goals



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PreK-5:

All early learning/elementary generalists will participate in at least 2 literacy coaching cycles and 1 math coaching cycle (elementary only) during the 2021-22 school year

6-12+:

All math and science teachers will participate in at least 2 coaching cycles during the 2021-22 school year

Pre-K-12+:

Building and district leaders will conduct three classroom visits (learning walks) during the 2021-22 to measure instructional practices

Elementary and Secondary Coaching Model



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Participation in Coaching

- Literacy
 - Cycle 1: 50 teachers
 - Cycle 2: 74 teachers
 - Cycle 3: Upcoming
- Math: 17 teams



Participation in Coaching

RMS/RHS

- Science: 15 Teachers
- Math: 19 Teachers
- 28 additional teachers by teacher request

RCEP: (Biweekly team PD and Coaching)

- All teachers



Teaching and Learning Practice Profiles

- Classroom Community, Management & Relationships
- Instructional Clarity
- Instructional Delivery
- Grading, Assessment & Feedback
- Unit Design (secondary)



Strengths:

- Environment of respect and rapport
- Representation
- Explicit Instruction and guided practice
- Differentiated instruction

Areas for Growth:

- Purpose and relevance
- Peer interaction and student voice



Strengths:

- Environments of respect and rapport
- Strong routines and procedures
- More time is spent on academic output (writing, speaking, doing) than input (reading, listening)
- Increase in learning targets and success criteria from fall to winter

Areas of Growth:

- Purpose and relevance of daily learning
- Flexible small grouping based on student formative data
- Peer interaction and student voice

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Ongoing Improvement of Data-Driven PLCs

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Goal



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All PLCs will use both data and student work protocols at least 6 times throughout the 2021-22 school year to:

- create and/or revise high quality summative assessments,
- analyze student achievement
- adjust instruction to meet the needs of all students

- Facilitate PLC meetings by leading an inquiry-based data cycle
- Participate in four professional development meetings throughout the school year
- Check in regularly with ILT/BILT member(s) to ensure the PLC focus is in alignment with the school improvement plan
- Collaborate and/or consult with instructional coach(es)

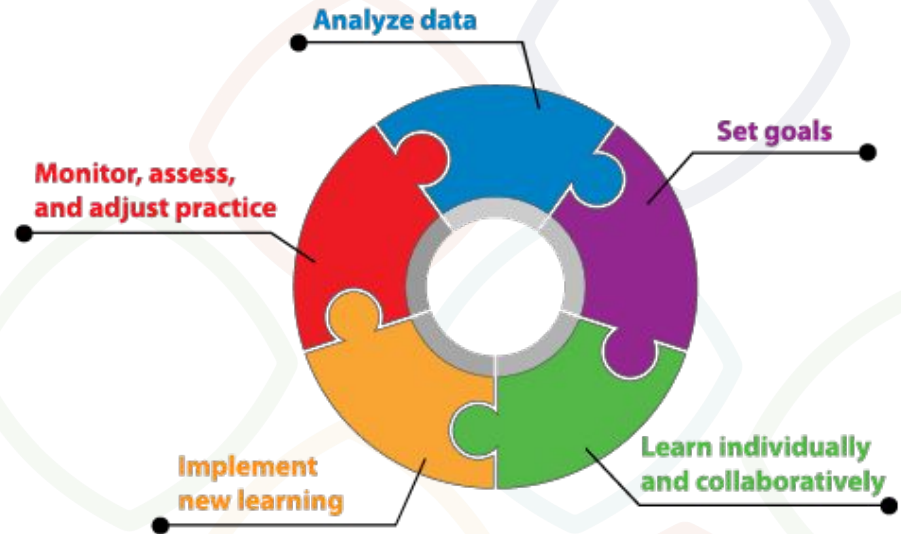
PLC Lead Training



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- PLC Leads attended three trainings
- Feedback was use to inform the training sessions
- Final training will be working individually with each PLC Lead to give individual support

Teacher learning team cycle



Source: *Becoming a Learning Team: A Guide to a Teacher-Led Cycle of Continuous Improvement*

PLC Strengths, Areas of Growth and Next Steps



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PLC Strengths:

- Teacher-led
- Strong year-long goals
- Use of norms to facilitate professional learning discussions
- Analysis of data to inform instruction

Areas of growth:

- Support for short-term goals
- Align year-long and short term goals with individual coaching support
- Increase professional learning during PLC

Next Steps:

- Administer end-of-year reflection to identify PD and PLC support needed next year
- Partner with Education Richfield to continue to align PD supports (coaching, PLC and peer review)

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Implementation of Standards-Based Grading and Reporting

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Elementary:

All teachers will measure students' mastery of priority standards for their content area(s) using common assessments, record results in a digital gradebook, and use the data from assessments to report student learning on standards-based report cards.

Secondary:

All teachers will measure students' mastery of priority standards for their courses using common assessments and common rubrics.

Standards-Based Education: Elementary



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Standards-Based Education

Academic standards and grade level benchmarks are used to determine the goals for each course.

Standards-Based Curriculum & Instruction



Lessons are developed to address learning goals derived from academic standards.

Standards-Based Assessment



The assessments used to measure student learning are directly aligned to the standards for the course.

Standards-Based Grading (SBG)



Students are graded on the standards associated with the course based on their performance on standards-based assessments.

Standards-Based Reporting



Report cards communicate each student's current level of progress toward mastering the standards associated with the course.



Standards-Based Reporting: Elementary



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Grade Level Standard (Benchmark)	Report Card Statement
1.1.1.2 Demonstrate understanding of spoken words, syllables and sounds (phonemes): Identify, orally produce, blend, segment and manipulate syllables in multisyllabic words and sounds in 3-4 phoneme words.	Understands how sounds and syllables make up words. Comprende cómo los sonidos y las sílabas crean las palabras.
4.2.2. Use number sentences involving multiplication, division and unknowns to represent and solve real-world and mathematical problems; create real-world situations corresponding to number sentences.	Uses multiplication and division facts to solve for an unknown number in a problem. Utiliza factores de multiplicación y división para resolver la incógnita en un problema.

NA	1	2	3	4
Not Assessed	Does Not Yet Meet Standard	Partially Meets Standard	Meets Standard	Exceeds Standard

Standards-Based Curriculum & Instruction: Elementary



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- Language arts, math, music, art, and physical education have identified priority standards
- Standards are mapped to units of instruction
- Standards are used to create learning targets for lessons

Standards-Based Assessment & Grading: Elementary



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- Common assessments measuring students' achievement of priority standards have been developed for language arts, math, music, art, and physical education
- Common assessments are graded using rubrics with four proficiency levels



- Report cards list priority standards for each subject area using family-friendly language and are available in English and Spanish
- Common assessments are used to determine students' report card scores

Standards-Based Education: Secondary



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Standards-Based Education

Academic standards and grade level benchmarks are used to determine the goals for each course.

Standards-Based Curriculum & Instruction

Lessons are developed to address learning goals derived from academic standards.



Standards-Based Assessment

The assessments used to measure student learning are directly aligned to the standards for the course.



Standards-Based Grading (SBG)

Students are graded on the standards associated with the course based on their performance on standards-based assessments.



Standards-Based Reporting

Report cards communicate each student's current level of progress toward mastering the standards associated with the course.





SY 21-22:

- All courses have identified priority standards
- All summative assessments are graded using rubrics with four proficiency levels
- RMS and RHS teachers have revised and communicated building grading practices aligned to Policy 601
- SBG Working Group is drafting common secondary proficiency level language and definitions to bring to RMS/RHS BILT
- RCEP is utilizing a holistic rubric to pilot SBG in Schoology



SY 22-23:

- All staff will utilize common secondary proficiency language in summative assessment rubrics
- All staff will utilize Schoology to tag priority standards on to summative assessments and analyze gradebook data
- All staff will participate in professional development around standards based education and building wide grading practices
- Leadership teams will collect feedback from all stakeholder groups at the end of SY 22-23 to determine next steps in SBG

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Questions?

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

Agenda Item III.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Unofficial Meeting, March 21, 2022

Subject: Commendation

RPS would like to commend Charles Vanier on his recent success for Richfield Spartan Wrestling! Charles recently finished his freshman season with a 38-3 record, winning his final match 7-1. On Saturday, March 5, Charles placed third in the state! We look forward to everything that Charles' future wrestling career has in store. Congratulations, Charles!

OLD BUSINESS – FOR REVIEW

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Unofficial Meeting, March 21, 2022

Subject: Negotiations with Employee Groups

(Recommended by the Superintendent)

Review of Policy 206: Negotiations with Employee Groups. Edits have been made to align to District branding and style guidelines.

Attachments:

Policy 206: Negotiations with Employee Groups - redlined

RICHFIELD PUBLIC SCHOOLS

NEGOTIATIONS WITH EMPLOYEE GROUPS

It is the ~~Board's~~ board's responsibility to provide quality education services that support the mission of the Richfield Public Schools.

The ~~Board~~ board will therefore plan comprehensively to negotiate master agreements with the exclusive representatives of licensed and non-licensed employees, while retaining the district's management rights.

The ~~Board~~ board recognizes contract negotiations as an administrative function and will therefore not directly participate at the bargaining table, however, each ~~Board~~ board member has the individual responsibility to review and understand the current contract(s) under consideration and other relevant information, including the following:

- Key statutory obligations
- Cost implications of current contract and proposals
- Appropriate comparisons with other groups
- Financial condition of the district
- Program/Staffing implications

After meeting in ~~Executive closed~~ session, the ~~Board~~ board will establish negotiating guidelines so that the negotiating team can function with flexibility. Specific directions on proposals, bargaining strategies, and final contract language are functions of the negotiating team.

The negotiating team will provide the ~~Board~~ board with regular summary reports on the progress of negotiations.

The ~~Board~~ board will be provided with a summary of all changes when a proposed settlement is presented for ratification.

Legal References:

Minn. Stat. Chapter 179A (Public Employment Labor —Relations Act)

Cross References:

~~MSBA Service Manual, Chapter 4, School Board - Employee Negotiations~~

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: April 15, 1991

~~AMENDED-REVISED~~ BY THE BOARD OF EDUCATION: January 19, 1999, February 1, 2016; March 21, 2022

~~REVIEWED AND~~ REAFFIRMED BY THE BOARD OF EDUCATION: May 5, 2003, ~~May 19, 2008~~

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OLD BUSINESS – FOR REVIEW

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Unofficial Meeting, March 21, 2022

Subject: The Superintendent – School Board Working Relationship

(Recommended by the Superintendent)

Review of Policy 207: The Superintendent – School Board Working Relationship. Minor changes have been made for clarity and alignment to current practices.

Attachments:

Policy 207: The Superintendent – School Board Working Relationship - redlined

RICHFIELD PUBLIC SCHOOLS
THE SUPERINTENDENT - SCHOOL BOARD
WORKING RELATIONSHIP

The major elements necessary to establish a positive school board-superintendent relationship include:

1. A clear understanding of the difference between policy decisions and administrative decisions.
2. A description of the administrative position listing the major duties and responsibilities of the superintendent of schools.
3. Clearly established goals for the school district and the superintendent with appropriate timelines for completion.
4. A plan for achieving the priorities of the position after an opportunity for mutual discussion between the school board and the superintendent.
5. A plan for review and appraisal of the superintendent's performance.
6. A plan for improvement, if necessary, depending upon the review and appraisal results.
7. A contract determining the terms and conditions of the employment relationship between the superintendent and the school board to include such matters as salary, fringe benefits, leaves of absence, expense reimbursement and other items agreed upon.

A positive school board-superintendent relationship is essential to the effective governance and management of the public school district. The foundation of that relationship is a clear, written understanding by the superintendent of the superintendent's position and the expectations of the school board. The position description shall be specific in delineating responsibilities and authority. The expectations of the board for the superintendent shall be set forth in an annual prioritized list of goals.

School Board Roles and Responsibilities

In working together and utilizing the written position description and previously established performance goals, the school board as a whole shall:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority, commensurate with the position's responsibility, to carry out the school board's adopted-strategic goals and

policies, in addition to the administration of the rules and regulations necessary to implement school board direction.

3. Appoint employees after recommendation of the superintendent.
4. Participate in school board action after the superintendent has furnished adequate information supporting the superintendent's recommendations.
5. Expect the superintendent to keep the school board adequately informed at all times through oral and/or written reports.
6. Provide the superintendent counsel and advice.
7. Refer all constituent complaints to the superintendent who will discuss them with the proper ~~administrative officer~~ staff member.
8. Present personal criticisms of employees to the superintendent.
9. Provide support for the professional growth of the superintendent.
10. Provide the school district with professional administrative personnel.
11. Devote appropriate time to the ongoing development and review of educational policies.
12. Recognize that the authority for school district governance rests with the school board operating in legally called meetings. It does not rest with individual members of the board except as may be specifically authorized by law.

Superintendent Roles and Responsibilities

The superintendent, in a relationship with the school board and the school district, utilizing the written position description and previously established performance goals, shall:

1. Give full, faithful and diligent attention to all administrative duties.
2. Discharge all responsibilities concerning staff, students, parents and school district constituents in a professional manner.
3. ~~Have~~ Hold students and their educational program as ~~a~~ the highest priority in the school district ~~students and their educational program~~.
4. Keep the school board fully informed on all school district affairs so that the board will have the benefit of the superintendent's professional recommendations.
5. Prepare and recommend such board policies, district rules and regulations as may be necessary for the district's administration.

6. Keep the school board informed of current developments in school law including state and federal statutes, rules and court decisions.
7. Keep the school board informed of legislative activity.
8. Be the educational leader for the school district.
9. Provide community leadership through reasonable participation in community activities.
10. Communicate the educational program and needs of the school district to the community it serves.
11. Ensure that the business transactions and financial affairs of the school district are in compliance with state laws and accounting practices.
12. Recognize that the overall authority for school district operation rests with the school board operating in legally called meetings and does not rest with individual members of the board except as may be specifically authorized by law.

~~Adopted~~ RATIFIED BY THE BOARD OF EDUCATION: November 20, 1995
REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION:
August 21, 2000, August 1, 2005, February 21, 2012, February 1, 2016
REVISED BY THE BOARD OF EDUCATION: March 21, 2022

~~(NOTE: Jointly prepared by MSBA and MASA)~~

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OLD BUSINESS – FOR REVIEW

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Unofficial Meeting, March 21, 2022

Subject: Salary and Benefit Provisions for Administrators

(Recommended by the Superintendent)

Review of Policy 306: Salary and Benefit Provisions for Administrators.

Attachments:

Policy 306: Salary and Benefit Provisions for Administrators - redlined

RICHFIELD PUBLIC SCHOOLS

SALARY AND BENEFIT PROVISIONS FOR ADMINISTRATORS

Salary and benefit provisions for administrators shall be as established in the Management Team and Classified Management Team Handbooks.

~~Adopted~~ RATIFIED BY THE BOARD OF EDUCATION: _____ February 16, 1982

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: _____ July 21, 1986 ~~;~~ April 3, 2000 ~~;~~

August 2, 2004

~~Amended~~ REVISED BY THE BOARD OF EDUCATION: November 21, 1994 ~~;~~ March 5, 2012 ~~;~~ February 1, 2016 ~~;~~ March 21, 2022

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NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Unofficial Meeting, March 21, 2022

Subject: Designation of Acting Superintendent

(Recommended by the Superintendent)

A review of Policy 309: Designation of Acting Superintendent.

Attachments:

Policy 309: Designation of Acting Superintendent

RICHFIELD PUBLIC SCHOOLS
DESIGNATION OF ACTING SUPERINTENDENT

In the event of a long term disability affecting the superintendent, the Board of Education will designate an acting superintendent.

In the event that the Superintendent is away from the District and unable to make decisions about things like emergency school closings, snow days, etc., the Assistant Superintendent will serve as acting superintendent in cases of short term absence or disability or until the Board of Education can meet to designate an acting superintendent. If the Assistant Superintendent is not available, the Board of Education will designate another district administrator as acting superintendent.

~~Adopted~~ Ratified by the Board of Education: — October 2, 1989
Reviewed and Reaffirmed by the Board of Education: July 9, 2001
Revised by the Board of Education: — December 18, 1995, — July 21,
1997, — January 18, 2005, —
March 5, 2012, — February 1,
2016

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Board of Education
Independent School District 280
Richfield, Minnesota

Unofficial Meeting, March 21st, 2022

SUBJECT: R-STEM and Richfield Bus Garage Façade Project Request to Proceed as Presented

(Recommended by the Superintendent)

That the board of education authorize the administration's request to proceed with the Richfield STEM Elementary School façade project under a joint powers agreement through Metro ECSU.

The project, outlined on the attachment, is paid through our Long-Term Facility Maintenance (LTFM) revenue. The proposed FY23-24 LTFM budget for this work is projected at \$474,780.69 for STEM and \$260,731.72 for the Bus Garage, including consultant fees and alternates. The project would begin in June 2022 with an estimated completion date of August 2022. The request to proceed with this project is facilitated under a joint powers' agreement through Metro ECSU's Cooperative Purchasing Connection and does not require a formal bid. Tremco, Inc. our consultant, will prepare the plans and specifications for the project as well as providing project management and quality control services.

(Prepared by Dan Kretsinger & Craig Holje)

Proposal for:
2022 Richfield Facade Project - STEM School



Richfield Public Schools
7001 Harriet Ave. S
Richfield, Minnesota



Submitted by:

Weatherproofing Technologies, Incorporated.

A Subsidiary of Tremco Incorporated.

3735 Green Road
Beachwood, OH 44122

February 22nd, 2022

Proposal # 5049862

AEPA Contract # IFB#021-D

Building Life. Managed.
www.tremcoroofing.com

TREMCO



February 22nd, 2022

Mr. Dan Kretsinger
Richfield Public Schools
7001 Harriet Ave. S.
Richfield, Minnesota

RE: **Richfield Facade Project - STEM School**
Façade Project

Dear Mr. Kretsinger ,

Weatherproofing Technologies, Inc. (WTI), a subsidiary of Tremco, is pleased to submit to Richfield Public Schools (CLIENT) this proposal for Richfield Façade Project – STEM School located in Richfield, Minnesota. We look forward to working with you on this project.





BASE SCOPE OF WORK-

2022 Richfield Facade Project - STEM School

The purpose of the façade proposal is to help prioritize exterior maintenance needs with the intent to repair the item, avoid more costly future repairs, increase energy savings, and improve public health and safety. The assessment includes maintenance and repair recommendations at each site utilizing the priorities listed below.

Facade Priorities:

1. Waterproofing components and joints sealants

- Stop water infiltration into the masonry walls to avoid water damage and freeze/thaw damage.
- Stop water infiltration into window perimeters and other penetrations, this will also help reduce energy cost as these are the main areas of air leakage.
- Limit insect and rodent intrusion to improve public health and safety.

2. Brick replacement and tuckpointing

- Preserve the useful life of the masonry wall, thus reducing future repair cost by up to 5 times.
- Stop brick spalling which will improve public safety around the site.

3. EIFS repairs

- Repair damaged and cracked EIFS to stop water infiltration and preserve the insulating value of the system (maintain intended R value).
- Limit insect intrusion and associated bird damage to the EIFS surfaces which will improve public health.

4. Remaining Items

- Unprotected items can compromise the integrity of the component they are protecting. For example, maintaining paint on steel columns helps preserve the integrity of the structural component and adjacent finish.

Included on the following pages are a summary of the Proposed Scope of Work.



Mobilization & Building Access

Mobilization will consist of the time necessary to properly mobilize and demobilize the project. Also included is the time necessary for the proper supervision to manage the project and the necessary equipment and material to assist in the mobilization and supervision of the project.

BARRICADE RIBBON / BARRICADE FENCING: Temporary barricades will be installed to close off the work area while performing our work. The pedestrian and vehicular barricading will be limited to orange or yellow barricade ribbons, as well as the necessary signs to enclose our work area.

Building Cleaning & Coating : Bullnose Only – 1,720 Lineal Feet

Water Blasting:

EIFS surfaces shall be cleaned using high pressure water (minimum 3,000 psi water blaster shall be utilized). A test sample may be required to determine if adequate cleaning results are obtained. If additional cleaning methods are required, this work will be performed at an additional price.

Wall Coating:

Approximately 3,096 square feet of substrate will be coated with 2 coats of SikaGard 550W elastomeric coating. The coating will be scrubbed in using a brush to force the product into the pores of the substrate. The coating will be applied at approximately 100 square feet per gallon and/or according to the manufacturer's recommendations. A color sample will be selected from standard colors and a sample will be approved by the owner prior to the start of our work.

Includes the repair to punctures/divots or holes created by birds in all locations throughout the bull nose detail – approximately 150 each.

Includes repairing all vertical/horizontal cracks in bull nose detail prior to coating application. – approximately 300 lineal feet

All cleaning and coating to be performed after all punctures and divots are repaired.





Building Cleaning & Coating : ALL Flat EIFS Panels – 15,450 Square Feet

Water Blasting:

EIFS surfaces shall be cleaned using high pressure water (minimum 3,000 psi water blaster shall be utilized). A test sample may be required to determine if adequate cleaning results are obtained. If additional cleaning methods are required, this work will be performed at an additional price.

Wall Coating:

Approximately 15,450 square feet of substrate will be coated with 2 coats of SikaGard 550W elastomeric coating. The coating will be scrubbed in using a brush to force the product into the pores of the substrate. The coating will be applied at approximately 100 square feet per gallon and/or according to the manufacturer's recommendations. A color sample will be selected from standard colors and a sample will be approved by the owner prior to the start of our work.



Includes the repair to punctures/divots or holes created by birds in all locations throughout the bull nose detail – approximately 75 each.

Includes repairing all vertical/horizontal cracks in bull nose detail prior to coating application. – approximately 600 lineal feet

All cleaning and coating to be performed after all punctures and divots are repaired.



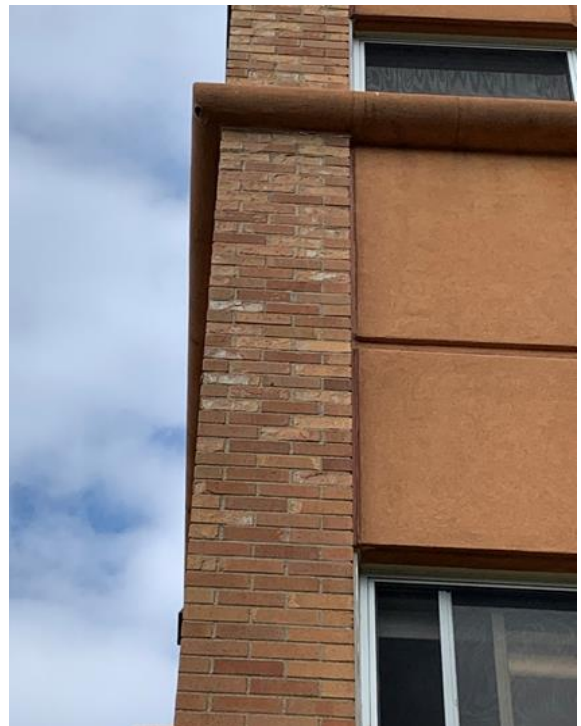
100% Solid Tuckpointing : 2,460 Square Feet of brick masonry columns

The existing mortar will be removed with grinders back to sound mortar or to a maximum depth of $\frac{3}{4}$ ". The exposed joints will be cleaned with compressed air and the mortar will be pointed back to match the existing mortar color, texture and strength as close as possible. A mortar removal and repointing sample will be performed prior to the start of our work for the owner's review and approval. The sample will provide a guideline for the removal process to ensure that the masonry adjacent to the joints is not damaged during the removal of the existing mortar as well as the workmanship involved in replacing the new mortar as well as approving a color selection. After the pointing has been completed, the wall will be cleaned with a mild acid as required.

Includes 100% tuckpointing of brick masonry columns. – 2,460 SF

Spot Brick Replacement : 2,000 bricks on brick masonry columns

Approximately 1,075 bricks will be removed from the masonry wall. The cracked and/or deteriorated bricks will be removed, or bricks agreed to by the owner or contractor. The existing cavities will then be enclosed by installing new brick that matches the original brick, color and size as close as possible. The mortar around the perimeter of the brick will match the existing mortar, texture and strength as close as possible. A brick sample and mortar sample will be provided prior to the start of our work and approved by the owner.





PROPOSED SCHEDULE & FEES

We will dedicate required manpower/resources to perform our services on a timely and responsive basis. For the proposed Scope of Work and we estimate the following work- days and total fees in the amount of:

NOTE: Field work cannot be completed during inclement weather.

2022 Base Scope of Work– 60 Working- Days	TOTAL	\$ 474,780.69
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PROJECT SPECIFIC QUALIFICATIONS

1. Each scope item is based on:
 - A. One Mobilization.
 - B. Having access to the entire scope item work area during the mobilization.
2. This work will create construction noise and dust.
3. Inspections/punch lists and their approvals will be made WTI.
4. Water and electricity sources to be provided by the owner.
5. Excludes any landscaping protection or replacement.

QUALIFICATIONS

1. Normal working hours, Monday through Friday have been used for this proposal.
2. Includes one mobilization for each scope. Additional mobilizations will result in additional charges.
3. Written approval of color selections by the customer are required before any materials will be ordered and before scheduling of work.
4. Permits (are not) included.
5. Power lines in or near work areas shall be covered/protected by owner.
6. Prior to work we require the disclosure of any existing 'micro-wave' communication panels or other telecommunication equipment, antennas, panels, etc. located in our potential work area.
7. Contractor shall not be held liable for the presence of fungi or bacteria.
8. Our proposal supports OSHA's 29 CFR 1926.1153 Respirable Crystalline Silica Standard.

We have included in the project costs all labor, materials, equipment and incidentals to complete the work as outlined including construction management, profit and overhead.

This proposal is valid for sixty (60) days and does not include taxes.

Services requested beyond the above scope of work shall be considered additional services. Separate or multiple cost opinions, if requested, shall be prepared at additional cost.



This Proposal is an offer by WTI to provide the Scope of Work set forth above to the customer on the terms and conditions set forth herein and in WTI's standard terms and conditions (a copy of which may be obtained at <http://www.tremcoroofing.com/files/share/terms/TandCWTI.pdf>), which are hereby incorporated by reference (together, the "Terms and Conditions"). The Terms and Conditions will govern the Work to the exclusion of any other or different terms, including in any customer purchase order, unless otherwise expressly agreed in writing pursuant to a Master Agreement or similar contract with Customer signed by an authorized representative of WTI. Upon receipt of acceptance, WTI will process your order and promptly to begin the Scope of Work. Any Performance and Payment Bonds issued for associated repair work are limited to performance of the repairs and one-year warranty on such repairs. Bonds, if issued, do not apply to the TremCare extended service agreement.

We appreciate the opportunity of being considered for these services. Should you have any questions about our proposal, please let us know.

Very Truly Yours,
WEATHERPROOFING TECHNOLOGIES, INC.

A handwritten signature in black ink, appearing to read "John Slusar", written over a light blue horizontal line.

John Slusar
Commercial Construction Manager

Copy: Ryan Palmer, Tremco
Doug Timmer, WTI
Brian Gagne, WTI

Proposal for:
2022 Richfield Bus Garage



Richfield Public Schools
7001 Harriet Ave. S
Richfield, Minnesota



Submitted by:

Weatherproofing Technologies, Incorporated.

A Subsidiary of Tremco Incorporated.

3735 Green Road
Beachwood, OH 44122

February 22nd, 2022

Proposal # 5049862

AEPA Contract # IFB#021-D

Building Life. Managed.
www.tremcoroofing.com

TREMCO



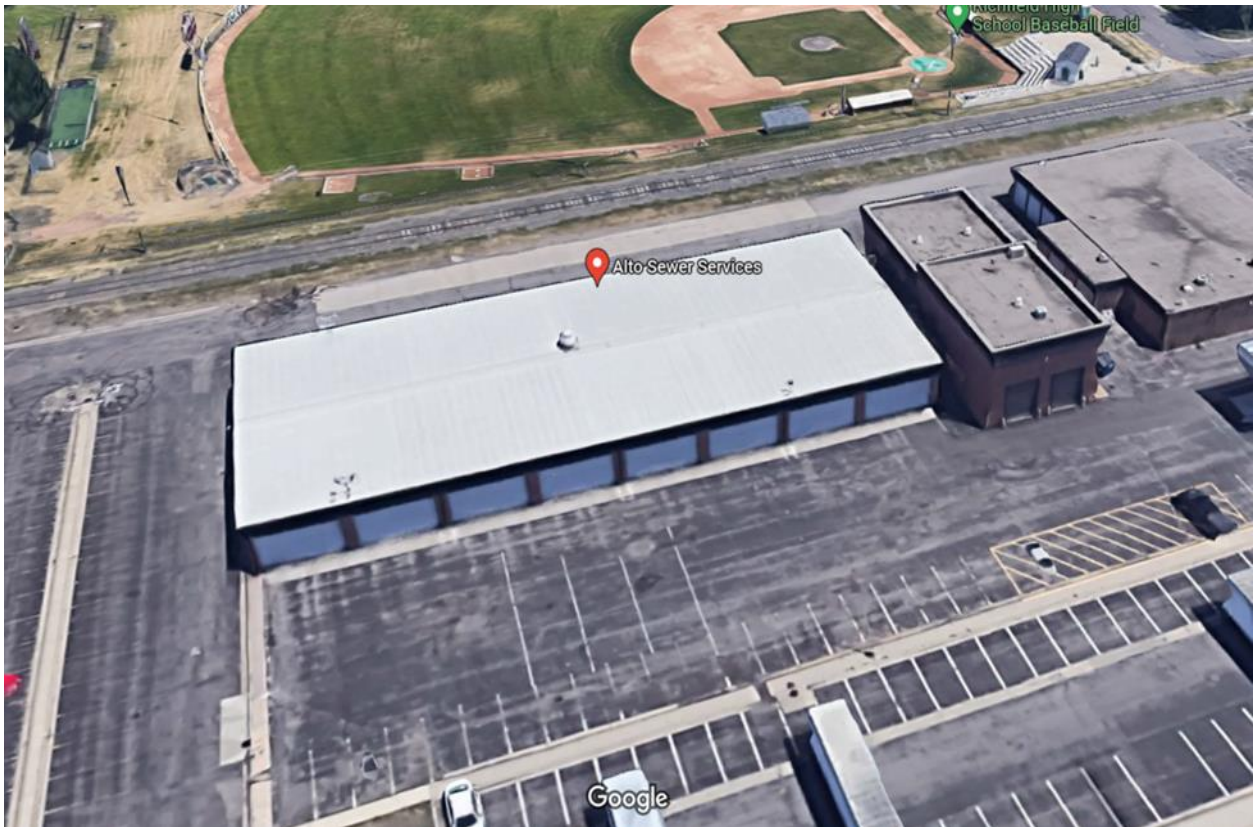
February 22nd, 2022

Mr. Dan Kretsinger
Richfield Public Schools
7001 Harriet Ave. S.
Richfield, Minnesota

RE: **Richfield Façade Project – Bus Garage**
Façade Project

Dear Mr. Kretsinger ,

Weatherproofing Technologies, Inc. (WTI), a subsidiary of Tremco, is pleased to submit to Richfield Public Schools (CLIENT) this proposal for Richfield Façade Project – Bus Garage located in Richfield, Minnesota. We look forward to working with you on this project.



BASE SCOPE OF WORK-

2022 Richfield Facade Project – Bus Garage

The purpose of the façade proposal is to help prioritize exterior maintenance needs with the intent to repair the item, avoid more costly future repairs, increase energy savings, and improve public health and safety. The assessment includes maintenance and repair recommendations at each site utilizing the priorities listed below.

Facade Priorities:

1. Waterproofing components and joints sealants

- Stop water infiltration into the masonry walls to avoid water damage and freeze/thaw damage.
- Stop water infiltration into window perimeters and other penetrations, this will also help reduce energy cost as these are the main areas of air leakage.
- Limit insect and rodent intrusion to improve public health and safety.

2. Brick replacement and tuckpointing

- Preserve the useful life of the masonry wall, thus reducing future repair cost by up to 5 times.
- Stop brick spalling which will improve public safety around the site.

3. Remaining Items

- Unprotected items can compromise the integrity of the component they are protecting. For example, maintaining paint on steel columns helps preserve the integrity of the structural component and adjacent finish.

Included on the following pages are a summary of the Proposed Scope of Work.



Mobilization & Building Access

Mobilization will consist of the time necessary to properly mobilize and demobilize the project. Also included is the time necessary for the proper supervision to manage the project and the necessary equipment and material to assist in the mobilization and supervision of the project.

BARRICADE RIBBON / BARRICADE FENCING: Temporary barricades will be installed to close off the work area while performing our work. The pedestrian and vehicular barricading will be limited to orange or yellow barricade ribbons, as well as the necessary signs to enclose our work area.

Sealant Replacement : 100%

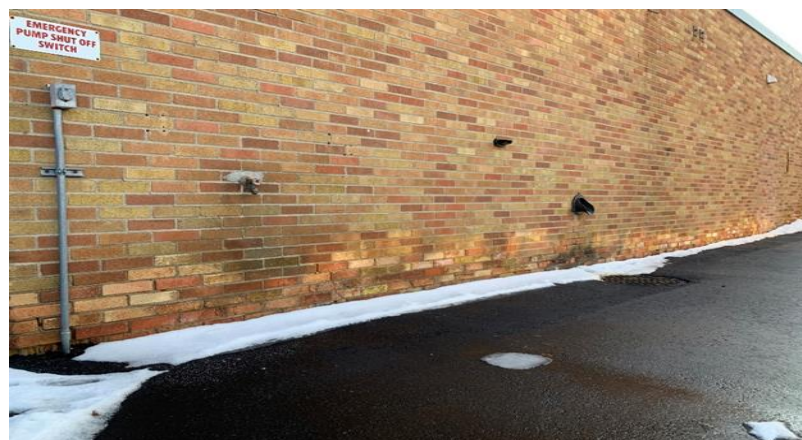
- We will remove approximately 1,420 lineal feet of existing sealant, lightly grind the joint edges to remove loose residual sealant and place a new urethane sealant. The sealant color will be as chosen from the manufacturer's standard color chart.
- Includes replacing masonry expansion joints on the office/metal shop building
- Includes replacing masonry expansion joints, window perimeters and garage door joints on the bus barn.
- Includes cutting in new or widening existing masonry expansion joints that are either pinched or are vertically cracked – 75 Lineal Feet



Typical Conditions

100% Solid Tuckpointing : 2,585 Square Feet

- The existing mortar will be removed with grinders back to sound mortar or to a maximum depth of $\frac{3}{4}$ ". The exposed joints will be cleaned with compressed air and the mortar will be pointed back to match the existing mortar color, texture and strength as close as possible. A mortar removal and repointing sample will be performed prior to the start of our work for the owner's review and approval. The sample will provide a guideline for the removal process to ensure that the masonry adjacent to the joints is not damaged during the removal of the existing mortar as well as the workmanship involved in replacing the new mortar as well as approving a color selection. After the pointing has been completed, the wall will be cleaned with a mild acid as required.
- Includes 100% tuckpointing of office/metal shop. – 2,545 SF
- Includes spot tuckpointing on lower 5 courses of south elevation of the bus barn – 20 SF
- Includes spot tuckpointing on stair step cracks on north elevation of bus barn – 20 SF



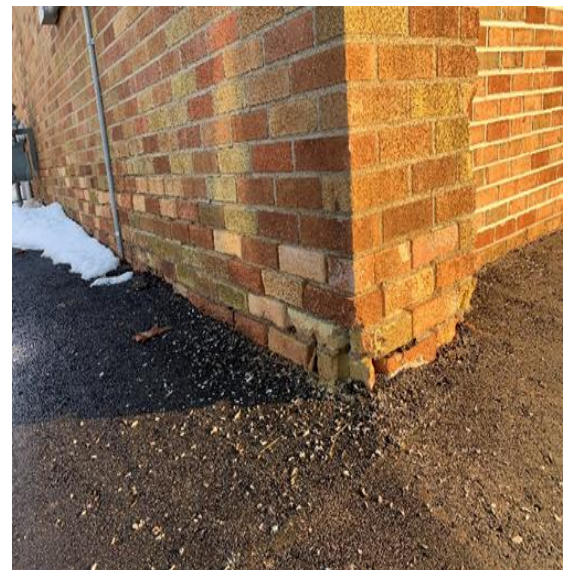


Cleaning & Penetrating Sealer : 2,585 Square Feet

- The repaired masonry surfaces will be sealed with a siloxane sealer at a coverage rate of 200 square feet per gallon. When necessary, windows will be protected based on the product that is used. The sealer will be installed according to the manufacturer's recommendations.
- Includes sealing masonry that has been tuckpointed and or replaced only. Includes 100% of the office/metal shop and any portions of the bus barn that are tuckpointed or have concrete repairs performed.

Spot Brick Replacement : 1,075 Each

- Approximately 1,075 bricks will be removed from the masonry wall. The cracked and/or deteriorated bricks will be removed, or bricks agreed to by the owner or contractor. The existing cavities will then be enclosed by installing new brick that matches the original brick, color and size as close as possible. The mortar around the perimeter of the brick will match the existing mortar, texture and strength as close as possible. A brick sample and mortar sample will be provided prior to the start of our work and approved by the owner.



Sandblast & Paint Steel Columns/Door and Lintels : Office/Metal Shop/Bus Barn – 16 Each

- Includes cleaning the loose paint from the steel columns, bases and installing a new metal primer and two coats of marine grade paint.
- Also includes repainting the service door on North side of office.

- Includes cleaning and repainting two overhead garage door lintels that show sign of paint flaking off.



Typical Conditions

ALTERNATE 1 - Supplemental Brick Tie Install : 600 Each

- During the brick masonry repairs, new reinforcing stainless steel threaded rod will be installed. The ties will be drilled through the existing mortar joints and pinned to the backup wall. The ties will then be covered with the new tuckpointing that is being performed in another work item.
- Instead of installing helical ties, due to the steel stud and sheet metal back up wall we will drill ¼" holes through the masonry and backup wall and secure with hex head threaded rod and nylok nuts on the interior side with washers.
- New anchors to be installed at 16" on center.

ALTERNATE 2 - Concrete Brick Base Repair : Bus Barn 16 Each

- The deteriorated structural members will be sound to determine the limits of deterioration and marked accordingly. Chipping hammers will be used to remove the deteriorated concrete back to sound concrete or a maximum depth of 3 inches. If more than half of the reinforcing bar diameter is exposed, the concrete will be chipped back approximately ¾" behind the reinforcing steel. After the areas have been chipped the steel will be cleaned to remove the rust and then coated with a rust inhibitor and/or bonding agent. These areas will then be hand patched or formed and patched back with bag mix repair mortar. The configuration of the patch will match the existing as close as possible.





This proposal is valid for sixty (60) days and does not include taxes.

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We appreciate the opportunity of being considered for these services. Should you have any questions about our proposal, please let us know.

Very Truly Yours,
WEATHERPROOFING TECHNOLOGIES, INC.

A handwritten signature in black ink, appearing to read "John Slusar", written over a horizontal line.

John Slusar
Commercial Construction Manager

Copy: Ryan Palmer, Tremco
Doug Timmer, WTI
Brian Gagne, WTI

Board of Education
Independent School District 280
Richfield, Minnesota

Unofficial Meeting, March 21, 2022

**Subject: RICHFIELD MAINTENANCE AND TRANSPORTATION BUILDING
Facilities Project Change Order #001**

(Recommended by the Superintendent)

That the Board of Education approve RICHFIELD MAINTENANCE AND TRANSPORTATION BUILDING Facilities Project Change Order #001 for a net decrease of \$4,141.00.

Background Information

- Richfield Maintenance and Transportation Building Change Order #01 – A deduct of \$4,141 for an addition of one new Door and associated frame modifications as well as deducts for using light fixtures supplied by the school district (attic stock from previous projects) and changing the plumbing vent material from cast iron to PVC.

The original (Contract Sum)	\$308,800.00
Net Change by previously authorized Change Orders	\$0.00
The contract sum prior to these Change Orders	\$308,800.00
The contract sum will be increased by these Change Orders in the amount of	(\$4,141.00)
The new contract sum including all Change Orders will be	\$304,659.00



CCO #001

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

Contract Change Order #001: CM CCO 001

CONTRACT COMPANY:	CM Construction Company 12215 Nicollet Avenue Burnsville, Minnesota 55337	CONTRACT FOR:	SC-S180064-MB22-001:CM Construction Single Prime
DATE CREATED:	3/11/2022	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	03/11/2022
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:	(\$4,141.00)

DESCRIPTION:

This change order includes: (A) a deduct to use owner-supplied light fixtures left over from previous projects; (B) a charge to modify a doorframe to accommodate a new door; and (C) a deduct to use PVC vent piping instead of the cast iron vent piping previously specified.

CE #001 - Owner Supplied Light Fixtures: (\$2,970.00)
Owner Supplied Light Fixtures

CE #002 - Door A110 & Frame Modifications: \$666.00
Door A110 & Frame Modifications

CE #004 - PVC Vent Piping Instead of Cast: (\$1,837.00)
PVC Vent Piping Instead of Cast

ATTACHMENTS:

[RFQ #4 Pricing.pdf](#) [RFQ #001 - Pricing.pdf](#) [RFQ #002 - Revised Pricing.pdf](#) [RFCO Owner Supplied Light Fixtures.pdf](#)

CHANGE ORDER LINE ITEMS:

CCO #001

#	Cost Code	Description	Type	Amount
1	05-5.01 - CM Construction Single Prime	Owner Supplied Light Fixtures	Other	(\$2,970.00)
2	05-5.01 - CM Construction Single Prime	Door A110 & Frame Modifications	Other	\$ 666.00
3	05-5.01 - CM Construction Single Prime	PVC Vent Piping Instead of Cast	Other	(\$1,837.00)
Subtotal:				(\$4,141.00)
Grand Total:				(\$4,141.00)



The original (Contract Sum)	\$ 308,800.00
Net change by previously authorized Change Orders	\$ 0.00
The contract sum prior to this Change Order was	\$ 308,800.00
The contract sum will be decreased by this Change Order in the amount of	(\$4,141.00)
The new contract sum including this Change Order will be	\$ 304,659.00
The contract time will not be changed by this Change Order by	

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

Board of Education
Independent School District 280
Richfield, Minnesota

Unofficial Meeting, March 21st, 2022

SUBJECT: Safe Routes to School Boost Grant

(Recommended by the Superintendent)

That the board of education authorize the superintendent to enter into a grant agreement with the Minnesota Department of Transportation for financial assistance to fund a Safe Routes to School Boost Grant and eligible expenses.

Background Information

This is the district's third Boost Grant in three years. This year's grant is primarily focused on purchasing and installing bicycle parking (bike racks) at RHS, Central, athletic facilities, and a few other locations around the district. Programming will also include high school student/staff engagement around bicycle parking preferences and community bicycle rides to promote new bike parking spaces. The two previous Boost Grants have been delivered on time and on budget to MnDOT.

(Prepared by Will Wlizlo & Craig Holje)

Richfield Public Schools Independent District #280
RESOLUTION FOR SAFE ROUTES TO SCHOOL (SRTS) BOOST GRANT

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program assists schools and communities by making it so youth in Minnesota can safely, confidently, and conveniently walk, bike, and roll to school and in daily life; and

WHEREAS, the Minnesota Department of Transportation Safe Routes to School Program solicits applications to enable school and communities to implement Safe Routes to School planning, implementation, and programmatic activities; and

WHEREAS, if Richfield Public Schools Independent District #280 was awarded Boost funds these grant funds would be used to provide implementation activities to local communities to develop Safe Routes to School initiatives that increase safety and encourage more children to walk and bicycle to school; and

WHEREAS, no local match funding is required; and

WHEREAS, SRTS Boost grant activities will commence after the grant agreement is fully executed.

THEREFORE, BE IT RESOLVED:

1. That Richfield Public Schools Independent District #280 Board of Education authorizes the Superintendent to enter into a grant agreement with the Minnesota Department of Transportation for financial assistance to fund a Safe Routes to School Boost Grant and eligible expenses.
2. That the Superintendent is authorized to execute such Agreement and any amendments without further approval by the Richfield Public Schools Independent District #280 Board of Directors.

Adopted and approved at a duly called meeting, this _____ day of _____, 2022.

Independent School District #280, Board Chair

Attest:

Independent School District #280, Board Clerk