

## SUPERINTENDENT'S REPORT AND AGENDA

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

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

**Monday, October 7, 2019**  
**7:00 pm School Board Meeting**  
**District Board Room**

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
  - A. Superintendent Update
    - 1. Introduction of Student Representatives
    - 2. Facilities Project Update
    - 3. Centennial Bid Authorization Update
    - 4. College in the Schools Value Statement
    - 5. RMS – Advanced Services
    - 6. Supt Goals - Feedback from the Board on Parent Involvement Goal
    - 7. October 1 Student Enrollment Count
  - B. Commendations
- IV. CONSENT AGENDA
  - A. Routine Matters
    - 1. Minutes of the regular meeting held September 16, 2019
    - 2. General Disbursements as of October 2, 2019 for \$12,294,433.51.
    - 3. Investments Holdings as of September 30, 2019
  - B. Personnel Items
- A. OLD BUSINESS
  - A. Policy 585 and 585.1 - Student Surveys and Administrative Guidelines
  - B. RDLS Facilities Project Change Orders #6, #7, #8
  - C. RSTEM Facilities Project Change Orders #5, #6, #7
  - D. RHS Facilities Project Change Order #4

VI. NEW BUSINESS

- A. 524.1 Guidelines - Promotion, Retention, and Acceleration
- B. Policy 412 & 412.1 Form - Public & Private Personnel Data
- C. Resolution - Designation of Identified Official with Authority (IOwA) for Education Identity Access Management
- D. Resolution - Appointing Election Judges
- E. Resolution - Approving Cooperative Sponsorship Agreement
- F. Bid Authorization – Centennial Elementary School Construction and Renovation Project
- G. Donations

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates
  - 10-21-19          7:00pm          Regular Board Meeting (Public Comment)
  - 11-7-19\* Thurs. 7:00pm          Canvass Results of the General Election
- D. Suggested/Future Agenda Items

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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING



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# Facilities Project Update

October 7, 2019

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# Current Project Design Status

## ▶ Current Design Status

### ▶ Centennial Elementary

- ▶ Construction Bid documents are planned to be issued with bids due on November 12<sup>th</sup>.
  - ▶ 75% CD Estimates are within the allocated budget for the project.

### ▶ Middle School

- ▶ Construction documents continue to be worked on.
  - ▶ Presentation is scheduled for the board meeting on October 21<sup>st</sup>
  - ▶ Planned to be issued for bids on November 12<sup>th</sup> with bids due in December.

### ▶ Sheridan Hills Elementary

- ▶ Construction documents continue to be worked on.
  - ▶ Presentation is scheduled for the board meeting on October 21<sup>st</sup>
  - ▶ Planned to be issued for bids on December 16<sup>th</sup> with bids due in January.



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# Current Project Status

## ▶ RDLS

### ▶ Kitchen

- ▶ All equipment is in place
- ▶ Walk in Cooler and Freezers are completed and operational.
- ▶ Exterior receiving walkway is complete.
- ▶ Final cleaning took place this weekend.
- ▶ Kitchen approved for use.



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# Current Project Status

## ▶ RDLS

### ▶ Media Addition

- ▶ Interior Framing is complete
- ▶ Mechanical and Electrical Rough-In work continues
- ▶ Aluminum curtain wall work is underway
- ▶ Roof top mechanical unit that serves the gym is installed and operating.
- ▶ Currently scheduled to be completed by November 1<sup>st</sup>.



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# Current Project Status

## ▶ RDLS

### ▶ Entrance Addition

- ▶ Doors and Hardware are complete
- ▶ Misc detail finishes remain to be completed
- ▶ Punchlists have been issued and are being completed
- ▶ Exterior metal panels are being fabricated



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# Current Project Status

## ▶ RDLS

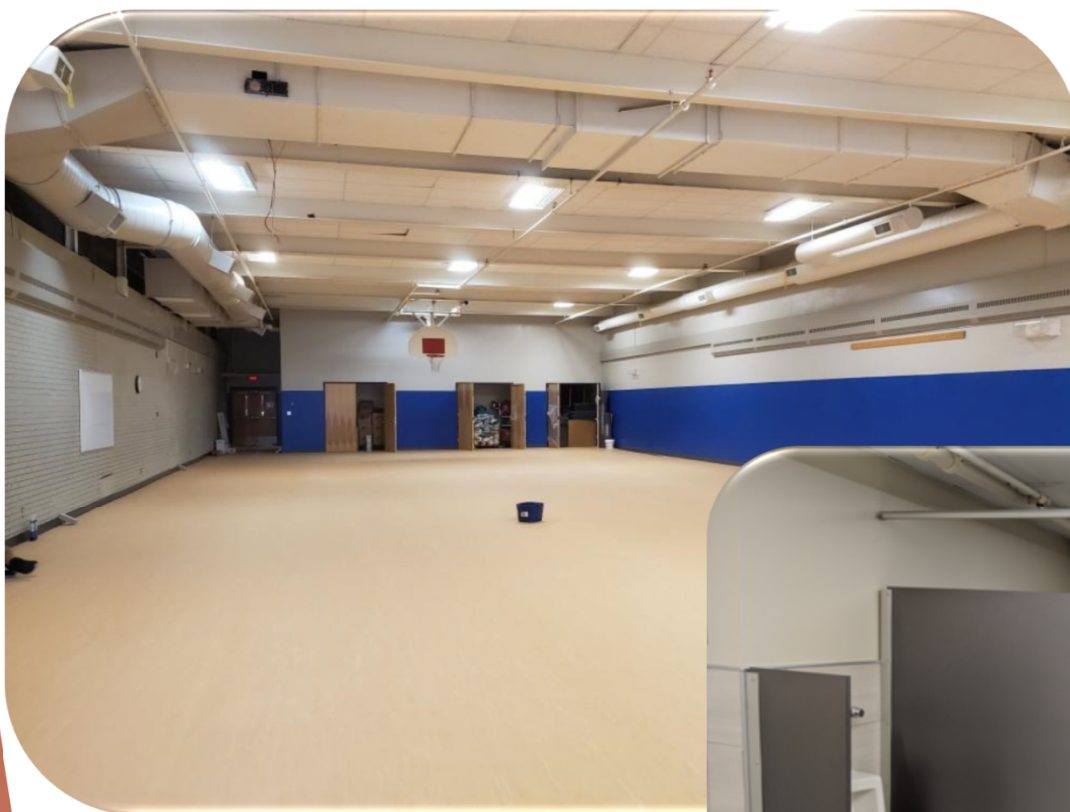
### ▶ Site Work

- ▶ Parking lot final lift of asphalt to take place on the next Saturday that weather allows.
- ▶ Kitchen addition and receiving area concrete walk installed.
- ▶ Chiller enclosure complete and chiller installation complete.
- ▶ Irrigation is being installed with sod planned to be installed on October 15<sup>th</sup>.



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## Current Project Status - RDLS



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# Current Project Status

## ▶ RSTEM

### ▶ Interior Renovations

- ▶ South bathrooms are waiting on backordered tile - planned to be complete in mid November.
- ▶ Media Center is complete.
- ▶ Flexible learning spaces have glass walls to be installed.
- ▶ Classroom work is complete.
  - ▶ Punchlist items are being addressed.



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# Current Project Status - RSTEM

- ▶ RSTEM - Phase 3
  - ▶ Entrance Addition excavation, Helical Pier install and grade beams install complete
  - ▶ Structural member install beginning
  - ▶ Interior renovation work continues in the new administrative office area with underground plumbing install
  - ▶ Mechanical renovation work continues in the Lower Level



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# Current Project Status

## ▶ RHS

### ▶ Entrance Addition

- ▶ Structural Steel has been set
- ▶ Interior Masonry wall framing is underway
- ▶ Roofing to water tight this week
- ▶ Mechanical and Electrical rough-in work continues
- ▶ Current estimated completion of November 11<sup>th</sup>



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# Current Project Status

## ▶ RHS

- ▶ New Courtyard Addition
  - ▶ Structural Steel set two weekends ago.
  - ▶ Roof framing and connections continue
  - ▶ Completion scheduled for mid November
- ▶ Front Entrance Stair Tower
  - ▶ CMU Walls complete
    - ▶ Working on exterior brick veneer



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# Current Project Status

## ▶ RHS Kitchen

- ▶ Kitchen finishes continue
- ▶ Diswasher set in place and connections taking place
- ▶ Serving line tile work completed
- ▶ Kitchen Equipment install is underway
- ▶ Currently scheduled to be complete on October 11<sup>th</sup>.



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# Current Project Status

## ▶ RHS

- ▶ Media Center Furniture Set in Place
- ▶ Media Center Finishes being completed
- ▶ Finishes outside of Auditorium Completed



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Questions  
?



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# Centennial Bid Authorization Update

**Board Presentation**

October 7, 2019





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# AGENDA

1. Introductions
2. Project Schedule
3. Referendum Scope
4. Project Development
5. Building Diagrams
6. User Group Diagrams
7. Finish Standards
8. Renderings – Existing and Proposed





# PROJECT SCHEDULE

- October 14, 2019 – Issue Construction Documents
- November 12, 2019 – Bid Opening
- April 2019 – Begin construction in utility spaces/tunnels/media center
- June 5, 2020 – Last day of school
  
- **Phase I** (Media center demolition)
  - April 6, 2020 – Begin abatement and demolition
  - June 7, 2020 – Phase I Substantial Completion
- **Phase II** (Boiler room renovation & steam pipe removal)
  - April 6, 2020 – Begin Construction
  - October 23, 2020 – Phase II Substantial Completion
- **Phase III** (Renovation of existing building)
  - June 8, 2020 – Begin construction at all areas
  - August 19, 2020 – Phase III Substantial Completion





# REFERENDUM SCOPE

- **District Wide**
  - Secure entry improvements
  - Mechanical improvements (indoor air quality)
  - ADA (accessibility) restroom improvements
  - Special Education space improvements
  - Kitchen and serving renovations
  - Long-term Facilities Maintenance (LTFM) needs identified
- **Centennial Elementary School**
  - Secure main entry improvements
  - Renovated administration office suite
  - Relocated SPED suites
  - Renovated Media Center with maker space
  - Open extended learning spaces
  - Kitchen, cafeteria and receiving renovations
- **LTFM**
  - Mechanical system replacement
  - New flooring, ceilings, and lighting in common areas and circulation spaces
  - New flooring in classrooms
  - New casework in all classrooms
  - Update toilet rooms in pre-kindergarten and kindergarten classrooms
  - New paint throughout





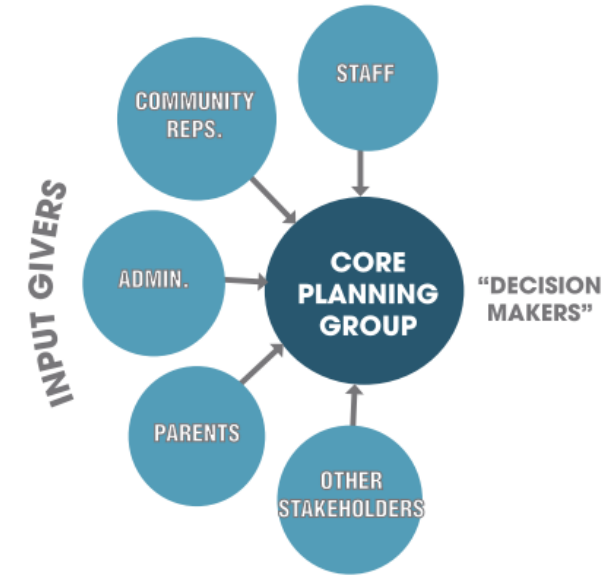
# PROJECT DEVELOPMENT

## USER INPUT

- Planning Oversight Committee
- Core Planning Group (building wide goals/criteria with input givers)
- User Groups (program needs established with end users)
  - Admin & Health
  - Art
  - Classrooms PK & K
  - Classrooms Gr. 1-5
  - Community Partnerships
  - ESL & Intervention
  - Extended Learning
  - Food Service
  - Gymnasium
  - Media & Technology
  - Science, Engineering, STEM
  - SPED Level II and Resource
  - SPED Level III
  - SPED Support
- Maintenance (indoor environmental quality standards)
  - District Facilities Team
  - Onsite Custodial Staff
- District Standards (District-wide branding/building identity)
  - Materials and Finishes

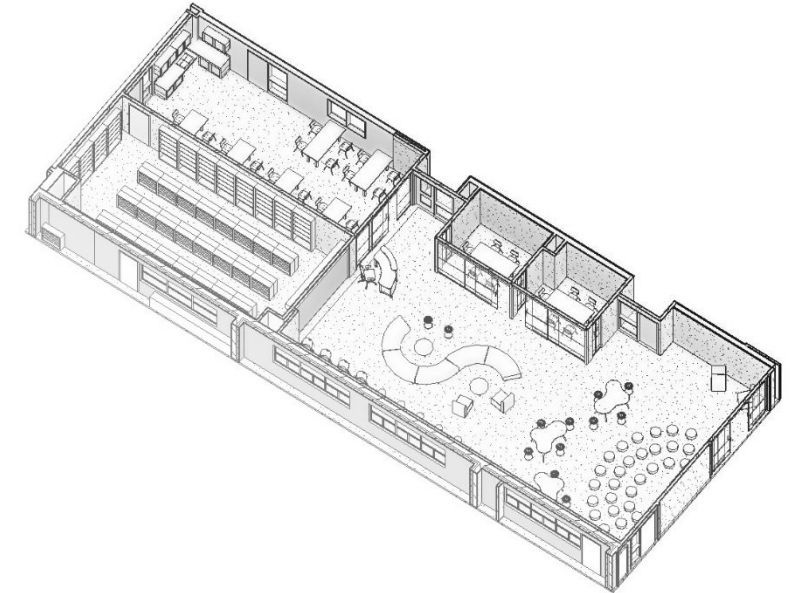
### Input Resources

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



## DESIGN IMPLEMENTATION

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

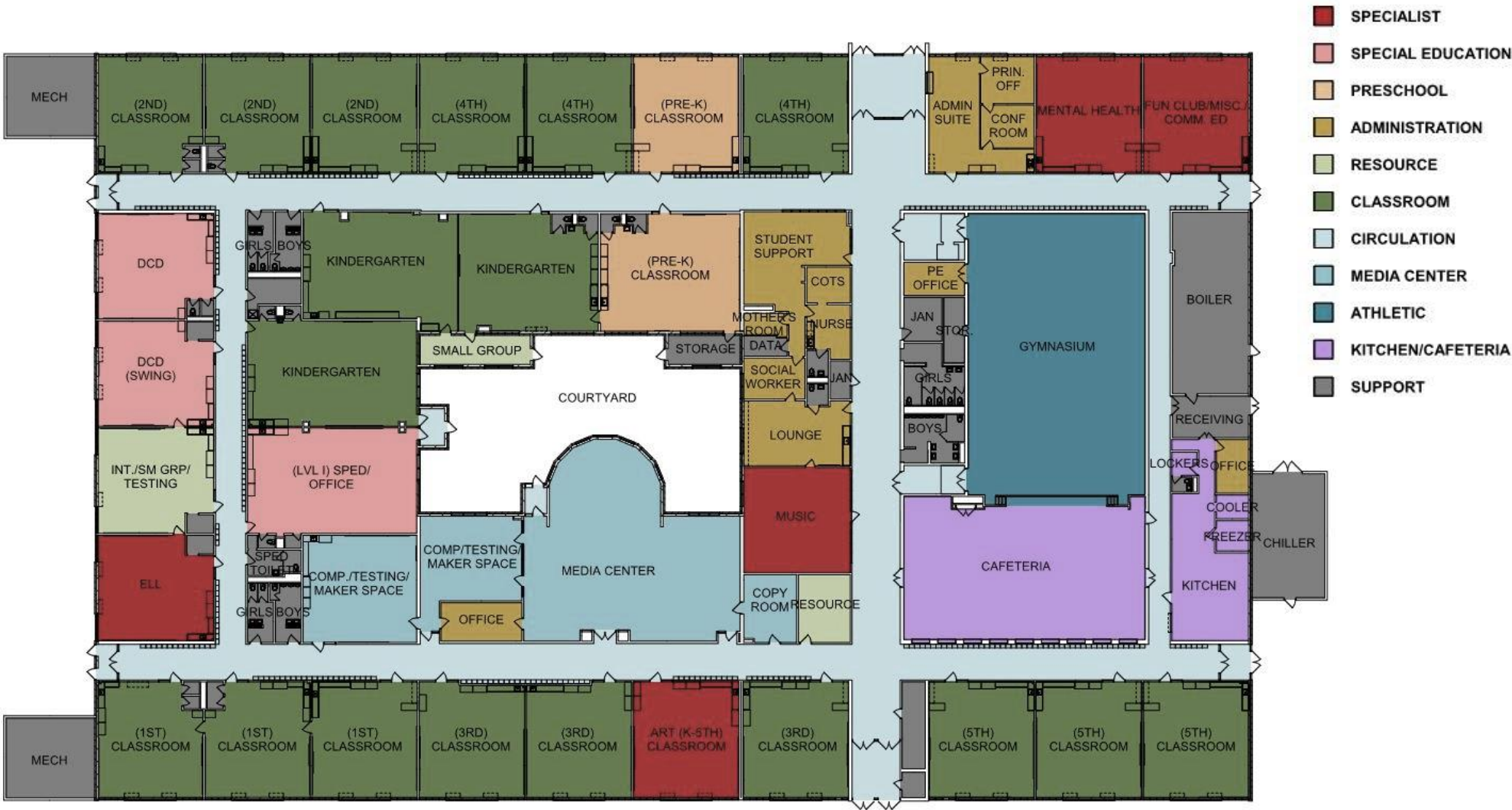




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# BUILDING DIAGRAM



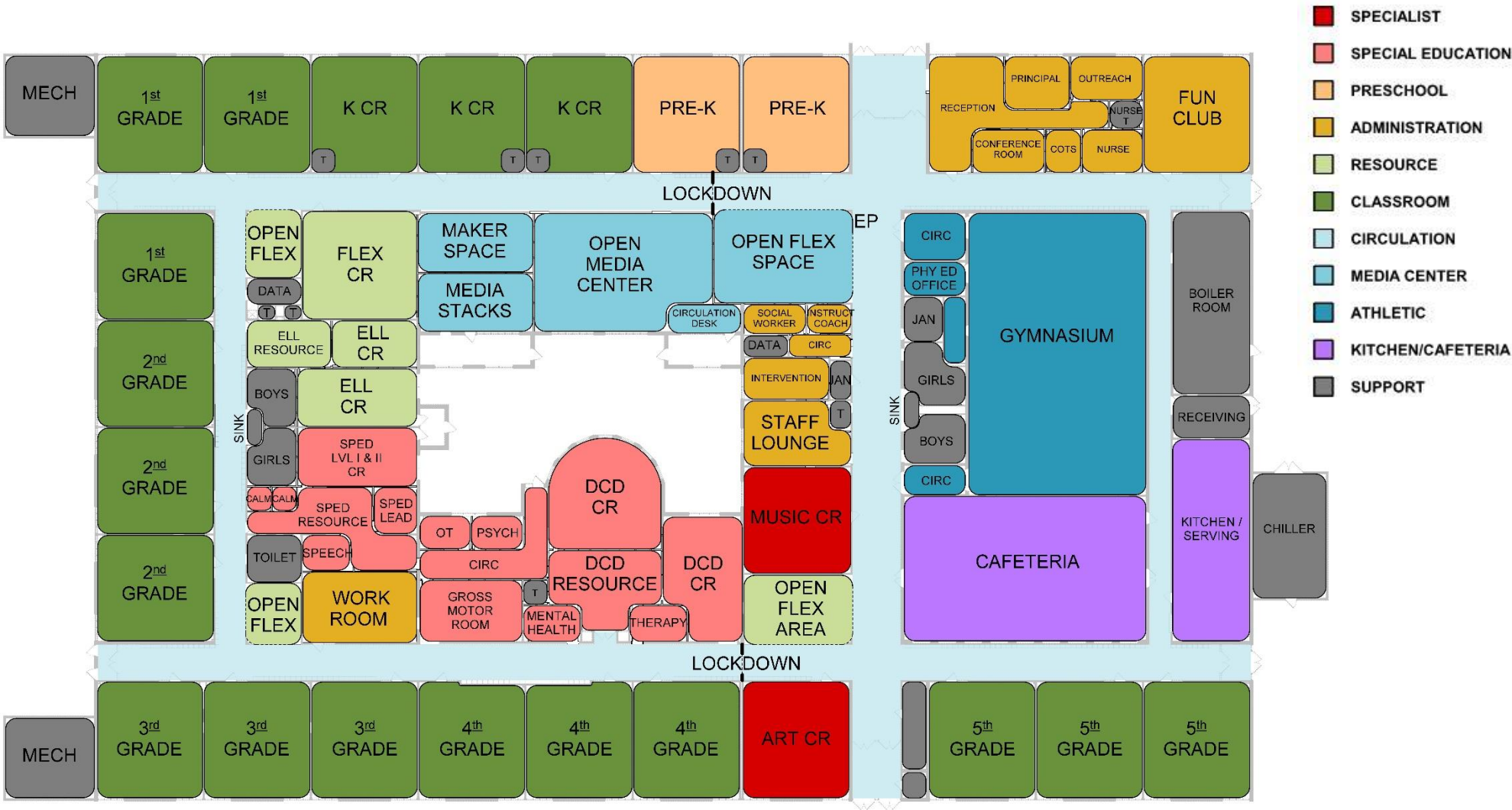
EXISTING MAIN LEVEL DIAGRAM



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# BUILDING DIAGRAM

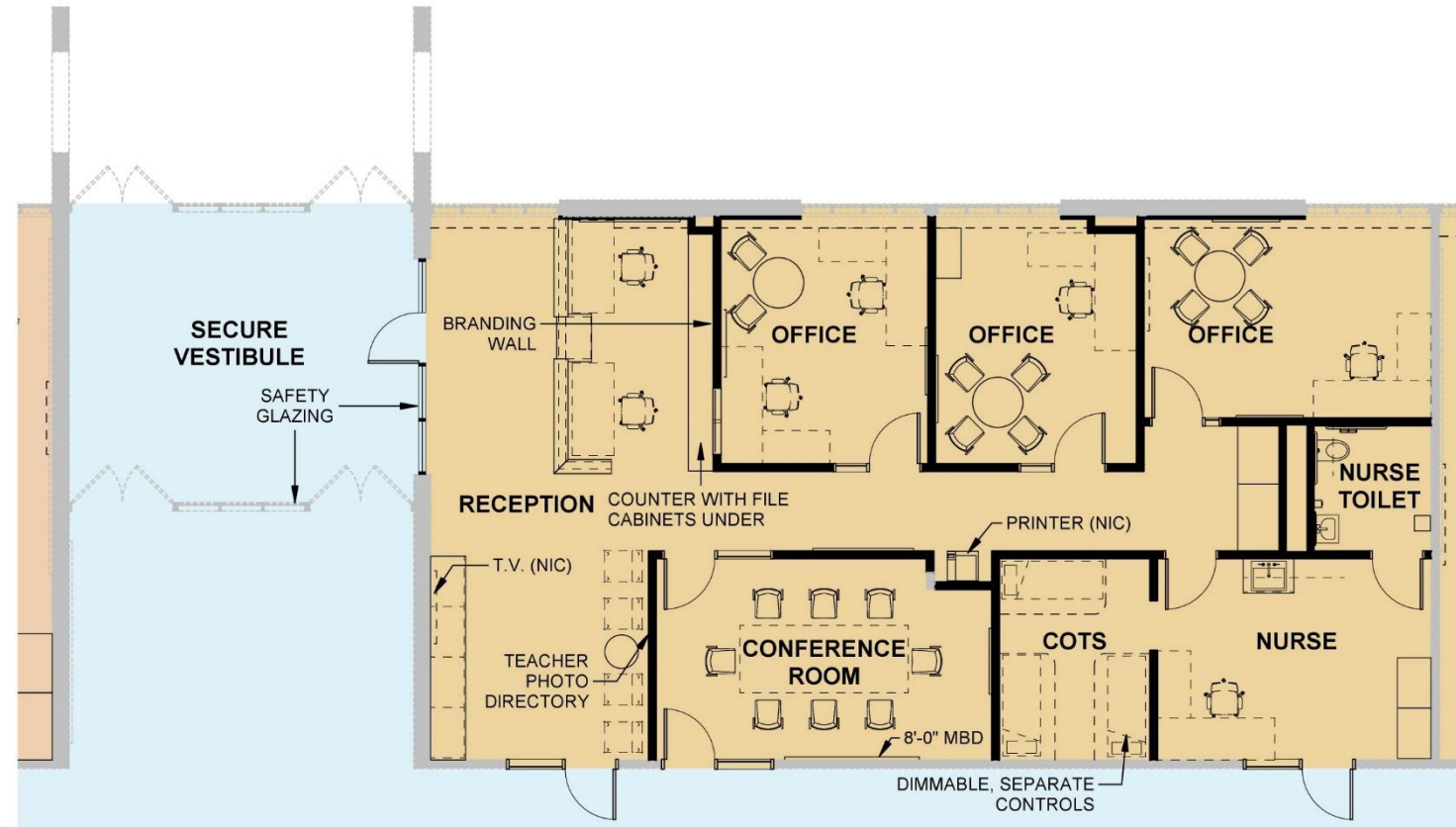


PROPOSED MAIN LEVEL DIAGRAM



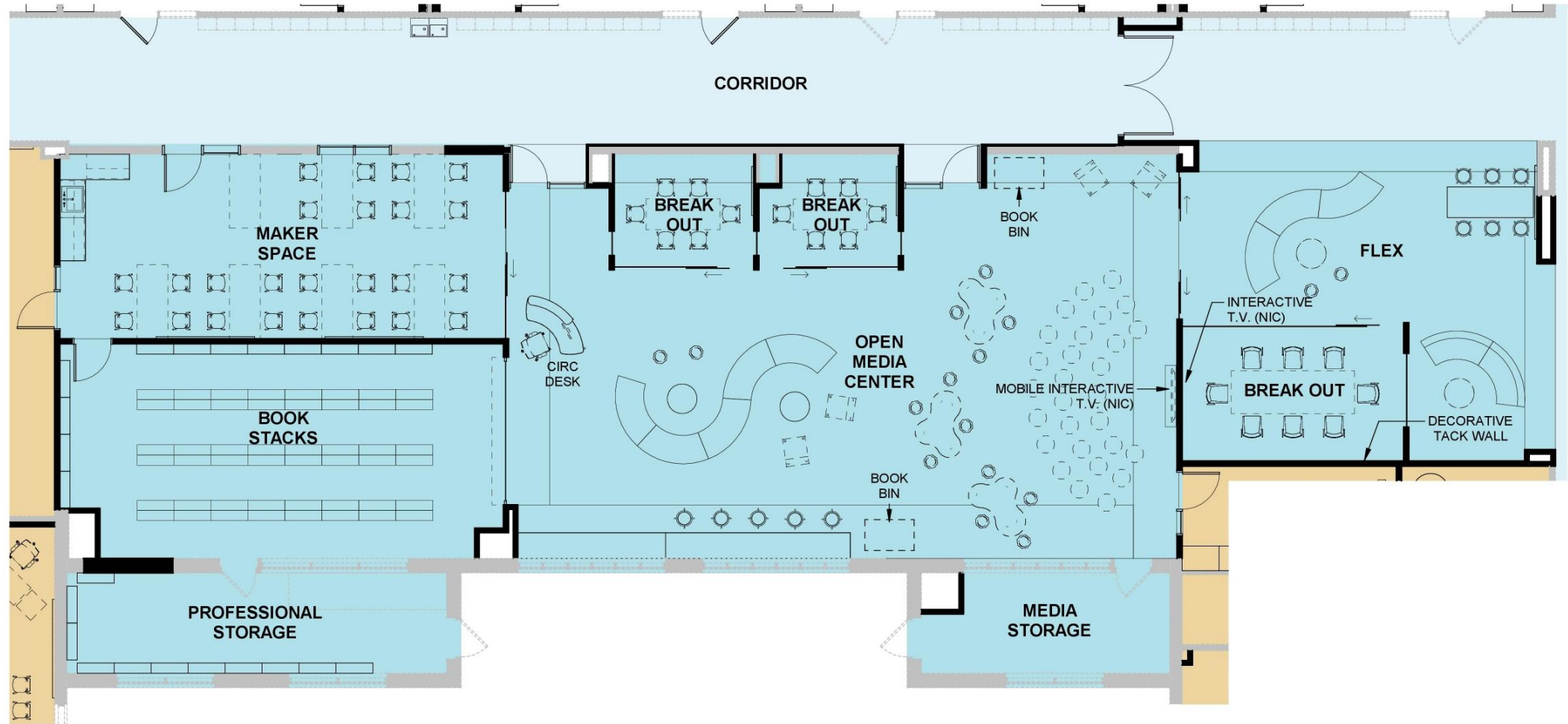


# USER GROUPS – SECURE ENTRY & ADMIN



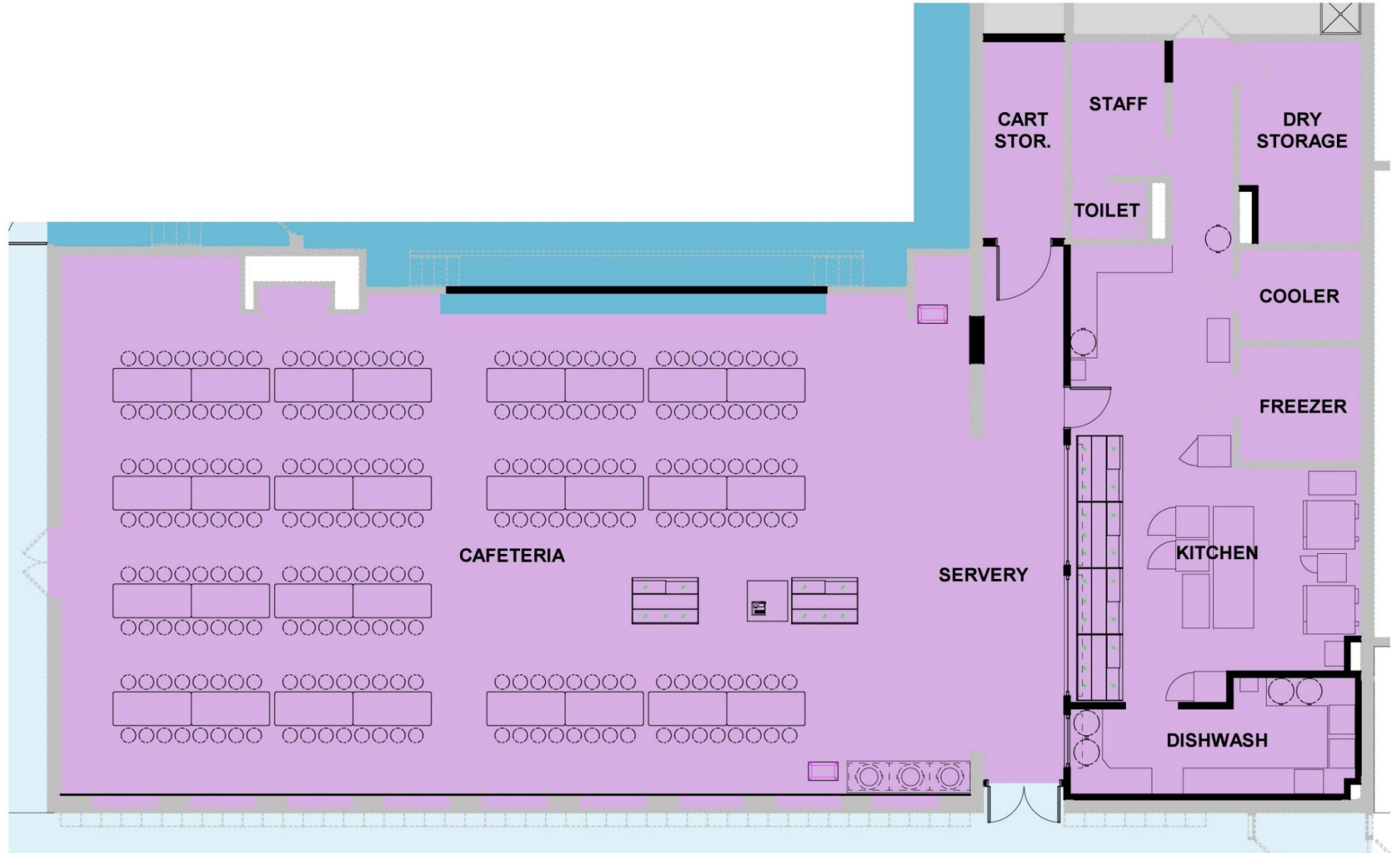


# USER GROUPS – MEDIA CENTER





# USER GROUPS – CAFETERIA & KITCHEN







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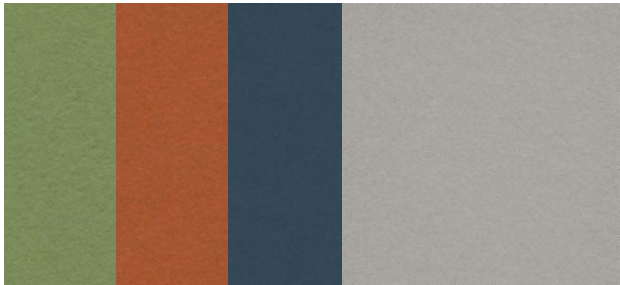
# FINISH STANDARDS



PORCELAIN TILE



PAINT



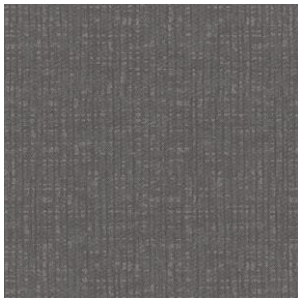
TACK WALL



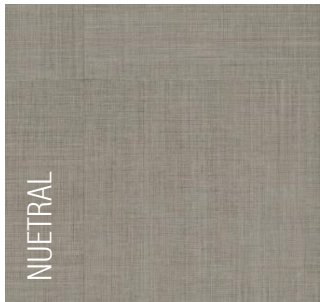
CASEWORK



CARPET TILE



RESILIENT CARPET



LVT

NEW MATERIALS

EXISTING MATERIALS



EXISTING LOCKERS



EXISTING DOORS



EXISTING BLOCK

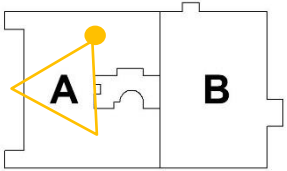


EXISTING FLOORING





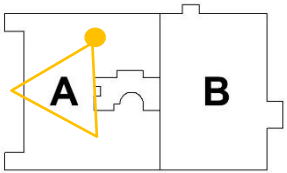
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# FLEX SPACE







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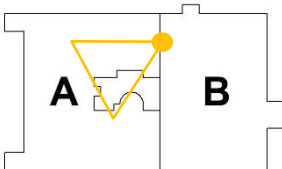


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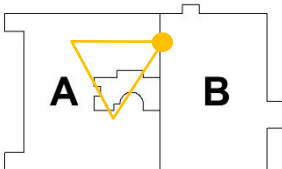


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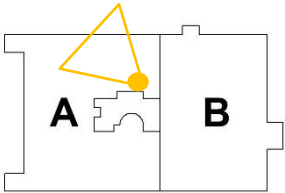
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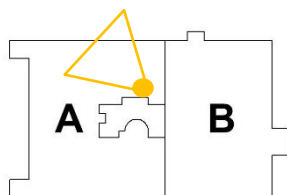
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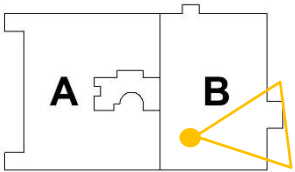
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PROPOSED





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# CAFETERIA & SERVERY

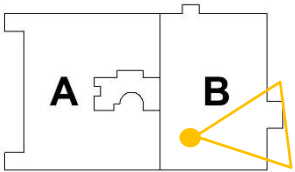


EXISTING





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# CAFETERIA & SERVERY



PROPOSED



Thank You



## Your partnership with College in the Schools at U of M Twin Cities offers:

### ENGAGING CONTENT, CHALLENGING COURSEWORK, AND SUCCESS FOR STUDENTS

Each year College in the Schools (CIS) surveys alums who are one year out of high school, to measure student satisfaction with the program. From the high school classes of 2006 through 2016:

- 97% - 99% of survey respondents would recommend CIS to high school students.
- 92% - 97% rated their overall experience with CIS as good or excellent.
- 81% – 91% felt better prepared academically for college as the result of participating in CIS.

Diverse groups of students greatly benefit from the chance to demonstrate their mastery of the subject through a variety of assessments taken throughout the course.

STUDENT SUCCESS			
CIS, U of M-Twin Cities 2018-19 <sup>1</sup>		Minnesota Advanced Placement 2018 tests <sup>2</sup>	
% of course registrations resulting in a grade of C or better	<b>91%</b>	% of MN AP tests taken resulting in scores of 3 or better (generally qualifying for college credit)	<b>66%</b>
% of course registrations by students of color	<b>30%</b>	% of MN AP tests taken by students of color	<b>26%</b>
% of course registrations by students of color resulting in a grade of C or better	<b>86%</b>	% of MN AP tests taken by students of color resulting in scores of 3 or better (generally qualifying for college credit)	<b>59%</b>

### AFFORDABLE, HIGHLY TRANSFERABLE COLLEGE CREDIT FOR STUDENTS

Every three years, CIS surveys alums five years after graduating from high school to understand whether students are able to use the U of M credits earned in high school. Of the respondents to those surveys:

- 93% - 99% of those who requested credit recognition for their U of M credits were successful at having some or all of their credits recognized.

### DISCIPLINE-SPECIFIC, FACULTY LED PROFESSIONAL DEVELOPMENT FOR INSTRUCTORS

College in the Schools instructors benefit from joining a community of other CIS instructors and University faculty, and from professional development that focuses on subject matter content and how students learn that content. Of the respondents to a 2018 survey of CIS instructors:

- 99% feel they have learned about new ideas and developments in their academic discipline.
- 98% feel energized as instructors.
- 98% feel they have benefitted from the support of and contact with CIS colleagues in other high schools.
- 94% feel they have a better understanding of the knowledge and skills that college faculty in their discipline expect of students.

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<sup>1</sup> Data from University of Minnesota Twin Cities, Office of Institutional Research. For academic year 2018-19.

<sup>2</sup> Data from College Board. Minnesota Score Distributions by Totals and Ethnic Group

## OUTSTANDING VALUE FOR HIGH SCHOOLS AND FAMILIES

In your district and school in 2018-19								
School	Unduplicated count of students	Total registrations	Registrations by race/ethnicity of students	Registrations resulting in grades of "C" or better	U of M credits earned <sup>1</sup>	CIS fees at \$145 <u>per registration</u>	FY18 state aid of \$52.48 per registration <sup>2</sup>	Value at U of M 2018-19 tuition of \$502.25 <u>per credit</u>
Richfield	207	608	Am Indian/Alaskan Native 6 (1%) Asian 72 (12%) Black 89 (15%) Hawaiian/Pacific Islander 1 (0%) Hispanic/Latino 135 (22%) Two or more races 31 (5%) Unknown 49 (8%) White 225 (37%)	524 (86%)	2058	\$88,160	\$31,907.84	\$1,099,927.50

<sup>1</sup> Students earn U of M credit for grades of "D" or better, and all grades (including grades of F) are recorded on the student's U of M transcript. A grade of C at the U of M "Represents achievement that meets the course requirements in every respect."

<sup>2</sup> Minnesota offsets the costs of the fees paid to concurrent enrollment programs. The amount of aid schools receive per registration from the state is prorated based on the total number of qualifying registrations in concurrent enrollment programs across the state. Based on data from the MDE Report to the Legislature *Rigorous Course Taking: Advanced Placement, International Baccalaureate, Concurrent Enrollment and Postsecondary Enrollment Options Programs*, page 55, in FY18 the prorated reimbursement was \$52.48 per course registration. The prorated reimbursement for FY19 was not available at the time of printing.

## **Talent Development and Advanced Academics in Richfield Public Schools**

### **Frequently Asked Questions**

#### **Why talent development?**

Students with advanced abilities in different areas or those who demonstrate high performance capabilities need an appropriate education program that will enable them to make continuous progress and growth throughout their school years, no matter where they begin on that continuum. All students deserve to grow and learn.

#### **What does service at the middle school look like?**

We believe that all classrooms should provide a challenging core education for all of their students, through differentiation and enrichment, while still providing the exploratory opportunities that are proven to be beneficial for middle school students. This provides many opportunities for most students to collaborate with, and learn from, age level peers, in the classroom setting during standards-aligned core instruction, utilizing grouping strategies which allow students access to appropriate levels of challenge and complexity. This helps to build capacity for all of our teachers to serve the needs of all of their students.

**Honors courses:** Honors English Language Arts is a course that provides challenge to advanced readers and writers through analysis of advanced-grade level texts. Additionally, the course has been built with the integration of ELA and social studies (what one would think of as a humanities class) to provide deep enrichment opportunities.

**Accelerated math:** Math is a subject that lends itself well to compacting and an accelerated pace, as well as deeper enrichment opportunities. In Richfield Middle School, we have single-grade acceleration opportunities and double-grade acceleration opportunities. Both opportunities provide a faster pace through compacting of practice. Both opportunities lead to students taking college level math courses while in high school, and high school credit while in middle school.

#### **How are advanced learners identified at the middle school?**

- Richfield Public Schools examines data from standardized achievement tests, including the NWEA Measures of Academic Progress (MAP) in both reading and math. Identification begins at the 90<sup>th</sup> percentile. We take multiple years' worth of data and analyze individual strand score to make more accurate decisions. Additionally, we gather information from teachers and families about student behaviors and classroom performance.
- Research has continually shown that culturally, linguistically and economically diverse children are less likely to be referred for screening for advanced programs; therefore, since Richfield celebrates great diversity, careful attention will be paid to the varying behaviors that point to advanced learning in all of our students.
- We look at all students, every year. Students develop at varying rates. A student who may not have been identified in 6<sup>th</sup> grade could be ready for advanced learning at 7<sup>th</sup> grade and should have the opportunity to take advanced courses.
- Students who are referred by teachers, doctors, or families will be screened on a case-by-case basis.
- Richfield believes that once a student has been identified at the middle level for advanced courses, s/he/they should continue in that course regardless of grades. If a student and their family believe that it is not the correct placement, we will work with the family to transition the student to the general education classroom. That student will again be looked at for advanced courses the following year.

## **Advanced Language Arts Course Grades 6-8 Richfield Middle School**

Fact:

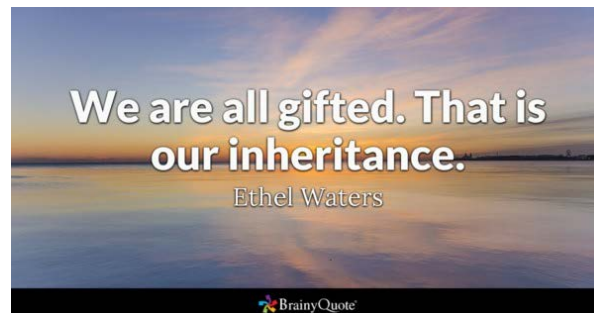
1. We have been servicing our high math students with accelerated math for years
2. We created a “G/T” course several years ago to serve additional advanced students
3. Previously, there had not been a course with a focus on writing to serve our high readers/writers
4. Our DLI program continues to grow. These students do not have as many opportunities to participate in as many RMS exploratory classes

### ***SY 18-19 and Forward:***

Advanced Language Arts at each grade level

- We begin by using the same criteria used in elementary (90th Percentile or above on reading MAP, fall and spring)
- We will then look at students who have been historically underserved and/or underrepresented in advanced classes
- Course will be taught by the same teacher, all three grade levels, to provide continuity across grade levels
- Director of Literacy/Advanced Academics works with teacher to help plan units/lessons, provide additional support and learning for advanced students
- Sections will depend on numbers of students identified for course
- Identified advanced students will have the opportunity to take a one trimester integrated science/STEM course in 7th and 8th grade (7th grade beginning semester 2 of 2019-2020 school year)

*We must begin to tell our young, There's a world waiting for you. Yours is the quest that has just begun. - James Weldon Johnson*



# Strategic Plan/Process Goals

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Goal: Increase presence, voice and participation of families representative of the diversity of our Richfield Public Schools Community

Success measured by: Disaggregated attendance sign in at PTO, Committees/advisories

**RICHFIELD PUBLIC SCHOOLS**  
**ENROLLMENT COUNT - OCTOBER 1, 2019**

GRADE	2019								2019								RCEP		2018	2019	
	Central	RDLS	CENT	SHER	STEM	RMS	RHS	RCEP	1-Oct	Oct 1	RDLS	CENT	SHER	STEM	RMS	change	1-Oct	1-Oct		Variance	
ECSE*	131								131	86						45	ECSE	96	131	35	
SEC	25								25	15						10	SEC	20	25	5	
Voluntary PreK (VPK)	37	38	34	31	53				193	215						-22	VPK	203	193	-10	
K		78	54	61	94				287	276	11	-5	-13	18			K	311	287	-24	
1		78	65	75	87				305	270	12	8	3	12			1	336	305	-31	
2		73	60	67	123				323	332	-1	-6	-2	0		37	2	289	323	34	
3		65	62	59	103				289	289	1	-2	-2	3			3	292	289	-3	
4		62	60	59	100				281	274	-2	4	-5	10			4	330	281	-49	
5		70	73	72	119				334	330	-4	3	-7	12		11	5	338	334	-4	
6						315			315	321					-6		6	348	315	-33	
7						330			330	315					15		7	320	330	10	
8						307			307	320					-13	-4	8	304	307	3	
9							310	1	311	284					27		9	286	311	25	
10							289	2	291	258					33		10	274	291	17	
11							245	5	250	284					-34		11	274	250	-24	
12							251	54	305	332					-27	-1	12	309	305	-4	
Voluntary PreK (VPK)	37	38	34	31	53				193												
Actual w/o VPK	156	426	374	393	626	952	1095	62	4084									4330	4277	-53	
Projection w/o VPK	101	409	372	419	571	956	1086	72	3986	4201	Includes VPK										
Difference w/o VPK	55	17	2	-26	55	-4	9	-10													
Actual PreK-12	193	464	408	424	679	952	1095	62	4277												

	CURR.	DIFF		CURR.	DIFF		CURR.	DIFF		PreK-12 Projection 10/1/19	4201
Prekindergarten	324	23	Elem K-5	1819	48	Trans+	25	10		PreK-12 Actual 10/1/19	4277
Kindergarten	287	11	M.S 6-8	952	-4	Kinder	287	11		Projection Variance	76
Grades 1-2	628	26	S.H 9-12	1157	-1	Grds 1-6	1847	31		Last Year Enrollment 10/1/2018	4330
Grades 3-5	904	11	K-12 Total	3928	43	Grds 7-12	1794	1		Change From Last Year	-53

Note: The enrollment counts include an average of the part time PSEO & home school students.

\*29 of the ECSE Students are attending VPK. They do not count towards our VPK allocation.

Prepared by the Business Office 10/1/2019

**Kevin Gullickson – from Christina Gonzalez and Rosa Rubio/Student Support Services**

"I am just starting my 6th year at Richfield Public Schools and I can say with confidence that Kevin has demonstrated the concept of radical hospitality in every encounter I have had with him. From finding small lost packages and accessing special education files in the dark to hauling school supplies, winter coats, snow pants, and gloves to our students, he has consistently demonstrated a positive and solution focused attitude. In our partnerships with VEAP and Assistance League, we literally receive hundreds of boxes annually to be received, sorted, and moved to various schools within the district. Kevin is very responsive and calm in problem solving and ensuring our students have these resources in hand at a fast pace. Most recently, we received 8 pallets of donations from VEAP. Yesterday at 1pm we had a problem solving meeting to find a home for the pallets. I walked in this morning and two pallets were already moved to their new location. **Thank you to Kevin for being a constant force of solutions, smiles, and respect.**

**Kevin Gullickson – from Patrick O’Keefe/Blessed Trinity**

"I wanted to give an incredible note of thanks, gratitude, and praise for Kevin – I have worked with him over the years with materials coming in/out. He does a phenomenal job– we were searching for a box of books that went missing – and through the process, even with all the construction in the warehouse he has been incredible, unbelievably responsive, often two or three steps thinking ahead in tracking, getting ahead and having answers, even though it was our mistake here at Trinity; he came up with solutions and resources to try and make things correct to get these books in the hands of our kids! He is an incredible asset and gift with the way he takes his job seriously but also goes above and beyond to make sure kids have what they need; and it doesn’t matter where the kids are studying, at which school, or what the need is, he’s going to make things right, get it done and make sure schools are successful. He’s a gem among the people working at RPS – and you have wonderful people working at RPS – he’s fantastic!" **"He deserves every acknowledgement of his incredible work!"**

**Kyle Gustafson – from Shannon Lindberg/Facilities**

"I wanted you to recognize Kyle's outstanding performance. On Friday around 5 PM, I received a call from RHS Student Government Adviser about changing the location of the RHS Homecoming Dance for Saturday. The logistics weren't worked out regarding facility staff coverage, air handlers, etc. We talked about what needed to be done and how it could work. He was solution orientated and positive. He went in on Saturday morning to turn on the air handlers to give them time to cool the space down before the dance, he came in at 5 PM to work with the DJ, and move the tables. **He was willing to help in whatever way he could and changed his plans to accommodate the change in venue. Kyle made it easy to make the change to provide a more pleasurable experience for our students."**

**Richfield Resident Melissa LaPlante – from Principal Shahsavand**

"This week we had a Richfield citizen do something wonderful for RDLS. Our annual Fundraising company (Cherrydale) delivered boxes of prizes at her home by accident. On Monday she called to let us know and brought the boxes to us."



FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	294688	08/29/2019	ALL FURNITURE INC	R	9,700.00
01	294689	08/29/2019	BSN SPORTS, LLC	R	1,832.91
01	294690	08/29/2019	COLLEGE OF ST BENEDICT	R	500.00
01	294691	08/29/2019	GUSTAVUS ADOLPHUS COLLEGE	R	1,500.00
01	294692	08/29/2019	HOPE CHURCH	R	13,988.75
01	294693	08/29/2019	NYSTROM PUBLISHING	R	12,369.90
01	294694	08/29/2019	ON SITE SANITATION	R	1,170.71
01	294695	08/29/2019	THE WORKS	R	1,620.00
01	294696	08/29/2019	TRUGREEN LIMITED PARTNERSHIP	R	4,688.00
01	294697	08/29/2019	UNIVERSITY OF CALIFORNIA-BERKELEY	R	2,500.00
01	294698	08/29/2019	UW-MADISON	R	3,000.00
01	294699	08/29/2019	WEST CHESS	R	5,208.00
01	294700	08/29/2019	XCEL ENERGY	R	32,684.95
01	294701	09/04/2019	ALL FURNITURE INC	R	7,589.69
01	294703	09/04/2019	AMAZON.COM SYNCB/AMAZON	R	4,895.11
01	294704	09/04/2019	AQUA ENGINEERING INC	R	160.00
01	294705	09/04/2019	BIO CORPORATION	R	248.05
01	294706	09/04/2019	BUSINESS ESSENTIALS	R	183.63
01	294707	09/04/2019	CANON USA	R	3,850.60
01	294708	09/04/2019	CARQUEST AUTO PARTS	R	276.62
01	294709	09/04/2019	CDW GOVERNMENT INC	R	16,400.00
01	294710	09/04/2019	CEDAR SMALL ENGINE	R	205.99
01	294711	09/04/2019	CHIPHEADS COMPUTER REPAIR	R	99.00
01	294712	09/04/2019	CINTAS CORPORATION NO 2	R	118.28
01	294713	09/04/2019	VOID	R	0.00
01	294714	09/04/2019	DIGITAL INSURANCE LLC	R	8,715.00
01	294715	09/04/2019	PURCHASE POWER	R	4,990.00
01	294716	09/04/2019	ECM PUBLISHERS INC	R	119.00
01	294717	09/04/2019	ECOLAB INC	R	528.63
01	294718	09/04/2019	EDUCATORS BENEFIT CONSULTANTS LLC	R	277.80
01	294719	09/04/2019	FASTENAL INDUSTRIAL	R	15.26
01	294720	09/04/2019	FIREFLY COMPUTERS, LLC	R	2,040.00
01	294721	09/04/2019	FLICEK WELDING	R	2,150.00
01	294722	09/04/2019	FLINN SCIENTIFIC INC	R	1,440.37
01	294723	09/04/2019	GREENE PATRICIA ANN	R	1,415.00
01	294724	09/04/2019	HOGLUND BUS CO INC	R	340.26
01	294725	09/04/2019	HR SIMPLIFIED INC.	R	727.00
01	294726	09/04/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,279.60
01	294727	09/04/2019	INSTITUTE FOR ENVIROMENTAL	R	44,637.79
01	294728	09/04/2019	LOFFLER COMPANIES	R	1,342.89
01	294729	09/04/2019	MATH LEARNING CENTER	R	1,797.60
01	294730	09/04/2019	MCTLC	R	1,080.00
01	294731	09/04/2019	MIDWEST BUS PARTS INC	R	967.04
01	294732	09/04/2019	MN CEC-DEC	R	115.00
01	294733	09/04/2019	MOORHEAD MACHINERY & BOILER COMPANY	R	2,910.86
01	294734	09/04/2019	THE PROPHET CORPORATION	R	687.85
01	294735	09/04/2019	PERFECTION LEARNING	R	1,406.09
01	294736	09/04/2019	PERMA-BOUND BOOKS	R	822.40
01	294737	09/04/2019	PITNEY BOWES	R	72.67

01	294738	09/04/2019	PTM DOCUMENT SYSTEMS	R	713.13
01	294739	09/04/2019	SCHOOL SPECIALTY INC	R	389.95
01	294740	09/04/2019	SHERWIN WILLIAMS CO	R	176.87
01	294741	09/04/2019	STATE SUPPLY COMPANY	R	325.82
01	294742	09/04/2019	TAFFE SARAH ANN	R	8,044.93
01	294743	09/04/2019	TRANSPORTATION PLUS, INC.	R	52.00
01	294744	09/04/2019	TRIMARK HOCKENBERGS	R	22,679.68
01	294745	09/04/2019	VSP VISION SERVICE PLAN	R	1,547.51
01	294746	09/04/2019	CITY OF RICHFIELD	R	6,652.50
01	V609245	09/05/2019	LISA M BAIRD	R	11.49
01	V609246	09/05/2019	DAVID M BOIE	R	70.00
01	V609247	09/05/2019	PATRICK L BURRAGE	R	70.00
01	V609248	09/05/2019	MIRIAM A CASTRO SANJUAN	R	40.00
01	V609249	09/05/2019	PHIL N CEDER	R	40.00
01	V609250	09/05/2019	MARY L CLARKSON	R	70.00
01	V609251	09/05/2019	TIA B CLASEN	R	70.00
01	V609252	09/05/2019	JOHNNY R COOK	R	70.00
01	V609253	09/05/2019	KRISTINE A DAHL	R	74.24
01	V609254	09/05/2019	LATANYA R DANIELS	R	70.00
01	V609255	09/05/2019	GEORGE A DENNIS	R	35.00
01	V609256	09/05/2019	RYAN D FINKE	R	70.00
01	V609257	09/05/2019	PETER J FITZPATRICK	R	40.00
01	V609258	09/05/2019	STEVEN T FLUCAS	R	70.00
01	V609259	09/05/2019	MICHAEL L FRANKENBERG	R	70.00
01	V609260	09/05/2019	JAMES A GILLIGAN	R	70.00
01	V609261	09/05/2019	CHRISTINA M GONZALEZ	R	70.00
01	V609262	09/05/2019	KYLE L GUSTAFSON	R	40.00
01	V609263	09/05/2019	KEVIN D HARRIS	R	40.00
01	V609264	09/05/2019	PAM A HAUPT	R	70.00
01	V609265	09/05/2019	JAMES L HILL	R	40.00
01	V609266	09/05/2019	CARLONDREA D HINES	R	70.00
01	V609267	09/05/2019	JESSICA M HOFFMAN	R	40.00
01	V609268	09/05/2019	CRAIG D HOLJE	R	70.00
01	V609269	09/05/2019	MARY J IHLEN	R	98.28
01	V609270	09/05/2019	ANNE-MARIE KILSTOFTE	R	74.24
01	V609271	09/05/2019	CORY J KLINGE	R	70.00
01	V609272	09/05/2019	DANIEL E KRETSINGER	R	70.00
01	V609273	09/05/2019	ANOOP KUMAR	R	40.00
01	V609274	09/05/2019	COURTNEY W LADUKE	R	74.24
01	V609275	09/05/2019	COLLEEN M MAHONEY	R	70.00
01	V609276	09/05/2019	ANGELA M MARYN	R	141.57
01	V609277	09/05/2019	DANIEL P MCGINN	R	40.00
01	V609278	09/05/2019	DOUG R MCMEEKIN	R	70.00
01	V609279	09/05/2019	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V609280	09/05/2019	SHERRI L MEDVEC	R	74.24
01	V609281	09/05/2019	MARY PAT MESLER	R	70.00
01	V609282	09/05/2019	KENT D MEYER	R	70.00
01	V609283	09/05/2019	OLUTOYE F MORTLAND	R	36.54
01	V609284	09/05/2019	JODI A NICKELL	R	74.24
01	V609285	09/05/2019	BRENDA K NIELSEN	R	70.00

01	V609286	09/05/2019	ROBERT G OLSON	R	40.00
01	V609287	09/05/2019	RENEE C REED-KARSTENS	R	3.36
01	V609288	09/05/2019	KEITH D RIEF	R	40.00
01	V609289	09/05/2019	LEADRIANE L ROBY	R	221.99
01	V609290	09/05/2019	TERESA L ROSEN	R	70.00
01	V609291	09/05/2019	MAUREEN E RUHLAND	R	40.00
01	V609292	09/05/2019	KATHLEEN A RUMPE	R	103.43
01	V609293	09/05/2019	LAURIE E SEIBERT	R	118.32
01	V609294	09/05/2019	MARTA I SHAHSAVAND	R	70.00
01	V609295	09/05/2019	BRADLEY J SHURTS	R	70.00
01	V609296	09/05/2019	NANCY J STACHEL	R	70.00
01	V609297	09/05/2019	PATRICK M SURE	R	40.00
01	V609298	09/05/2019	VLADIMIR S TOLEDO	R	40.00
01	V609299	09/05/2019	IAN D TOLENTINO	R	40.00
01	V609300	09/05/2019	STEVEN P UNOWSKY	R	270.00
01	V609301	09/05/2019	STEPHEN C URBANSKI	R	40.00
01	V609302	09/05/2019	CARRIE A VALA	R	70.00
01	V609303	09/05/2019	JENNIFER K VALLEY	R	70.00
01	V609304	09/05/2019	RYAN WAGNER	R	40.00
01	V609305	09/05/2019	REBECCA S WALD	R	40.00
01	V609306	09/05/2019	KASYA L WILLHITE	R	105.12
01	V609307	09/05/2019	AMY J AHSENMACHER WINTER	R	70.00
01	294747	09/06/2019	ALLIED PROFESSIONALS, INC.	R	643.13
01	294748	09/06/2019	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	1,155.00
01	294749	09/06/2019	KINECT ENERGY INC	R	495.00
01	294750	09/06/2019	TRUSTED EMPLOYEES	R	258.00
01	294751	09/06/2019	WOLD ARCHITECTS AND ENGINEERS	R	205,550.40
01	294752	09/06/2019	XCEL ENERGY	R	13,811.20
01	294753	09/11/2019	AUGSBURG COLLEGE	R	1,000.00
01	294754	09/11/2019	ST CATHERINE UNIVERSITY	R	1,000.00
01	294755	09/11/2019	U OF MN TWIN CITIES	R	5,500.00
01	294756	09/11/2019	UNIVERSITY OF MINNESOTA	R	4,000.00
01	294757	09/11/2019	UNIVERSITY OF MINNESOTA DULUTH	R	1,500.00
01	294758	09/11/2019	UNIVERSITY OF ST THOMAS	R	2,500.00
01	294759	09/11/2019	ALL FURNITURE INC	R	39,000.00
01	294760	09/11/2019	ALL STATE COMMUNICATIONS INC	R	23,201.41
01	294761	09/11/2019	AQUA LOGIC INC	R	645.83
01	294762	09/11/2019	ARAMARK	R	2,501.02
01	294763	09/11/2019	ASPEN EQUIPMENT CO	R	1,325.81
01	294764	09/11/2019	BEN FRANKLIN ELECTRIC INC	R	2,015.00
01	294765	09/11/2019	BEST BUY BUSINESS ADVANTAGE	R	31,361.23
01	294766	09/11/2019	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	294767	09/11/2019	BRAUN INTERTEC CORP	R	12,814.00
01	294768	09/11/2019	CAPTIVATE MEDIA & CONSULTING	R	1,650.00
01	294769	09/11/2019	CEL PUBLIC RELATIONS, INC.	R	2,227.50
01	294770	09/11/2019	CINTAS CORPORATION NO 2	R	91.84
01	294771	09/11/2019	CITY OF RICHFIELD	R	1,032.61
01	294772	09/11/2019	CONTINENTAL RESEARCH CORP	R	988.90
01	294773	09/11/2019	DELEGARD TOOL COMPANY	R	617.72
01	294774	09/11/2019	FASTSIGNS	R	152.00

01	294775	09/11/2019	FURTHER	R	9,517.50
01	294776	09/11/2019	GOPHER STAGE LIGHTING	R	12,888.00
01	294777	09/11/2019	WW GRAINGER INC	R	402.97
01	294778	09/11/2019	HOGLUND BUS CO INC	R	1,410.84
01	294779	09/11/2019	HONDA FINANCIAL SERVICES	R	256.00
01	294780	09/11/2019	IIX INSURANCE INFORMATION EXCHANGE	R	90.60
01	294781	09/11/2019	INDOFF INC	R	47.98
01	294782	09/11/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	2,559.20
01	294783	09/11/2019	INTERMEDIATE DISTRICT 287	R	3,693.74
01	294784	09/11/2019	ISD 271	R	180.00
01	294785	09/11/2019	JATON WHITE	R	650.00
01	294786	09/11/2019	KIDCREATE STUDIO	R	384.00
01	294787	09/11/2019	MASSP-MN ASSOCIATION	R	865.00
01	294788	09/11/2019	MIDWEST BUS PARTS INC	R	22.14
01	294789	09/11/2019	MINUTEMAN PRESS OF RICHFIELD	R	139.67
01	294790	09/11/2019	MTI DISTRIBUTING CO	R	151.55
01	294791	09/11/2019	MULTILINGUAL WORD INC	R	580.00
01	294792	09/11/2019	NCS PEARSON INC	R	602.17
01	294793	09/11/2019	OCCUPATIONAL MEDICINE CONSULTANTS	R	29.25
01	294794	09/11/2019	PEAR DECK, INC	R	5,000.00
01	294795	09/11/2019	PITNEY BOWES	R	209.92
01	294796	09/11/2019	POTTIOS LAVINIA	R	725.00
01	294797	09/11/2019	RAPIT PRINTING	R	219.48
01	294798	09/11/2019	SCHOLASTIC INC	R	363.00
01	294799	09/11/2019	SCHWAB-VOLLHABER	R	1,097.34
01	294800	09/11/2019	SYN-TECH SYSTEMS, INC	R	157.95
01	294801	09/11/2019	US GAMES	R	290.96
01	294802	09/11/2019	VALLEY WEST SEWING	R	699.70

<b>E-PAY &amp; CHECK TOTAL</b>					<b>651,949.55</b>
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# E-PAYS & CHECK REGISTER

## 09/16/2019 BOARD MEETING

BANK 05	DATE	AMOUNT
E-Pays	9/5/2019	4,266.30
Checks	8/29/2019	90,763.22
	9/4/2019	147,834.97
	9/4/2019	6,652.50
	9/6/2019	221,912.73
	9/11/2019	165,019.83
	9/11/2019	15,500.00

CHECK REGISTER BANK 05 TOTAL =	651,949.55
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BREAKDOWN	
01-206-00	223,365.58
02-206-00	24,040.68
03-206-00	4,919.78
04-206-00	18,321.28
06-206-00	349,655.18
07-206-00	-
08-206-00	21,000.00
20-206-00	7,898.17
21-206-00	2,748.88
47-206-00	
50-206-00	
BANK TOTAL =	
	651,949.55

## SUPERINTENDENT'S REPORT AND MINUTES

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

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

**Monday, September 16, 2019**  
**7:00 pm School Board Meeting**  
**District Board Room**

### CALL TO ORDER

The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, September 16, 2019, in the District Boardroom. Chair Crystal Brakke called the Regular Board Meeting to order at 7:00 pm with the following school board members in attendance: Pollis, Ashmead, Cole, Maleck and Toensing.

Administrators present were Superintendent Unowsky, Assistant Superintendent Roby, Chief Human Resources and Administrative Officer Holje, Executive Director Clarkson, Directors McNaughton-Commers and Valley.

### REVIEW AND APPROVAL OF THE AGENDA

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

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

- A. Public Comment
- B. Superintendent Update
  - 1. Summer School Update
  - 2. Edina Comprehensive Plan
  - 3. Review of Opening Week - Enrollment Figures
  - 4. Superintendent Goals – Draft Two

### CONSENT AGENDA

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

### Routine Matters

1. Minutes of the regular meeting held September 3, 2019

*September 16, 2019 School Board Meeting Minutes*

2. General Disbursements as of September 11, 2019 for \$651,949.55.
3. Investments Holdings as of September 11, 2019

#### Personnel Items

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

**Katherine Cabieses** – Special Education – RDLS  
**Bridget Lips** – Elementary Education – RSTEM  
**Kelci Peterson** – DAPE – Multi-building  
**Megan Pieters** – School Social Worker – Centennial  
**Joseph Walker** – Social Studies – Senior High

##### **Certified Full Time Request for Leave of Absence – Child Care**

**Lauren Brooks** – Pre-K – Sheridan Hills

##### **Certified Part Time Position for Employment – 1<sup>st</sup> Year Probation**

**Bethany Theobald** – TOSA Student Engagement Specialist – Sheridan Hills

##### **Classified Full Time Position for Employment – Food & Nutrition Services**

**Cassie O'Meara** – Kitchen Manager – Centennial

##### **Classified Full Time Position for Employment – Outreach**

**Janina Roodell** – Bilingual Outreach Worker – Centennial

##### **Classified Full Position for Employment – Paraprofessional**

**Christine Musco** – Clerical Para – RSTEM

##### **Classified Full Time Resignation – Administrative & Mgmt. Support Professionals**

**Tena Johnshoy Barasa** – Administrative Assistant 3 – Garage

##### **Classified Part Time Position for Employment – Food & Nutrition Services**

**Stacie Graham** – 25 hr/wk Kitchen Assistant – Senior High

##### **Classified Part Time Positions for Employment – Paraprofessionals**

**Catherine McCullough** – 30 hr/wk Special Ed. Para – Sheridan Hills  
**Halima Mohamud** – 30 hr/wk Special Ed. Para – Centennial  
**Steven Peer** – 36.25 hr/wk Special Ed. Para – SEC  
**Lionel Silas** – 36.25 hr/wk Special Ed. Para – SEC  
**Kristine Smith** – 31.65 hr/wk Instructional/Managerial Para – Centennial  
**Matthew Suttner** – 36.25 Special Ed. Para – SEC

##### **Classified Part Time Resignation – Facilities & Transportation**

**Barbara Gunning** – approx. 10 hr/wk Bus Driver – Garage

## OLD BUSINESS

### A. Policy 105 Tobacco Free Environment

Motion by Pollis, seconded by Maleck, and unanimously carried, the Board of Education approved Policy 105.

### B. Policy 606 and 606.1 - Home Schooling and Administrative Guidelines – Non-Public or Home School Participation in Shared Time Programs

Motion by Toensing, seconded by Ashmead, and unanimously carried, the Board of Education approved Policy 606 and Guidelines 606.1 as amended.

### C. Policy 585 and 585.1 - Student Surveys and Administrative Guidelines

Policy 585 and 585.1 will be brought back for further review.

## NEW BUSINESS

### A. Property, Liability, Fleet, Professional, Faithful Performance and Cyber Liability Insurance Renewal

Motion by Pollis, seconded by Ashmead, and unanimously carried, the Board of Education authorized the administration to retain The Hanover Insurance Company, Travelers, AIG and Western World for Property, Liability, Fleet, Professional, Faithful Performance and Cyber Insurance coverage as appropriate. The Board also approved the recommendation that the renewal include a 3% estimated increase in building and content values and also approved the recommendation that the District improve the Cyber Liability Coverage to include system improvements as required.

### B. Preliminary Levy Certification 2019 Payable 2020

Motion by Toensing, seconded by Cole, and unanimously carried, the Board of Education certified the "Maximum" for the levy allowed in each category and authorized the School Board Clerk to sign the preliminary levy certification. In addition, the Board approved the recommendation to schedule the Truth in Taxation hearing for December 2, 2019 at the regular scheduled meeting.

### C. Assurance of Compliance with State and Federal Law Prohibiting Discrimination

Motion by Pollis seconded by Toensing, and unanimously carried, the Board of Education approved the Assurance of Compliance with State and Federal Law Prohibiting Discrimination form #ED-00199-08.

### D. Donations

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



## ADVANCE PLANNING

### A. Legislative Update

MSBA Advocacy Tour: 8:30 a.m. Saturday, September 21, 2019  
League of Minnesota Cities, 145 University Avenue West, St. Paul

Director Toensing reminded the Board to review the MSBA proposed platform in preparation for development of the Richfield Public Schools' Legislative Platform.

### B. Information and Questions from Board

Homecoming Week – activities throughout the week including the Saturday homecoming parade at 1:30pm and football kickoff at 1:00pm.

### C. Future Meeting Dates

10-7-19	7:00pm	Regular Board Meeting
10-21-19	7:00pm	Regular Board Meeting (Public Comment)
11-7-19* Thurs.	7:00pm	Canvass Results of the General Election

### D. Suggested/Future Agenda Items

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

Motion by Ashmead, seconded by Maleck, and unanimously carried, the Board of Education moved into closed session at 8:46pm. The purpose of the closed session was to discuss labor negotiations strategy.

## REOPEN MEETING

Motion by Pollis, seconded by Ashmead and unanimously carried, the Board of Education moved back into open session at 9:22pm.

## ADJOURN REGULAR MEETING

Motion by Ashmead, seconded by Cole and unanimously carried, the Board of Education adjourned the meeting at 9:23pm.

## E-PAYS & CHECK REGISTER

### 10/07/2019 BOARD MEETING

BANK 05	DATE	AMOUNT
P-Cards (August 2019)	9/3/2019	37,521.29
E-Pays	9/12/2019	164.55
	9/19/2019	732.02
	10/2/2019	3,689.87
Checks	9/13/2019	40,302.47
	9/18/2019	5,339,536.58
	9/18/2019	421,031.75
	9/20/2019	36,706.85
	9/25/2019	99,756.01
	9/25/2019	5,644,024.88
	9/27/2019	8,124.00
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04-206-00	24,087.97
06-206-00	10,402,287.40
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08-206-00	6,000.00
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21-206-00	2,151.14
47-206-00	
50-206-00	15,409.35
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01	V1900418	09/03/2019	P-CARD CONTRERAS LIZZET	R	985.63
01	V1900419	09/03/2019	P-CARD FINKE RYAN	R	34.90
01	V1900420	09/03/2019	P-CARD FLUCAS STEVEN	R	1,633.92
01	V1900421	09/03/2019	P-CARD GEURINK AREND	R	836.54
01	V1900422	09/03/2019	P-CARD GULLICKSON KEVIN	R	17.74
01	V1900423	09/03/2019	P-CARD HAUPT PAM	R	3,282.10
01	V1900424	09/03/2019	P-CARD HAYEK JULIE	R	527.01
01	V1900425	09/03/2019	P-CARD HINES CARLONDREA	R	2,421.96
01	V1900426	09/03/2019	P-CARD HOLJE CRAIG	R	20.83
01	V1900427	09/03/2019	P-CARD KRETSINGER DAN	R	4,443.14
01	V1900428	09/03/2019	P-CARD LANZENDORFER TERRI	R	9,812.01
01	V1900429	09/03/2019	P-CARD MARYN ANGELA	R	3,719.41
01	V1900430	09/03/2019	P-CARD MCGINN DAN	R	439.09
01	V1900431	09/03/2019	P-CARD MCNAUGHTON COMMERS CAROLE	R	104.66
01	V1900432	09/03/2019	P-CARD POMERLEAU DORIS	R	1,233.94
01	V1900433	09/03/2019	P-CARD SHAHSAVAND MARTA	R	1,213.69
01	V1900434	09/03/2019	P-CARD STACHEL NANCY	R	3,375.21
01	V1900435	09/03/2019	P-CARD WINTER AMY	R	8.00
01	V609308	09/12/2019	KRISTINE E BLUNT	R	40.02
01	V609309	09/12/2019	JULIA M HAYEK	R	34.50
01	V609310	09/12/2019	RACHAEL G LENMARK	R	22.74
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01	V609312	09/12/2019	RENEE C REED-KARSTENS	R	40.00
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01	294853	09/18/2019	CUB FOODS	R	529.70
01	294854	09/18/2019	CULLIGAN SOFT WATER	R	9.50
01	294855	09/18/2019	DICK BLICK COMPANY	R	1,098.43
01	294856	09/18/2019	FOLLETT SCHOOL SOLUTIONS INC	R	3,645.18
01	294857	09/18/2019	HOPE CHURCH	R	13,988.75
01	294858	09/18/2019	HOUGHTON MIFFLIN HARCOURT	R	775.33
01	294859	09/18/2019	INTERMEDIATE DISTRICT 287	R	330,907.56
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01	294866	09/18/2019	VIG SOLUTIONS INC	R	3,190.00
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01	294870	09/18/2019	BEN FRANKLIN ELECTRIC INC	R	1,450.00
01	294871	09/18/2019	BINZ PLUMBING, LLC	R	1,200.00
01	294872	09/18/2019	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,118.00
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01	294877	09/18/2019	CEL PUBLIC RELATIONS, INC.	R	8,880.00
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01	294883	09/18/2019	FASTENAL INDUSTRIAL	R	320.77
01	294884	09/18/2019	WW GRAINGER INC	R	319.13
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01	294928	09/20/2019	ST ANTHONY NEW BRIGHTON ISD 282	R	100.00
01	294929	09/20/2019	SUPER DUPER PUBLICATIONS	R	82.00
01	294931	09/20/2019	UPPER LAKES FOODS	R	28,481.06
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01	294935	09/25/2019	DIVERSIFIED SNACK DISTRIBUTION	R	1,532.60
01	294936	09/25/2019	FIREFLY COMPUTERS, LLC	R	15,400.00
01	294937	09/25/2019	FREEDOM PAPER	R	205.00
01	294938	09/25/2019	H BROOKS AND COMPANY LLC	R	3,474.09
01	294939	09/25/2019	INTEREUM, INC	R	19,060.61
01	294940	09/25/2019	JOHNSON CONTROLS SECURITY SOLUTIONS	R	2,675.00
01	294941	09/25/2019	NATIONAL AUTISM RESOURCES INC	R	1,958.02
01	294942	09/25/2019	ON SITE SANITATION	R	737.80
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01	294945	09/25/2019	TRIO SUPPLY COMPANY	R	1,789.83
01	294946	09/25/2019	TYLER TECHNOLOGIES, INC.	R	1,925.00
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01	294953	09/25/2019	CAPITAL ONE COMMERCIAL	R	215.08
01	294954	09/25/2019	CITY OF RICHFIELD	R	261.43
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01	294956	09/25/2019	DICKS LAKEVILLE SANITATION INC	R	5,497.58
01	294957	09/25/2019	DIGI INTERNATIONAL, INC.	R	330.00
01	294958	09/25/2019	DIGITAL INSURANCE LLC	R	3,468.00
01	294959	09/25/2019	EDTECH TEAM, INC.	R	2,990.00
01	294960	09/25/2019	EDUCATORS BENEFIT CONSULTANTS LLC	R	419.85
01	294961	09/25/2019	FASTSIGNS	R	22.71
01	294962	09/25/2019	FUN EXPRESS LLC	R	116.24
01	294963	09/25/2019	GROUP MEDICAREBLUE RX	R	7,392.00
01	294964	09/25/2019	HOGLUND BUS CO INC	R	1,423.70
01	294965	09/25/2019	HOME DEPOT U.S.A.	R	760.91
01	294966	09/25/2019	HOUSE OF PRINT	R	4,829.65
01	294967	09/25/2019	ICS CONSULTING INC	R	91,665.03
01	294968	09/25/2019	IDEAL ENERGIES LLC	R	992.09
01	294969	09/25/2019	INTERMEDIATE DISTRICT 287	R	80,965.22
01	294970	09/25/2019	JAYTECH, INC	R	392.00

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01	294974	09/25/2019	LS BLACK CONSTRUCTORS, INC.	R	1,649,316.85
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01	294976	09/25/2019	MADISON NATIONAL LIFE INS CO INC	R	14,473.25
01	294977	09/25/2019	MASPA-MN ASSC SCHL PERSONNEL ADMIN	R	550.00
01	294978	09/25/2019	METRO ECSU	R	60.00
01	294979	09/25/2019	METROPOLITAN MECHANICAL CONTRACTORS	R	2,000.21
01	294980	09/25/2019	MIDWEST BUS PARTS INC	R	1,029.66
01	294981	09/25/2019	MINNESOTA DEPARTMENT OF HEALTH	R	35.00
01	294982	09/25/2019	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	4,070.00
01	294983	09/25/2019	MN DEPT OF LABOR AND INDUSTRY	R	100.00
01	294984	09/25/2019	MULTILINGUAL WORD INC	R	368.00
01	294985	09/25/2019	NEW LIFE ENTERPRISE	R	270.00
01	294986	09/25/2019	NORTH CENTRAL BUS	R	12.38
01	294987	09/25/2019	OCCUPATIONAL MEDICINE CONSULTANTS	R	375.00
01	294988	09/25/2019	PAINTERS GEAR	R	29.28
01	294989	09/25/2019	PREMIUM WATERS INC	R	24.00
01	294990	09/25/2019	RATWIK ROSZAK & MALONEY PA	R	2,599.41
01	294991	09/25/2019	RICHFIELD BLOOMINGTON CREDIT UNION	R	400.00
01	294992	09/25/2019	RODRIGUEZ EMBROIDERY INC	R	516.00
01	294993	09/25/2019	ROSA MEJIA	R	75.00
01	294994	09/25/2019	RUPP ANDERSON SQUIRES & WALDSPURGER	R	3,570.07
01	294995	09/25/2019	RYAN JEANNIE M	R	539.27
01	294996	09/25/2019	SNDM	R	100.00
01	294997	09/25/2019	SCHOOL SERVICE EMPLOYEES UNION	R	5,978.50
01	294998	09/25/2019	SCHUMACHER ELEVATOR COMPANY	R	1,200.00
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01	295002	09/25/2019	TOLL COMPANY	R	44.77
01	295003	09/25/2019	TRUSTED EMPLOYEES	R	474.87
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01	295005	09/25/2019	UNITED STATES TREASURER	R	430.00
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01	295007	09/27/2019	ANDERSON BRENDA	R	40.00
01	295008	09/27/2019	ANDRUS MICHEAL DANIEL	R	89.00
01	295009	09/27/2019	BACH WILLIAM	R	69.00
01	295010	09/27/2019	BARR DANIELLE	R	20.00
01	295011	09/27/2019	BAUSCHELT PATRICK	R	158.00
01	295012	09/27/2019	BECCARD SETH	R	89.00
01	295013	09/27/2019	BOETTCHER NICHOLAS	R	69.00
01	295014	09/27/2019	BOHMBACH JOHN	R	89.00
01	295015	09/27/2019	BUMGARNER TERRY	R	195.00
01	295016	09/27/2019	BURKSTRAND JENNIFER	R	40.00
01	295017	09/27/2019	BURKSTRAND MICHAEL	R	40.00
01	295018	09/27/2019	CAREY SEELEY DIZERZAK	R	20.00
01	295019	09/27/2019	CARLSON ANDRE	R	89.00
01	295020	09/27/2019	CASEY MICHAEL TODD	R	89.00



01	295021	09/27/2019	CHASKA HIGH SCHOOL	R	340.00
01	295022	09/27/2019	COLBERT BOBBY	R	35.00
01	295023	09/27/2019	COLBERT SANDRA	R	40.00
01	295024	09/27/2019	COON RAPIDS HIGH SCHOOL	R	175.00
01	295025	09/27/2019	DINGLEY JOHN HAROLD	R	20.00
01	295026	09/27/2019	DINGLEY LAIMA	R	20.00
01	295027	09/27/2019	EASTERWOOD JOHN L	R	138.00
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01	295030	09/27/2019	FARMINGTON HIGH SCHOOL	R	150.00
01	295031	09/27/2019	FEE CHRISTOPHER	R	20.00
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01	295044	09/27/2019	HUMISTON LAURIE	R	40.00
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01	295046	09/27/2019	JEFFERSON HIGH SCHOOL	R	270.00
01	295047	09/27/2019	JUREWICZ FRED	R	92.00
01	295048	09/27/2019	KARNAS MIKE	R	158.00
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01	295050	09/27/2019	KEE-BOWLING BONNIE	R	255.00
01	295051	09/27/2019	KLEIN THOMAS K	R	69.00
01	295052	09/27/2019	KORTE STEVEN	R	69.00
01	295053	09/27/2019	KOVACH JIM	R	89.00
01	295054	09/27/2019	LAKEVILLE NORTH HIGH SCHOOL	R	250.00
01	295055	09/27/2019	LARSON KEITH	R	100.00
01	295056	09/27/2019	LASH, VALERIE	R	80.00
01	295057	09/27/2019	MAHOWALD JOHN P	R	60.00
01	295058	09/27/2019	MELSSSEN JAMES	R	20.00
01	295059	09/27/2019	MELSSSEN LINDA	R	40.00
01	295060	09/27/2019	MILES SARA	R	150.00
01	295061	09/27/2019	MORBEN BRYAN	R	89.00
01	295062	09/27/2019	NGAWANG TARA	R	63.00
01	295063	09/27/2019	NORGAARD DANIEL	R	89.00
01	295064	09/27/2019	NUNEZ MYCHELLE	R	20.00
01	295065	09/27/2019	OKEY CHRIS	R	50.00
01	295066	09/27/2019	OLSON ANDREA JADE	R	20.00
01	295067	09/27/2019	PIPKIN STEPHEN	R	45.00
01	295068	09/27/2019	RAMIREZ ADRIAN	R	40.00
01	295069	09/27/2019	RAMIREZ JASMIN	R	40.00
01	295070	09/27/2019	RAMSAY THOMAS	R	225.00

01	295071	09/27/2019	RICHARDSON EUGENE	R	92.00
01	295072	09/27/2019	ROSEMOUNT HIGH SCHOOL	R	250.00
01	295073	09/27/2019	RYAN JAMES ROBERT	R	132.00
01	295074	09/27/2019	SANTIAGO-IGUANERO ALEXANDER	R	54.00
01	295075	09/27/2019	SCHWACH TINA	R	132.00
01	295076	09/27/2019	SHAVOR THERESA	R	40.00
01	295077	09/27/2019	SOLLIE DUANE A	R	70.00
01	295078	09/27/2019	STROUP CORY F	R	89.00
01	295079	09/27/2019	SUNBEEB SUBEL	R	132.00
01	295080	09/27/2019	THORSTENSON ROBIN	R	35.00
01	295081	09/27/2019	TOENSING PETER	R	20.00
01	295082	09/27/2019	TRI CITY UNITED	R	200.00
01	295083	09/27/2019	TUCKER JAMES G	R	69.00
01	295084	09/27/2019	WASHINGTON TECHNOLOGY MAGNET	R	200.00
01	295085	09/27/2019	WILSON CALEB M	R	20.00
01	295086	09/27/2019	WILSON HOPE	R	20.00
01	295087	09/27/2019	WILSON JOHN P	R	20.00
01	295088	09/27/2019	WINDERS JOSEPH ZANE	R	89.00
01	295089	09/27/2019	YOUTH FRONTIERS INC	R	750.00
01	295090	10/02/2019	ALL FURNITURE INC	R	21,005.70
01	295091	10/02/2019	ALTMAN ADAM	R	540.00
01	295092	10/02/2019	ARAMARK	R	2,397.96
01	295093	10/02/2019	BATTERIES R US	R	14,829.22
01	295094	10/02/2019	BEN FRANKLIN ELECTRIC INC	R	904.00
01	295095	10/02/2019	CARQUEST AUTO PARTS	R	648.80
01	295096	10/02/2019	CITY OF RICHFIELD	R	6,652.50
01	295097	10/02/2019	COLLEGE BOARD	R	1,755.00
01	295098	10/02/2019	COLLEGE TOWN PIZZA INC	R	3,573.65
01	295099	10/02/2019	COMMERCIAL KITCHEN	R	866.10
01	295100	10/02/2019	ECM PUBLISHERS INC	R	95.20
01	295101	10/02/2019	EDTECH TEAM, INC.	R	598.00
01	295102	10/02/2019	ETTEL & FRANZ ROOFING CO	R	2,190.00
01	295103	10/02/2019	FLOYD LOCK AND SAFE	R	36.00
01	295104	10/02/2019	FURTHER	R	5,422.50
01	295105	10/02/2019	HAMMER SPORTS LLC	R	218.00
01	295106	10/02/2019	HOGLUND BUS CO INC	R	453.69
01	295107	10/02/2019	HOLSTROM LINDA	R	40.00
01	295108	10/02/2019	HR SIMPLIFIED INC.	R	1,866.00
01	295109	10/02/2019	INDOFF INC	R	346.34
01	295110	10/02/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,279.60
01	295111	10/02/2019	INSPEC INC	R	400.00
01	295112	10/02/2019	INSTITUTE FOR ENVIROMENTAL	R	50,942.52
01	295113	10/02/2019	INTERMEDIATE DISTRICT 287	R	356,090.87
01	295114	10/02/2019	INTERMEDIATE SCHOOL DISTRICT 917	R	4,591.26
01	295115	10/02/2019	JAYTECH, INC	R	129.00
01	295116	10/02/2019	KELLEY FUELS INC	R	1,616.64
01	295117	10/02/2019	LOFFLER COMPANIES	R	300.00
01	295118	10/02/2019	MAAP	R	30.00
01	295119	10/02/2019	MCGRAW-HILL SCHOOL EDUCATION	R	1,925.00
01	295120	10/02/2019	MIDWEST BUS PARTS INC	R	185.32

01	295121	10/02/2019	MINNESOTA CLAY COMPANY	R	671.02
01	295122	10/02/2019	MINNESOTA STATE U, MANKATO	R	1,000.00
01	295123	10/02/2019	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	10,199.00
01	295124	10/02/2019	NORMANDALE COMMUNITY COLLEGE	R	1,500.00
01	295125	10/02/2019	OLYMPIC COMMUNICATIONS INC	R	1,830.00
01	295126	10/02/2019	PIONEER MANUFACTURING COMPANY	R	418.50
01	295127	10/02/2019	REGION 1 INFORMATION MGMT SERVICE	R	12,264.00
01	295128	10/02/2019	SCHUMACHER ELEVATOR COMPANY	R	770.00
01	295129	10/02/2019	SCIENCE MUSEUM OF MN	R	85.00
01	295130	10/02/2019	STATE SUPPLY COMPANY	R	141.20
01	295131	10/02/2019	SUMMIT COMPANIES	R	976.20
01	295132	10/02/2019	TAFFE SARAH ANN	R	8,044.93
01	295133	10/02/2019	THE GOOD ACRE	R	202.68
01	295134	10/02/2019	TWIN CITY TRANSPORTATION	R	392.64
01	295135	10/02/2019	U OF MN TWIN CITIES	R	1,500.00
01	295136	10/02/2019	USI INC	R	21.64
01	295137	10/02/2019	VSP VISION SERVICE PLAN	R	1,555.50
01	295138	10/02/2019	XCEL ENERGY	R	6,556.39
01	295139	10/02/2019	BULK BOOK STORE	R	1,903.20
01	295140	10/02/2019	BUSINESS ESSENTIALS	R	233.36
01	295141	10/02/2019	CANON USA	R	3,850.60
01	295142	10/02/2019	CDW GOVERNMENT INC	R	43,124.58
01	295143	10/02/2019	COMMUNICATION SYSTEM	R	2,552.21
01	295144	10/02/2019	DIVERSIFIED SNACK DISTRIBUTION	R	669.55
01	295145	10/02/2019	EBSCO INDUSTRIES INC	R	812.00
01	295146	10/02/2019	INDOFF INC	R	340.79
01	295147	10/02/2019	MATRIX COMMUNICATIONS INC	R	2,584.00
01	295148	10/02/2019	THE PROPHET CORPORATION	R	127.53
01	295149	10/02/2019	PAN O GOLD BAKING CO	R	948.90
01	295150	10/02/2019	REGENTS OF THE UNIV OF MINNESOTA	R	1,500.00
01	295151	10/02/2019	SLP TOOLKIT LLC	R	430.00
01	295152	10/02/2019	SUPER DUPER PUBLICATIONS	R	83.95
01	295153	10/02/2019	TIERNEY BROTHERS INC	R	14,945.00
01	295154	10/02/2019	TRIO SUPPLY COMPANY	R	3,311.34
01	295155	10/02/2019	TYLER TECHNOLOGIES, INC.	R	9,550.00
01	295159	10/02/2019	UPPER LAKES FOODS	R	45,818.66
01	V609326	10/02/2019	LISA M BAIRD	R	29.86
01	V609327	10/02/2019	DAVID M BOIE	R	70.00
01	V609328	10/02/2019	PATRICK L BURRAGE	R	70.00
01	V609329	10/02/2019	KATHERINE E CABIESES	R	40.00
01	V609330	10/02/2019	MIRIAM A CASTRO SANJUAN	R	40.00
01	V609331	10/02/2019	PHIL N CEDER	R	40.00
01	V609332	10/02/2019	MARY L CLARKSON	R	70.00
01	V609333	10/02/2019	TIA B CLASEN	R	70.00
01	V609334	10/02/2019	JOHNNY R COOK	R	70.00
01	V609335	10/02/2019	LATANYA R DANIELS	R	70.00
01	V609336	10/02/2019	GEORGE A DENNIS	R	35.00
01	V609337	10/02/2019	PATRICIA M FENELON	R	83.09
01	V609338	10/02/2019	RYAN D FINKE	R	70.00
01	V609339	10/02/2019	PETER J FITZPATRICK	R	40.00



01	V609340	10/02/2019	STEVEN T FLUCAS	R	70.00
01	V609341	10/02/2019	MICHAEL L FRANKENBERG	R	70.00
01	V609342	10/02/2019	JAMES A GILLIGAN	R	70.00
01	V609343	10/02/2019	CHRISTINA M GONZALEZ	R	70.00
01	V609344	10/02/2019	KYLE L GUSTAFSON	R	40.00
01	V609345	10/02/2019	KEVIN D HARRIS	R	40.00
01	V609346	10/02/2019	PAM A HAUPT	R	70.00
01	V609347	10/02/2019	JAMES L HILL	R	40.00
01	V609348	10/02/2019	CARLONDREA D HINES	R	70.00
01	V609349	10/02/2019	JESSICA M HOFFMAN	R	40.00
01	V609350	10/02/2019	CRAIG D HOLJE	R	70.00
01	V609351	10/02/2019	MARY J IHLEN	R	70.00
01	V609352	10/02/2019	CORY J KLINGE	R	70.00
01	V609353	10/02/2019	DANIEL E KRETSINGER	R	70.00
01	V609354	10/02/2019	ANOOP KUMAR	R	40.00
01	V609355	10/02/2019	COLLEEN M MAHONEY	R	70.00
01	V609356	10/02/2019	DANIEL P MCGINN	R	40.00
01	V609357	10/02/2019	DOUG R MCMEEKIN	R	70.00
01	V609358	10/02/2019	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V609359	10/02/2019	MARY PAT MESLER	R	70.00
01	V609360	10/02/2019	KENT D MEYER	R	70.00
01	V609361	10/02/2019	ERIN H NEILON	R	40.00
01	V609362	10/02/2019	BRENDA K NIELSEN	R	70.00
01	V609363	10/02/2019	ROBERT G OLSON	R	40.00
01	V609364	10/02/2019	RENEE C REED-KARSTENS	R	40.00
01	V609365	10/02/2019	KEITH D RIEF	R	40.00
01	V609366	10/02/2019	LEADRIANE L ROBY	R	192.09
01	V609367	10/02/2019	TERESA L ROSEN	R	70.00
01	V609368	10/02/2019	MAUREEN E RUHLAND	R	40.00
01	V609369	10/02/2019	MARTA I SHAHSAVAND	R	70.00
01	V609370	10/02/2019	BRADLEY J SHURTS	R	70.00
01	V609371	10/02/2019	NANCY J STACHEL	R	70.00
01	V609372	10/02/2019	PATRICK M SURE	R	40.00
01	V609373	10/02/2019	VLADIMIR S TOLEDO	R	40.00
01	V609374	10/02/2019	IAN D TOLENTINO	R	40.00
01	V609375	10/02/2019	STEVEN P UNOWSKY	R	270.00
01	V609376	10/02/2019	STEPHEN C URBANSKI	R	40.00
01	V609377	10/02/2019	CARRIE A VALA	R	70.00
01	V609378	10/02/2019	JENNIFER K VALLEY	R	70.00
01	V609379	10/02/2019	RYAN WAGNER	R	40.00
01	V609380	10/02/2019	REBECCA S WALD	R	40.00
01	V609381	10/02/2019	KASYA L WILLHITE	R	70.00
01	V609382	10/02/2019	AMY J AHSENMACHER WINTER	R	70.00
01	V609383	10/02/2019	MATTHEW M ZEIDLER	R	69.83

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**TOTAL P-CARD, CHECKS, E-PAYS**
**12,294,433.51**


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# **RICHFIELD PUBLIC SCHOOLS**

Investment Holdings as of  
September 30, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
FIRST BANK OF OHIO	10/18/19	2.59%	243,600.00	243,600.00	-	-	-	-
SERVISFIRST BANK	10/18/19	2.69%	243,400.00	243,400.00	-	-	-	-
CITADEL FCU	10/18/19	2.63%	243,500.00	243,500.00	-	-	-	-
CAPITAL COMMUNITY BANK	10/18/19	2.63%	243,500.00	243,500.00	-	-	-	-
US TREASURY N/B	12/15/19	2.47%	1,497,810.90	1,497,810.90	-	-	-	-
U.S. Treasury Note	01/15/20	0.00%	1,974,062.50	1,974,062.50	-	-	-	-
UNITED BANK - C	07/27/20	2.32%	2,757,400.00	2,757,400.00	-	-	-	-
FARMERS & MERCHANTS UNION BANK	07/27/20	2.39%	242,600.00	242,600.00	-	-	-	-
EAGLEBANK	08/24/20	1.96%	245,100.00	245,100.00	-	-	-	-
STATE BANK OF NEW RICHLAND	08/24/20	1.69%	245,800.00	245,800.00	-	-	-	-
SAFRA NATIONAL BANK	09/10/20	1.68%	245,289.14	245,289.14	-	-	-	-
VERITEX COMMUNITY BANK	09/17/20	1.66%	245,600.00	245,600.00	-	-	-	-
THIRD COAST BANK, SSB	09/17/20	1.82%	245,100.00	245,100.00	-	-	-	-
ELGA CREDIT UNION	09/17/20	1.82%	245,100.00	245,100.00	-	-	-	-
NEW OMNI BANK N.A.	09/17/20	1.80%	245,200.00	245,200.00	-	-	-	-
WESTERN ALLIANCE BANK - C	12/17/20	1.92%	528,500.00	528,500.00	-	-	-	-
EAST BOSTON SAVINGS BANK	12/17/20	1.93%	243,300.00	243,300.00	-	-	-	-
LATINO COMMUNITY CREDIT UNION	12/17/20	2.10%	242,700.00	242,700.00	-	-	-	-
BANK 7	12/17/20	2.23%	242,300.00	242,300.00	-	-	-	-
FIRST NATIONAL BANK / THE FIRST, N	12/17/20	1.98%	243,200.00	243,200.00	-	-	-	-
FORESIGHT BANK	01/27/21	2.56%	237,500.00	237,500.00	-	-	-	-
ASSOCIATED BANK, NA - C	01/27/21	2.61%	1,000,000.00	1,000,000.00	-	-	-	-
MECHANICS SAVINGS BANK	01/27/21	2.56%	237,500.00	237,500.00	-	-	-	-
TBK BANK, SSB / THE NATIONAL BANK	02/04/21	1.75%	243,600.00	243,600.00	-	-	-	-
FIRST INTERNET BANK OF INDIANA	02/04/21	1.85%	243,300.00	243,300.00	-	-	-	-
Capital One, National Association Cert	08/16/21	2.10%	160,000.00	-	160,000.00	-	-	-
State of California	10/01/19	2.15%	1,627,486.25	-	-	1,627,486.25	-	-
State of California	10/01/19	2.26%	249,151.70	-	-	249,151.70	-	-
TX ST-REF-TXB	10/01/19	2.17%	2,594,985.75	-	-	2,594,985.75	-	-
BERGEN CO-REF	10/15/19	2.40%	1,141,622.25	-	-	1,141,622.25	-	-
MN TRUST TERM SERIES	10/25/19	1.95%	2,500,000.00	-	-	2,500,000.00	-	-

# **RICHFIELD PUBLIC SCHOOLS**

Investment Holdings as of  
September 30, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
WESTERN ALLIANCE BANK - C	10/25/19	2.22%	500,000.00	-	-	500,000.00	-	-
WESTERN ALLIANCE BANK - C	11/25/19	2.22%	2,000,000.00	-	-	2,000,000.00	-	-
Olentangy Local School District	12/01/19	2.23%	303,861.00	-	-	303,861.00	-	-
FRANKLIN SYNERGY BANK	12/24/19	2.15%	247,400.00	-	-	247,400.00	-	-
Bank OZK (LOC)	12/24/19	2.21%	2,000,000.00	-	-	2,000,000.00	-	-
FREDDIE MAC	01/17/20	2.23%	1,973,765.04	-	-	1,973,765.04	-	-
Bank OZK (LOC)	01/24/20	2.22%	2,000,000.00	-	-	2,000,000.00	-	-
State of Georgia	02/01/20	2.20%	1,992,560.00	-	-	1,992,560.00	-	-
County of Chester PA	02/15/20	2.25%	1,088,974.80	-	-	1,088,974.80	-	-
BMO HARRIS BANK, NA	02/25/20	2.29%	2,500,000.00	-	-	2,500,000.00	-	-
BMO HARRIS BANK, NA	03/25/20	2.29%	2,000,000.00	-	-	2,000,000.00	-	-
THIRD COAST BANK, SSB	03/25/20	2.68%	1,000,000.00	-	-	1,000,000.00	-	-
ASSOCIATED BANK, NA - C	03/27/20	2.50%	512,500.00	-	-	512,500.00	-	-
AMERICAN PLUS BANK, N.A.	03/27/20	2.50%	243,800.00	-	-	243,800.00	-	-
LANDMARK COMMUNITY BANK	03/27/20	2.54%	243,700.00	-	-	243,700.00	-	-
BARRINGTON B&TC - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
WESTERN ALLIANCE BANK / TORREY P	04/24/20	2.22%	238,000.00	-	-	238,000.00	-	-
WHEATON BANK AND TRUST - WINTRI	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
HINSDALE B&TC - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
WINTRUST BANK	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
LIBERTYVILLE B&TC - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
STATE BANK OF THE LAKES - WINTRUS	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
VILLAGE BANK & TRUST - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
NORTHBROOK B&TC - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
CRYSTAL LAKE B&TC, NA - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
WISCONSIN-D-BABS	05/01/20	2.27%	563,497.00	-	-	563,497.00	-	-
PENTAGON FEDERAL CREDIT UNION (1	05/21/20	2.26%	1,500,000.00	-	-	1,500,000.00	-	-
TEXAS CAPITAL BANK	06/01/20	2.48%	243,800.00	-	-	243,800.00	-	-
SONABANK	06/01/20	2.64%	243,400.00	-	-	243,400.00	-	-
DAVENPORT-B-REF-TXBL	06/01/20	2.35%	263,533.40	-	-	263,533.40	-	-
Salt Lake City Corp	06/15/20	2.35%	248,137.50	-	-	248,137.50	-	-

# **RICHFIELD PUBLIC SCHOOLS**

Investment Holdings as of  
September 30, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
FANNIE MAE	06/22/20	2.28%	1,474,126.30	-	-	1,474,126.30	-	-
PENTAGON FEDERAL CREDIT UNION (1	06/25/20	2.28%	2,250,000.00	-	-	2,250,000.00	-	-
SUFFOLK CO-A-BANS	06/26/20	2.26%	1,005,170.00	-	-	1,005,170.00	-	-
PENTAGON FEDERAL CREDIT UNION (1	07/24/20	2.30%	2,500,000.00	-	-	2,500,000.00	-	-
BMO HARRIS BANK, NA	08/25/20	2.30%	2,500,000.00	-	-	2,500,000.00	-	-
PENTAGON FEDERAL CREDIT UNION (1	08/25/20	2.32%	2,500,000.00	-	-	2,500,000.00	-	-
PENTAGON FEDERAL CREDIT UNION (1	09/25/20	2.33%	1,500,000.00	-	-	1,500,000.00	-	-
ASSOCIATED BANK, NA - C	09/25/20	2.50%	519,100.00	-	-	519,100.00	-	-
SOUTHERN STATES BANK	09/25/20	2.54%	240,500.00	-	-	240,500.00	-	-
PREMIER BANK	09/25/20	2.57%	240,400.00	-	-	240,400.00	-	-
BMO HARRIS BANK, NA	09/25/20	2.31%	1,500,000.00	-	-	1,500,000.00	-	-
NYC	10/01/20	2.41%	1,040,450.00	-	-	1,040,450.00	-	-
WESTCHESTER CO-A-REF	10/15/20	2.45%	148,305.00	-	-	148,305.00	-	-
BMO HARRIS BANK, NA	10/23/20	2.37%	2,000,000.00	-	-	2,000,000.00	-	-
NEW YORK NY	11/01/20	2.43%	1,313,141.25	-	-	1,313,141.25	-	-
BMO HARRIS BANK, NA	11/25/20	2.37%	1,500,000.00	-	-	1,500,000.00	-	-
WHEATON PK-D-REF-TXBL	12/30/20	2.69%	513,567.60	-	-	513,567.60	-	-
LAKE ETC SD #118-REF	01/01/21	2.79%	400,700.00	-	-	400,700.00	-	-
US TREASURY N/B	01/15/21	2.32%	495,683.59	-	-	495,683.59	-	-
ASSOCIATED BANK, NA - C	01/25/21	2.66%	500,000.00	-	-	500,000.00	-	-
COLLIN CO-B-REF-TXBL	02/15/21	2.43%	260,982.50	-	-	260,982.50	-	-
County of El Paso TX	02/15/21	2.37%	794,768.00	-	-	794,768.00	-	-
FINANCIAL FEDERAL BANK	02/25/21	2.65%	237,100.00	-	-	237,100.00	-	-
ASSOCIATED BANK, NA (N)	02/25/21	2.67%	237,100.00	-	-	237,100.00	-	-
ASSOCIATED BANK, NA - C	02/25/21	2.50%	1,000,000.00	-	-	1,000,000.00	-	-
HOUSTON-B-TXBL	03/01/21	2.43%	555,861.60	-	-	555,861.60	-	-
State of Maryland	03/15/21	2.38%	501,430.00	-	-	501,430.00	-	-
ASSOCIATED BANK, NA - C	04/23/21	2.67%	500,000.00	-	-	500,000.00	-	-
US TREASURY N/B	05/15/21	2.36%	1,023,164.05	-	-	1,023,164.05	-	-
State of Arkansas	06/01/21	2.43%	1,520,460.00	-	-	1,520,460.00	-	-
MEMPHIS-C-BABS	07/01/21	2.68%	312,489.00	-	-	312,489.00	-	-



# **RICHFIELD PUBLIC SCHOOLS**

Investment Holdings as of  
September 30, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
FEDERAL HOME LOAN BANK	07/14/21	2.40%	959,446.61	-	-	959,446.61	-	-
FEDERAL HOME LOAN BANK	07/14/21	2.40%	479,723.30	-	-	479,723.30	-	-
State of Hawaii	08/01/21	2.45%	357,371.00	-	-	357,371.00	-	-
US TREASURY N/B	08/31/21	2.40%	493,398.44	-	-	493,398.44	-	-
FANNIE MAE	10/07/21	2.45%	481,788.31	-	-	481,788.31	-	-
City & County of Honolulu HI	11/01/21	2.55%	497,605.00	-	-	497,605.00	-	-
State of California	10/01/19	2.15%	1,001,530.00	-	-	-	1,001,530.00	-
FEDERAL HOME LOAN BANK	11/15/19	2.15%	197,488.85	-	-	-	197,488.85	-
WESTERN ALLIANCE BANK - C	11/25/19	2.22%	500,000.00	-	-	-	500,000.00	-
UINTA BANK	11/25/19	2.23%	240,400.00	-	-	-	240,400.00	-
City of Frederick MD	12/01/19	2.17%	200,254.00	-	-	-	200,254.00	-
US TREASURY N/B	12/15/19	2.16%	838,611.33	-	-	-	838,611.33	-
FREDDIE MAC	01/17/20	2.19%	1,234,467.64	-	-	-	1,234,467.64	-
BMO HARRIS BANK, NA	02/25/20	2.29%	1,500,000.00	-	-	-	1,500,000.00	-
BMO HARRIS BANK, NA	03/25/20	2.29%	1,000,000.00	-	-	-	1,000,000.00	-
BMO HARRIS BANK, NA	04/24/20	2.24%	1,000,000.00	-	-	-	1,000,000.00	-
BMO HARRIS BANK, NA	05/21/20	2.24%	1,250,000.00	-	-	-	1,250,000.00	-
TOWN BANK - WINTRUST	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
OLD PLANK TRAIL COMMUNITY BANK	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
ST. CHARLES B&TC - WINTRUST	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
SCHAUMBURG B&TC / ADVANTAGE N	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
BEVERLY BANK & TRUST CO, NA- WIN1	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
LAKE FOREST B&T CO. N.A. - WINTRUS	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
US TREASURY N/B	07/15/20	2.25%	491,503.91	-	-	-	491,503.91	-
PENTAGON FEDERAL CREDIT UNION (1	07/24/20	2.30%	1,000,000.00	-	-	-	1,000,000.00	-
PENTAGON FEDERAL CREDIT UNION (1	08/25/20	2.32%	1,000,000.00	-	-	-	1,000,000.00	-
BMO HARRIS BANK, NA	08/25/20	2.30%	1,000,000.00	-	-	-	1,000,000.00	-
BMO HARRIS BANK, NA	09/25/20	2.36%	1,250,000.00	-	-	-	1,250,000.00	-
BMO HARRIS BANK, NA	10/23/20	2.31%	1,000,000.00	-	-	-	1,000,000.00	-
PACIFIC WESTERN BANK	04/23/21	3.19%	233,400.00	-	-	-	233,400.00	-
CIBC BANK USA / PRIVATE BANK - MI	08/25/21	2.69%	234,000.00	-	-	-	234,000.00	-

# **RICHFIELD PUBLIC SCHOOLS**

Investment Holdings as of  
September 30, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
FIRST NATIONAL BANK	08/25/21	2.78%	233,500.00	-	-	-	233,500.00	-
GREAT MIDWEST BANK	08/25/21	2.68%	120,000.00	-	-	-	120,000.00	-
MONROE TWP NJ MIDDLESEX CNTY	12/15/19	1.48%	1,379,387.50	-	-	-	-	1,379,387.50
PENTAGON FEDERAL CREDIT UNION (1	01/10/20	1.36%	1,700,000.00	-	-	-	-	1,700,000.00
BANK OF CHINA	03/02/20	2.64%	243,400.00	-	-	-	-	243,400.00
BROOKLINE BANK	03/05/20	2.53%	150,000.00	-	-	-	-	150,000.00
SOUTHSIDE BANK	05/19/20	1.21%	238,300.00	-	-	-	-	238,300.00
CORPORATE ONE FEDERAL CREDIT UN	08/31/20	2.60%	240,300.00	-	-	-	-	240,300.00
PREFERRED BANK	08/31/20	2.55%	240,500.00	-	-	-	-	240,500.00
State of California	10/01/20	2.28%	725,355.25	-	-	-	-	725,355.25
MAINSTREET BANK	10/13/20	1.67%	237,400.00	-	-	-	-	237,400.00
KS STATEBANK / KANSAS STATE BANK	10/13/20	1.86%	235,800.00	-	-	-	-	235,800.00
KEMBA FINANCIAL FCU	10/13/20	1.75%	236,900.00	-	-	-	-	236,900.00
MERRICK BANK	10/19/20	2.90%	92,000.00	-	-	-	-	92,000.00
PRIME ALLIANCE BANK	10/19/20	2.99%	208,000.00	-	-	-	-	208,000.00
SECURITY STATE BANK	10/30/20	1.79%	236,600.00	-	-	-	-	236,600.00
FIRST CENTRAL BANK MCCOOK	10/30/20	1.81%	236,200.00	-	-	-	-	236,200.00
GREAT MIDWEST BANK	12/18/20	1.91%	115,000.00	-	-	-	-	115,000.00
Bank OZK	02/28/22	2.65%	230,100.00	-	-	-	-	230,100.00
TULSA CO ISD #3-TXBL	04/01/22	2.58%	693,178.90	-	-	-	-	693,178.90
State of California	04/01/47	2.26%	793,807.50	-	-	-	-	793,807.50
<b>Total Investments Held</b>			<b>104,475,853.66</b>	<b>12,624,962.54</b>	<b>160,000.00</b>	<b>66,513,306.24</b>	<b>16,945,355.73</b>	<b>8,232,229.15</b>

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

**Regular Meeting, October 7, 2019**

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

That the Board of Education approve the following personnel items:

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

**Jill Carlton** – School Social Worker – Senior High/RCEP

**Elizabeth (Mushel) Zellar** – Science – Middle School

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

**Christi Jo Mace** – Industrial Technology – Senior High

**Certified Full Time Requests for Leave of Absence – Child Care**

**Wanda Cora-Pacheco** – Dual Language Kindergarten – RDLS

**Shannon Ritt** – Special Education – Middle School

**Certified Part Time Position for Employment – Special Agreement**

**Mary Paulson** – Literacy Intervention – Blessed Trinity

**Classified Full time Position for Employment**

**David Bustamante Mendoza** – Building Cleaner – Senior High

**Classified Full Time Position for Employment & Resignation – Registered Nurse**

**Jennifer Bruneau** – Registered Nurse – Middle School

**Classified Full Time Resignation – Outreach**

**Marlibni Villanueva** – Bilingual Outreach Worker – Central

**Classified Part Time Position for Employment – Admin. & Mgmt. Support Professionals**

**Diana Garcia** – 30 hr/wk Administrative Assistant 1 – RCEP

**Classified Part Time Positions for Employment – Paraprofessionals**

**Kokou Kah** – 35 hr/wk Special Ed. Para – Middle School

**Joliene Litwinczuk** – 28.75 hr/wk Instructional Para – Central

**Classified Part Time Resignation – Facilities & Transportation**

**Larell Walker** – approx. 10 hr/wk Bus Driver – Garage

**Classified Part Time Resignation – Food & Nutrition Services**  
**Stacie Graham** – 25 hr/wk Kitchen Assistant – Senior High



**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.A.**

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

**Regular Meeting, October 7, 2019**

**Subject: Board Policy 585 Student Surveys**

The Superintendent recommends a third review of Board Policy 585 Student Surveys. 585.1 Student Survey Guidelines remains the same.

**Attachments**

Policy 585 – Redlined copy

585.1 Guidelines - created to support Policy 585 – remains the same

MSBA Policy 520

**RICHFIELD PUBLIC SCHOOLS**  
**STUDENT SURVEYS**

**I. PURPOSE**

~~Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.~~

The purpose of this policy is to establish the parameters related to student surveys conducted in Richfield Public Schools.

**II. GENERAL STATEMENT OF POLICY**

~~Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.~~

The school district may conduct surveys of students to support school district improvement and student engagement. Surveys conducted in Richfield Public Schools must follow the defined approval process. The school district will follow applicable federal regulations in conducting any survey of students that is a part of any program funded through the United States Department of Education. The school district will not impose an academic or other penalty upon a student who opts out of participating in a survey.

**III. DEFINITIONS**

A. Confidential Data means data about a person that is accessible only to representatives of the school district who have a need to know the information in order to do their jobs. Confidential data is not available to the data subject.

B. Student survey for the purpose of this policy means student surveys conducted by the school district, implemented across multiple buildings and/or multiple grade levels.

C. Student survey for the purpose of this policy does not mean surveys conducted at one grade level, one class level, or by student groups.

#### IV. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- ~~C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.~~
- C. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response. To the extent that personally identifiable information of a student is contained in the responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.
- D. The school board will make survey materials available for inspection by students, parents, or guardians.
- E. The school district will notify parents about student surveys to be administered during the school year with sufficient time to allow for parental review as defined in this policy. The notice will include the grade levels to be surveyed, the purpose of the survey, the opt-out process, and a way for parents to review all questions in the survey.
- F. The school district will provide survey information and opt-out form on the school district website.

G. The school district will maintain the survey results as confidential data on the students and will report the survey results in a way that does not allow for identification of individual student results.

H. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

## V. STUDENT SURVEYS APPROVAL PROCESS

A. Student surveys conducted at the district level must be approved by the superintendent and will allow time for parent feedback and review as defined in this policy.

B. Student surveys conducted at the grade or classroom level must be approved by the principal or administrative designee. Surveys conducted in this fashion are subject to all of the rules in this policy related to confidentiality and information requested of students.

## VI. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;



7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections VI.A. and VI.B. above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The policies under Section VI.C. above, shall provide for reasonable notice of the use of such policies directly to parents of students enrolled in or served by the school district.

- a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

- b. The notice will provide parents with an opportunity to opt out of participation in the following activities:

- i. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

- ii. The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section VI.B., above.

- iii. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.

d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

## V. NOTICE

A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.

B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.

C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. § 1232h (Protection of Pupil Rights)  
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)  
*C.N. v. Ridgewood Bd. of Educ.*, 430 F.3d. 159 (3<sup>rd</sup> Cir. 2005)  
*Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

212 **Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil  
213 Records)  
214 MSBA/MASA Model Policy 521 (Student Disability  
215 Nondiscrimination)  
216 MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
217

218 RATIFIED BY THE BOARD OF EDUCATION: July 17, 2006

219 REVISED BY THE BOARD OF EDUCATION:  
220

**RICHFIELD PUBLIC SCHOOLS**  
**ADMINISTRATIVE GUIDELINES**  
**STUDENT SURVEYS**

**I. PURPOSE**

The purpose of these administrative guidelines is to assist in the implementation of Board Policy 585 – Student Surveys.

**II. DEFINITIONS**

- A. Confidential Data means data about a person that is accessible only to representatives of the school district who have a need to know the information in order to do their jobs. Confidential data is not available to the data subject.
- B. Student surveys for the purpose of this policy means student surveys conducted by the school district.

**III. PROCESS TO OPT OUT OF STUDENT SURVEY**

- A. The school district will notify parents each year in the fall about the district administered surveys and the opportunity they have to opt out their student.
- B. Parents must notify the building principal through mail, email or in person that they do not want their student to participate in the survey.
- C. The principal will notify classroom teachers of students who have opted out and will be excluded from the Student Survey.
- D. The school district will not impose an academic or other penalty against a student who opts out of participating in a student survey under this policy.

Dated: September 16, 2019



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

MSBA/MASA Model Policy 520

Orig. 1995

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

Rev. 2016

## **520 STUDENT SURVEYS**

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

### **I. PURPOSE**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

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

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

### **III. STUDENT SURVEYS IN GENERAL**

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally

identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

#### **IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM**

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - 1. political affiliations or beliefs of the student or the student's parent;
  - 2. mental and psychological problems of the student or the student's family;
  - 3. sex behavior or attitudes;
  - 4. illegal, antisocial, self-incriminating, or demeaning behavior;
  - 5. critical appraisals of other individuals with whom respondents have close family relationships;
  - 6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - 7. religious practices, affiliations, or beliefs of the student or the student's parent; or
  - 8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

- C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

“Parent” means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

“Instructional material” means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that

information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- (1) “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
  - (a) college or other post-secondary education recruitment or military;
  - (b) book clubs, magazines, and programs providing access to low cost literary products;
  - (c) curriculum and instructional materials used by elementary and secondary schools;
  - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
  - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
  - (f) student recognition programs.
- (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable

access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
  - a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
  - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
    - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
    - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
    - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
  - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
  - d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations



or screenings that are permitted without parental notification.

## **V. NOTICE**

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information;  
Parent Notice and Opportunity for Opting Out)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. § 1232h (Protection of Pupil Rights)  
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d  
309 (2002)  
*C.N. v. Ridgewood Bd. of Educ.*, 430 F.3d. 159 (3<sup>rd</sup> Cir. 2005)  
*Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil  
Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

**OLD BUSINESS - FOR ACTION**

**Agenda Item V.B.**

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

**Regular Meeting, October 7, 2019**

**Subject: RDLS Facilities Project Change Order #6, #7, and #8**

(Recommended by the Superintendent)

That the Board of Education approves RDLS Facilities Project Change Order #6 for net increase of \$18,755.42, Change Order #7 for net increase of \$21,839.78 and Change Order #8 for a net increase of \$16,788.90.

**Background Information**

Change Order #6: \$18,755.42

The summary of costs is for additional work related to modifying cubicle curtain tracks, modifying ductwork as required around electrical conduit, relocating an existing fire alarm control panel to accommodate the renovation and additional electrical circuits that serve a steamer unit and dishwasher booster heater in the kitchen area. This change order also includes no cost changes for parking lot modifications requested by the City of Richfield, clarifications related to plumbing couplings, interior graphic fonts and drop-in cushions.

Change Order #7: \$21,839.78

This change order includes costs related to additional underground storm sewer piping that ties into the existing roof drainage system. Also included is a credit for providing carbon steel flow meters in lieu of stainless steel flow meters.

Change Order #8: \$16,788.90

This change order includes additional costs related to addition of 'security laminated glass' at the secure vestibule entry

Original project cost was \$9,048,000.00. The total cost of the project is now \$8,978,360.87



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

**Project:** S180064 - RDLS - ISD #280, Richfield Dual Language School  
7001 Elliot Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #006: L.S. Black CO 006

<b>CONTRACT COMPANY:</b>	<b>L.S. Black Constructors, Inc.</b> 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	<b>CONTRACT FOR:</b>	SC-S180064 - RDLS -001:L.S. Black Single Prime Contract
<b>DATE CREATED:</b>	9/27/2019	<b>CREATED BY:</b>	Raeann Wynn (ICS Consulting, Inc. - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved <b>DRAFT</b>	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/27/2019
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$18,755.42

### DESCRIPTION:

The summary of costs for additional work related to modifying cubicle curtain tracks, modifying ductwork as required around electrical conduit, relocating an existing fire alarm control panel to accommodate the renovation and additional electrical circuits that serve a steamer unit and dishwasher booster heater in the kitchen area. This change order also includes no cost changes for parking lot modifications requested by the City of Richfield, clarifications related to plumbing couplings, interior graphic fonts and drop-in cushions.

CE #014 - PR #009 - City Requested Parking Lot Modifications: No cost impact: \$0.00  
PR #009 - City Requested Parking Lot Modifications

CE #020 - PR #020 - Area 'B' Existing Structural Wall Modifications: \$269.50  
PR #020 - Area 'B' Existing Structural Wall Modifications

CE #028 - PR #026 - Duct around conduits: \$13,481.93  
PR #026 - Duct around conduits

CE #029 - SI #007 - Plumbing Couplings: No cost impact: \$0.00  
SI #007 - Plumbing Couplings

CE #030 - PR #023 - Fire Alarm Control Panel: \$2,918.71  
PR #023 - Fire Alarm Control Panel

CE #036 - PR #019 - Booster and Steamer (ELEC): \$2,085.28  
PR #019 - Booster and Steamer (ELEC)

CE #037 - SI #009 - Font at Gymnasium: No cost impact: \$0.00  
SI #009 - Font at Gymnasium

CE #044 - SI #011 - Drop-in Cushions: No cost impact: \$0.00  
SI #011 - Drop-in Cushions

### ATTACHMENTS:

[CE 036 - PR 019 Booster and Steamer.pdf](#) [CE 030 - PR 023 - Fire Alarm Control Panel.pdf](#) [CE 028 - PR 026 - Duct around conduits.pdf](#) [CE 020 - PR 020 - Area 'B' Existing Structural Wall Modifications.pdf](#) [SI #011 - Drop-in Cushions.pdf](#) [SI #009 - Font at Gymnasium.pdf](#) [SI #007 - Plumbing Couplings.pdf](#)



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3890 Pheasant Ridge Drive N.E., Suite 180  
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Phone: (763) 354-2670  
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**Project:** S180064 - RDLS - ISD #280, Richfield Dual Language School  
7001 Elliot Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #007: L.S. Black CO 007

<b>CONTRACT COMPANY:</b>	<b>L.S. Black Constructors, Inc.</b> 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	<b>CONTRACT FOR:</b>	SC-S180064 - RDLS -001:L.S. Black Single Prime Contract
<b>DATE CREATED:</b>	9/27/2019	<b>CREATED BY:</b>	Raeann Wynn (ICS Consulting, Inc. - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved <b>DRAFT</b>	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/27/2019
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$21,839.78

**DESCRIPTION:**

This change order includes costs related to additional underground storm sewer piping that ties into the existing roof drainage system. Also included is a credit for providing carbon steel flow meters in lieu of stainless steel flow meters.

CE #027 - PR #025 - BAS Flow Meters: (\$2,000.00)  
PR #025 - BAS Flow Meters

CE #033 - PR #027 - Catch Basin Connections: \$23,839.78  
PR #027 - Catch Basin Connections

**ATTACHMENTS:**

[CE 027 - PR 025 - BAS Flow Meters.pdf](#) [CE 033 - PR 027 Catch Basin Connection.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 9,048,000.00
Net change by previously authorized Change Orders	(\$108,267.81)
The contract sum prior to this Change Order was	\$ 8,939,732.19
The contract sum will be increased by this Change Order in the amount of	\$ 21,839.78
The new contract sum including this Change Order will be	\$ 8,961,571.97
The contract time will not be changed by this Change Order by 0 days	

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

**Wold Architects & Engineers**  
332 Minnesota Street STE W2000  
Saint Paul Minnesota 55101

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

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SIGNATURE

DATE



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

**Project:** S180064 - RDLS - ISD #280, Richfield Dual Language School  
7001 Elliot Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #008: L.S. Black CO 008

<b>CONTRACT COMPANY:</b>	<b>L.S. Black Constructors, Inc.</b> 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	<b>CONTRACT FOR:</b>	SC-S180064 - RDLS -001:L.S. Black Single Prime Contract
<b>DATE CREATED:</b>	9/27/2019	<b>CREATED BY:</b>	Raeann Wynn (ICS Consulting, Inc. - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved <b>DRAFT</b>	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/27/2019
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$16,788.90

**DESCRIPTION:**

This change order includes additional costs related to addition of 'security laminated glass' at the secure vestibule entry.

CE #024 - PR #021 - Guard Glass at Entrance: \$16,788.90  
PR #021 - Guard Glass at Entrance

**ATTACHMENTS:**

[CE 024 - PR 021 - Guard Glass.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 9,048,000.00
Net change by previously authorized Change Orders	(\$86,428.03)
The contract sum prior to this Change Order was	\$ 8,961,571.97
The contract sum will be increased by this Change Order in the amount of	\$ 16,788.90
The new contract sum including this Change Order will be	\$ 8,978,360.87
The contract time will not be changed by this Change Order by 0 days	

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

**Wold Architects & Engineers**  
332 Minnesota Street STE W2000  
Saint Paul Minnesota 55101

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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



**OLD BUSINESS - FOR ACTION**

**Agenda Item V.C.**

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

**Regular Meeting, October 7, 2019**

**Subject: RSTEM Facilities Project Change Orders #5, #6, #7**

(Recommended by the Superintendent)

That the Board of Education approves RSTEM Facilities Project Change Order #5 for a net increase of \$19,453.90, #6 for a net increase of \$24,080.10, and #7 for a net increase of \$14,106.10.

**Background Information**

Change Order #5: \$19,453.90 Change Order #5 for the STEM elementary school are: adding locks to the classroom cabinets, adding more power/data for the Tech. Room, patching of walls in the media center, and adding finishes around an existing column at the third level flex space. The other change events were zero cost or minimal cost coordination, and clarification items.

Change Order #6: \$24,080.10 Change Order #6 for STEM elementary had five major costs, and two credits. The costs were associated with: adding ten electrical outlets for interactive displays, infilling exterior openings/columns, adding markerboards, making modifications to the ceiling in the Art Room. The credits were for specifying different flow meters and changing piping requirements for the classroom unit ventilators.

Change Order #7: \$14,106.10 Change Order #7 added and modified several mechanical chases to accommodate the required sizes of the ductwork.

Original project cost was \$14,800,000.00. The total cost of the project is now \$14,966,145.07.



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

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

## Contract Change Order #005: Shaw-Lundquist CO 005

<b>CONTRACT COMPANY:</b>	<b>Shaw-Lundquist Associates, Inc.</b> 2757 West Service Road St. Paul, Minnesota 55121	<b>CONTRACT FOR:</b>	SC-S180064 - STEM-001:Shaw-Lundquist Single Prime Contract
<b>DATE CREATED:</b>	9/29/2019	<b>CREATED BY:</b>	Raeann Wynn (ICS Consulting, Inc. - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved <b>DRAFT</b>	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/29/2019
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	70 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$19,453.90

### DESCRIPTION:

The four major costs on Change Order #5 for the STEM elementary school are: adding locks to the classroom cabinets, adding more power/data for the Tech. Room, patching of walls in the media center, and adding finishes around an existing column at the third level flex space. The other change events were zero cost or minimal cost coordination, and clarification items.

CE #016 - RFI#51: Existing RTU A-1 Existing Structural Steel Support Framework: \$1,023.75

CE #019 - PR #011- Unit Ventilator Piping RFI #056: (\$2,504.09)

CE #023 - #64: Unstable Wall at Typical Large Bathroom Demolition: No cost impact \$0.00

CE #030 - SI #009 - Room Numbers: No cost impact \$0.00

CE #036 - #91: Bulge In Wall Plane: \$758.26  
Schedule impacted by 2 days

CE #043 - PR #016 Stacked Toilet Rooms Miscellaneous Revisions RFI 79, 85, 87, 90, 95: No cost impact \$0.00

CE #047 - #69: Unfinished Sheetrock 3rd Floor B: No cost impact \$0.00

CE #049 - #86: Wall Condition at Old Media Center Removed Unit Ventilators: \$4,689.38

CE #050 - PR #021 - BAS Carbon Steel Flow Meters: (\$2,100.00)

CE #052 - #97: Existing Condition Compromised Structural Joist Area 3A: No cost impact \$0.00



CE #053 - #108: Existing Soffit East Wall of A213: No cost impact \$0.00  
Schedule impacted by 2 days

CE #054 - #99: 3/4" Homerun with 5 Circuits: \$491.59

CE #055 - #106: Second Floor B220 B218 Soffit Demolition: \$992.72  
Schedule extended by 2 days

CE #061 - PR #023 -Ceiling Modifications to Accommodate Mechanical Clearances RFI#102: 3rd Floor Hydronic Piping: \$1,631.70  
Schedule impacted by 2 days

CE #062 - SI #011 - SPED Support Framing Layout Modifications: No cost impact \$0.00

CE #063 - PR #025 - Omit Unit Ventilator Insulation: (\$2,187.53)

CE #067 - #122: Missing Plaster: \$501.90  
Provide cost to plaster or veneer the wall.  
Schedule impacted by 2 days

CE #070 - #135: Unstable South Wall of A316 Bathroom: \$1,789.15  
Schedule impacted by 5 days

CE #075 - PR #030 Access Panel for Coiling Door and Soffit Light: \$14.08

CE #086 - SI #012 - Reception Modifications: No cost impact \$0.00

CE #088 - PR #032 Third Floor Bathroom FTR RFI #132: 3rd Floor Area A and B Bathroom Radiation: \$918.59

CE #101 - PR #040 Tech Specialist Power and Data Adds: \$4,965.80  
Schedule impacted by 25 days

CE #105 - PR #038 - Flex Learning A325 Column Finish: \$4,216.10  
Schedule impacted by 10 days

CE #107 - Adding Locks to Cabinets: \$4,252.50  
Schedule impacted by 20 days

CE #115 - PR 044 - Sink in Health Room B107: No cost impact \$0.00

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**ATTACHMENTS:**

[CE 105-PR 038 Pricing.pdf](#) [CE 107- Pricing.pdf](#) [CE 061-PR 023 Pricing.pdf](#) [CE 088-PR 032 Pricing.pdf](#) [CE 070-RFI 135 Pricing.pdf](#) [CE 101-PR 040 Pricing.pdf](#) [CE 075-PR 030 Pricing.pdf](#) [CE 067-RFI 122 Pricing.pdf](#) [CE 063-PR 025 Pricing.pdf](#) [CE 036-RFI 091 Pricing.pdf](#) [CE 054-RFI 099 Pricing.pdf](#) [CE 055-RFI 106 Pricing.pdf](#) [CE 019-PR 011 Pricing.pdf](#) [CE 049-RFI 086 Pricing.pdf](#) [CE 050-PR 021 Pricing.pdf](#) [CE 016-RFI 051 Pricing.pdf](#)

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**CHANGE ORDER LINE ITEMS:**

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The original (Contract Sum)	\$ 14,800,000.00
Net change by previously authorized Change Orders	\$ 108,504.97
The contract sum prior to this Change Order was	\$ 14,908,504.97
The contract sum will be increased by this Change Order in the amount of	\$ 19,453.90
The new contract sum including this Change Order will be	\$ 14,927,958.87
The contract time will be increased by this Change Order by 70 days	



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

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

## Contract Change Order #006: Shaw-Lundquist CO 006

<b>CONTRACT COMPANY:</b>	<b>Shaw-Lundquist Associates, Inc.</b> 2757 West Service Road St. Paul, Minnesota 55121	<b>CONTRACT FOR:</b>	SC-S180064 - STEM-001:Shaw-Lundquist Single Prime Contract
<b>DATE CREATED:</b>	9/29/2019	<b>CREATED BY:</b>	Raeann Wynn (ICS Consulting, Inc. - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved <b>DRAFT</b>	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/29/2019
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	32 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$24,080.10

**DESCRIPTION:**

Change Order #6 for STEM elementary had five major costs, and two credits. The costs were associated with: adding ten electrical outlets for interactive displays, infilling exterior openings/columns, adding markerboards, making modifications to the ceiling in the Art Room. The credits were for specifying different flow meters and changing piping requirements for the classroom unit ventilators.

CE #015 - PR #009 - Visual Display Boards: \$4,521.05

CE #048 - PR #020 - Interactive Board Outlet: \$6,704.45

CE #060 - PR #022 - Exist Penetrations Infill and Shaft Wall Modification RFI#109: Room B314: \$3,452.90  
Schedule impacted by 2 days

CE #065 - PR #026 -Misc. Gyp Bd Framing Modifications: \$5,880.00  
Schedule impacted by 5 days

CE #102 - PR #037 Ceiling Modifications at Room B205: \$3,521.70  
Schedule impacted by 25 days

**ATTACHMENTS:**

[CE 102-PR 037 Pricing.pdf](#) [CE 065-PR 026 Pricing.pdf](#) [CE 060-PR 022 Pricing.pdf](#) [CE 015-PR 009 Pricing.pdf](#) [CE 048-PR 020 Pricing.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 14,800,000.00
Net change by previously authorized Change Orders	\$ 127,958.87
The contract sum prior to this Change Order was	\$ 14,927,958.87
The contract sum will be increased by this Change Order in the amount of	\$ 24,080.10
The new contract sum including this Change Order will be	\$ 14,952,038.97
The contract time will be increased by this Change Order by 32 days	



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

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

## Contract Change Order #007: Shaw-Lundquist CO 007

<b>CONTRACT COMPANY:</b>	<b>Shaw-Lundquist Associates, Inc.</b> 2757 West Service Road St. Paul, Minnesota 55121	<b>CONTRACT FOR:</b>	SC-S180064 - STEM-001:Shaw-Lundquist Single Prime Contract
<b>DATE CREATED:</b>	9/30/2019	<b>CREATED BY:</b>	Raeann Wynn (ICS Consulting, Inc. - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved <b>DRAFT</b>	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/30/2019
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$14,106.10

**DESCRIPTION:**

Change Order #7 added and modified several mechanical chases to accommodate the required sizes of the ductwork.

CE #018 - PR #010 - Mechanical Chases Replaces PR #004: \$14,106.10

**ATTACHMENTS:**

[CE 018-PR 010 Pricing.pdf](#)

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 14,800,000.00
Net change by previously authorized Change Orders	\$ 152,038.97
The contract sum prior to this Change Order was	\$ 14,952,038.97
The contract sum will be increased by this Change Order in the amount of	\$ 14,106.10
The new contract sum including this Change Order will be	\$ 14,966,145.07
The contract time will not be changed by this Change Order by 0 days	

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

**Wold Architects & Engineers**  
332 Minnesota Street STE W2000  
Saint Paul Minnesota 55101

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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



**OLD BUSINESS - FOR ACTION**

**Agenda Item V.D.**

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

**Regular Meeting, October 7, 2019**

**Subject: RHS Facilities Project Change Order #4**

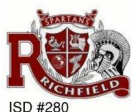
(Recommended by the Superintendent)

That the Board of Education approves RHS Facilities Project Change Order #4 for net increase of \$38,315.22 due mainly to the cost of a new dishwasher.

**Background Information**

Change Order #4 in the amount of \$38,315.22 for the high school mainly consists of a new dishwasher. The other cost associated with this change order is the replacement of lights in the nurse's cot room with LED wall lights. Remaining change events are credits due to omitting details to the steps, unit ventilators, and ductwork.

Original project cost was \$35,430,000.00. The total cost of the project is now \$35,725,872.31.



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

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

## Contract Change Order #004: L.S. Black CO 004

<b>CONTRACT COMPANY:</b>	<b>L.S. Black Constructors, Inc.</b> 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	<b>CONTRACT FOR:</b>	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
<b>DATE CREATED:</b>	9/29/2019	<b>CREATED BY:</b>	Raeann Wynn (ICS Consulting, Inc. - Blaine, MN)
<b>CONTRACT STATUS:</b>	Approved <b>DRAFT</b>	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>	<b>LOCATION</b>		
<b>DESIGNATED REVIEWER:</b>	<b>REVIEWED BY:</b>		
<b>DUE DATE:</b>	<b>REVIEW DATE:</b> 09/30/2019		
<b>INVOICED DATE:</b>	<b>PAID DATE:</b>		
<b>REFERENCE:</b>	<b>CHANGE REASON:</b>		
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$38,315.22

### DESCRIPTION:

Change Order #4 for the high school mainly consists of a new dishwasher. The other cost associated with this change order is the replace the nurse's cot room with LED wall lights. Remaining change events are credits due to omitting details to the steps, unit ventilators, and ductwork.

CE #044 - PR #011 Ductwork Changes: (\$1,529.85)

CE #050 - PR #022 Omit Unit Ventilator Insulation: (\$2,100.00)

CE #053 - PR #021 - Nurse Cot Light: \$2,226.00

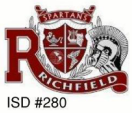
CE #060 - New Dishwasher: \$40,599.07

CE #079 - #182: Area M Basement Steps: (\$880.00)

### ATTACHMENTS:

[CE 044-PR 011 Pricing.pdf](#) [CE 053-PR 021 Pricing.pdf](#) [CE 050-PR 022 Pricing.pdf](#) [CE 079-RFI 182 Pricing.pdf](#) [CE 060-RFI 154 Pricing.pdf](#)

### CHANGE ORDER LINE ITEMS:



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The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 257,557.09
The contract sum prior to this Change Order was	\$ 35,687,557.09
The contract sum will be increased by this Change Order in the amount of	\$ 38,315.22
The new contract sum including this Change Order will be	\$ 35,725,872.31
The contract time will not be changed by this Change Order by 0 days	

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

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

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

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SIGNATURE DATE

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SIGNATURE DATE

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SIGNATURE DATE

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.A.**

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

**Regular Meeting, October 7, 2019**

**Subject: 524.1 Guidelines: Promotion, Retention, and Acceleration**

The Superintendent recommends a first review of the Guidelines 524.1 relating to Board Policy 524 which was reaffirmed by the Board on May 1, 2017.

**Attachments**

Policy 524 – for reference

524.1 Guidelines - Original

524.1 Guidelines - Redlined

RICHFIELD PUBLIC SCHOOLS

**PROMOTION, RETENTION AND ACCELERATION**

Because the public schools of the District are dedicated to the best total and continuous development of each pupil enrolled, the professional staff is expected to place pupils at the instructional level for which they are best suited academically, socially and emotionally.

Pupils will normally progress annually from grade to grade through achievement or by meeting the goals set in a special education program and described in the student's Individual Education Plan (IEP). Retention or acceleration may be considered when, in the judgment of the professional staff, such decisions are in the best educational interest of the pupils involved. Any consideration for retention or acceleration will involve consultation with the student's parent/guardian and the professional staff, but the final decision will rest with the school administration. The Superintendent is directed to establish regulations for retention or acceleration of students to insure the required consultation with parents/guardians and the necessary involvement of various professional staff members leading to such decisions.

ADOPTED BY THE BOARD OF EDUCATION: April 7, 1997

REAFFIRMED BY THE BOARD OF EDUCATION: December 17, 2001, May 1, 2017

CROSS REFERENCE: Board Policy 501 - Initial Entrance into the School System



RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

PROMOTION, RETENTION AND ACCELERATION

Consistent with Board Policy 524, the following student retention and acceleration guidelines are hereby establish by the Superintendent of Schools.

- I. It is expected that students will progress from grade to grade on an annual basis.
- II. Student retention or acceleration based on achievement is not encouraged routinely throughout the District. Research indicates that retention does not lead to increased student achievement unless complete program and instructional material changes can be made for the student. Acceleration contains inherent potential for social emotional difficulties.

Retention or acceleration may be appropriate under the following conditions:

Identifiable Conditions*	Growth or Development Indicates in Relation to Group for	
	Retention	Acceleration
Academic Progress	Significantly below	Significantly above
Age	Younger	Older
Social Maturity	Below developmental norm	Above developmental norm
Emotional Maturity	Below developmental norm	Above developmental norm
Physical Maturity	Below developmental norm	Above developmental norm
Parental attitudes	Positive	Positive

\*This listing is not intended to be exhaustive, but only suggestive of the several factors to be considered. The indices describe the conditions generally present in cases involving retention or acceleration decisions. Such factors as excessive absences or geographical moves resulting in students missing a significant

portion of schooling may be also considered.

- III. The final decision to retain or accelerate a student will be made by the building principal after the following process:
  - A. Review information concerning the student's academic performance.
  - B. Review special programs and services already received by the student (e.g. special education, English as a Second Language, high potential, guidance) and instructional strategies and approaches that have already been used (e.g. enrichment or remediation, accommodating learning styles) and their impact on the student's learning.
  - C. Consult with appropriate district and building administrators and staff in such areas as high potential, basic skills, ESL, Title I, social worker, psychologist, special education, and the regular classroom, including discussion of any new programs, services, and/or instructional strategies that are in the planning or implementation stages.
  - D. Consult with the parents/guardians and, as deemed appropriate, the student.

Throughout the decision-making process, the principal will be responsible for ensuring that factors described in Part II of these administrative guidelines have been considered and that the final decision is made for the benefit of the student. Differences of opinion regarding the decision shall be resolved by the building principal in consultation with the Director of Curriculum and Instruction.

Dated: April 7, 1997  
Reviewed:  
Revised:

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

PROMOTION, RETENTION AND ACCELERATION

Consistent with Board Policy 524, the following student retention and acceleration guidelines are hereby established by the Superintendent of Schools.

I. It is expected that students will progress from grade to grade on an annual basis.

II. Student retention or acceleration based on achievement is not encouraged routinely throughout the District. Research indicates that retention does not lead to increased student achievement unless complete program and instructional material changes can be made for the student. Acceleration contains inherent potential for social emotional difficulties.

Retention or acceleration may be appropriate under the following conditions:

Identifiable Conditions*	Growth or Development Indicates in Relation to Group for:	
	Retention	Acceleration
Academic Progress	Significantly below	Significantly above
Age	Younger	Older
Social Maturity	Below developmental norm	Above developmental norm
Emotional Maturity	Below developmental norm	Above developmental norm
Physical Maturity	Below developmental norm	Above developmental norm
Parental attitudes	Positive	Positive

\*This listing is not intended to be exhaustive, but only suggestive of the several factors to be considered. The indices describe the conditions generally present in cases involving retention or acceleration decisions. Such factors as excessive

absences or geographical moves resulting in students missing a significant portion of schooling may be also considered.

III. The final decision to retain or accelerate a student will be made by the building principal in collaboration with parents/guardians after the following process:

- A. Review information concerning the student's academic performance, age, social maturity, emotional maturity, physical maturity, parental attitudes and student attitudes.
- B. Review special programs and services already received by the student (e.g. special education, English as a Second Language, high potential, guidance) and instructional strategies and approaches that have already been used (e.g. enrichment or remediation, accommodating learning styles, subject level acceleration) and their impact on the student's learning.
- C. Consult with appropriate district and building administrators and staff in such areas as high potential, basic skills, ESL, Title I, social worker, psychologist, special education, and the regular classroom, including discussion of any new programs, services, and/or instructional strategies that are in the planning or implementation stages.
- D. Consult with the parents/guardians and, as deemed appropriate, the student.
- E. Review for final approval from Superintendent or designee.

Throughout the decision-making process, the principal will be responsible for ensuring that factors described in Part II of these administrative guidelines have been considered and that the final decision is made for the benefit of the student. Differences of opinion regarding the decision shall be resolved by the building principal in consultation with the ~~Director of Curriculum and Instruction~~ Superintendent or designee.

Dated: April 7, 1997  
Reviewed:  
Revised:

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.B.**

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

**Regular Meeting, October 7, 2019**

**Subject: Policy 412 and 412.1 Form – Public & Private Personnel Data**

The Superintendent recommends a first review of the Policy 412 and 412.1 Form.

**Attachments**

Policy 412 – Original

MSBA Policy 406

Policy 412 - Redlined

Form 412.1 – Original



**RICHFIELD PUBLIC SCHOOLS**  
**PUBLIC AND PRIVATE PERSONNEL DATA**

**I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

**II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

**III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Personnel data" means data on individuals collected because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- E. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- F. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA and

employment records held by a school district in its role as employer.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees, including volunteers and independent contractors, is public:

##### Personnel Information

1. name;
2. education and training background; and
3. previous work experience.

##### Compensation Related Information

1. actual gross salary;
2. salary range;
3. contract fees;
4. actual gross pension;
5. the value and nature of employer-paid fringe benefits;
6. the basis for and the amount of any added remuneration including expense reimbursement, in addition to salary; and
7. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

##### Work and Performance Information

1. employee identification number, which may not be the employee's social security number;
2. job title;
3. bargaining unit;
4. job description;
5. date of first and last employment;
6. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
7. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
8. the terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

9. work location;
10. work telephone number;
11. work email address; and
12. honors and awards received.

B. The following information on applicants for employment or to an advisory board/ commission is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training;
6. work availability; and
7. names of finalists.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

## **V. PRIVATE PERSONNEL DATA**

A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

D. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

E. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

1  
2 F. The school district may, if the responsible authority or designee  
3 reasonably determines that the release of personnel data is  
4 necessary to protect an employee from harm to self or to protect  
5 another person who may be harmed by the employee, release data  
6 that are relevant to the concerns for safety to:

7  
8 1. The person who may be harmed and to the attorney  
9 representing the person when the data are relevant to  
10 obtaining a restraining order;

11  
12 2. A pre-petition screening team conducting an investigation of  
13 the employee under Minn. Stat. § 253B.07, Subd. 1; or

14  
15 3. A court, law enforcement agency or prosecuting authority.  
16

17 G. Private personnel data or confidential investigative data on  
18 employees may be disseminated to a law enforcement agency for  
19 the purpose of reporting a crime or alleged crime committed by an  
20 employee, or for the purpose of assisting law enforcement in the  
21 investigation of such a crime or alleged crime.  
22

23 H. A complainant has access to a statement provided by the  
24 complainant to the school district in connection with a complaint or  
25 charge against an employee.  
26

27 I. When allegations of sexual or other types of harassment are made  
28 against an employee, the employee shall not have access to data  
29 that would identify the complainant or other witnesses if the school  
30 district determines that the employee's access to that data would:

- 31  
32 1. threaten the personal safety of the complainant or a witness;  
33 or  
34 2. subject the complainant or witness to harassment.  
35

36 If a disciplinary proceeding is initiated against the employee, data  
37 on the complainant or witness shall be available to the employee  
38 as may be necessary for the employee to prepare for the  
39 proceeding.  
40

41 J. The school district shall make any report to the board of teaching or  
42 the state board of education as required by Minn. Stat. § 122A.20,  
43 Subd. 2, and shall, upon written request from the licensing board  
44 having jurisdiction over a teacher's license, provide the licensing  
45 board with information about the teacher from the school district's  
46 files, any termination or disciplinary proceeding, and settlement or  
47 compromise, or any investigative file in accordance with Minn. Stat.  
48 § 122A.20, Subd. 2.  
49

- 1 K. Private personnel data shall be disclosed to the department of  
2 economic security for the purpose of administration of the  
3 unemployment insurance program under Minn. Stat. Ch. 268.  
4
- 5 L. When a report of alleged maltreatment of a student in a school is  
6 made to the Commissioner of Education, data that are relevant and  
7 collected by the school about the person alleged to have committed  
8 maltreatment must be provided to the Commissioner on request for  
9 purposes of an assessment or investigation of the maltreatment  
10 report.  
11
- 12 M. The school district shall release to a requesting school district or  
13 charter school private personnel data on a current or former  
14 employee related to acts of violence toward or sexual contact with  
15 a student, if an investigation conducted by or on behalf of the  
16 school district or law enforcement affirmed the allegations in writing  
17 prior to release and the investigation resulted in the resignation of  
18 the subject of the data.  
19
- 20 N. The identity of an employee making a suggestion as part of an  
21 organized self-evaluation effort by the school district to cut costs,  
22 make the school district more efficient, or to improve school district  
23 operations, is private.  
24
- 25 O. Health information on employees is private unless otherwise  
26 provided by law. To the extent that the school district transmits  
27 protected health information, the school district will comply with all  
28 privacy requirements.  
29

30 **VI. MULTIPLE CLASSIFICATIONS**

31  
32 If data on individuals are classified as both private and confidential by  
33 Minn. Stat. Ch. 13, or any other state or federal law, the data are private.  
34

35 **VII. CHANGE IN CLASSIFICATIONS**

36  
37 The school district shall change the classification of data in its possession  
38 if it is required to do so to comply with other judicial or administrative rules  
39 pertaining to the conduct of legal actions or with a specific statute  
40 applicable to the data in the possession of the disseminating or receiving  
41 agency.  
42  
43  
44  
45  
46

47 **VIII. RESPONSIBLE AUTHORITY**

48  
49 The school district has designated Craig Holje, Director of Personnel and  
50 Administrative Services, 7001 Harriet Ave. South, Richfield, MN 55423,

(612) 798-6031 as the authority responsible for personnel data. If you have any questions, contact him.

**IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

**Cross References:** Policy 581 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin  
"I" (School Records – Privacy – Access to Data)

ADOPTED BY THE BOARD OF EDUCATION: July 17, 2006



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

MSBA/MASA Model Policy 406

Orig. 1995

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

Rev. 2014

## **406 PUBLIC AND PRIVATE PERSONNEL DATA**

*[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]*

### **I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

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

A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.

B. All other data on individuals is private or confidential.

### **III. DEFINITIONS**

A. “Public” means that the data is available to anyone who requests it.

B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.

C. “Confidential” means the data is not available to the subject.

D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. “Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

#### **IV. PUBLIC PERSONNEL DATA**

- A. The following information on employees, including volunteers and independent contractors, is public:
  - 1. name;
  - 2. employee identification number, which may not be the employee’s social security number;
  - 3. actual gross salary;
  - 4. salary range;
  - 5. terms and conditions of employment relationship;
  - 6. contract fees;
  - 7. actual gross pension;
  - 8. the value and nature of employer-paid fringe benefits;
  - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
  - 10. job title;
  - 11. bargaining unit;
  - 12. job description;
  - 13. education and training background;

14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and

6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
  - D. Applicants for appointment to a public body.
    1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
      - a. name;
      - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
      - c. education and training;
      - d. employment history;
      - e. volunteer work;
      - f. awards and honors;
      - g. prior government service;
      - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
      - i. veteran status.
    2. Once an individual is appointed to a public body, the following additional items of data are public:
      - a. residential address;
      - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
      - c. first and last dates of service on the public body;
      - d. the existence and status of any complaints or charges against an appointee; and
      - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

## **V. PRIVATE PERSONNEL DATA**

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably

determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
  2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
  3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
  2. subject the complainant or witness to harassment.
- If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the



Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the

teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

## **VI. MULTIPLE CLASSIFICATIONS**

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

## **VII. CHANGE IN CLASSIFICATIONS**

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

## **VIII. RESPONSIBLE AUTHORITY**

The school district has designated *[name and title, telephone]* as the authority responsible for personnel data. If you have any questions, contact *[him/her]*.

## **IX. EMPLOYEE AUTHORIZATION/RELEASE FORM**

An employee authorization form is included as an addendum to this policy.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.37 (General Nonpublic Data)  
Minn. Stat. § 13.39 (Civil Investigation Data)  
Minn. Stat. § 13.43 (Personnel Data)  
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)

Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)  
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts;  
Termination)  
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)  
P.L. 104-191 (HIPAA)  
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

***Cross References:*** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

**RICHFIELD PUBLIC SCHOOLS**

**PUBLIC AND PRIVATE PERSONNEL DATA**

*[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]*

**I. PURPOSE**

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

**II. GENERAL STATEMENT OF POLICY**

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

**III. DEFINITIONS**

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E.D. "Personnel data" means government data on individuals collected because they are or were employees of the school district, applicants for employment, or volunteers, or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall

have access to all data in the suggestion except the identity of the employee making the suggestion.

EE. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

GF. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by Family Educational Rights and Privacy Act FERPA and employment records held by a school district in its role as employer.

H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

#### IV. PUBLIC PERSONNEL DATA

A. The following information on employees, including volunteers and independent contractors, is public:

##### Personnel Information

1. name;
2. education and training background; and
3. previous work experience.

##### Compensation Related Information

1. actual gross salary;
2. salary range;
3. terms and conditions of employment relationship;
43. contract fees;
54. actual gross pension;
65. the value and nature of employer-paid fringe benefits;
76. the basis for and the amount of any added remuneration including expense reimbursement, in addition to salary; and
87. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

##### Work and Performance Information

1. employee identification number, which may not be the employee's social security number;
2. job title;
3. bargaining unit;
4. job description;

5. date of first and last employment;
6. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
7. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
8. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
9. work location;
10. work telephone number;
11. badge number,
- ~~11. work email address; and~~
12. work related continuing education; and
- ~~132.~~ honors and awards received.

B. The following information on applicants for employment ~~or to an advisory board/ commission~~ is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training;
6. work availability; ~~and~~
- ~~7. names of finalists.~~

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
  - a. name;
  - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;



- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
- i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

ED. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data are private.

E. An individual's checking account number is private when submitted to a government entity.

FD. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

GE. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

HF. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
3. A court, law enforcement agency or prosecuting authority.

IG. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

JH. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

KI. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness;  
or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

LJ. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.

MK. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

NL. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

OM. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the

allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.

PN. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations, is private.

QQ. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.

R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to

fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

#### VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

#### VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

#### VIII. RESPONSIBLE AUTHORITY

The school district has designated Craig Holje, Chief Human Resources Director of Personnel and Administrative Officer Services, 7001 Harriet Ave. South, Richfield, MN 55423, (612) 798-6031 as the authority responsible for personnel data. If you have any questions, contact him.

#### IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.02 (Definitions)

1 Minn. Stat. § 13.37 (General Nonpublic Data)

2 Minn. Stat. § 13.39 (Civil Investigation Data)

3 Minn. Stat. § 13.43 (Personnel Data)

4 Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed  
5 Officials)

6 Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)

7 Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment;  
8 Contracts; Termination)

9 Minn. Stat. § 626.556, Subd. 7 (Reporting of  
10 Maltreatment of Minors)

11 P.L. 104-191 (HIPAA)

12 45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

13  
14 ***Cross References:***

15 Policy 581 (Protection and Privacy of Pupil Records)

16 Policy XXX (Public Participation in School Board  
17 Meetings/Complaints about Persons at School Board  
18 Meetings and Data Privacy Considerations)

19 MSBA Service Manual, Chapter 13, School Law Bulletin  
20 "I" (School Records – Privacy – Access to Data)

21  
22  
23  
24 ADOPTED BY THE BOARD OF EDUCATION: July 17, 2006



**FORM: EMPLOYEE AUTHORIZATION FOR RELEASE OF INFORMATION**

TO: [School District] \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RE: Personnel Records of [name]

\_\_\_\_\_  
(Date of Birth and/or Social Security Number)

This is your full and sufficient authorization, pursuant to Minn. Stat. § 13.05, Subd. 4 and Minn.

Rules 1205.1400, Subp. 4, to release to \_\_\_\_\_, their

representatives or employees, all information pertaining to [describe] \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

maintained by the employer school district, with the following exceptions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The information is needed for the purpose of [specify] \_\_\_\_\_

\_\_\_\_\_

This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.

I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above-stated purpose, this consent will automatically expire without my express revocation. A photocopy of this authorization will be treated in the same manner as an original.

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

\_\_\_\_\_  
Signature of Employee

ATTENTION PUBLIC FACILITIES: Minn. Stat. § 13.05 requires automatic expiration of this authorization one (1) year from the date of authorization.

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

**Regular Meeting, October 7, 2019**

**Subject: Designation of an Identified Official with Authority for Education Identity Access Management**

The Superintendent recommends this 2019-20 designation of the Identified Official with Authority. This designation happens on a yearly basis.

**Background Information**

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Superintendent recommends the Board authorize the following individual to act as the Identified Official with Authority (IOwA) for Richfield Public Schools #280-01:

Name: Angela Maryn

Email: [angela.maryn@rpsmn.org](mailto:angela.maryn@rpsmn.org)

EDIAM User ID: angela.maryn

**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.D.**

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

**Regular Meeting, October 7, 2019**

**Subject: Resolution Appointing Election Judges**

BE IT RESOLVED by the School Board of Independent School District 280, State of Minnesota, as follows:

1. The list of individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general and special election on November 5, 2019 to act as such at the polling places or combined polling places established by the school district.
2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

EXHIBIT A

RESOLUTION APPOINTING ELECTION JUDGES FOR RICHFIELD PUBLIC SCHOOLS  
GENERAL ELECTION ON NOVEMBER 5, 2019

WHEREAS, a Richfield Public Schools General Election will be held on Tuesday, November 5, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richfield, that the following are hereby appointed as judges for said election:

James Alagna  
Jan Anderson  
Bridget Gaelegh  
Cindy Norland  
Andrew May  
Marlene Odegard  
Roger Swanson  
Francie Fletcher  
Ed Fletcher  
Jeff Wright  
Lisa Wold  
Roger Guarino  
Mark Tilc  
Lawrence Martin  
Beth Kingdon  
Brad Obert  
Linda Nemitz  
Andrew Boeke  
Sharon Mattson  
Jeffrey Rundgren  
Jamie Lane  
Margaret Schow  
Janell Joyner

Doris Christine  
Nancy Walstrom  
Thomas Keegan  
Ruby Olson  
John Twisk  
Bob Wells  
Linda Boyd  
Joyce Anderson  
Sita Johnson  
Julie Danielson  
Marjorie Cain  
David Clark  
Elaine Wetsch  
Sandra Decker  
Joe Garcia  
Janette Holter  
Carol Athey  
Adrienne Hayes  
Sara Boothe  
Ruth Hiland  
Carolyn Engeldinger  
Helen Nachicas  
Nancy Lindberg

Sandra Walstrom  
Jorina Andrews  
Marilyn Nienkerk  
Liz Ekholm  
Judy Goebel  
Carol Petkoff  
Catherine Dinndorf  
Sarah Musgrave  
Barbara Bauer  
Monica Petrov  
Richard Morey  
Stephen Aus  
Sharon Foster  
Scott Dahlquist  
Robert Hall  
Rosemary Bernau  
Lynn Schuster  
Gloria Olson  
Milissa Carter  
Wayne Peterson  
Margaret Horan  
Marilyn Jacobson  
Margaret Cole

BE IT FURTHER RESOLVED that the City Clerk is with this, authorized to make any substitutions or additions as deemed necessary.

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

**Regular Meeting, October 7, 2019**

**Subject: Resolution supporting a cooperative sponsorship agreement with Academy of Holy Angels**

(Recommended by the Superintendent)

That the Board adopts this resolution for school years 2019-2021 to support athletic and extracurricular partnerships with Academy of Holy Angels.

**Background Information**

The Minnesota State High School League requires yearly resolution supporting cooperative sponsorship agreements. Richfield will partner with Academy of Holy Angels for Boys Swimming and Diving. This partnership allows our students a wide range of opportunities to participate in extracurricular activities.

### Application for Cooperative Sponsorship

Application must be submitted to the League office not later than the first day of practice for that sport season.

The governing boards of each participating school must jointly make application for cooperative sponsorship.

On behalf of the following schools, we hereby apply for cooperative sponsorship of Boys Swimming & Diving  
beginning with the 20 19 - 20 20 school year. (activity) (boys' or girls') (Adapted-CI or RI)

List ALL schools included in the cooperative sponsorship. Attach another form if necessary.

	School	Enrollment (9-12)*	City	Administrative Region**	Competitive Section**
High School #1:	<u>Richfield High School</u>	<u>813</u>	<u>Richfield</u>	<u>3AA</u>	<u>2A</u>
High School #2:	<u>Academy of Holy Angels</u>	<u>655</u>	<u>Richfield</u>	<u>3AA</u>	<u>2A</u>
High School #3:					
High School #4:					

\*Enrollment reported to the State of Minnesota on October 1 of the previous school year.

\*\*Current (Number and Class)

- Do any of the above schools belong to a conference in this activity?  
☒ Yes This application must include a review and comments from the conference(s) of which the schools are members.  
☐ No
- Do any of the above schools currently have a cooperative agreement in this activity?  
☐ Yes An application for dissolution must be submitted for the existing agreement.  
☒ No
- Describe the conditions which have prompted your request to co-sponsor this activity. (See model resolution at [www.mshsl.org/About MSHSL/Membership Information: A History & Model Resolution for School Boards](http://www.mshsl.org/About_MSHSL/Membership_Information:_A_History_&_Model_Resolution_for_School_Boards))

- List the number of students, by grade level, who participated in this activity during the previous year. If the school did not sponsor the program last year, indicate the number of students expected to participate in this cooperatively-sponsored activity this year if approved.

	7th	8th	9th	10th	11th	12th
High School #1	<u>2</u>	<u>3</u>	<u>4</u>	<u>2</u>	<u>1</u>	<u>7</u>
High School #2						
High School #3						
High School #4						

- Team Identification: (Indicate how cooped schools should be identified in tournament programs):

Richfield

- Team Colors: Red & white Team Mascot: Spartans

- Host School (school that will receive revenue share check): Richfield

Board of Education (or designee)

School

Date

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

#### Official Action of the MSHSL Board of Directors

☐ Approved

☐ Not Approved

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

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

MSHSL Executive Director



Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING COOPERATIVE SPONSORSHIP AGREEMENT**

**WHEREAS**, a proposed Agreement has been negotiated and drafted regarding the cooperative sponsorship of a joint high school Boys Swimming and Diving programs.

**WHEREAS**, a copy of the proposed draft is attached and incorporated by reference.

**NOW, THEREFORE, BE IT RESOLVED** by the School Board of Independent School District No. 280, as follows:

1. That the attached Cooperative Sponsorship Agreement be and hereby is approved;
2. That the Chairman and Clerk are hereby authorized to execute the attached Cooperative Sponsorship Agreement and to make the required application to the Board of Directors of the Minnesota State High School League; and
- \*3. That this resolution shall be effective only upon the adoption of a similar resolution by the Governing Board or School Board of the cooperating school or school district.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

*\*Note: not necessary if combined program involving two high schools in the same school district.*

**AGREEMENT FOR COOPERATIVE SPONSORSHIP OF**

Boys Swimming and Diving

(Activity)

This Agreement is made between the School Boards of Independent School District No. 280, Richfield, Minnesota and, Academy of Holy Angels, Minnesota. The parties agree as follows:

1. Joint Application. The above-named governing boards shall jointly make an application to the Minnesota State High School League (MSHSL) Board of Directors not later than the first day of practice for that sport season to be considered for that sport season for approval for cooperative sponsorship of a joint high school Boys Swimming and Diving activity programs, hereinafter "combined program", for students attending Richfield High School and Academy of Holy Angels High School for school years 2019 - 2021.

2. Purpose. The purposes for the above-named boards agreeing to apply for authority to cooperatively sponsor the combined program are as follows: (Specify conditions which have prompted the Boards to agree.)

Richfield High School and The Academy of Holy Angels would like to form a cooperatively sponsored team in Boys Swimming and Diving starting in the 2019-20 school year. Richfield will only return 12 swimmers this coming season and we are hoping to gain 3-5 more with the addition of AHA and Richfield's incoming 7th graders. We do not believe this will change our competitive level in either the conference or the section, this is an effort to continue to offer a swim and dive program at Richfield in the near future.

3. Agreement to Cooperate. If the joint application is approved by the MSHSL Board of Directors, the above-named governing boards agree that they will cooperatively sponsor any such combined program which may be offered in any school years specified; provided that nothing in this provision shall be deemed to require that the governing boards offer that combined program at all in any particular year.

4. Terms and Conditions of Cooperative Sponsorship. Any combined program shall be cooperatively sponsored upon the following terms and conditions:

A. Team Name. The team shall be known as the Richfield with Independent School District No. 280 serving as host school district. (*The official school identification in tournament programs and press releases for cooperatively sponsored teams will be listed as indicated on the cooperative sponsorship resolutions submitted by the schools. Following the team name, and set off by parentheses, will be the names of the member schools involved in such cooperative sponsorships; i.e., "Brainerd Warriors" (Brainerd/Pillager); "Winona Winhawks" (Winona/Winona Cotter, etc.)*)

B. Contracts. Except as otherwise provided herein, contracts related to the cooperatively sponsored team with groups such as referee associations, with individuals or with other schools or school districts shall be made by the governing board of Independent School District No. 280 after consultation with the governing board of the cooperating school district.

C. Allocation of Costs. All costs of the combined program shall be allocated between the parties in the manner indicated below for each expenditure category listed:

(1) Expenses for transportation, including daily transportation of participants to and from practice sessions and contests, supplies and equipment, salary and fringe benefit costs for coaches and other activity personnel, payment of referees and other personnel necessary to stage the event, transportation to away matches will be covered by Richfield High School and reimbursed from the Academy of Holy Angels as a percentage of expenses based on a per pupil participant count that is above and beyond the participation fee. In the event that the allocation of an expenditure item is not specified above, the costs of that item shall be shared EQUALLY between the cooperating parties.

D. Allocation of Gate Receipts. Funds from gate receipts shall be divided by the parties after payment of referees and other personnel will be collected by Richfield High School.

In the event the gate receipts are insufficient to make the payments, the parties shall make up the difference in the following manner. (Specify method of allocation.)

E. Concessions. The provision of concessions at home matches shall be the responsibility of the home location school and concession revenues shall not be covered by the provisions of this agreement unless the parties specifically agree to the contrary herein.

F. Utilization of Resources. Personnel in charge of the program shall make every attempt to utilize the resources of each of the cooperating schools, such as equipment and uniforms.

G. Employment of Personnel.

(1) The head coach of the combined program shall be employed by the school board of Independent School District No. 280.

(2) Other joint program personnel, if any, shall be employed as follows:

Position Employer

a. Assistant Coaches- Independent School District No. 280

(3) Recommendations for employment of personnel by each board shall be in accordance with that board's policies.

(4) Coaches and other personnel employed by a school district shall meet applicable state licensure requirements, if any. Coaches and other personnel employed by a non-public school shall meet the requirements prescribed by the non-public school's governing board and accrediting organization.

(5) In the event a licensed head coach is required for an activity and is not available, this agreement shall be terminated, unless the parties have secured a waiver of this regulation from the State Department of Education.

H. Control and Supervision of Programs and Participants. The control and supervision of a combined program and of the behavior of student participants which relates to their participation in the program shall be the responsibility of the host school district.

The control and supervision of student participants while in transport to and from the host school district shall be the responsibility of the home school district.

5. Interdistrict Advisory Board. An Interdistrict Advisory Board may be formed from members of the schools to work on the improvement of the various co-sponsored programs.

6. Resolution of Disputes. Any disputes relating to this agreement or items in this agreement requiring clarification will be investigated by the school superintendents from each school and they will present their findings and recommendations to their respective boards.

7. Term: Dissolution. The term of this agreement shall be for school years 2019-2020 and 2020-2021. The agreement shall be continuous following the first two-year agreement unless an application for dissolution is submitted. Requests to dissolve cooperative sponsorships of activities must be submitted to the MSHSL any time prior to the first day of practice for that sport season to be considered for the following year. If the early dissolution of the agreement is not approved, the combined program must be offered cooperatively or not at all during the remaining term of the agreement.

8. Liability; Insurance. Nothing contained in this agreement shall relieve any party to this agreement from liability for its negligence or that of its officers, agents and employees. Each party shall carry liability insurance in the amount of \$ not less than \$100,000 for any claimant and \$ not less than \$300,000 for any number of claims arising out of a single occurrence. The policy shall name the officers, agents and employees of the other party as named insureds. Each party shall provide the other party with a certificate evidencing such insurance coverage.

**IN WITNESS WHEREOF**, the Parties, by their respective officers on the dates indicated, have executed said agreement.

**INDEPENDENT SCHOOL DISTRICT No. 280**

Richfield, Minnesota

By Chairman:

By Clerk:

Date:

**INDEPENDENT SCHOOL DISTRICT No. \_\_\_\_\_**

\_\_\_\_\_, Minnesota

By Chairman:

By Clerk:

Date:

Date:

*This agreement form was prepared and approved by the Minnesota School Boards Association and the Minnesota State High School League. (1982)*

Rev. 2/18/99

**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.F.**

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

**Regular Meeting, October 7, 2019**

**Subject: Bid Authorization – Centennial Elementary School Construction and Renovation Project**

(Recommended by the Superintendent)

That the Board of Education authorize the administration to seek bids for the Centennial Elementary School Construction and Renovation Project.

**Background Information**

The bids will be publicly opened on November 12, 2019 at 2:00pm. After the bids are received, reviewed and qualified, we will be coming back to the Board with a Recommendation to Award the Contract to the lowest responsible bidder.

**Attached**

Ad for Bid

**SECTION 00 11 13**

**ADVERTISEMENT FOR BIDS**

**CENTENNIAL ELEMENTARY SCHOOL –  
2019 RENOVATIONS  
7315 BLOOMINGTON AVENUE SOUTH  
RICHFIELD, MINNESOTA 55423**

Richfield Public Schools – ISD #280 will receive single prime sealed bids for Centennial Elementary School – 2019 Renovations until 2:00 p.m. local time on November 12, 2019 at the District Office Boardroom, 7001 Harriet Avenue South, Richfield, Minnesota 55423, at which time and place all bids will be publicly opened and read aloud. Absolutely no bids will be accepted after 2:00 p.m.

A pre-bid meeting is scheduled for October 30, 2019 at 3:00 pm, at the Centennial Elementary School. Attendance at this meeting is highly recommended. Please bring proper identification with you for building access.

This project includes: Renovation of existing building including architectural, electrical, and mechanical upgrades.

Bidding Documents are available for Download to prospective bidders and subcontractors by contacting the Owner's Representative, ICS Consulting, Inc., 3890 Pheasant Ridge Drive Northeast, Suite #180, Blaine, Minnesota 55449, (763) 354-2670. Prospective Bidders and Subcontractors will be given instructions to download complete sets of the bidding documents. The downloads will be made available October 15, 2019.

Make proposals on the bid forms supplied in the Project Manual. No oral, telegraphic or telephonic proposals or modifications will be considered. Submit with each bid, a certified check or acceptable bidder's bond payable to Richfield Public Schools in an amount equal to five percent (5%) of the total bid. The successful bidder will be required to furnish satisfactory Labor and Material Payment Bond, and Performance Bond.

Bids may not be withdrawn within thirty (30) days after the scheduled time of opening bids, without the consent of the Owner. The Owner reserves the right to accept any bid or to reject any or all bids, or parts of such bids, and waive informalities or irregularities in bidding.

The Owner requires Substantial Completion of each phase of the project on or before the dates as follows:

Phase 1: June 7, 2020  
Phase 2: October 16, 2020  
Phase 3: August 19, 2020

Board of Education

INDEPENDENT SCHOOL DISTRICT #280





**NEW BUSINESS- FOR ACTION**

**Agenda Item VI.G.**

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

**Regular Meeting, October 7, 2019**

**Subject: Donations**

(Recommended by the Superintendent)

The Board of Education accept the following donations with gratitude.

**Donations:**

Marie Collins donated \$100.00 to Richfield Public Schools in support of our outstanding lunch balances.

Kristen Schaack, a Target employee donated \$10.00 to the RHS Random Acts of Kindness account.

The Kopp Family Foundation donated \$3000.00 to the RHS Random Actos of Kindness account.

Greater Twin Cities Honda Dealers and Richfield Honda donated \$5000.00 to Richfield STEM School to support STEM curriculum instruction and programming.

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