

## 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, September 21, 2020**  
**7:00 p.m. School Board Meeting**

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
  - A. Public Comment
  - B. Superintendent Update
    - 1. First Week of School Update
    - 2. COVID-19 Reporting Process
- IV. CONSENT AGENDA
  - A. Routine Matters
    - 1. Minutes of the regular meeting held September 8, 2020
    - 2. General Disbursements as of 9/14/20 in the amount of \$416,055.00
  - B. Personnel Items
- V. OLD BUSINESS
  - A. Policy 403 – Disability Nondiscrimination
  - B. Policy 602 – School District System Accountability
  - C. Policy 716 – Public Data Requests
- VI. NEW BUSINESS
  - A. Property, Liability & Fleet Insurance Renewal
  - B. Certification of Proposed Levy
  - C. Assurance of Compliance with State and Federal Law Prohibiting Discrimination
  - D. Centennial Elementary – Changes Orders #10 - #14

- E. Richfield Dual Language School – Change Orders #25 & #26
- F. Richfield STEM School – Change Order #25
- G. Richfield High School – Change Orders #31 - #35
- H. Richfield Middle School – Change Orders #4 - #6
- I. Sheridan Hills Elementary School – Change Orders #11 - #13
- J. Sheridan Hills Elementary School – Abatement Change Order #1
- K. Donations

## VII. ADVANCE PLANNING

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

10-5-2020      7:00 p.m.      Regular Board Meeting

10-19-2020      7:00 p.m.      Regular Board Meeting - Public Comment

- D. Suggested/Future Agenda Items

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

## IX. REOPEN MEETING

## X. ADJOURN REGULAR MEETING

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

**Agenda Item III.B.**

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

**Regular Meeting, September 21, 2020**

**Subject: Superintendent Update**

(Cabinet members provide this information on the first week of school and COVID-19 reporting process.)

Attached:

First Weeks of School Update  
COVID-19 Reporting Process

*Enriching and accelerating learning*



**RICHFIELD**  
**PUBLIC SCHOOLS**

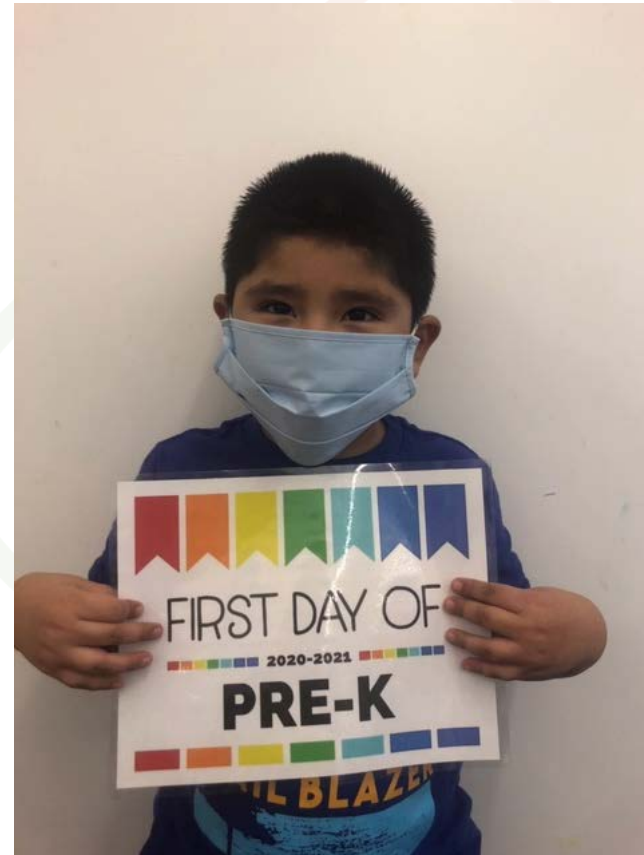
## **First Weeks of School Update**

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# Beginning the Hybrid Model

- Current Hennepin County case rate is 15.1 per 10,000, indicating the available option for fully in person elementary, hybrid secondary
- RPS has launched hybrid at all levels



# Review: which students are in buildings each day

	Mon	Tues	Wed	Thurs	Fri
Elementary Schools	K-2 3-5A + Essential childcare (3-5B)	K-2 3-5A + Essential childcare (3-5B)	Essential childcare (K-5)	K-2 3-5B + Essential childcare (3-5A)	K-2 3-5B + Essential childcare (3-5A)
Middle School	6 8A		7 8B		
High School		9 11		10 12	
RCEP		Group A		Group B	

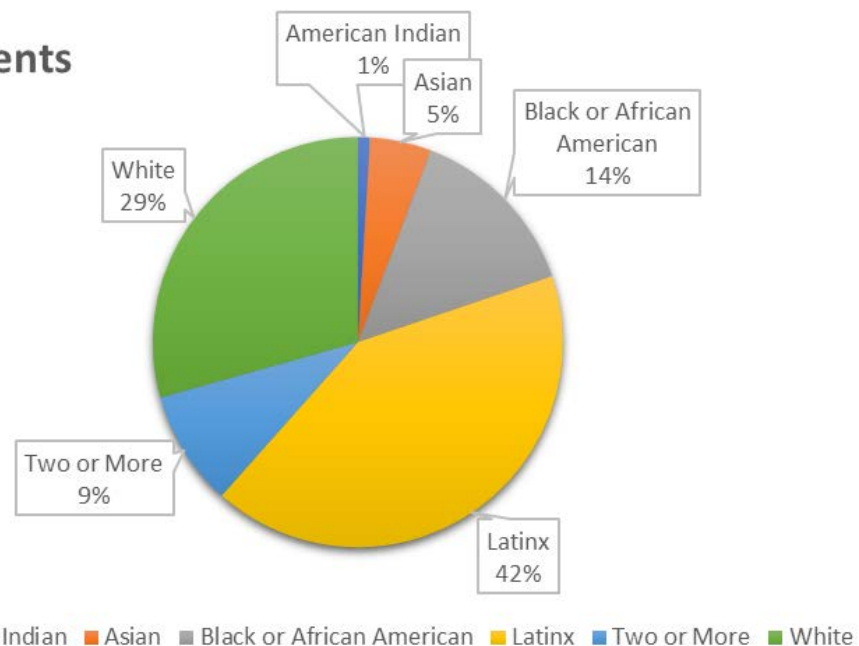
Of course, these groups do not include students whose families have signed them up for full distance learning.

# Enrollment (Racial/Ethnic Data)

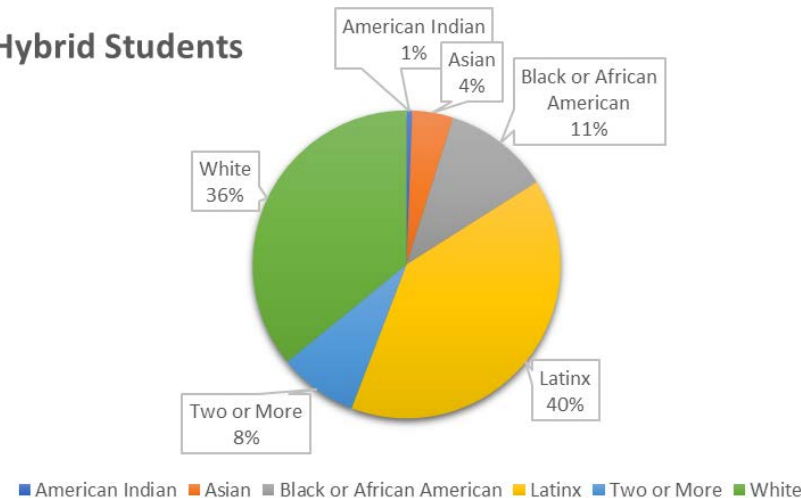


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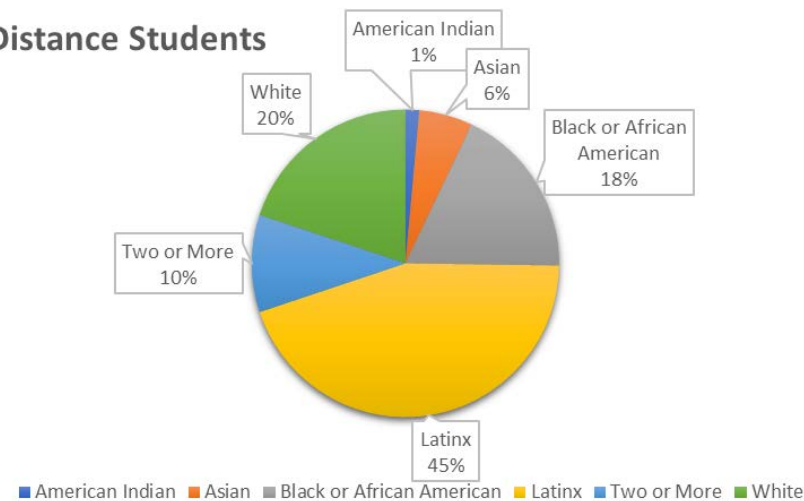
## All Students



## Hybrid Students



## Distance Students



\*This data does not include PreK students.

- Attendance Info –
  - Over 95% of students have been accounted for
  - Early numbers suggest enrollment will be very close to overall projection
- Class Size Bubble Concerns
  - RDLS distance Kindergarten at 39 (adding a new teacher)
  - STEM distance Kindergarten at 39 (adding a new teacher)
  - Other elementary classrooms: 28-33 students (added paraprofessional support)



## Extension of the Summer Meals Program: Free Meals for All!

RPS Students in Distance Learning and Non-RPS Students

- Students can pick up a five-day bundle of grab & go meals each Wednesday between 11 a.m.-1 p.m. or 4-6 p.m. **at Richfield High School.**

RPS Students in Hybrid Learning

- Free breakfast will be served for all students when they are in school.
- Students will eat all meals in their classrooms, not the cafeteria.
- Students requesting grab & go meals for the days they are not in school will either have them delivered to the classroom at the end of the school day or students will pick them up from a kiosk as they leave for the day.
  - Grades Pre-K – 2: One grab & go meal will be provided on Tuesdays.
  - Grades 3 – 5: A three-meal bundle will be offered on Tuesday or Friday (depending on the student's schedule).
  - Grades 6 – 12: A four-meal bundle will be offered on the day students attend in person.

This program will continue through Dec. 31, 2020, or until federal funding for the program is exhausted, whichever is earlier.

## Sheridan Story

- In the past Sheridan Story has provided food bags at the elementary schools. The bags were placed in students' backpacks for them to take home discreetly. The social workers don't anticipate having the person hours to do this this year, and this relies on students being in school.
- Food Service will distribute with the grab & go meals each Wednesday between 11 a.m.-1 p.m. or 4-6 p.m. **at Richfield High School.**

## FFVP (Fresh Fruit & Vegetable Program)

- Approved at all 4 Elementary School
- Total Grant award = \$122,140.00
- Program will begin after October 1st



## Routes per school:

STEM 7:30	Centennial 7:30	RDLS 8:15	Sheridan 8:15	RMS 9:00	RHS 9:00	RCEP 9:00	Midday PreK
9	7	8	6	12	6	1	5

- 7:30 route: 16 buses
- 8:15 route: 14 buses
- 9:00 route: 18 buses (RCEP shuttles from RHS route)
- We currently have 17 regular drivers
- We currently have excess capacity and will review our ability to add transportation for RPS students

# Instruction

- Week 1 Distance Learning Summary
- Week 2 Hybrid Summary



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**Questions/Comments**

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## **COVID 19 Response and Reporting**

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September 21, 2020

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## School and Community Partnership

- **If you are sick, stay home** from school, child care and other activities;
- **If people in your home are sick, stay home** from school, child care and other activities;
- Home Health Screening prior to going to school or work
- Protect yourself and others by wearing a face covering and staying 6 feet away from people;
- Wash hands often with soap and water;
- Cover your cough and sneeze;
- Avoid touching your face with unwashed hands;
- Frequently clean all commonly touched surfaces (e.g., telephones, doorknobs, countertops, etc.).

## Additionally - Schools will:

- Increase cleaning and disinfecting
- Provide Personal Protective Equipment (PPE)
- Pod to minimize exposure
- Provide ongoing training and education for staff and students

# COVID 19: Symptomatic at school response

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Individual displaying symptoms related to COVID 19 at school.

- **Assess** - Contact health services and health service staff evaluates student
  - Evaluate symptoms (1) Return to class or (2) Isolate
- **Isolate** - Student remains in isolation area until picked up from school. Student goes home.
- **Exclude** - contact parent / guardian to pick up child
  - Remain out of school based on MDH Decision Tree



## RPS staff receives report of a positive case of COVID-19

1. Site COVID Contact (Health Services) notified and contacts COVID-19 Coordinator
  - COVID 19 Coordinator facilitates process through completion
1. COVID Coordinator contacts Regional Support Team (RST)
  - RST verifies case, coordinates contact tracing, advises on notification and communication
  - District collaborates with RST to identify close contact within the school
1. COVID Coordinator provides direction to site COVID team
  - Relays RST recommendation
  - Provides communication documents
1. Site COVID communication team
  - Contacts staff who were identified and families whose children were identified as having close contact and provides detailed notification letter (model letters from MN Dept. of Health)
  - Principal/Program Director sends out building-wide communication
    - General communication informing the school community - no specific information regarding the case
1. Individuals identified by RST quarantined

# Example #1

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For example, if a 3rd grade student at Centennial tests positive for COVID and their parent informs the principal:

- 1) Centennial Principal (Mahoney) notifies health services and COVID Coordinator (Anderson)
- 2) COVID Coordinator (Anderson) notifies Regional Support Team (MDH)
- 3) COVID Coordinator (Anderson) communicates with Centennial COVID Team (Clarkson, Mahoney, health services) about recommendations from MDH and provides communication documents
- 4) Centennial COVID team (and additional outreach staff) contacts families directly whose student needs to be quarantined (likely the 3rd grader's classroom pod) and contacts staff who need to be quarantined
- 5) Centennial principal (Mahoney) sends out a general communication to the whole Centennial community to inform of the confirmed case (with no identifying details) and to let them know that those who need to be quarantined have already been informed
- 6) All staff members who have been quarantined and are unable to work from home fill out requests for COVID leave with HR and document their absence in employee system

## Example #2

For example, if a food server at RHS tests positive for COVID and informs their direct supervisor, the kitchen manager:

- 1) Kitchen manager informs Director of Nutrition (Manning) and COVID Coordinator (Anderson)
- 2) COVID Coordinator (Anderson) notifies Regional Support Team (MDH)
- 3) COVID Coordinator (Anderson) communicates with RHS COVID Team (Clarkson, Theien-Collins, Peterson) about recommendations from MDH and provides communication documents
- 4) RHS COVID team (and additional outreach staff) contacts families directly whose student needs to be quarantined (though there may be none) and Director of Nutrition (Manning) contacts staff who need to be quarantined
- 5) RHS principal (Theien-Collins) sends out a general communication to the whole RHS community to inform of the confirmed case (with no identifying details) and to let them know that those who need to be quarantined have already been informed
- 6) Food server and all staff members who are quarantined and unable to work from home fill out requests for COVID leave with HR and document their absence in employee system



## Health Services

- Track COVID 19-like symptoms - illness related absences
- COVID 19 Cases

## District COVID-19 Webpage

- Hennepin County COVID-19 cases per 10,000
- Confirmed COVID-19 cases by building

# COVID 19 Coordination

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## Minnesota Department of Health

- Regional Support Team
- Local Public Health - Bloomington Public Health

## District Team

- RPS Covid Coordinator - Phoebe Anderson, District-wide Licensed School Nurse
  - Darby Peterson, RHS Licensed School Nurse
  - Jashanna Ingram, RMS RN
- Director of Human Resources, Lisa Negus
- Executive Director of Special Programs, Mary Clarkson

## Building Teams

- Principal / Administrative Team
- Health Services Staff
- COVID Communication Team: Principal, Health Services Staff, others determined by building principal/program director (Social Worker, Outreach Worker)



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# Questions

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FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	298405	08/13/2020	MARIA ZARAGOZA	V	-5.00
01	298523	08/13/2020	RHS TRIP REFUNDS-COVID 19	V	-165.00
01	298525	08/13/2020	ACADEMY OF WHOLE LEARNING	R	155.93
01	298526	08/13/2020	AVAIL ACADEMY	R	668.88
01	298527	08/13/2020	BENILDE-ST.MARGARET	R	313.50
01	298528	08/13/2020	BLOOMINGTON LUTHERAN	R	113.76
01	298529	08/13/2020	BRECK SCHOOL	R	339.05
01	298530	08/13/2020	CHAPEL HILL ACADEMY	R	110.70
01	298531	08/13/2020	CITY OF LAKES WALDORF SCHOOL	R	225.66
01	298532	08/13/2020	CITY OF RICHFIELD	R	66.10
01	298533	08/13/2020	CONCORDIA ACADEMY	R	116.02
01	298534	08/13/2020	CONVENT OF THE VISITATION	R	106.36
01	298535	08/13/2020	CRISTO REY JESUIT H	R	4,307.97
01	298536	08/13/2020	FIRST BAPTIST CHURCH SCHOOLS	R	148.64
01	298537	08/13/2020	GROVES ACADEMY	R	442.73
01	298538	08/13/2020	HOPE ACADEMY	R	312.73
01	298539	08/13/2020	INTERMEDIATE DISTRICT 287	R	26,760.57
01	298540	08/13/2020	INTERNATIONAL SCHOOL	R	319.08
01	298541	08/13/2020	JUNK MASTERS LLC	R	906.75
01	298542	08/13/2020	KIDCREATE STUDIO	R	217.00
01	298543	08/13/2020	LAKE COUNTRY SCHOOL	R	212.72
01	298544	08/13/2020	MAYER LUTHERAN HIGH	R	236.80
01	298545	08/13/2020	MINNESOTA UI FUND	R	113,694.31
01	298546	08/13/2020	MULTILINGUAL WORD INC	R	90.00
01	298547	08/13/2020	PROVIDENCE ACADEMY	R	115.09
01	298548	08/13/2020	SOUTHWEST CHRISTIAN HIGH SCHOOL	R	115.61
01	298549	08/13/2020	ST CROIX LUTHERAN	R	616.61
01	298550	08/13/2020	UNITED CHRISTIAN ACADEMY	R	1,235.39
01	298551	08/13/2020	APADANA LLC	R	4,700.00
01	298552	08/13/2020	ARVIG ENTERPRISES INC	R	1,107.90
01	298553	08/13/2020	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	1,222.50
01	298554	08/13/2020	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	298555	08/13/2020	CDW GOVERNMENT INC	R	130,375.00
01	298556	08/13/2020	CINTAS CORPORATION NO 2	R	109.34
01	298557	08/13/2020	CITY OF RICHFIELD	R	6,785.59
01	298558	08/13/2020	DICKS LAKEVILLE SANITATION INC	R	4,332.33
01	298559	08/13/2020	ECM PUBLISHERS INC	R	95.20
01	298560	08/13/2020	ECOLAB INC	R	321.69
01	298561	08/13/2020	EDUCATORS BENEFIT CONSULTANTS LLC	R	426.99
01	298562	08/13/2020	FIREFLY COMPUTERS, LLC	R	3,940.00
01	298563	08/13/2020	GERTEN GREENHOUSES & GARDEN CTR INC	R	74.43
01	298564	08/13/2020	WW GRAINGER INC	R	124.03
01	298565	08/13/2020	H BROOKS AND COMPANY LLC	R	822.60
01	298566	08/13/2020	HAWKINS INC	R	2,924.16
01	298567	08/13/2020	HILLYARD	R	5,812.72
01	298568	08/13/2020	HONDA FINANCIAL SERVICES	R	256.00
01	298569	08/13/2020	HUBERT COMPANY, LLC	R	550.17
01	298570	08/13/2020	HUDL	R	4,400.00
01	298571	08/13/2020	INTERSTATE ALL BATTERY CENTER	R	11.55

01	298572	08/13/2020	KAJEET, INC.	R	5,574.41
01	298573	08/13/2020	KREMER SERVICES LLC	R	6,924.25
01	298574	08/13/2020	MACKIN BOOK COMPANY	R	2,068.33
01	298575	08/13/2020	MACMILLAN HOLDINGS	R	5,617.34
01	298576	08/13/2020	MADISON NATIONAL LIFE INS CO INC	R	5,201.79
01	298577	08/13/2020	MASTER TECHNOLOGY GROUP	R	315.50
01	298578	08/13/2020	MCGRAW-HILL SCHOOL EDUCATION	R	11,349.31
01	298579	08/13/2020	MINUTEMAN PRESS OF RICHFIELD	R	844.05
01	298580	08/13/2020	OCCUPATIONAL MEDICINE CONSULTANTS	R	479.00
01	298581	08/13/2020	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	6,011.99
01	298582	08/13/2020	RASKIN CANDACE	R	9,200.00
01	298583	08/13/2020	REGION 1 INFORMATION MGMT SERVICE	R	62,420.11
01	298584	08/13/2020	TRIO SUPPLY COMPANY	R	2,295.75
01	298585	08/13/2020	UPPER LAKES FOODS	R	443.18
01	298586	08/13/2020	WORLD FUEL SERVICES, INC.	R	680.98
01	298587	08/13/2020	XCEL ENERGY	R	41.43
01	V2100693	08/17/2020	P-CARD BAIRD LISA	R	4,192.39
01	V2100694	08/17/2020	P-CARD BRUNNER PATTI	R	4,502.31
01	V2100695	08/17/2020	P-CARD FINKE RYAN	R	102.49
01	V2100696	08/17/2020	P-CARD FLUCAS STEVEN	R	245.15
01	V2100697	08/17/2020	P-CARD GEURINK AREND	R	2,705.62
01	V2100698	08/17/2020	P-CARD KRETSINGER DAN	R	1,811.78
01	V2100699	08/17/2020	P-CARD MACE CHRISTI JO	R	597.21
01	V2100700	08/17/2020	P-CARD MARYN ANGELA	R	2,857.76
01	V2100701	08/17/2020	P-CARD MCGINN DAN	R	930.38
01	V2100702	08/17/2020	P-CARD MCNAUGHTON COMMERS CAROLE	R	217.91
01	V2100703	08/17/2020	P-CARD POMERLEAU DORIS	R	35.00
01	V2100704	08/17/2020	P-CARD SHAHSAVAND MARTA	R	136.96
01	V2100705	08/17/2020	P-CARD VALLEY JENNIFER	R	419.77
01	V2100706	08/17/2020	P-CARD WINTER AMY	R	96.00
01	298588	08/20/2020	ALL STATE COMMUNICATIONS INC	R	397.91
01	298589	08/20/2020	AUTO ELECTRIC OF BLOOMINGTON INC	R	109.00
01	298590	08/20/2020	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,736.00
01	298591	08/20/2020	BLUETARP FINANCIAL	R	9.99
01	298592	08/20/2020	CARQUEST AUTO PARTS	R	55.08
01	298593	08/20/2020	CATALYST BUYING GROUP LLC	R	369.99
01	298594	08/20/2020	CENTURYLINK	R	181.69
01	298595	08/20/2020	CINTAS CORPORATION NO 2	R	91.70
01	298596	08/20/2020	COMCAST BUSINESS	R	529.74
01	298597	08/20/2020	CULLIGAN SOFT WATER	R	9.50
01	298598	08/20/2020	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	298599	08/20/2020	ECCO MIDWEST INC	R	34,404.25
01	298600	08/20/2020	ECOLAB INC	R	255.97
01	298601	08/20/2020	FASTENAL INDUSTRIAL	R	175.20
01	298602	08/20/2020	FOLLETT SCHOOL SOLUTIONS INC	R	7,227.06
01	298603	08/20/2020	HILLYARD	R	876.81
01	298604	08/20/2020	HOGAN ASSESSMENT SYSTEMS INC	R	2,700.00
01	298605	08/20/2020	HOGLUND BUS CO INC	R	110.64
01	298606	08/20/2020	HUDL	R	1,999.00
01	298607	08/20/2020	INNOVATIVE OFFICE SOLUTIONS LLC	R	47.84



01	298608	08/20/2020	LOFFLER	R	1,225.09
01	298609	08/20/2020	MADDEN, TRACY A	R	241.60
01	298610	08/20/2020	MADISON NATIONAL LIFE INS CO INC	R	2,255.94
01	298611	08/20/2020	MIDWEST BUS PARTS INC	R	580.17
01	298612	08/20/2020	MISF	R	35.00
01	298613	08/20/2020	MOBILE RADIO ENGINE	R	236.40
01	298614	08/20/2020	OCCUPATIONAL MEDICINE CONSULTANTS	R	29.25
01	298615	08/20/2020	PLAGGE, RONETTE	R	221.87
01	298616	08/20/2020	PREMIUM WATERS INC	R	26.00
01	298617	08/20/2020	ROSENQUIST CONSTRUCTION INC	R	38,100.00
01	298618	08/20/2020	SCHOOL SERVICE EMPLOYEES UNION	R	3,629.07
01	298619	08/20/2020	SHERWIN WILLIAMS CO	R	376.11
01	298620	08/20/2020	SNAPOLOGY OF MINNEAPOLIS	R	600.00
01	298621	08/20/2020	TWIN CITY TRANSPORTATION	R	1,815.36
01	298622	08/20/2020	UNITED HEALTHCARE	R	159.60
01	298623	08/20/2020	UNITED HEALTHCARE INSURANCE CO	R	479.54
01	298624	08/20/2020	UNITED STATES TREASURER	R	230.00
01	298625	08/20/2020	WORLD FUEL SERVICES, INC.	R	903.67
01	298626	08/25/2020	ALL FURNITURE INC	R	5,350.00
01	298627	08/25/2020	ALL STATE COMMUNICATIONS INC	R	105,520.00
01	298628	08/25/2020	AMERICAN DRAPERY SYSTEMS, INC.	R	18,786.00
01	298629	08/25/2020	BRAUN INTERTEC CORP	R	12,820.50
01	298630	08/25/2020	CORVAL CONSTRUCTION	R	1,522,450.29
01	298631	08/25/2020	DEAN'S TANK, INC.	R	15,500.00
01	298632	08/25/2020	DENNIS ENVIRONMENTAL OPERATION	R	82,650.00
01	298633	08/25/2020	EBERT CONSTRUCTION	R	1,479,889.68
01	298634	08/25/2020	ECCO MIDWEST INC	R	317,822.50
01	298635	08/25/2020	ELECTRO SIGNS & DESIGN	R	6,812.50
01	298636	08/25/2020	ENVIROBATE, INC.	R	50,635.00
01	298637	08/25/2020	ICS CONSULTING, INC.	R	76,969.46
01	298638	08/25/2020	INNOVATIVE OFFICE SOLUTIONS LLC	R	45,780.98
01	298639	08/25/2020	INTEREUM, INC	R	25,909.81
01	298640	08/25/2020	LS BLACK CONSTRUCTORS, INC.	R	1,474,050.84
01	298641	08/25/2020	MID MINNESOTA STORAGE	R	180.00
01	298642	08/25/2020	SAAFE, LLC	R	8,088.50
01	298643	08/25/2020	SCHUMACHER ELEVATOR COMPANY	R	2,300.50
01	298644	08/25/2020	SHAW-LUNDQUIST ASSOCIATES, INC.	R	2,208,198.11
01	298645	08/25/2020	WOLD ARCHITECTS AND ENGINEERS	R	69,034.90
01	298646	08/25/2020	HOGLUND BUS CO INC	R	330,077.29
01	298647	08/27/2020	AMPLIFIED IT LLC	R	19,254.00
01	298648	08/27/2020	AQUA ENGINEERING INC	R	745.75
01	298649	08/27/2020	ARAMARK	R	4,044.16
01	298650	08/27/2020	BEN FRANKLIN ELECTRIC INC	R	620.00
01	298651	08/27/2020	BRINK'S INCORPORATED	R	1,246.92
01	298652	08/27/2020	BSN SPORTS, LLC	R	346.50
01	298653	08/27/2020	CANON USA	R	4,038.49
01	298654	08/27/2020	CAPITAL ONE COMMERCIAL	R	364.73
01	298655	08/27/2020	CAPTIVATE MEDIA & CONSULTING	R	1,240.00
01	298656	08/27/2020	CDW GOVERNMENT INC	R	7,695.00
01	298657	08/27/2020	CEDAR SMALL ENGINE	R	424.90

01	298658	08/27/2020	CHHABRA, PURNIMA	R	100.00
01	298659	08/27/2020	CINTAS CORPORATION NO 2	R	109.34
01	298660	08/27/2020	COMMONLIT	R	3,000.00
01	298661	08/27/2020	DIGI INTERNATIONAL, INC.	R	330.00
01	298662	08/27/2020	DIGITAL INSURANCE LLC	R	3,606.00
01	298663	08/27/2020	EDUCATORS BENEFIT CONSULTANTS LLC	R	287.02
01	298664	08/27/2020	FIREFLY COMPUTERS, LLC	R	3,575.00
01	298665	08/27/2020	FURTHER	R	5,526.00
01	298666	08/27/2020	WW GRAINGER INC	R	881.69
01	298667	08/27/2020	GROUP MEDICAREBLUE RX	R	6,510.00
01	298668	08/27/2020	HAWKINS INC	R	10.00
01	298669	08/27/2020	HEARTLAND PAYMENT SYSTEMS INC	R	4,385.00
01	298670	08/27/2020	HILLYARD	R	1,494.03
01	298671	08/27/2020	HOME DEPOT U.S.A.	R	1,032.21
01	298672	08/27/2020	HOOPLE, ANGELA	R	100.00
01	298673	08/27/2020	HOPE CHURCH	R	14,338.47
01	298674	08/27/2020	HR SIMPLIFIED INC.	R	833.00
01	298675	08/27/2020	IDEAL ENERGIES LLC	R	992.09
01	298676	08/27/2020	IIX INSURANCE INFORMATION EXCHANGE	R	81.75
01	298677	08/27/2020	INSTITUTE FOR ENVIROMENTAL	R	20,790.50
01	298678	08/27/2020	KINECT ENERGY INC	R	1,797.41
01	298679	08/27/2020	HAAG COMPANIES, INC.	R	28.99
01	298680	08/27/2020	KORBY, LEE	R	100.00
01	298681	08/27/2020	LAKESHORE LEARNING MATERIALS	R	2,047.76
01	298682	08/27/2020	LOFFLER COMPANIES	R	1,329.53
01	298683	08/27/2020	MARKS TOWING	R	165.00
01	298684	08/27/2020	MCCARTY, JANELL	R	100.00
01	298685	08/27/2020	MENDANA SANJURJO, PABLO	R	100.00
01	298686	08/27/2020	METRO ECSU	R	3,050.00
01	298687	08/27/2020	MULTILINGUAL WORD INC	R	350.00
01	298688	08/27/2020	ON SITE SANITATION	R	873.00
01	298689	08/27/2020	PAN O GOLD BAKING CO	R	62.10
01	298690	08/27/2020	PICTURE PERFECT	R	7,000.00
01	298691	08/27/2020	RYAN JEANNIE M	R	568.27
01	298692	08/27/2020	SOURCEWELL TECHNOLOGY	R	27,251.68
01	298693	08/27/2020	SUMMIT COMPANIES	R	156.30
01	298694	08/27/2020	THE MINNESOTA CHEMICAL COMPANY	R	1,238.50
01	298695	08/27/2020	TOLL COMPANY	R	44.77
01	298696	08/27/2020	TWIN CITY HARDWARE	R	3,228.56
01	298697	08/27/2020	UPPER LAKES FOODS	R	49.56
01	298698	08/27/2020	VELOCITY DRAIN SERVICES INC	R	2,595.00
01	298699	08/27/2020	XCEL ENERGY	R	827.22
01	V610213	08/27/2020	PATRICK L BURRAGE	R	1,622.42
01	V610214	08/27/2020	CARLONDREA D HINES	R	4,615.51
01	V610215	08/27/2020	CALLEN M MCINNES	R	19.09
01	V610216	08/27/2020	DANA A NELSON	R	21.62

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<b>TOTAL CHECKS, P-CARDS &amp; E-PAYS</b>					<b>8,596,503.05</b>
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# CHECK, E-PAY & P-CARD RUNS FOR 09/08/2020 BOARD REPORTS

BANK 05	DATE	AMOUNT
P-CARDS JULY	8/17/2020	18,850.73
E-PAY	8/27/2020	6,278.64
CHECKS	8/13/2020	441,798.58
	8/20/2020	109,782.04
	8/25/2020	330,077.29
	8/27/2020	160,966.20
Construction Checks	8/25/2020	7,528,749.57

CHECK REGISTER BANK 05 TOTAL =	8,596,503.05
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BREAKDOWN	
01-206-00	977,514.26
02-206-00	18,312.29
03-206-00	45,810.26
04-206-00	20,847.15
06-206-00	7,528,749.57
07-206-00	-
08-206-00	-
20-206-00	3,675.12
21-206-00	1,594.40
47-206-00	-
50-206-00	-
BANK TOTAL =	8,596,503.05

## SUPERINTENDENT'S REPORT AND AGENDA

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

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

**Tuesday, September 8, 2020**  
**7:00 p.m. School Board Meeting**

### I. CALL TO ORDER

The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Tuesday, September 8, 2020, in the boardroom at the Richfield Public Schools district office, with an option for joining virtually due to the current federal and state emergency declarations and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic. Vice Chair Timothy Pollis called the Regular Board Meeting to order at 7:00 pm with the following school board members in attendance: Smisek, Maleck, and Toensing in person and Cole and Brakke virtually.

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

### II. REVIEW AND APPROVAL OF THE AGENDA

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

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

A. Superintendent Update: School Launch Update

### IV. CONSENT AGENDA

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

A. Routine Matters

1. Minutes of the regular meeting held August 17, 2020
2. General Disbursements as of 8/27/20 in the amount of 8,596,503.05
3. Investment Holdings

B. Personnel Items

#### **Management Full Time Positions for Employment**

**Maria Graver** – Assistant Principal – Richfield High School

**Rachel Gens** – Director of Elementary Education – District Wide

**Jared Ellerson** – Director of Activities – District Wide

#### **Management Full Time Resignations**

**Patrick Burrage** – Director of Early Childhood – District

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

**Connor McCabe** – Elementary Education – Sheridan Hills

**Christina McDaniels** – Pre- K – Central

**Eric Anderson** – Special Education – District

**Sophie Sigel** – Science – RHS

**Drew Ballenger** – Special Education – SEC

**Amanda Sauer** – Pre-K – Sheridan Hills

**Christina Lytle** – Special Education – RMS

**Kristen Larsen** – Pre-K – Central

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

**Katherine Olejnicak** – Social Studies – Richfield High School

**Adrian Champine** – Media – RDLS

**Jacqueline Wilkie** – Special Education – Central

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

**Laurie Siebert** – Mathematics – RHS

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

**Adam Alcott** – Language Arts – RHS

**Certified Full Time Position FTE Increase**

**Zachary Hanson** – Mathematics – RHS

**Certified Full Time Request for Leave of Absence**

**Vanessa Krebsbach** – Reading Intervention – RDLS

**Certified Full Time Resignations**

**Zachary Semon** – Special Education – RSTEM

**Emily Virant** – Special Education Lead – RSTEM

**Classified Management Full Time Positions for Employment**

**Amber Schauer** – Payroll – District Office

**TiMecka Michaels** – HR Supervisor – District Office

**Classified Part Time Retirement – Facilities and Transportation**

**Daniel Forcier** – Bus Driver – District Wide

**Classified Full Time Position For Employment - Paraprofessional**

**Warren Matthews Jr.** - 40 hr/wk Security Monitor - Senior High

**Classified Full Time Resignation - Facilities & Transportation**

**James Ales Jr.** - 40 hr/wk Building Cleaner - RSTEM

**Classified Full Time Resignation - Paraprofessional**

**Angelica Meza Sierra** - 40 hr/wk Clerical Paraprofessional - Senior High

**Classified Part Time Resignation - Food & Nutrition Services**

**Sue Holder** - 30 hr/wk - Sheridan Hills & RHS

**Martha Malagon Avila**

**Classified Part Time Resignation - Paraprofessional**

**Kelly Magnuson** - 20 hr/wk - Instructional Paraprofessional - RSTEM

**Alma Escobar** - 35 hr/wk - Instructional Paraprofessional - RDLS

**Diane Hall** - 35 hr/wk - Instructional Paraprofessional - RSTEM

**V. NEW BUSINESS**

**A. Policy 548 - COVID-19 Face Covering**

Motion by Toensing, seconded by Maleck, and unanimously carried, the Board of Education approved the policy with one amendment.

**B. Policy 301 - District Organization Chart & Policy 302 - Position Assignments**

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

**C. Policy 403 – Disability Nondiscrimination - first read**

**D. Policy 602 – School District System Accountability - first read**

**E. Policy 716 – Public Data Requests - first read**

**F. Worker's Compensation Renewal**

Motion by Maleck, seconded by Smisek, and unanimously carried, the Board of Education approved the contract renewal.

**G. Donations**

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

**ADVANCE PLANNING**

**1. Legislative Update**

**2. Information and Questions from Board**

**3. Future Meeting Dates**

9-21-2020	7:00 p.m.	Regular Board Meeting - Public Comment
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10-5-2020	7:00 p.m.	Regular Board Meeting
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**4. Suggested/Future Agenda Items**

**ADJOURN REGULAR MEETING**

Vice Chair Pollis adjourned the meeting at 8:30 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	298700	09/03/2020	ABC-CLIO INC	R	1,110.00
01	298701	09/03/2020	ALTMAN ADAM	R	260.00
01	298702	09/03/2020	BATTERIES R US	R	398.28
01	298703	09/03/2020	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	298704	09/03/2020	BSN SPORTS, LLC	R	1,456.35
01	298705	09/03/2020	CARQUEST AUTO PARTS	R	39.72
01	298706	09/03/2020	CINTAS CORPORATION NO 2	R	109.10
01	298707	09/03/2020	COMCAST	R	514.65
01	298708	09/03/2020	CONTINENTAL RESEARCH CORP	R	1,442.85
01	298709	09/03/2020	FLINN SCIENTIFIC INC	R	761.76
01	298710	09/03/2020	HILLYARD	R	5,821.57
01	298711	09/03/2020	HOME DEPOT U.S.A.	R	1,468.82
01	298712	09/03/2020	HOUGHTON MIFFLIN HARCOURT	R	255.26
01	298713	09/03/2020	INNOVATIVE OFFICE SOLUTIONS LLC	R	5,374.08
01	298714	09/03/2020	JAYTECH, INC	R	376.80
01	298715	09/03/2020	JUNK MASTERS LLC	R	937.50
01	298716	09/03/2020	KINECT ENERGY INC	R	505.00
01	298717	09/03/2020	LEROY'S GREAT BEAR	R	34.00
01	298718	09/03/2020	MACKIN BOOK COMPANY	R	1,099.72
01	298719	09/03/2020	MASPA-MN ASSC SCHL PERSONNEL ADMIN	R	550.00
01	298720	09/03/2020	MATRIX COMMUNICATIONS INC	R	1,058.90
01	298721	09/03/2020	METRO ECSU	R	250.00
01	298722	09/03/2020	MIRA	R	16,800.00
01	298723	09/03/2020	OCCUPATIONAL MEDICINE CONSULTANTS	R	479.00
01	298724	09/03/2020	ON SITE SANITATION	R	140.00
01	298725	09/03/2020	PAPCO, INC.	R	94.50
01	298726	09/03/2020	SCHUMACHER ELEVATOR COMPANY	R	65,951.25
01	298727	09/03/2020	SITEONE LANDSCAPE SUPPLY LLC	R	141.06
01	298728	09/03/2020	TAFFE SARAH ANN	R	8,165.60
01	298729	09/03/2020	VELOCITY DRAIN SERVICES INC	R	385.00
01	298730	09/03/2020	VSP VISION SERVICE PLAN	R	2,824.21
01	298731	09/03/2020	WELLERWORKS CUSTOM	R	1,535.00
01	298732	09/03/2020	XCEL ENERGY	R	50,182.23
01	298733	09/03/2020	ZEP SALES & SERVICE	R	1,596.21
01	298736	09/03/2020	AMAZON.COM SYNCB/AMAZON	R	5,041.49
01	298737	09/03/2020	COMCAST	R	269.91
01	298738	09/03/2020	COMCAST BUSINESS	R	244.74
01	V610217	09/03/2020	KATHERINE E CABIESES	R	40.00
01	V610218	09/03/2020	MIRIAM A CASTRO SANJUAN	R	40.00
01	V610219	09/03/2020	MARY L CLARKSON	R	70.00
01	V610220	09/03/2020	TIA B CLASEN	R	70.00
01	V610221	09/03/2020	LATANYA R DANIELS	R	70.00
01	V610222	09/03/2020	GEORGE A DENNIS	R	35.00
01	V610223	09/03/2020	JARED ELLERSON	R	70.00
01	V610224	09/03/2020	RYAN D FINKE	R	70.00
01	V610225	09/03/2020	PETER J FITZPATRICK	R	40.00
01	V610226	09/03/2020	STEVEN T FLUCAS	R	70.00
01	V610227	09/03/2020	MICHAEL L FRANKENBERG	R	70.00
01	V610228	09/03/2020	RACHEL GENS	R	140.00

01	V610229	09/03/2020	JAMES A GILLIGAN	R	70.00
01	V610230	09/03/2020	CHRISTINA M GONZALEZ	R	70.00
01	V610231	09/03/2020	KYLE L GUSTAFSON	R	40.00
01	V610232	09/03/2020	KEVIN D HARRIS	R	40.00
01	V610233	09/03/2020	JAMES L HILL	R	40.00
01	V610234	09/03/2020	CARLONDREA D HINES	R	70.00
01	V610235	09/03/2020	JESSICA M HOFFMAN	R	40.00
01	V610236	09/03/2020	CRAIG D HOLJE	R	70.00
01	V610237	09/03/2020	CORY J KLINGE	R	70.00
01	V610238	09/03/2020	DANIEL E KRETSINGER	R	70.00
01	V610239	09/03/2020	ANOOP KUMAR	R	40.00
01	V610240	09/03/2020	COLLEEN M MAHONEY	R	70.00
01	V610241	09/03/2020	MICHAEL A MANNING	R	70.00
01	V610242	09/03/2020	DANIEL P MCGINN	R	40.00
01	V610243	09/03/2020	DOUG R MCMEEKIN	R	70.00
01	V610244	09/03/2020	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V610245	09/03/2020	KENT D MEYER	R	70.00
01	V610246	09/03/2020	ALECIA M MOBLEY	R	70.00
01	V610247	09/03/2020	LISA M NEGUS	R	70.00
01	V610248	09/03/2020	ERIN H NEILON	R	40.00
01	V610249	09/03/2020	ROBERT G OLSON	R	40.00
01	V610250	09/03/2020	MARK S PEDERSEN	R	40.00
01	V610251	09/03/2020	DENNIS E PETERSON	R	35.00
01	V610252	09/03/2020	RENEE C REED-KARSTENS	R	40.00
01	V610253	09/03/2020	KEITH D RIEF	R	40.00
01	V610254	09/03/2020	TERESA L ROSEN	R	70.00
01	V610255	09/03/2020	MAUREEN E RUHLAND	R	40.00
01	V610256	09/03/2020	MARTA I SHAHSAVAND	R	70.00
01	V610257	09/03/2020	NANCY J STACHEL	R	70.00
01	V610258	09/03/2020	PATRICK M SURE	R	40.00
01	V610259	09/03/2020	STACY THEIEN-COLLINS	R	70.00
01	V610260	09/03/2020	VLADIMIR S TOLEDO	R	40.00
01	V610261	09/03/2020	IAN D TOLENTINO	R	40.00
01	V610262	09/03/2020	STEVEN P UNOWSKY	R	270.00
01	V610263	09/03/2020	STEPHEN C URBANSKI	R	40.00
01	V610264	09/03/2020	CARRIE A VALA	R	70.00
01	V610265	09/03/2020	JENNIFER K VALLEY	R	70.00
01	V610266	09/03/2020	RYAN WAGNER	R	40.00
01	V610267	09/03/2020	REBECCA S WALD	R	40.00
01	V610268	09/03/2020	KASYA L WILLHITE	R	70.00
01	V610269	09/03/2020	AMY J WINTER AHSENMACHER	R	70.00
01	298739	09/10/2020	ARVIG ENTERPRISES INC	R	1,107.90
01	298740	09/10/2020	BLACKBOARD CONNECT INC	R	8,068.77
01	298741	09/10/2020	BUSINESS ESSENTIALS	R	215.60
01	298742	09/10/2020	CARQUEST AUTO PARTS	R	121.80
01	298743	09/10/2020	CEDAR SMALL ENGINE	R	150.50
01	298744	09/10/2020	CENTURYLINK	R	112.69
01	298745	09/10/2020	CINTAS CORPORATION NO 2	R	87.83
01	298746	09/10/2020	CITY OF RICHFIELD	R	1,098.11
01	298747	09/10/2020	DARRYL WALETZKO LLC	R	1,900.00



01	298748	09/10/2020	EASYPERMIT POSTAGE	R	397.67
01	298749	09/10/2020	ECM PUBLISHERS INC	R	89.25
01	298750	09/10/2020	ECOLAB INC	R	948.63
01	298751	09/10/2020	WW GRAINGER INC	R	192.69
01	298752	09/10/2020	GREENE PATRICIA ANN	R	800.00
01	298753	09/10/2020	HAWKINS INC	R	2,298.00
01	298754	09/10/2020	HILLYARD	R	24,478.31
01	298755	09/10/2020	HONEYWELL INTERNATIONAL	R	24,780.00
01	298756	09/10/2020	KRUEGER ESTEE STENE	R	12.85
01	298757	09/10/2020	LARSON JUDI	R	22.00
01	298758	09/10/2020	LINDENMEYR MUNROE	R	17,757.00
01	298759	09/10/2020	MIDWEST BUS PARTS INC	R	99.02
01	298760	09/10/2020	PCS REVENUE CONTROL	R	2,224.11
01	298761	09/10/2020	PITNEY BOWES	R	613.64
01	298762	09/10/2020	RIDDELL/ALL AMERICAN SPORTS CORP	R	7,189.95
01	298763	09/10/2020	RUPP ANDERSON SQUIRES & WALDSPURGER	R	3,980.50
01	298764	09/10/2020	SAVVAS LEARNING COMPANY LLC	R	2,704.68
01	298765	09/10/2020	SHERWIN WILLIAMS CO	R	413.28
01	298766	09/10/2020	TIERNEY BROTHERS INC	R	123,491.95
01	298767	09/10/2020	VERIZON WIRELESS	R	557.17
01	298768	09/10/2020	VOSS ELECTRIC CO	R	342.00
01	298769	09/10/2020	ZEP SALES & SERVICE	R	6,623.54
01	298770	09/14/2020	METRO ECSU	R	60.00

<b>TOTAL CHECKS &amp; EPAYS</b>					<b>416,055.00</b>
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## CHECKS & E-PAY RUNS FOR 09/21/2020 BOARD REPORTS

BANK 05	DATE	AMOUNT
E-PAY	9/3/2020	3,280.00
CHECKS	9/3/2020	179,835.56
	9/10/2020	232,879.44
	9/14/2020	60.00

CHECK REGISTER BANK 05 TOTAL =	416,055.00
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BREAKDOWN	
01-206-00	379,101.08
02-206-00	4,504.71
03-206-00	1,058.38
04-206-00	31,355.98
06-206-00	-
07-206-00	-
08-206-00	34.85
20-206-00	-
21-206-00	-
47-206-00	-
50-206-00	-
BANK TOTAL =	416,055.00

**Agenda Item IV.B.**

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

**Regular Meeting, September 21, 2020**

**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**

**Emily Russo** – Bilingual Elementary Teacher - RDLS

Effective: 9-2-2020

BS – University of St. Thomas

MA – Hamline University

Experience: 4 years

**Sarah Gacek** – Elementary Teacher - RSTEM

Effective: 9-2-2020

BS – College of St. Benedict

MA – St. Mary's University of MN

Experience: 0 years

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

**Lisa Cannon-Ratliff** – Special Education – RHS

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

**Kinya Gilbert** – Elementary Teacher – RSTEM

**Certified Full Time Position FTE Increase**

**Grace Sacher** - Art – RHS

**Certified Full Time Resignations**

**Cole Hoyer-Winfield** – Art – RMS

Effective: 6-10-2020

Years in Richfield: 2

**Classified Part Time Position for Employment**

**Eric Mayo** - 10 hr/wk - Managerial Para - District Wide

Effective: 9-14-2020

**Classified 9 Month Part Time Resignation - Food & Nutrition Services**

**Jonette Archer** - 27.5 hr/wk - Kitchen Assistant - Sheridan Hills

Effective: 9-2-2020

In Richfield: 20 years

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

**Juan Reyes** - 35 hrs/wk - Instructional Paraprofessional - RDLS

Effective: 9-16-20

**Classified 9 Month Full Time Resignation - Paraprofessional**

**Mayra Sanchez Ariza** - 40 hr/wk - Clerical Para - RSTEM

Effective: 8-30-2020

In Richfield: 6 months

**Classified Part Time Resignation - Paraprofessional**

**Sarah Gacek** - 37.5 hr/wk - Special Ed Para - District Wide

Effective 9-1-2020

In Richfield: 1 year

**Dorene Kellogg** - 36.25 hr/wk - Special Ed Para - RHS

Effective 8-28-2020

In Richfield: 7 years, 4 months

**Silvia Paredes** - 35 hr/wk - Instructional Para - Centennial

Effective: 9-7-2020

In Richfield: 5 years

**Nathan Totino** - 35 hr/wk - Special Ed Para - RHS

Effective: 9-14-2020

In Richfield: 4 months

**Melynda Hun** - 32.5 hrs/wk - Special Education Paraprofessional - Centennial

Effective: 9-25-2020

In Richfield: 5 years

**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.A.**

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

**Regular Meeting, September 21, 2020**

**Subject: Disability Nondiscrimination**

(Recommended by the Superintendent)

Second read of the new policy.

**Attachments**

Policy 403 – Disability Nondiscrimination – second read  
MSBA Model Disability Nondiscrimination Policy

**RICHFIELD PUBLIC SCHOOLS**

**DISABILITY NONDISCRIMINATION POLICY**

**I. PURPOSE**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

**II. GENERAL STATEMENT OF POLICY**

A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Craig Holje, Chief Human Resources & Administrative Officer, at 7001 Harriet Ave South, Richfield, MN 55423, at 612-798-6031, or by email at [craig.holje@rpsmn.org](mailto:craig.holje@rpsmn.org). This individual is the school district's appointed ADA/Section 504 coordinator.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act) 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504) 42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act) 29 C.F.R. Part 32 34 C.F.R. Part 35 34 C.F.R. Part 104

**Cross Reference:** Board Policy 402 Equal Employment Opportunity

**RATIFIED BY THE BOARD OF EDUCATION:**

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

MSBA/MASA Model Policy 402

Orig. 1995

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

Rev. 2015

## **402 DISABILITY NONDISCRIMINATION POLICY**

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

### **I. PURPOSE**

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

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

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact \_\_\_\_\_ (list the name, title, office address, telephone number, and e-mail address). This individual is the school district's appointed ADA/Section 504 coordinator.

**Legal References:** Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)  
29 C.F.R. Part 32  
34 C.F.R. Part 35  
34 C.F.R. Part 104

**Cross References:** MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.B.**

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

**Regular Meeting, September 21, 2020**

**Subject: School District System Accountability**

(Recommended by the Superintendent)

Second read of the new policy.

**Attachments**

Policy 602 – School District System Accountability – second read  
MSBA Model School District System Accountability Policy



**RICHFIELD PUBLIC SCHOOLS**

**SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

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

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

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

**IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING**

**A. School District Goals**

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually by the school board.

2. Advisory Committees will be established by the superintendent to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

3. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

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

#### B. System for Reviewing All Instruction and Curriculum

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

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

#### C. Implementation of Graduation Requirements

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

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

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

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

**D. Comprehensive Continuous Improvement of Student Achievement**

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

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

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

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

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

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

3. Advisory Committees shall meet the following criteria:

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

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

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

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

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

a. Leadership (school board member, district representative, building administrator)

b. Students

- c. Staff (Representation from different bargaining groups)
- d. Parents (Representation from different school buildings)
- e. Community Members (without school age children)
- f. Local Business Representatives
- g. Others as appropriate

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

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

#### E. Reporting

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the superintendent or designee shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The superintendent must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

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

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

- 1 ***Cross References:***
- 2 Policy 610 & Guideline 610.1 Selection and Reevaluation of Instructional Resources
- 3 Policy 612 & Guideline 612.1 Curriculum Development
- 4 Policy 601 Academic Standards and Instructional Curriculum
- 5 Policy 620 & Guideline 620.1 Credit for Learning
- 6
- 7 ADOPTED BY THE BOARD OF EDUCATION:
- 8

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

MSBA/MASA Model Policy 616

Orig. 1997

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

Rev. 2019

## **616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

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

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

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

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

#### **IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING**

##### **A. School District Goals**

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

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

*[Insert Local Cycle in this space]*

##### **C. Implementation of Graduation Requirements**

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

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

D. Comprehensive Continuous Improvement of Student Achievement

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



budget.

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

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

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

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

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

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

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

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

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

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

- F. Reporting

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

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

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

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

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

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

**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.C.**

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

**Regular Meeting, September 21, 2020**

**Subject: Public Data Requests**

(Recommended by the Superintendent)

Second read of the new policy.

**Attachments**

Policy 716 Public Data Requests – second read  
MSBA Model Public Data Requests Policy

**RICHFIELD PUBLIC SCHOOLS**

**PUBLIC DATA REQUESTS POLICY**

**I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

**II. GENERAL STATEMENT OF POLICY**

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.01001205.2000 in responding to requests for public data.

**III. DEFINITIONS**

**A. Government Data**

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

**B. Inspection**

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

**C. Public Data**

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

**D. Responsible Authority**

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

**E. Summary Data**

1 “Summary data” means statistical records and reports derived from data on individuals but  
2 in which individuals are not identified and from which neither their identities nor any other  
3 characteristic that could uniquely identify an individual is ascertainable.

4  
5 IV. REQUESTS FOR PUBLIC DATA

6  
7 A. All requests for public data must be made in writing directed to the responsible authority.

8  
9 1. A request for public data must include the following information:

10  
11 a. Date the request is made;

12  
13 b. A clear description of the data requested;

14  
15 c. Identification of the form in which the data is to be provided (e.g., inspection, copying,  
16 both inspection and copying, etc.); and

17  
18 d. Method to contact the requestor (such as phone number, address, or email address).

19  
20 2. A requestor is not required to explain the reason for the data request.

21  
22 3. The identity of the requestor is public, if provided, but cannot be required by the  
23 government entity.

24  
25 4. The responsible authority may seek clarification from the requestor if the request is not  
26 clear before providing a response to the data request.

27  
28 B. The responsible authority will respond to a data request at reasonable times and places  
29 as follows:

30  
31 1. The responsible authority will notify the requestor in writing as follows:

32  
33 a. The requested data does not exist; or

34  
35 b. The requested data does exist but either all or a portion of the data is not accessible to  
36 the requestor; or

37  
38 (1) If the responsible authority determines that the requested data is classified so that  
39 access to the requestor is denied, the responsible authority will inform the requestor of the  
40 determination in writing, as soon thereafter as possible, and shall cite the specific statutory  
41 section, temporary classification, or specific provision of federal law on which the  
42 determination is based.

43  
44 (2) Upon the request of a requestor who is denied access to data, the responsible authority  
45 shall certify in writing that the request has been denied and cite the specific statutory  
46 section, temporary classification, or specific provision of federal law upon which the denial  
47 was based.

48  
49 c. The requested data does exist and provide arrangements for inspection of the data,  
50 identify when the data will be available for pick-up, or indicate that the data will be sent by

mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

#### V. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.

1. A request for the preparation of summary data must include the following information:

a. Date the request is made;

b. A clear description of the data requested;

c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact requestor (phone number, address, or email address).

B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:

1. The estimated costs of preparing the summary data, if any; and

2. The summary data requested; or

3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.

C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

#### VI. COSTS

A. Public Data



1 1. The school district may charge for copies provided as follows:

2  
3 a. 100 or fewer pages of black and white, letter or legal sized paper copies may be charged  
4 at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

5  
6 b. More than 100 pages or copies on other materials will be charged based upon the actual  
7 cost of searching for and retrieving the data and making the copies or electronically  
8 sending the data, unless the cost is specifically set by statute or rule.

9  
10 (1) The actual cost of making copies includes employee time, the cost of the materials onto  
11 which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

12  
13 (2) Also, if the school district does not have the capacity to make the copies, e.g.,  
14 photographs, the actual cost paid by the school district to an outside vendor will be  
15 charged.

16  
17 2. All charges must be paid for in cash in advance of receiving the copies.

18  
19 **B. Summary Data**

20  
21 1. Any costs incurred in the preparation of summary data shall be paid by the requestor  
22 prior to preparing or supplying the summary data.

23  
24 2. The school district may assess costs associated with the preparation of summary data  
25 as follows:

26  
27 a. The cost of materials, including paper, the cost of the labor required to prepare the  
28 copies, any schedule of standard copying charges established by the school district, any  
29 special costs necessary to produce such copies from a machine-based recordkeeping  
30 system, including computers and microfilm systems; b. The school district may consider  
31 the reasonable value of the summary data prepared and, where appropriate, reduce the  
32 costs assessed to the requestor.

33  
34  
35  
36 Data Practices Compliance Official: Craig Holje, Chief Human Resources and  
37 Administrative Officer, District Office, 7001 Harriet Ave S, 612-798-6031, Fax: 612-798-  
38 6057, craig.holje@rpsmn.org

39  
40  
41 **Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

42  
43 **Cross Reference:**

44  
45 **RATIFIED BY THE BOARD OF EDUCATION:**

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

MSBA/MASA Model Policy 722  
Orig. 2017

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

## **722 PUBLIC DATA REQUESTS**

*[Note: School districts are required by statute to establish procedures consistent with the Minnesota Government Data Practices Act for public data requests.]*

### **I. PURPOSE**

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

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

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

### **III. DEFINITIONS**

#### **A. Government Data**

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

#### **B. Inspection**

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

#### **C. Public Data**

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

**IV. REQUESTS FOR PUBLIC DATA**

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or
  - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
    - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
    - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
  - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
- 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
  - 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
  - 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
  - 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

## **V. REQUEST FOR SUMMARY DATA**

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
  - 1. A request for the preparation of summary data must include the following information:
    - a. Date the request is made;
    - b. A clear description of the data requested;
    - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
  - 1. The estimated costs of preparing the summary data, if any; and
  - 2. The summary data requested; or
  - 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
  - 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

## **VI. COSTS**

- A. Public Data
  - 1. The school district will charge for copies provided as follows:
    - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

- b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
  - (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
  - (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

- 2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

- 1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2. The school district may assess costs associated with the preparation of summary data as follows:
  - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
  - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

**Data Practices Contacts**

**Responsible Authority:**

[Name]

[Location]

[Phone number; email address]

**Data Practices Compliance Official:**

[Name]

[Location]

[Phone number; email address]

**Data Practices Designee(s):**

[Name]

[Location]

[Phone number; email address]

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

***Cross References:*** MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil  
Records)

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

**Regular Meeting, September 21, 2020**

**Subject: Property, Liability, Fleet, Professional and Faithful Performance  
and Cyber Liability Insurance**

(Recommended by the Superintendent)

That the Board of Education authorize 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 renewal include estimated increase in building and content values associated with the District's construction projects.

**Background Information**

(Prepared by Craig Holje)

The administration has worked with Todd Awes and Debbie Thurner from Dolliff Insurance, the District Insurance Consultant, to renew our property, liability, fleet, professional and faithful performance insurance coverage for 2020-2021. The 2020-2021 insurance premium renewal is set at \$384,965 which is \$62,452 or 19.36% more than the 2019-2020 premium. Increasing the values increases the premium by \$13,244.

A summary of coverage and recommendation with analysis is attached.



# An Insurance Program Prepared For

**Richfield Public Schools, ISD #280**  
**7001 Harriet Avenue South**  
**Richfield, MN 55423**

Presented To:

**Craig Holje**  
**Chief Human Resources and Administrative Officer**

Prepared By:

**Todd A. Awes**  
**Executive Vice President**

Policy Period:

**October 1, 2020 – October 1, 2021**



6465 Wayzata Blvd.  
Suite 850  
St. Louis Park, MN 55426  
Phone: 952-593-7400  
Fax: 952-593-7444  
Toll Free: 800-338-3531  
[www.dolliff.com](http://www.dolliff.com)

## DOLLIFF TEAM

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**Agent: Todd A. Awes, Vice President**

DD# (952)593-7445

E-Mail: [tawes@dolliff.com](mailto:tawes@dolliff.com)

**Account Executive: Debbie Thurner**

DD# (952)593-7417

E-Mail: [dthurner@dolliff.com](mailto:dthurner@dolliff.com)

## PACKAGE RENEWAL OUTLINE

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October 1, 2020

- 1) Renewal Memorandum
- 2) Premium Comparison: Property, Transportation, Liability and Errors & Omissions
- 3) Updated – All Policy Budget
- 4) Package, Transportation and Umbrella Quote
- 5) School Psychologists Errors & Omissions Quote
- 6) Educators Legal Liability/D&O/EPLI Quote
- 7) Cyber Liability Quote
- 8) Travelers Faithful Performance Bond
- 9) Property Statement of Values – need signature
- 10) Mobile Equipment Schedule - updated
- 11) Fleet Schedule - updated
- 12) Notices
- 13) Financial Evaluations

# MEMORANDUM

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Date: September 16, 2020

To: Craig Holje  
Chief H.R. and Administrative Officer

From: Todd A. Awes  
Agent of Record

RE: October 1, 2020 Property, Liability, Fleet, Professional and Faithful Performance Renewal

---

Attached please find the 2020-2021 insurance program, a premium comparison versus 2019-2020, a detailed outline of the coverages provided and the changes we made.

## **Exposure Changes:**

- The vehicle fleet was updated. Buses are newer and more expensive
- Liability exposures were updated
- Equipment schedule was updated
- We increased the blanket building and contents limit to \$286,306,261 (approximately 11%) to allow for updated replacement cost valuations for the 3 properties where construction has been completed or will be substantially completed within 30 days. This increase accounts for \$17,760 of the overall premium change

## **Notes:**

- We have included the EDP in the blanket property limit
- Extra Expense coverage remains at \$10,000,000 and applies on a blanket basis
- The property rate, per \$100 is now .063453. This is up slightly from the 19/20 rate of .057603.
- The liability limit remains at \$1,000,000
- Abuse and Molestation coverage has been changed from a claims made form to an occurrence form. Hanover is able to offer tail coverage up to 3 years for an additional premium of \$13,244. This premium is a one time expense. We also have limited sexual abuse coverage included in the School Board Professional Liability policy which covers prior acts back to 2012.
- The umbrella limit remains at \$5,000,000
- Builders Risk insurance is in place covering the properties under construction. This includes materials as they are installed and the additions and improvements to the buildings as they are upgraded. This policy is extended until October, 2021. As locations are completed we will update the property values. Our plan is to follow the same valuation analysis we used at the Richfield High School location

Prepared by:

Todd A. Awes  
Dolliff Insurance

## PREMIUM COMPARISON

Coverage	2019/20	2020/21
Property/Inland Marine/Equipment Breakdown	\$151,081	\$190,020
General Liability	29,543	34,351
Employee Benefits	Included	Included
Fleet Liability	62,720	71,680
Fleet Physical Damage	17,177	17,703
Umbrella Liability	20,976	24,577
Faithful Performance Bond	3,036	3,036
Cyber Liability	8,649	12,500
Educators Legal Liab/D&O/EPLI	18,000	19,768
Professional Liability	11,331	11,331
<b>TOTAL</b>	<b>\$322,513</b>	<b>\$384,965</b>

### NOTES:

Abuse and Molestation coverage has been changed from a claims made form to an occurrence form. Hanover is able to offer tail coverage up to 3 years for an additional premium of \$13,244. We recommend purchasing this tail coverage to provide an additional 3 years to report a claim

### Loss History with Hanover:

Policy Type	Policy Term	Premium	Losses	Loss Ratio
Package	10-1-2019/20	\$180,712	\$353,648	195.7%
	10-1-2018/19	\$177,590	\$25,000	14.08%
Auto	10-1-2019/20	\$79,897	\$132,547	165.9%
	10-1-2018/19	\$68,495	\$27,097	39.56%
Umbrella	10-1-2019/20	\$20,976	\$0	0%
	10-1-2018/19	\$21,168	\$0	0%
<b>TOTAL</b>		<b>\$548,838</b>	<b>\$538,292</b>	<b>98.1%</b>

## MULTI YEAR PREMIUM COMPARISON

Coverage	Fiscal 2016/17	Fiscal 2017/18	Fiscal 2018/19	Fiscal 2019/20	Fiscal 2020/21
Property/Inland Marine/Boiler	145,413	142,159	146,906	151,081	190,020
General Liability/EBL	44,326	44,648	30,684	29,543	34,351
Fleet Liability	56,277	56,587	54,310	62,720	71,680
Fleet Physical Damage	12,696	16,403	14,204	17,177	17,703
Umbrella	32,235	32,724	21,168	20,976	24,577
Faithful Perf. Bond	2,979	2,979	2,979	3,036	3,036
D&O/EPLI	18,000	18,000	18,000	18,000	19,768
Professional Liability	10,141	10,141	11,331	11,331	11,331
Cyber Liability	---	---	8,123	8,649	12,500
<b>Sub-Total</b>	<b>\$322,067</b>	<b>\$323,641</b>	<b>\$307,815</b>	<b>\$322,513<sup>1</sup></b>	<b>\$384,965</b>
Work Comp	\$351,202	\$386,062	\$383,844	\$420,552	\$412,416
<b>TOTALS</b>	<b>\$673,269</b>	<b>\$709,703</b>	<b>\$691,659</b>	<b>\$743,065<sup>1</sup></b>	<b>\$797,381</b>

### Notes:

- The property values have been increased to allow for updated replacement cost valuations for the 3 properties where construction has been completed or will be substantially completed within 30 days
- The General Liability exposures have been updated
- The fleet has newer more expensive vehicles
- Equipment schedule was updated
- Broadened Cyber Liability coverage

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

**Regular Meeting, September 21, 2020**

**SUBJECT: PRELIMINARY LEVY CERTIFICATION 2020 PAYABLE 2021**

(Recommended by the Superintendent)

That the Board of Education certify the “Maximum” for the levy allowed in each category and authorize the School Board Clerk to sign the preliminary levy certification. In addition it is recommended that the Board of Education establish the Truth in Taxation Presentation to be scheduled for December 7, 2020 at the regular scheduled meeting which begins at 7:00 pm in the Board Room of the District Office at 7001 Harriet Avenue South, Richfield, Minnesota.

**Background Information**

The school district, as a “taxing authority”, must certify its preliminary or “proposed levy” payable 2021, to the county auditor and the Minnesota Department of Education (MDE) on or before September 30, 2020. The recommendation is to certify the “Maximum” levy at this time which gives the district the flexibility to make any changes affecting the levy which may occur between now and when we certify the final levy in December. The District is required to schedule a “Truth in Taxation Presentation” at a regularly scheduled board meeting between November 24, 2020 and before the final levy is adopted (prior to December 28, 2020). At this meeting the board must discuss the Payable 2021 Levy and FY 2021 budget and allow the public to speak.

Attached:

Levy Revenue Summary  
Levy Certification



# RICHFIELD PUBLIC SCHOOLS

## Levy Summary

Levy Certification 2020 Payable 2021

Draft As of September 17, 2020

09/17/2020

	FY20	FY21	FY22	Dollar
	2018 Pay 2019	2019 Pay 20	2020 Pay 21	Change
	2019-2020	2020-21	2021-22	Over PY
<b>1 GENERAL FUND</b>				
2 Equity	\$538,499.02	\$497,925.10	\$444,927.81	(\$52,997.29)
3 Operating Capital	\$579,032.52	\$590,584.84	\$624,029.72	\$33,444.88
4 Deferred Maintenance	\$0.00	\$0.00	\$0.00	\$0.00
5 Alternative Teacher Comp	\$424,801.39	\$415,472.28	\$397,462.86	(\$18,009.42)
6 LCTS Levy	\$0.00	\$0.00	\$0.00	\$0.00
7 Achieve & Integration	\$371,751.23	\$340,031.08	\$338,706.63	(\$1,324.45)
8 Referendum	\$6,800,561.74	\$5,134,042.00	\$4,618,374.18	(\$515,667.82)
9 Referendum - Technology	\$3,217,354.69	\$3,539,085.88	\$3,729,368.61	\$190,282.73
10 Location Optional Revenue	\$2,109,089.52	\$3,322,921.20	\$3,092,949.36	(\$229,971.84)
11 Safe Schools	\$232,258.59	\$238,088.91	\$225,678.06	(\$12,410.85)
12 Student Achievement Levy	\$0.00	\$0.00	\$0.00	\$0.00
13 Health and Safety	\$0.00	\$0.00	\$0.00	\$0.00
14 LT Facilities	\$1,846,259.66	\$1,819,735.03	\$1,665,459.00	(\$154,276.03)
15 OPEB Benefits	\$815,246.00	\$768,913.15	\$800,000.00	\$31,086.85
16 Building/ Lease	\$597,351.25	\$694,066.01	\$710,444.83	\$16,378.82
17 Health Benefits	\$20,312.80	\$27,006.40	\$39,093.00	\$12,086.60
18 Re-employment Ins.	\$79,306.54	(\$11,203.14)	\$100,730.65	\$111,933.79
19 Career Technical	\$124,201.82	\$94,447.24	\$137,319.83	\$42,872.59
20 Abatement & Other Adjustment	\$287,896.17	\$52,129.88	\$129,655.46	\$77,525.58
21 <b>GENERAL FUND LEVY TOTAL</b>	<b>\$18,043,922.94</b>	<b>\$17,523,245.86</b>	<b>\$17,054,200.00</b>	<b>(\$469,045.86)</b>
22				
23 <b>COMMUNITY EDUCATION FUND</b>				
24 Basic Levy	\$287,665.70	\$287,665.70	\$287,665.70	\$0.00
25 Early Child & Family	\$160,434.34	\$169,640.59	\$161,358.49	(\$8,282.10)
26 Home Visiting	\$4,588.39	\$5,624.80	\$5,108.63	(\$516.17)
27 Disabled Adults	\$5,429.00	\$5,429.00	\$5,429.00	\$0.00
28 Abate/Excess Fund Bal Adj	\$7,401.64	\$5,158.42	\$2,389.18	(\$2,769.24)
29 <b>COMMUNITY ED LEVY TOTAL</b>	<b>\$465,519.07</b>	<b>\$473,518.51</b>	<b>\$461,951.00</b>	<b>(\$11,567.51)</b>
30				
31 <b>DEBT SERVICE FUND</b>				
32 Debt Levy	\$3,410,033.00	\$3,410,033.00	\$3,410,033.00	\$0.00
33 Debt Excess	\$0.00	\$0.00	(\$253,411.25)	(\$253,411.25)
34 LT Facilities Debt Service	\$4,989,488.26	\$4,193,004.38	\$3,885,345.40	(\$307,658.98)
35 Abatement Adjustment Debt	\$102,762.55	\$64,356.13	\$106,369.56	\$42,013.43
36 Alternative Bond	\$0.00	\$0.00	\$0.00	\$0.00
37 OPEB Bond	\$821,678.00	\$2,122,365.00	\$2,134,178.00	\$11,813.00
38 Debt Excess (OPEB)	(\$27,531.41)	\$0.00	(\$43,376.18)	(\$43,376.18)
39 Abatement Adjustment (OPEB)	\$24,176.19	\$15,511.99	\$5,983.78	(\$9,528.21)
40 <b>DEBT SERVICE LEVY TOTAL</b>	<b>\$9,320,606.59</b>	<b>\$9,805,270.50</b>	<b>\$9,245,122.31</b>	<b>(\$560,148.19)</b>
41				
42 <b>LEVY GRAND TOTAL</b>	<b>\$27,830,048.60</b>	<b>\$27,802,034.87</b>	<b>\$26,761,273.31</b>	<b>(\$1,040,761.56)</b>

09/17/2020



Minnesota Department of Education  
Levy Limitation and Certification Report  
2020 Payable 2021

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

Date Printed: 9/21/20  
Limits Updated: 9/18/20  
Proposed Submitted: 9/21/20

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

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

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

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

**SUBTOTALS BY FUND**

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

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

**SUBTOTALS BY TAX BASE**

REFERENDUM MARKET VALUE  
NET TAX CAPACITY

**SUBTOTALS BY TRUTH IN TAXATION CATEGORY**

VOTER APPROVED  
OTHER

**TOTAL LEVY**

TOTAL LEVY

The school district must submit the completed original of this form to the home county auditor by September 30, 2020. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 1500 Highway 36 West, Roseville, MN 55113, by October 7, 2020.

The certified levy listed above is the levy voted by the school board for taxes payable in 2021.

Signature of School Board Clerk

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Date of Certification

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

**Regular Meeting, September 21, 2020**

**Subject: Assurance of Compliance with State and Federal Law Prohibiting  
Discrimination**

(Recommended by the Superintendent)

That the Board of Education approve the Assurance of Compliance with State and Federal Law Prohibiting Discrimination 2020-2021 form to be submitted to the Minnesota Department of Education.

**Background Information**

(Prepared by Craig Holje)

Pursuant to Minnesota Statutes, section 127A.42, subd. 3, each school board must annually submit to the Commissioner of Education a statement of compliance with state and federal laws prohibiting discrimination and providing the designated supporting information to assure that statement prior to November 15.

Attached:

Assurance of Compliance with State and Federal Law Prohibiting Discrimination  
2020-2021 Form

**Contact Us**

Virginia Davis

E-mail:  
mde.compliance-assistance@state.mn.us

Phone: 651-582-8338

Address:  
1500 Highway 36 West, Roseville, MN  
55113**Assurance of Compliance**0280-01 Richfield Public School District  
-INFORMATION NEEDED TO EVIDENCE COMPLIANCE-  
School Year: 20-21

\* - indicates required fields.

**Coordinator Identification Information**

	Human Rights Coordinator	Title IX Coordinator	504 Coordinator
<b>Name*</b>	<input type="text" value="Craig Holje"/>	<input type="text" value="Craig Holje"/>	<input type="text" value="Mary Clarkson"/>
<b>Telephone Number*</b>	<input type="text" value="612-798-6031"/>	<input type="text" value="612-798-6031"/>	<input type="text" value="612-798-6041"/>
<b>Fax Number*</b>	<input type="text" value="612-798-6057"/>	<input type="text" value="612-798-6057"/>	<input type="text" value="612-798-6057"/>
<b>E-Mail Address*</b>	<input type="text" value="craig.holje@rpsmn.org"/>	<input type="text" value="craig.holje@rpsmn.org"/>	<input type="text" value="craig.holje@rpsmn.org"/>

**Mandated Reporter Training**

Minnesota Statutes, section 626.556, subd. 12. Districts must inform all mandated reporters of the duties.

☒ I verify that all mandated reporters employed by or otherwise associated with any school in this district have been informed of mandated reporting requirements and of the prohibition of retaliation against anyone reporting maltreatment.

**Date of Verification****Document Submittal Verification**

Does MDE have current and accurate copies of the following documents?  
Please submit updated policy if revised since Last Submitted Date.

Document	Last Submitted Date	Upload Document
Harassment and Violence policy	11/02/2016	Select file: <input type="button" value="Choose File"/> No file chosen

**District Compliance Requirements Checklist**

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal and state financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), including installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date.

The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons who are authorized to submit information on behalf of the district.

Check all statements in which the district has complied with the state and federal requirements prohibiting discrimination.

**Federal Laws:**

☒ Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq.; 34 C.F.R. Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.

☒ Title VII of the Civil Rights Act of 1964 (42 USC 2000e, et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.

☒ Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) (42 USC § 2000e(k)).

☒ Title IX of the Education Amendments of 1972 (20 USC § 1681; 34 C.F.R. Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from federal financial assistance.

☒ The Age Discrimination in Employment Act of 1967 (29 USC § 621; 42 USC § 6101; 29 C.F.R. Part 621), which prohibits discrimination on the basis of age (over 40 years).

☒ Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. part 104) prohibiting discrimination on the basis of disability.

- ☒ The American with Disabilities Act (42 USC § 12101, et seq.), also prohibiting discrimination on the basis of disability.
- ☒ Denial of Equal Educational Opportunity Prohibited (20 USC § 1703).
- ☒ The Fair Housing Act (42 USC § 3601 et seq.; 24 C.F.R. part 100).
- ☒ The Age Discrimination Act of 1975 (42 USC § 6101 and 6102; 34 C.F.R. part 110).
- ☒ Prohibition of Discrimination Based on Blindness (20 USC § 1684).

**State Laws:**

- ☒ The Minnesota Human Rights Act (Minn. Stat. § 363A), which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.
- ☒ Minnesota Statutes, section 121A.031, which requires school districts to have a written policy to prevent and to prohibit student bullying.
- ☒ Minnesota Statutes, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.
- ☒ Minnesota Statutes, section 121A.04, which prohibits sex discrimination in athletic programs.
- ☒ Minnesota Rules, part 3500.0550, relating to the Inclusive Educational Program Plan.
- ☒ Minnesota Rules, Chapter 3535.0100-.0180; 3535.2300-.2800; 3535.3000-.3700, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.

By clicking "Submit" you are affirming that these laws are available in each building in the district, that the information that you have provided is accurate, and that you have the authority to submit this assurance on behalf of the district.

**NOTE: When data entry is complete, click "Submit" to send data to The State Department of Education.**

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

**Regular Meeting, September 21, 2020**

**Subject: CENTENNIAL Facilities Project Change Orders #010 - #014**

(Recommended by the Superintendent)

That the Board of Education approve CENTENNIAL Facilities Project Change Orders #010 - #014 for a net increase of \$64,069.93.

**Background Information**

- Centennial Elementary School Change Order # 010 - An addition of \$20,352.55 for Electrical Scope items including temporary power during the utility transformer installation, added outlets, modifications for coordination with the new kitchen equipment and repair and refeeding existing unlabeled power feeds.
- Centennial Elementary School Change Order # 011 - An addition of \$9,105.42 for ceiling modifications to accommodate new mechanical piping and ductwork and added structural supports for the new mechanical penetrations in structural openings.
- Centennial Elementary School Change Order # 012 - An addition of \$9,884.11 for masonry and gypsum wallboard patching to finish over existing walls where mechanical equipment was removed.
- Centennial Elementary School Change Order # 013 - An addition of \$18,602.23 for a new structural concrete stoop at the existing door to comply with code as well as additional demolition and infills to address existing conditions in walls and floors. Also included are added markerboards and additional shipping costs for added countertops previously approved.
- Centennial Elementary School Change Order # 014 - An addition of \$6,125.62 for additional Fire Alarm, Mechanical Air Transfers and Flooring in the Kitchen Storage room as required by code officials during final inspections.

The original (Contract Sum)	\$6,759,200.00
Net Change by previously authorized Change Orders	\$138,414.74
The contract sum prior to these Change Orders	\$6,897,614.74
The contract sum will be increased by these Change Orders in the amount of	\$64,069.93
The new contract sum including all Change Orders will be	\$6,961,684.67



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

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

## Contract Change Order #010: Ebert CO 010

<b>CONTRACT COMPANY:</b>	<b>Ebert Construction</b> 23350 County Road 10 Corcoran, Minnesota 55357	<b>CONTRACT FOR:</b>	SC-S180064 - CNTNL-001:Ebert Construction Single Prime Contract
<b>DATE CREATED:</b>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition   Field Work Order
<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>	\$20,352.55

### DESCRIPTION:

Included in this change order are costs to add electrical rough-in and electrical components to align with the kitchen equipment plan, provide temporary power provisions during the electrical power shutdown to install the new utility provided transformer, repair a cut conduit at the cafeteria stage, provide an additional electrical outlet in A157 and to re-establish power feed to an exhaust fan.

CE #043 - PR #016 - Kitchen Electrical RFI: \$13,592.54  
PR #016 - Kitchen Electrical RFI

CE #051 - RFCO - Temp Generator Power for Xcel Transformer Install: \$3,342.03  
RFCO - Temp Generator Power for Xcel Transformer Install

CE #063 - RFCO - RFI 092 Electrical Conduit Repair at Cafeteria Stage: \$1,120.15  
RFCO - RFI 092 Electrical Conduit Repair at Cafeteria Stage

CE #065 - RFCO - RFI 090 Electrical at A157: \$1,372.44  
RFCO - RFI 090 Electrical at A157

CE #070 - RFCO - Overhead Electrical per RFI 101: \$925.39  
RFCO - Overhead Electrical per RFI 101

### ATTACHMENTS:

CE #070 - RFI #101 - Overhead Electrical Work.pdf CE #065 - RFI #090 - Electrical at A157.pdf CE #043 - PR #016 - Kitchen Electrical - Revised 8.12.2020.pdf CE #063 - RFI #092 - Repair Electrical Sawcut from Demo.pdf CE #051 - Temp Generator.pdf PR #016 - Kitchen Electrical RFI.pdf

### CHANGE ORDER LINE ITEMS:



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The original (Contract Sum)	\$ 6,759,200.00
Net change by previously authorized Change Orders	\$ 138,414.74
The contract sum prior to this Change Order was	\$ 6,897,614.74
The contract sum will be increased by this Change Order in the amount of	\$ 20,352.55
The new contract sum including this Change Order will be	\$ 6,917,967.29
The contract time will not be changed by this Change Order by 0 days	

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

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

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

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

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

## Contract Change Order #011: Ebert Co 011

<b>CONTRACT COMPANY:</b>	<b>Ebert Construction</b> 23350 County Road 10 Corcoran, Minnesota 55357	<b>CONTRACT FOR:</b>	SC-S180064 - CNTNL-001:Ebert Construction Single Prime Contract
<b>DATE CREATED:</b>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition   Field Work Order
<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>	\$9,105.42

### DESCRIPTION:

Included in this change are cost to add structural supports to roof framing for mechanical penetrations and revised domestic water piping sizing, drywall furring at the exhaust hood in the kitchen, minor adjustments to ceilings to accommodate mechanical items and revised front covers for (3) cabinet unit heaters.

CE #053 - PR #020 - Structural Supports: \$5,039.00  
PR #020 - Structural Supports

CE #056 - RFCO - RFI 082 Kitchen Large Exhaust Hood Location: \$679.10  
RFCO - RFI 082 Kitchen Large Exhaust Hood Location

CE #066 - PR #022 - Ceiling Mods to Accommodate Mech Items: \$2,014.95  
PR #022 - Ceiling Mods to Accommodate Mech Items

CE #073 - RFCO - RFI 099 CUH B1 & B2: \$1,372.37  
RFCO - RFI 099 CUH B1 & B2

### ATTACHMENTS:

CE #073 - RFI #099 - CUH Covers.pdf CE #066 - PR #022 - Ceiling Modifications for Mechanical Items.pdf PR #022 - Ceiling Modifications to Accommodate Mech Items.docx.pdf CE #053 - PR #020 - Mechanical Structural Supports - Pricing.pdf CE #056 - RFI #082 - Kitchen Hood Location Wall Framing.pdf PR #020 - Structural Supports.pdf

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 6,759,200.00
Net change by previously authorized Change Orders	\$ 158,767.29
The contract sum prior to this Change Order was	\$ 6,917,967.29
The contract sum will be increased by this Change Order in the amount of	\$ 9,105.42
The new contract sum including this Change Order will be	\$ 6,927,072.71
The contract time will not be changed by this Change Order by 0 days	





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

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

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

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ICS  
1331 Tyler Street NE, Suite 101  
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Fax: (763) 780-2866

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

## Contract Change Order #012: Ebert CO 012

<b>CONTRACT COMPANY:</b>	<b>Ebert Construction</b> 23350 County Road 10 Corcoran, Minnesota 55357	<b>CONTRACT FOR:</b>	SC-S180064 - CNTNL-001:Ebert Construction Single Prime Contract
<b>DATE CREATED:</b>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition   Field Work Order
<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>	\$9,884.11

### DESCRIPTION:

Included in this change order are cost to provide masonry infills where mechanical equipment was removed in the media center, provide drywall furring over clay tile block where fintube radiation was removed as well as drywall construction chases required per code and miscellaneous wall patching.

CE #055 - RFCO - RFI 085 Clay Tile Block will be Exposed: \$4,285.56  
RFCO - RFI 085 Clay Tile Block will be Exposed

CE #067 - RFCO - Media Area Masonry Infills: \$1,470.32  
RFCO - Media Area Masonry Infills

CE #072 - RFCO - Misc. Gyp. Brd. Adders: \$4,128.23  
RFCO - Misc. Gyp. Brd. Adders

### ATTACHMENTS:

CE #072 - Gypsum Boards Adds.pdf CE #067 - Media Center Infills.pdf CE #055 - RFI #085 - Clay Tile Block to be Exposed - Pricing.pdf

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 6,759,200.00
Net change by previously authorized Change Orders	\$ 167,872.71
The contract sum prior to this Change Order was	\$ 6,927,072.71
The contract sum will be increased by this Change Order in the amount of	\$ 9,884.11
The new contract sum including this Change Order will be	\$ 6,936,956.82
The contract time will not be changed by this Change Order by 0 days	



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

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

**Independent School District #280**  
7001 Harriet Avenue S.  
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Fax: (763) 780-2866

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

## Contract Change Order #013: Ebert CO 013

<b>CONTRACT COMPANY:</b>	<b>Ebert Construction</b> 23350 County Road 10 Corcoran, Minnesota 55357	<b>CONTRACT FOR:</b>	SC-S180064 - CNTNL-001:Ebert Construction Single Prime Contract
<b>DATE CREATED:</b>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition   Field Work Order
<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>	\$18,602.23

### DESCRIPTION:

Included in this change order are costs to construct a new chase wall in room B130, provide masonry infills at (2) locations where access panels were removed, construct a new entry stoop at vestibule B121, install FRP panels in (5) classroom single stall bathrooms, provide additional tile demo on the east wall of the Mother's Room and laminate with drywall, provide a small concrete infill in the Gym Storage room, cover additional counter top shipping costs and additional marker boards.

CE #049 - RFCO - RFI 075 Chase Wall at B130: \$545.77  
RFCO - RFI 075 Chase Wall at B130

CE #050 - RFCO - RFI 076 Access Panel Removal: \$3,630.90  
RFCO - RFI 076 Access Panel Removal

CE #054 - SI #010 - Revisions at Media Center: No cost impact \$0.00  
SI #010 - Revisions at Media Center

CE #058 - PR #021 - New Stoop at Vestibule B121: \$6,570.56  
PR #021 - New Stoop at Vestibule B121

CE #059 - RFCO - RFI 087 FRP Walls at Northern Single Stall Bathrooms: \$3,423.86  
RFCO - RFI 087 FRP Walls at Northern Single Stall Bathrooms

CE #062 - RFCO - RFI 094 Mothers Room East Wall RFI Response: \$547.89  
RFCO - RFI 094 Mothers Room East Wall RFI Response

CE #064 - RFCO - RFI 093 B146 Concrete Slab Infill: \$1,525.70  
RFCO - RFI 093 B146 Concrete Slab Infill

CE #068 - RFCO - PR #013 Countertop Shipping Costs: \$564.51  
RFCO - PR #013 Countertop Shipping Costs

CE #069 - RFCO - Additional Markerboards per RFI 098: \$1,793.04  
RFCO - Additional Markerboards per RFI 098

### ATTACHMENTS:



CE #068 - PR #013 - Countertop Shipping Costs.pdf CE #069 - RFI #098 - Additional Markerboards.pdf CE #059 - FRP at Bathrooms.pdf CE #064 - RFI #093 - Concrete Infill at Storage B146.pdf CE #062 - RFI #094 - Mothers Room East Wall Laminating.pdf CE #058 - PR #021 - New Vestibule Stoop.pdf CE #049 - RFI #075 - Chase Wall at B130.pdf PR #021 - New Stoop at Vestibule B121.pdf SI #010 - Revisions at Media Center.pdf CE #050 - RFI #076 - CMU Patching & CMU Wall - Revised 7.24.2020.pdf

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**CHANGE ORDER LINE ITEMS:**

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The original (Contract Sum)	\$ 6,759,200.00
Net change by previously authorized Change Orders	\$ 177,756.82
The contract sum prior to this Change Order was	\$ 6,936,956.82
The contract sum will be increased by this Change Order in the amount of	\$ 18,602.23
The new contract sum including this Change Order will be	\$ 6,955,559.05
The contract time will not be changed by this Change Order by 0 days	

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

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

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

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

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

## Contract Change Order #014: Ebert CO 014

<b>CONTRACT COMPANY:</b>	<b>Ebert Construction</b> 23350 County Road 10 Corcoran, Minnesota 55357	<b>CONTRACT FOR:</b>	SC-S180064 - CNTNL-001:Ebert Construction Single Prime Contract
<b>DATE CREATED:</b>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Inspector/Code Required
<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>	\$6,125.62

### DESCRIPTION:

Included in this change order are cost to add a code required fire alarm horn strobe and GFI outlet on the exterior of the building, adding code required cleanable flooring (LVT) in the Kitchen Dry Storage, code required patching and fire stop caulking at existing penetrations in the metal decking of the roof structure, add a door and hardware at opening A117 and add wall air transfers above the ceiling at the Kitchen wall.

CE #074 - RFCO - Code Req'd Horn Strobe and GFI in Chiller Encl.: \$1,399.19  
RFCO - Code Req'd Horn Strobe and GFI in Chiller Encl.

CE #075 - RFCO - Dry Storage Flooring: \$1,395.87  
RFCO - Dry Storage Flooring

CE #076 - RFCO - Patch and Caulk Metal Deck (Firestopping): \$904.05  
RFCO - Patch and Caulk Metal Deck (Firestopping)

CE #077 - RFCO - Door A117: \$1,268.91  
RFCO - Door A117

Floor plan called for demo of existing, new plan did not call for re-install.

CE #080 - RFCO - Kitchen Wall Transfer: \$1157.60  
RFCO - Kitchen Wall Transfer

### ATTACHMENTS:

CE #080 - Kitchen Wall Transfer.pdf CE #077 - Opening A117 Door & Hardware.pdf CE #075 - B117 Dry Storage Flooring.pdf CE #076 - Steel Deck Patching @ Boiler Room.pdf CE #074 - Code Required Electrical Changes.pdf

### CHANGE ORDER LINE ITEMS:



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The original (Contract Sum)	\$ 6,759,200.00
Net change by previously authorized Change Orders	\$ 196,359.05
The contract sum prior to this Change Order was	\$ 6,955,559.05
The contract sum will be increased by this Change Order in the amount of	\$ 6,125.62
The new contract sum including this Change Order will be	\$ 6,961,684.67
The contract time will not be changed by this Change Order by 0 days	

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

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

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

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**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.E.**

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

**Regular Meeting, September 21, 2020**

**Subject: RDLS Facilities Project Change Orders #025 & #026**

(Recommended by the Superintendent)

That the Board of Education approve RDLS Facilities Project Change Orders #025 and #026 for a net increase of \$44,177.86.

**Background Information**

- Dual Language School Change Order #025 - An addition of \$26,030.16 for additional subcutting of existing subbase and additional aggregate base on the new parking lot to achieve the required compaction as required by the Special Inspections prior to Asphalt Paving.
- Dual Language School Change Order #025 - An addition of \$18,147.70 for additional storm sewer piping, additional Sidewalk replacement between RDLS and RSTEM as well as to rebalance AHU's 6 & 7 as directed by the engineer after review of the final Test and Balance report.

The original (Contract Sum)	\$9,048,000.00
Net Change by previously authorized Change Orders	\$368,584.37
The contract sum prior to these Change Orders	\$9,416,584.37
The contract sum will be increased by these Change Orders in the amount of	\$44,177.86
The new contract sum including all Change Orders will be	\$9,460,762.23





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

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

<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>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$26,030.16

### DESCRIPTION:

Included in this change order are costs to provide additional soil subcut and additional aggregate base at the parking lot expansion based on recommendations from the Owner's 3rd party testing company and the civil engineer.

CE #070 - RFCO - Additional Subcut & Agg Base: \$26,030.16  
RFCO - Additional Subcut & Agg Base

### ATTACHMENTS:

CE 070 - RFCO - Additional Subcut & Agg Base.pdf

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,048,000.00
Net change by previously authorized Change Orders	\$ 365,985.62
The contract sum prior to this Change Order was	\$ 9,413,985.62
The contract sum will be increased by this Change Order in the amount of	\$ 26,030.16
The new contract sum including this Change Order will be	\$ 9,440,015.78
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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1331 Tyler Street NE, Suite 101  
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**Project:** S180064 - RDLS - ISD #280, Richfield Dual Language School  
7001 Elliot Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #026: L.S. Black Co 026

<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>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Client Request   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>	\$18,147.70

### DESCRIPTION:

Included in this change order are costs to provide new storm water piping and a new storm water manhole structure, remove and replace deteriorated concrete sidewalk between STEM and RDLS, re balancing of an AHU per the mechanical engineer's direction.

Also included in this change order is a no cost change to re balance various VAV units and a credit for reduced concrete sidewalk removal and replacement and reduced sodding scope.

CE #038 - SI #010 - Storm Reroute: \$11,521.80  
SI #010 - Storm Reroute

CE #076 - SI #012 VAV Re balance: No cost impact \$0.00  
SI #012 VAV Re balance

CE #077 - RFCO - STEM/RDLS Sidewalk Replacement: \$6,723.72  
RFCO - STEM/RDLS Sidewalk Replacement

CE #078 - RFCO - Re balancing AHUs 6&7 (per SI #012): \$1,323.00  
RFCO - Re balancing AHUs 6&7 (per SI #012)

CE #079 - RFCO - Credit for STEM Sidewalk Removal/Replacement and Sod: (\$1,420.82)  
RFCO - Credit for STEM Sidewalk Removal/Replacement and Sod

### ATTACHMENTS:

CE 038 - SI 010 - Storm Reroute Rev 20200902.pdf RFCO - Credit for STEM Sidewalk RemovalReplacement and Sod.pdf STEM Sidewalk Replacement REV 1.pdf RFCO - Rebalancing AHUs 6&7 (per SI #012).pdf SI 012 - VAV Rebalance.pdf SI #010 - Storm Reroute.pdf

### CHANGE ORDER LINE ITEMS:



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The original (Contract Sum)	\$ 9,048,000.00
Net change by previously authorized Change Orders	\$ 392,015.78
The contract sum prior to this Change Order was	\$ 9,440,015.78
The contract sum will be increased by this Change Order in the amount of	\$ 18,147.70
The new contract sum including this Change Order will be	\$ 9,458,163.48
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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**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.F.**

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

**Regular Meeting, September 21, 2020**

**Subject: R-STEM Facilities Project Change Order #025**

(Recommended by the Superintendent)

That the Board of Education approve R-STEM Facilities Project Change Order #025 for a net increase of \$24,746.93.

**Background Information**

- STEM School Change Order #025 - An addition of \$24,746.93 to add mop sinks on the second and third floor custodial closets to the south side of the building. This was approved previously as a "Time and Material Not to Exceed" cost with these being the final costs verified for this work.

The original (Contract Sum)	\$14,800,000.00
Net Change by previously authorized Change Orders	\$600,158.42
The contract sum prior to this Change Order	\$15,400,158.42
The contract sum will be increased by this Change Order in the amount of	\$24,746.93
The new contract sum including all Change Orders will be	\$15,424,905.35



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

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

## Contract Change Order #025: Shaw-Lundquist CO 025

<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>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$24,746.93

**DESCRIPTION:**

Addition of mop sinks in each of south Janitor's closets for all three levels.

CE #162 - PR #066R - Area 'A' Mop Sinks: \$24,746.93

**ATTACHMENTS:**

PR #066R Pricing for Approval STEM 2020-08-27.pdf PR #066R - Area 'A' Mop Sinks.pdf

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 14,800,000.00
Net change by previously authorized Change Orders	\$ 600,158.42
The contract sum prior to this Change Order was	\$ 15,400,158.42
The contract sum will be increased by this Change Order in the amount of	\$ 24,746.93
The new contract sum including this Change Order will be	\$ 15,424,905.35
The contract time will not be changed by this Change Order by 0 days	

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

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

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

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## NEW BUSINESS - FOR ACTION

## Agenda Item VI.G.

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

**Regular Meeting, September 21, 2020**

**Subject: RHS Facilities Project Change Orders #031 - #035**

(Recommended by the Superintendent)

That the Board of Education approve RHS Facilities Project Change Orders #031 - #035 for a net increase of \$149,336.34.

**Background Information**

- RHS Change Order #031 - An addition of \$6,411.57 for miscellaneous electrical modifications for various items.
- RHS Change Order #032 - An addition of \$28,757.90 for terrazzo patching where existing floors and walls were removed and new walls did not cover due to existing terrazzo base detail. Also included are concrete block wall infills to cover exposed concrete foundation in the lower level.
- RHS Change Order #033 - An addition of \$53,433.56 for multiple restroom layout changes, piping routing associated demolition and build back as required to accomplish these modifications.
- RHS Change Order #034 - An addition of \$32,110.03 for temporary heating of gymnasiums last winter, as well as existing condition conflicts and modifications for HVAC.
- RHS Change Order #035 - An addition of \$28,623.28 for structural, flooring, soffit and access panel additions. Also included is a credit for removing curtain wall, concrete glazed block and miscellaneous metals from the contracted scope.

The original (Contract Sum)	\$35,430,000.00
Net Change by previously authorized Change Orders	\$1,732,637.19
The contract sum prior to these Change Orders	\$37,162,637.19
The contract sum will be increased by these Change Orders in the amount of	\$149,336.34
The new contract sum including all Change Orders will be	\$37,311,973.53



# **RICHFIELD HIGH SCHOOL**

## **CCO #031**

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Phone: (763) 354-2670  
Fax: (763) 780-2866

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

### **Contract Change Order #031: L.S. Black CO 031**

<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>	9/10/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>	<b>LOCATION</b>		
<b>DESIGNATED REVIEWER:</b>	<b>REVIEWED BY:</b>		
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/10/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$6,411.57

**DESCRIPTION:**  
Minor electrical modifications.

CE #214 - #366: Room C310 Wiremold: \$1,628.74

CE #224 - #447: Power to island - Area M: \$1,931.23

CE #232 - Electrical Work for for Wood Shop and Temporary Water Heater: \$860.32

CE #249 - #354: Power to Furniture in Upper M: \$337.24

CE #262 - #449: Room E106 switch: \$1,254.04

CE #266 - #468: Old Laundry Panel W - Area F: \$400.00

#### **ATTACHMENTS:**

FW\_RHS Reviewed Costs Approval CE #242\_247\_262\_266\_267\_269.msg FW\_RHS Reviewed Costs Approval CE #242\_247\_262\_269\_267\_269.msg FW\_RHS Costs Approval CE 220\_243\_251\_253\_254\_257\_354\_445 08-19-20.msg RHS Approved Costs 95\_98\_128\_152\_159\_173\_178\_183\_186\_187\_195\_196\_202\_203\_207\_208\_209\_213\_214\_224\_230\_232\_233\_234\_235.msg RHS Approved Costs 95\_98\_128\_152\_159\_173\_178\_183\_186\_187\_195\_196\_202\_203\_207\_208\_209\_213\_214\_224\_230\_232\_233\_234\_235.msg RHS Approved Costs 95\_98\_128\_152\_159\_173\_178\_183\_186\_187\_195\_196\_202\_203\_207\_208\_209\_213\_214\_224\_230\_232\_233\_234\_235.msg

#### **CHANGE ORDER LINE ITEMS:**



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The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 1,732,637.19
The contract sum prior to this Change Order was	\$ 37,162,637.19
The contract sum will be increased by this Change Order in the amount of	\$ 6,411.57
The new contract sum including this Change Order will be	\$ 37,169,048.76
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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**Project:** S180064 - RHS - ISD #280, Richfield High School  
7001 Harriet Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #032: L.S. Black CO 032

<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>	9/10/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/10/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$28,757.90

### DESCRIPTION:

Majority of the costs are floor terrazzo patching where floors and walls were removed. Other costs include concrete block wall infills and patching to cover exposed foundation walls, hallway door, and coach's room in lower level.

CE #176 - #268: Building Floor Infills: \$21,625.82

CE #242 - #364: Area E CMU/Wall Infills: \$7,132.08

### ATTACHMENTS:

FW\_RHS Reviewed Costs Approval CE #242\_247\_262\_269\_267\_269.msg CE #176 - #268 Building Floor Infills Pricing Complete 05-14-20.pdf

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 1,739,048.76
The contract sum prior to this Change Order was	\$ 37,169,048.76
The contract sum will be increased by this Change Order in the amount of	\$ 28,757.90
The new contract sum including this Change Order will be	\$ 37,197,806.66
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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**Project:** S180064 - RHS - ISD #280, Richfield High School  
7001 Harriet Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #033: L.S. Black CO 033

<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>	9/10/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/10/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$53,433.56

**DESCRIPTION:**

Plumbing layout changes to three sets of restrooms and a shower stall.

CE #095 - PR #048 Lower Level Toilets – RFIs 222 and 237: \$32,176.50

CE #178 - #435: PR #089 - Revisions at Area C & D Bathrooms and Conference Rooms Toilet carrier and duct conflict - Area D: \$10,365.93

CE #186 - #459: Existing sink not shown on the plans - Area H: \$2,444.38

CE #208 - #193: Second floor Area H Bathrooms: \$4,169.96

CE #220 - #347: Gyp walls at back of showers - Area E: \$4,060.49

CE #230 - SI #014 Casework Adjustments in A100 #562: A100/A114 Plumbing Layout/Existing Conditions: \$216.30

**ATTACHMENTS:**

FW RHS Costs Approval CE 220\_243\_251\_253\_254\_257\_354\_445 08-19-20.msg RHS Approved Costs  
95\_98\_128\_152\_159\_173\_178\_183\_186\_187\_195\_196\_202\_203\_207\_208\_209\_213\_214\_224\_230\_232\_233\_234\_235.msg RHS Approved Costs  
95\_98\_128\_152\_159\_173\_178\_183\_186\_187\_195\_196\_202\_203\_207\_208\_209\_213\_214\_224\_230\_232\_233\_234\_235.msg RHS Approved Costs  
95\_98\_128\_152\_159\_173\_178\_183\_186\_187\_195\_196\_202\_203\_207\_208\_209\_213\_214\_224\_230\_232\_233\_234\_235.msg RHS Approved Costs  
95\_98\_128\_152\_159\_173\_178\_183\_186\_187\_195\_196\_202\_203\_207\_208\_209\_213\_214\_224\_230\_232\_233\_234\_235.msg SI #014 - Casework  
Adjustments in A100 per RFI 562.pdf PR #089 - Revisions at Area C & D Bathrooms and Conference Rooms.pdf PR #048 Lower Level Toilets –  
RFIs 222 and 237.pdf

**CHANGE ORDER LINE ITEMS:**



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The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 1,767,806.66
The contract sum prior to this Change Order was	\$ 37,197,806.66
The contract sum will be increased by this Change Order in the amount of	\$ 53,433.56
The new contract sum including this Change Order will be	\$ 37,251,240.22
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  
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**Independent School District #280**  
7001 Harriet Avenue S.  
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**Project:** S180064 - RHS - ISD #280, Richfield High School  
7001 Harriet Avenue South  
Richfield, Minnesota 55423

## Contract Change Order #034: L.S. Black CO 034

<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>	9/10/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/10/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$32,110.03

**DESCRIPTION:**  
HVAC modifications for phasing, and construction in the field conflicts.

CE #098 - PR #052 RFI #26 9Interim heating for 2019-20 winter: \$9,177.33

CE #152 - #144: 3rd Floor Area C FTR Demolition: \$4,911.90

CE #159 - PR #042 RFI #208 Area F Ductwork and Exhaust Fan Relocation Due to Electrical Conduit.: \$9,395.98

CE #183 - #437: Area C Existing Exhaust Duct - Fire Rating: \$4,459.10

CE #209 - #226: AHU-E2 Size conflicts - Area E: \$1,936.31

CE #234 - #568: Unforeseen gas lines branches - Area A: \$3,117.96

CE #235 - PR #106 Area 'D' Return Ductwork Modifications: (\$1,293.31)

CE #257 - #519: UV-D1 Hydronic Piping Access: \$404.76

### ATTACHMENTS:

FW\_RHS Costs Approval CE 220\_243\_251\_253\_254\_257\_354\_445 08-19-20.msg\_RHS Approved Costs  
95\_98\_128\_152\_159\_173\_178\_183\_186\_187\_195\_196\_202\_203\_207\_208\_209\_213\_214\_224\_230\_232\_233\_234\_235.msg\_PR #106 Area 'D'  
Return Ductwork Modifications.pdf\_PR #042 RFI #208 Area F Ductwork and Exhaust Fan Relocation Due to Electrical Conduit.pdf\_PR #052 RFI #269  
Interim heating for 2019-20 winter.pdf

### CHANGE ORDER LINE ITEMS:



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The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 1,821,240.22
The contract sum prior to this Change Order was	\$ 37,251,240.22
The contract sum will be increased by this Change Order in the amount of	\$ 32,110.03
The new contract sum including this Change Order will be	\$ 37,283,350.25
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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ICS  
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Minneapolis, Minnesota 55413  
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 #035: L.S. Black CO 035

<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>	9/10/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/10/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$28,623.28

### DESCRIPTION:

Several minor structural, floor, soffit, and access panel additions. A credit was also provided for removing curtain walls, concrete walls, and other minor metals from the scope.

CE #128 - #187: W8x15 height over windows - Area M: \$1,809.95

CE #173 - PR #085 Omitting Lintels, Row of Harness Storage, Curtain Wall, P Tile, and Glazed Block: (\$10,814.14)

CE #187 - #455: Floor finishes - 1st Floor Area E: \$3,896.01

CE #195 - #330: Basement E Office Ductwork & Beam Height Conflict: \$1,934.00

CE #196 - #497: Area P Pier: \$1,155.00

CE #202 - City Required Changes for Area P Work: \$3,793.96

CE #203 - Brake metal soffit at Area N stair tower: \$636.69

CE #213 - #264: Access Panel for Fire Damper: \$1,416.65

CE #216 - #338: Access Panels in Plaster Ceilings Above Showers: \$5,170.58

CE #233 - Tectum at Basement Athletics: \$2,662.80

CE #243 - #485: Masonry pier and utility conflict - Area P: \$461.27



CE #247 - PR #049 - Rooftop Guardrails #251: Roof railing - Area H: \$1,082.27

CE #250 - #445: Terrazzo cove base conflict with mop sink - Area D: \$1,273.62

CE #251 - #454: Ceiling and Duct Conflict - Area F: \$2,671.06

CE #253 - #477: Area D Classroom Soffits: \$4,684.07

CE #254 - #478: Concrete mechanical pads - Area B: \$3,739.56

CE #267 - #501: Loading Dock and Trench Drain Locations: \$2,371.68

CE #269 - #589: Area F Exposed Steel Beams: \$678.25

**ATTACHMENTS:**

Fwd ISD #280 Richfield High School CE #216 - #338 Access Panels in Plaster Ceilings Above Showers Approval 09-02-20.msg FW RHS Reviewed Costs Approval CE #242 247 262 266 267 269.msg FW RHS Reviewed Costs Approval CE #242 247 262 269 267 269.msg CE #267 - #501 Loading Dock and Trench Drain Locations Pricing Complete 09-01-20.pdf FW RHS Costs Approval CE 220 243 251 253 254 257 354 445 08-19-20.msg FW RHS Costs Approval CE 220 243 251 253 254 257 354 445 08-19-20.msg FW RHS Costs Approval CE 220 243 251 253 254 257 354 445 08-19-20.msg FW RHS Costs Approval CE 220 243 251 253 254 257 354 445 08-19-20.msg FW RHS Costs Approval CE 220 243 251 253 254 257 354 445 08-19-20.msg RHS Approved Costs 95 98 128 152 159 173 178 183 186 187 195 196 202 203 207 208 209 213 214 224 230 232 233 234 235.msg RHS Approved Costs 95 98 128 152 159 173 178 183 186 187 195 196 202 203 207 208 209 213 214 224 230 232 233 234 235.msg RHS Approved Costs 95 98 128 152 159 173 178 183 186 187 195 196 202 203 207 208 209 213 214 224 230 232 233 234 235.msg RHS Approved Costs 95 98 128 152 159 173 178 183 186 187 195 196 202 203 207 208 209 213 214 224 230 232 233 234 235.msg RHS Approved Costs 95 98 128 152 159 173 178 183 186 187 195 196 202 203 207 208 209 213 214 224 230 232 233 234 235.msg RHS Approved Costs 95 98 128 152 159 173 178 183 186 187 195 196 202 203 207 208 209 213 214 224 230 232 233 234 235.msg PR #049 - Rooftop Guardrails.pdf CE #195 - #330 Basement E Office Ductwork Beam Height Conflict Pricing Complete 05-21-20.pdf CE #187 - #455 Floor finishes - 1st Floor Area E.pdf PR #085 Omitting Lintels, Row of Harness Storage, Curtain Wall, P Tile, and Glazed Block.pdf

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 1,853,350.25
The contract sum prior to this Change Order was	\$ 37,283,350.25
The contract sum will be increased by this Change Order in the amount of	\$ 28,623.28
The new contract sum including this Change Order will be	\$ 37,311,973.53
The contract time will not be changed by this Change Order by 0 days	

**L.S. Black Constructors, Inc.**  
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St. Paul Minnesota 55117

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St. Paul Minnesota 55101

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

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

**Regular Meeting, September 21, 2020**

**Subject: RMS Facilities Project Change Order #004 - #006**

(Recommended by the Superintendent)

That the Board of Education approve RMS Facilities Project Change Orders #004 - #006 for a net increase of \$43,347.26.

**Background Information**

- Middle School Change Order #004 - An addition of \$8,163.23 to include multiple requests for the Administration area, DCD Suite and Science areas as well as omission of the third floor resource area during design discussions as related to potential future uses. Also includes additions to modifications to ceilings and ductwork modifications required to address existing conditions.
- Middle School Change Order #005 - An addition of \$20,013.38 for additional cabinetry in the Art Storage room, added sound insulation and concrete wall infills.
- Middle School Change Order #006 - An addition of \$15,170.65 for mechanical changes in restrooms, temporary water heater to address phasing coordination, reroute of acid waste piping and other mechanical coordination and modifications needed to route around existing conditions.

The original (Contract Sum)	\$16,701,000.00
Net Change by previously authorized Change Orders	\$1,966.45
The contract sum prior to this Change Order	\$16,702,966.45
The contract sum will be increased by this Change Order in the amount of	\$43,347.26
The new contract sum including all Change Orders will be	\$16,746,313.71





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

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

## Contract Change Order #004: Shaw-Lundquist CO 004

<b>CONTRACT COMPANY:</b>	<b>Shaw-Lundquist Associates, Inc.</b> 2757 West Service Road St. Paul, Minnesota 55121	<b>CONTRACT FOR:</b>	SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
<b>DATE CREATED:</b>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$8,163.23

### DESCRIPTION:

Proposal Requests for additions and omissions of scopes of work due to Owner requests, phasing, and ceiling/ductwork conflicts.

CE #005 - PR #003 Visual Display Board Modifications - Media Center-SPED-DCD-Admin: \$967.71

CE #006 - PR #006 - Omitting Third Floor Resource Area Phase I and III Work: (\$9,752.13)

CE #012 - PR #008 - Owner Request Items Admin, DCD, Science Modifications: \$9,527.72

CE #020 - PR #013 3rd Floor Area C Resource & Breakout Revisions: \$711.90

CE #028 - PR #015 - Floor Box Removal: \$1,356.18

CE #040 - PR #016 - RFI #094 Third Floor Area C Corridor C320 Soffit: \$658.35

CE #043 - PR #020 - RFI #84, #103, and #104 @ C214 C208 & B320: \$4,693.50

### ATTACHMENTS:

Re RMS PR #6.msg Richfield Middle School Cost CE #014\_028\_029\_038\_043\_046\_047\_060.msg Richfield Middle School Cost CE #014\_028\_029\_038\_043\_046\_047\_060.msg RMS CE #005 CE#012 CE #013 CE #018 CE #020 CE #021 CE #023 CE #024 CE #025 CE #31 CE #035 CE #039 CE #040 Approval .msg RMS CE #005 CE#012 CE #013 CE #018 CE #020 CE #021 CE #023 CE #024 CE #025 CE #31 CE #035 CE #039 CE #040 Approval .msg RMS Cost Review CE #005 CE#012 CE #013 CE #018 CE #020 CE #021 CE #023 CE #024 CE #025 CE #31 CE #035 CE #039 CE #040 .msg RMS Cost Review CE #005 CE#012 CE #013 CE #018 CE #020 CE #021 CE #023 CE #024 CE #025 CE #31 CE #035 CE #039 CE #040 .msg PR #020 - RFI #84, #103, and #104 @ C214 C208 & B320.pdf PR #016 - RFI #094 Third Floor Area C Corridor C320 Soffit.pdf PR #015 - Floor Box Removal.pdf PR #013 3rd Floor Area C Resource & Breakout Revisions.pdf PR #008 - Owner Request Items Admin, DCD, Science Modifications.pdf PR #006 - Omitting Third Floor Resource Area Phase I and III Work.pdf PR#003 Visual Display Board Modifications.pdf



**CHANGE ORDER LINE ITEMS:**

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The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 1,966.45
The contract sum prior to this Change Order was	\$ 16,702,966.45
The contract sum will be increased by this Change Order in the amount of	\$ 8,163.23
The new contract sum including this Change Order will be	\$ 16,711,129.68
The contract time will not be changed by this Change Order by 0 days	

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

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

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

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

## 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 - RMS-001:Shaw-Lundquist Single Prime Contract
<b>DATE CREATED:</b>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$20,013.38

**DESCRIPTION:**

Majority of costs include additional cabinetry for Art Storage, concrete wall infills, additional sound attenuating batt insulation. Other costs include several minor existing wall, door, and ceiling repairs.

CE #013 - #3: Insulation at Wall Type GG2 Detail F5: \$3,838.20

CE #018 - #59: Plaster skim patch in room C316: \$1,105.65

CE #021 - #63: Ceiling in stairwell B117: \$472.50

CE #023 - #68: Wall and ceiling conflict: \$641.55

CE #024 - #69: New Bar Joist: \$726.58

CE #025 - #74: Existing projector screens and shelving: \$320.10

CE #035 - #82: Existing door frame condition: \$1,026.10

CE #039 - #102: Room C208 plaster wall build back: \$2,173.50

CE #046 - #107: Drinking fountain infill: \$4,542.30

CE #047 - #108: Room #119 area B: \$320.10

CE #060 - Replacement Art Cabinets: \$4,846.80

This is for the replacement art cabinets for the cabinets that were supposed to be reused but were demo'd by the abatement contractor.



**ATTACHMENTS:**

Richfield Middle School Cost CE #014\_028\_029\_038\_043\_046\_047\_060.msg Richfield Middle School Cost CE #014\_028\_029\_038\_043\_046\_047\_060.msg Richfield Middle School Cost CE #014\_028\_029\_038\_043\_046\_047\_060.msg RMS CE #005\_CE#012\_CE#013\_CE#018\_CE#020\_CE#021\_CE#023\_CE#024\_CE#025\_CE#31\_CE#035\_CE#039\_CE#040 Approval .msg RMS Cost Review CE #005\_CE#012\_CE#013\_CE#018\_CE#020\_CE#021\_CE#023\_CE#024\_CE#025\_CE#31\_CE#035\_CE#039\_CE#040.msg

**CHANGE ORDER LINE ITEMS:**

The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 10,129.68
The contract sum prior to this Change Order was	\$ 16,711,129.68
The contract sum will be increased by this Change Order in the amount of	\$ 20,013.38
The new contract sum including this Change Order will be	\$ 16,731,143.06
The contract time will not be changed by this Change Order by 0 days	

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

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

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

## 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 - RMS-001:Shaw-Lundquist Single Prime Contract
<b>DATE CREATED:</b>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$15,170.65

**DESCRIPTION:**

Mechanical modifications due to on site coordination, and existing conditions.

CE #004 - PR #005 - Mechanical Modifications Areas B & C Bathrooms: \$7,975.80

CE #014 - #31: Food service Steam conflict temporary water heater: \$2,179.80

CE #016 - #51: RM 214 existing acid waste pipe in the way of UV Duct: \$2,035.95

CE #017 - #50: Double wall SA duct UV 11 RM 205: \$1,321.95

CE #029 - #55: Duct removal behind wall in room #205: \$1,443.75

CE #031 - #73: Transfer above door in room 307: \$213.40

**ATTACHMENTS:**

Richfield Middle School Cost CE #014\_028\_029\_038\_043\_046\_047\_060.msg Richfield Middle School Cost CE #014\_028\_029\_038\_043\_046\_047\_060.msg FW\_ISD #280 - Richfield Middle School Pricing CE #004\_CE #016\_CE #017 Approvals 08-25-20.msg FW\_ISD #280 - Richfield Middle School Pricing CE #004\_CE #016\_CE #017 Approvals 08-25-20.msg FW\_ISD #280 - Richfield Middle School Pricing CE #004\_CE #016\_CE #017 Approvals 08-25-20.msg RMS CE #005\_CE#012\_CE #013\_CE #018\_CE #020\_CE #021\_CE #023\_CE #024\_CE #025\_CE #31\_CE #035\_CE #039\_CE #040 Approval .msg PR #005 - Mechanical Modifications Areas B & C Bathrooms.pdf

**CHANGE ORDER LINE ITEMS:**



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The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 30,143.06
The contract sum prior to this Change Order was	\$ 16,731,143.06
The contract sum will be increased by this Change Order in the amount of	\$ 15,170.65
The new contract sum including this Change Order will be	\$ 16,746,313.71
The contract time will not be changed by this Change Order by 0 days	

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

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

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

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## **NEW BUSINESS - FOR ACTION**

## **Agenda Item VI.I.**

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

**Regular Meeting, September 21, 2020**

**Subject: SHERIDAN HILLS Facilities Project Change Orders #011 - #013**

(Recommended by the Superintendent)

That the Board of Education approve SHERIDAN HILLS Facilities Project Change Order #011 - #013 for a net increase of \$55,750.00.

**Background Information**

- Sheridan Hills Elementary School Change Order #011 - An addition of \$21,347.00 to provide a secondary chilled water loop as recommended by the Engineer of record as well as modifications to various duct work sizes and routing due to existing conditions.
- Sheridan Hills Elementary School Change Order #012 - An addition of \$21,170.00 to bring existing elevator equipment room up to code, additions and modifications to the secured entry door hardware and routing of the existing condensate drains for the unit ventilators.
- Sheridan Hills Elementary School Change Order #013 – A credit of \$13,233.00 for revisions to the chiller enclosure footing, foundations and screen wall.

The original (Contract Sum)	\$9,582,000.00
Net Change by previously authorized Change Orders	\$226,223.00
The contract sum prior to these Change Orders	\$9,808,223.00
The contract sum will be increased by these Change Orders in the amount of	\$55,750.00
The new contract sum including all Change Orders will be	\$9,863,973.00



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

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

## Contract Change Order #011: Corval CO 011

<b>CONTRACT COMPANY:</b>	<b>Corval Group</b> 1633 Eustis Street St. Paul, Minnesota 55108	<b>CONTRACT FOR:</b>	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
<b>DATE CREATED:</b>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$21,347.00

### DESCRIPTION:

Included in this change order are costs to provide a secondary chilled water loop and various duct work size and routing modifications.

CE #041 - PR 027 - Ductwork Modification: \$6,949.00  
PR 027 - Ductwork Modification

This PR provides direction/clarification for our responses to RFI 097, 102, 108, and 116.

CE #052 - PR 035 - Secondary Chilled Water System: \$14,398.00  
PR 035 - Secondary Chilled Water System

### ATTACHMENTS:

[PR#35 - Pricing for Approval.pdf](#) [PR 035 - Secondary Chilled Water System.pdf](#) [PR#27 - Pricing for Approval R1.pdf](#) [PR 027 - Ductwork Modifications in response to RFI.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 226,223.00
The contract sum prior to this Change Order was	\$ 9,808,223.00
The contract sum will be increased by this Change Order in the amount of	\$ 21,347.00
The new contract sum including this Change Order will be	\$ 9,829,570.00
The contract time will not be changed by this Change Order by 0 days	





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

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

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

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Fax: (763) 780-2866

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

## Contract Change Order #012: Corval CO 012

<b>CONTRACT COMPANY:</b>	<b>Corval Group</b> 1633 Eustis Street St. Paul, Minnesota 55108	<b>CONTRACT FOR:</b>	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
<b>DATE CREATED:</b>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$21,170.00

### DESCRIPTION:

Included in this change order are costs to modify the Area C sanitary plumbing piping, revisions to electrified door hardware regarding security and handicap actuators, revisions to the Nurse Area masonry wall and casework/countertop, revised hydronic piping removals and installation related in part to accomplish project phasing, minor electrical revisions related to omitting/relocating receptacles, surface mounted intercom and light switches, refeed electrical home runs due to a splice box being covered by a new wall and provide new 1 hr. rated ceiling in the elevator equipment room.

CE #024 - PR 021 - Area 'C' Plumbing Piping: \$1,119.00  
PR 021 - Area 'C' Plumbing Piping

Please reference for RFIs: 051, 066, 074.

CE #042 - PR 031 - Handicap Actuators and Security Revisions.: \$6,618.00  
PR 031 - Handicap Actuators and Security Revisions.

CE #043 - PR 032 - Nurse Office Masonry Wall: \$1,660.00  
PR 032 - Nurse Office Masonry Wall

CE #045 - PR 029 - Existing Condensate Reroute: \$9,263.00  
PR 029 - Existing Condensate Reroute

CE #047 - PR 033 - Electrical RFI 137 139: \$668.00  
PR 033 - Electrical RFI 137 139

CE #049 - RFCO - Electrical Home Run Feed per RFI 146: \$445.00  
RFCO - Electrical Home Run Feed per RFI 146

CE #050 - SI 007 - Code Plan Revisions: \$1,397.00  
SI 007 - Code Plan Revisions

### ATTACHMENTS:

SI007 - Pricing for Approval.pdf PR#32 - Pricing for approval Rev 1.pdf PR#33 Pricing for Approval.pdf PR#29 - Pricing for Approval.pdf PR#31 - Pricing for Approval R1.pdf PR#21 Pricing for Approval R1.pdf SI 007 - Code Plan Revisions.pdf RFCO - Electrical Home Run Feed per RFI 146.pdf PR 033 - Electrical RFI 137 139.pdf PR 029 - Existing Condensate Reroute.pdf PR 032 - Nurse Office Masonry Wall.pdf PR 031 - Handicap Actuators and Security Revisions.pdf PR 021 - Area 'C' Plumbing Piping.pdf



**CHANGE ORDER LINE ITEMS:**

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The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 247,570.00
The contract sum prior to this Change Order was	\$ 9,829,570.00
The contract sum will be increased by this Change Order in the amount of	\$ 21,170.00
The new contract sum including this Change Order will be	\$ 9,850,740.00
The contract time will not be changed by this Change Order by 0 days	

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

**Wold Architects & Engineers**  
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**Project:** S180064 - SHRDN - ISD #280, Richfield Sheridan Hills  
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Richfield, Minnesota 55423

## Contract Change Order #013: Corval CO 013

<b>CONTRACT COMPANY:</b>	<b>Corval Group</b> 1633 Eustis Street St. Paul, Minnesota 55108	<b>CONTRACT FOR:</b>	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
<b>DATE CREATED:</b>	9/14/2020	<b>CREATED BY:</b>	Raeann Wynn (ICS - Minneapolis, MN)
<b>CONTRACT STATUS:</b>	Approved	<b>REVISION:</b>	0
<b>REQUEST RECEIVED FROM:</b>		<b>LOCATION</b>	
<b>DESIGNATED REVIEWER:</b>		<b>REVIEWED BY:</b>	
<b>DUE DATE:</b>		<b>REVIEW DATE:</b>	09/14/2020
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Design Development   Existing Condition
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	0 days
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	(\$13,233.00)

### DESCRIPTION:

Included in this change are credits related to various workscope reductions and revisions to the chiller enclosure footings, foundations and screen wall.

Also included in this change order are 'no cost' changes to align the documents with a previously realized cost/PR, minor electrical revisions, and clarifications related to the Front Entry display case and dimension clarifications at the Front Entry addition radius.

CE #028 - PR 012 - Workscope Reduction (Revised): (\$10,761.00)  
PR 012 - Workscope Reduction

CE #030 - PR 017 - Screen Wall Revisions: (\$2,472.00)  
PR 017 - Screen Wall Revisions

CE #051 - PR 034 - Electrical RFI 146 & 149: No cost impact \$0.00  
PR 034 - Electrical RFI 146 & 149

CE #057 - SI 008 - PR 011 Reductions: No cost impact \$0.00  
SI 008 - PR 011 Reductions

CE #058 - SI 010 - Display Case Clarifications: No cost impact \$0.00  
SI 010 - Display Case Clarifications

CE #060 - SI 011 - Area C Radius Dimension Clarifications: No cost impact \$0.00  
SI 011 - Area C Radius Dimension Clarifications

### ATTACHMENTS:

SI 011 - Area C Radius Dimension Clarifications.pdf SI 010 - Display Case Clarifications.pdf SI 008 - PR #011 Reductions.pdf PR 034 - Electrical RFI 146 149.pdf PR#12 pricing for approval rev1.pdf PR#17 Pricing for Approval.pdf PR 017 - Screen Wall Revisions.pdf

### CHANGE ORDER LINE ITEMS:



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The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 268,740.00
The contract sum prior to this Change Order was	\$ 9,850,740.00
The contract sum will be decreased by this Change Order in the amount of	(\$13,233.00)
The new contract sum including this Change Order will be	\$ 9,837,507.00
The contract time will not be changed by this Change Order by 0 days	

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

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

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

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**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.J.**

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

**Regular Meeting, September 21, 2020**

**Subject: SHERIDAN HILLS Facilities Project Abatement Change Order #001**

(Recommended by the Superintendent)

That the Board of Education approve SHERIDAN HILLS Facilities Project Abatement Change Order #001 for a net increase of \$35,712.00.

**Background Information**

- Sheridan Hills Elementary Abatement Change Order #001 for additional abatement of pipe fittings and insulation exposed during demolition as well as the largest cost for asbestos containing tile and adhesive found underneath carpet that does not contain asbestos.

The original (Contract Sum)	\$94,800.00
Net Change by previously authorized Change Orders	\$0.00
The contract sum prior to these Change Orders	\$94,800.00
The contract sum will be increased by these Change Orders in the amount of	\$35,712.00
The new contract sum including all Change Orders will be	\$130,512.00



# AIA® Document G701™ – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Sheridan Hills Elementary School - Spring/Summer 2020 Asbestos Removal 6400 Sheridan Avenue South Richfield, MN 55423	<b>CONTRACT INFORMATION:</b> Contract For: Asbestos Removal  Date: April 15, 2020	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 001  Date: August 24, 2020
<b>OWNER:</b> <i>(Name and address)</i> Richfield ISD #280 7001 Harriet Avenue South Richfield, MN 55423	<b>ARCHITECT:</b> <i>(Name and address)</i> Institute for Environmental Assessment 9201 West Broadway North, Suite 600 Brooklyn Park, MN 55445- 1926	<b>CONTRACTOR:</b> <i>(Name and address)</i> Dennis Environmental Operations 551 Topping Street St. Paul, MN 55103

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

### Additions to Contract Sums

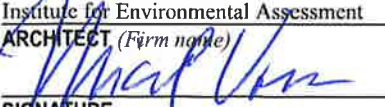
5/18-5/21/20:	Rooms 143 & 144 - Removal of 9" x 9" floor tile under carpet 37 worker hr @ \$112/hr	\$4,144.00
5/27/20:	Room 107, 112 & 114 - Remove & dispose of sinks 1 worker hr @ \$112/hr	\$112.00
5/28/20:	Room 141/143 - Wall demolition, pipe wrap & cut and floor tile mastic 2 worker hr @ \$112/hr	\$224.00
6/4/20:	Room 250 - Remove floor tile & mastic 2 worker hr @ \$112/hr	\$224.00
6/8/20:	Room 150E - Clean up debris and wrap & cut pipe insulation 2 worker hr @ \$112/hr	\$224.00
6/8/20:	Room 113 - Remove carpet, floor tile & mastic 2 worker hr @ \$112/hr	\$224.00
6/10/20:	Custodial Closet - Remove floor tile & mastic 3 worker hr @ \$112/hr	\$336.00
6/3-6/11/20:	Room 109 & Nurse's Office - Remove several layers of floor tile & mastic 76 worker hr @ \$112/hr	\$8,512.00
6/12/20:	Rooms 107 & 111 - Remove carpet, floor tile and mastic 3 worker hr @ \$112/hr	\$336.00

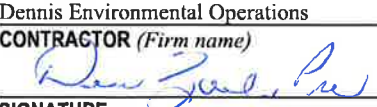
6/11-6/17/20:	Room 149 - Remove carpet, floor tile & mastic, remove chalkboard adhesive & pipe insulation 72 worker hr @ \$112/hr	\$8,064.00
6/16-6/17/20:	1958 Addition Hallway - Remove black mastic under new 12" x 12" floor tile in 3 separate containments 70 worker hr @ \$112/hr	\$7,840.00
6/12-6/16/20:	Rooms 144-148 - Remove pipe insulation on steam lines via glovebag and wrap & cut 17 worker hr @ \$112/hr	\$1,904.00
6/17/20:	Hallway & Staff Restroom by Room 113 - Remove tile & mastic 1.5 worker hr @ \$112/hr	\$168.00
6/24-6/26/20:	Gymnasium Storage - Clean up debris, abate piping, and demolish ceiling 10 worker hr @ \$112/hr	\$1,120.00
7/6/20:	Rooms 144 & 146 - Demolish plaster chase, glovebag removal of pipe insulation 15 worker hr @ \$112/hr 1 mobilization @ \$600/round trip	\$2,480.00 \$1,680.00 \$600.00
<b>Total Change to Contract Sum</b>		<b>\$35,712.00</b>

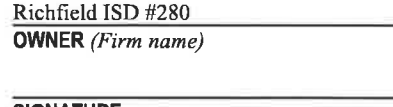
The original Contract Sum was	\$	94,800.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	94,800.00
The Contract Sum will be increased by this Change Order in the amount of	\$	35,712.00
The new Contract Sum including this Change Order will be	\$	130,512.00
The Contract Time will be unchanged by Zero (0) days.		
The new date of Substantial Completion will be July 2, 2020.		

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Institute for Environmental Assessment  
**ARCHITECT** (Firm name)  
  
**SIGNATURE**  
 Michael Voss, Project Manager  
**PRINTED NAME AND TITLE**  
 8/25/2020  
**DATE**

Dennis Environmental Operations  
**CONTRACTOR** (Firm name)  
  
**SIGNATURE**  
 Denise Zaske, President  
**PRINTED NAME AND TITLE**  
 8/25/2020  
**DATE**

Richfield ISD #280  
**OWNER** (Firm name)  
  
**SIGNATURE**  
 Craig Holje, Chief H/R & Admin Officer  
**PRINTED NAME AND TITLE**  
**DATE**



Sheridan Extras

5/18-21/20	#144 439 sf of tile/carpet/mastic; #143 154 sf of carpet/mastic	37.00	(593 sf @ \$7= \$4151 <sup>00</sup> )
5/27/2020	#107, #112, #114 removal of sinks	1.00	
5/28/2020	#141-#143 demo wall wrap & cut pipe; mastic found under wall	2.00	
6/4/2020	#250 12 sf of tile/mastic	2.00	
6/8/2020	#150 Eclean acm debris/wrap & cut pipe	2.00	
6/8/2020	#113 30 sf carpet/tile/mastic	2.00	
6/10/2020	Custodian closet 60 sf f tile/mastic	3.00	
6/3-11/20	#109 609 sf carpte/tile; #138 267 sf 3 layers tile/mastic and grind	76.00	
6/12/2020	#107 60 sf of tile/mastic; #111 11 sf of carpet/ile/mastic	3.00	
6/11-17/20	#149 900 sf carpet/tile/mastic/28 lf pipe insulation; 10 sf chalkboard adhesive - full containment	72.00	
6/16-17/20	1st floor east/west gym hallway 1,200 sf tile/mastic in sections	70.00	
6/12/16/20	Insulation on low pressure steam & condenser #144 #146 #148 #145 #147 glovebags and wrap & cut	17.00	
6/17/2020	Hall by #113 35 sf of tile/mastic	1.50	
6/24/2020	Demo ceiling to clean storage room of gym	4.00	
6/26/2020	Demo rest of storage room ceiling	6.00	
7/6/2020	Demo wall (Rm #144 & #146 to abate 2 columns	15.00	
		313.50	
		\$112.00	
		\$35,112.00	
		600.00	
		\$35,712.00	

Hours  
Rate  
Total  
Mobilization

242

Sheridan Hills Elem

Sheridan Hills Elem.

DATE 5/18 - 5/21/2020

DAY Monday - Thursday

DESCRIPTION OF WORK PERFORMED

Rm 144 - 439 sq ft of Tile/Carpet/Mastic  
Rm 143 - 194 sq ft of

Rm 143 - 154 sqft of Tile/Carpet/Mastic

\* Mike Voss talked to Eric J. about unit prices for this \*

### EQUIPMENT

[illegible]

NOTES:

## MATERIALS

[illegible]

APPROVED BY:

Sign In Logs.xls

DATE: 5/20/2020

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# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 5/18/2020 <b>Completion Date:</b> 5/30/2020
<b>Location:</b> 144, 143		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Tile/Carpet/Mastic	439 square feet
Carpet/Mastic	154

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	UNIT PRICE		
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input checked="" type="checkbox"/> Within Existing Enclosure			
<input type="checkbox"/> Other:			

## Description of Work:

Mike Voss and Eric Johnson discussed added this work into existing enclosure through unit pricing.

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Bert J Rathkamp  
Site Supervisor (Contractor)

6/11/2020  
Date

Spencer West  
IEA Field Technician

6/11/2020  
Date



**DENNIS ENVIRONMENTAL OPERATIONS  
EXTRA WORK AUTHORIZATION FORM**

PROJECT NAME: Sheridan Hills Elem

DATE: 5.27.2020

CUSTOMER: Richfield School Dist

DAY: Wed.

DESCRIPTION OF WORK PERFORMED:

remove sink with suspected ACM coating in Rms 107, 112 & 114  
& put in dumpster  
1 man hour

**LABOR**

Employee	Task	Reg	OT	DT
Cindy Rathkamp		1		

**EQUIPMENT**

Equipment Name	Hours

**NOTES:**

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 \_\_\_\_\_  
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**MATERIALS**

Description	Quantity

APPROVED BY:

*[Signature]*

DATE:

5/27/2020

# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 5/27/2020 <b>Completion Date:</b> 5/27/2020
<b>Location:</b> 107,112,114		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Sink with black undercoating	3 sinks

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Cindy J Rathkamp	AW9894	1
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

## Description of Work:

Removed sinks with assumed ACM coating and put in dumpster. Non-friable removal.

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Bert J Rathkamp	6/11/2020	Spencer West	6/11/2020
Site Supervisor (Contractor)	Date	IEA Field Technician	Date





# DENNIS ENVIRONMENTAL OPERATIONS EXTRA WORK AUTHORIZATION FORM

PROJECT NAME:

Sheridan Hills Elm

DATE: 5.28.2020

CUSTOMER:

Richfield School Dist

DAY: Thursday

DESCRIPTION OF WORK PERFORMED:

demo out rest of wall to expose pipes - wrap & cut  
out pipes (wall between Rm 141-143) - remove mastic that was  
found under wall  
2-men hrs

## LABOR

[illegible]

## EQUIPMENT

[illegible]

NOTES:

12' TSI Domestic wrap - cut  
2 5g ft mastic at threshold

## MATERIALS

[illegible]

APPROVED BY:

*Sp. Vert*

DATE: 5/28/2020

# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 5/28/2020 <b>Completion Date:</b> 5/28/2020
<b>Location:</b> 141, 143		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Pipe and associated insulation	12 lineal feet
Mastic	2 square feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Kyle Lund	AS14271	1
<input type="checkbox"/> Mini Enclosure	Matthew Whipps	AS14219	1
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

## Description of Work:

Demolish remainder of wall to expose pipes. Wrap and remove out pipes. Removed mastic that was found under walls.

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Bert J Rathkamp  
Site Supervisor (Contractor)

6/11/2020  
Date

Spencer West  
IEA Field Technician

6/11/2020  
Date





PROJECT NAME:

DATE: 6.4.2020

**CUSTOMER:**

Richfield School Dist.

DAY: Thursday

DESCRIPTION OF WORK PERFORMED:

Removal of Tile/Mastic in Rm#250 - 12 sq ft total

2 man hours

## EQUIPMENT

[illegible][illegible]

**NOTES:**

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. In the lower-left area, there is a dark, circular object that appears to be a hole punch or a fastener. The paper has a slightly textured appearance.

## MATERIALS

[illegible]

APPROVED BY:

*Samuel*

DATE: 6/4/2020



# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/4/2020 <b>Completion Date:</b> 6/4/2020
<b>Location:</b> 250		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Floor Tile and Mastic	12 square feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Cynthia L Rathkamp	AW9894	2
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

## Description of Work:

Removal of tile/mastic using chemical solvent.

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Bert J Rathkamp  
Site Supervisor (Contractor)

6/11/2020  
Date

Spencer West  
IEA Field Technician

6/11/2020  
Date



**DENNIS ENVIRONMENTAL OPERATIONS**  
**EXTRA WORK AUTHORIZATION FORM**

PROJECT NAME: Sheridan Hills Elem.

DATE: 6.8.2020

CUSTOMER: Richfield

DAY: Monday

DESCRIPTION OF WORK PERFORMED:

DESCRIPTION OF WORK PERFORMED:  
Rm 150E- clean-up of ACM debris on ceiling & room  
wrap & remove pipe

2 man hours

## LABOR

[illegible]

### EQUIPMENT

[illegible]

**NOTES:**

10

## MATERIALS

[illegible]

**APPROVED BY:**

DATE: 1/9/2020

# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/8/2020 <b>Completion Date:</b> 6/8/2020
<b>Location:</b> 150E		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
ACM Pipe Fitting	2 Lineal Feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Jose Rene Sanchez Hernandez	AW12713	2
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

## Description of Work:

Cleanup of ACM debris on ceiling and floor. Wrap and remove pipe.

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Bert J Rathkamp  
Site Supervisor (Contractor)

6/11/2020  
Date

Spencer West  
IEA Field Technician

6/11/2020  
Date



**DENNIS ENVIRONMENTAL OPERATIONS**  
**EXTRA WORK AUTHORIZATION FORM**

PROJECT NAME: Sheridan Hills Elem

DATE: 6.8.2020

CUSTOMER: Richfield School Dist

DAY: Monday

DESCRIPTION OF WORK PERFORMED:

Rm 113 - 30 sq ft Carpet/Tile/Mastic

2 man hours

LABOR

[illegible]

### EQUIPMENT

[illegible]

**NOTES:**

Blank lined paper with a binder hole on the left.

## MATERIALS

[illegible]

APPROVED BY:

DATE: 6/1/2023

# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/8/2020 <b>Completion Date:</b> 6/8/2020
<b>Location:</b> 113		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Floor Tile/Carpet/Mastic	3 square feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Felipe Becerra	AW4466	1
<input type="checkbox"/> Mini Enclosure	Matthew Whipps	14219	1
<input type="checkbox"/> Full Enclosure			
<input checked="" type="checkbox"/> Within Existing Enclosure			
<input type="checkbox"/> Other:			

## Description of Work:

Flooring beneath casework removed within existing enclosure for chalkboard adhesive.

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Bert J Rathkamp  
Site Supervisor (Contractor)

6/11/2020  
Date

Spencer West  
IEA Field Technician

6/11/2020  
Date



**DENNIS ENVIRONMENTAL OPERATIONS  
EXTRA WORK AUTHORIZATION FORM**

PROJECT NAME: Sheridan Hills Elem

DATE: 6.10.2020

CUSTOMER: Richfield Schools

DAY: Wednesday

DESCRIPTION OF WORK PERFORMED:

Custodian Closet - 60 sqft of Tile / mastic to be removed

3 man hours

**LABOR**

Employee	Task	Reg	OT	DT

**EQUIPMENT**

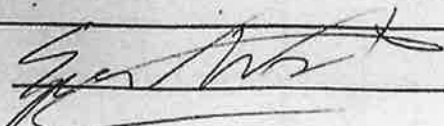
Equipment Name	Hours

**NOTES:**

**MATERIALS**

Description	Quantity

APPROVED BY:



DATE: 6/10/2020

# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/10/2020 <b>Completion Date:</b> 6/10/2020
<b>Location:</b> North Hallway Custodian Closet		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Floor tile/mastic	60 square feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Cynthia L Rathkamp	AW9894	3
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

## Description of Work:

NACM floor tile removed, ACM mastic abated with chemical solvent

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Bert J Rathkamp      6/11/2020  
**Site Supervisor (Contractor)      Date**

Spencer West      6/11/2020  
**IEA Field Technician      Date**



## DENNIS ENVIRONMENTAL OPERATIONS EXTRA WORK AUTHORIZATION FORM

PROJECT NAME: Sheridan Hills Elem

DATE: 6.3.2020 - 6.11.2020

CUSTOMER: Richfield School Dist

DAY: WED - Thursday

**DESCRIPTION OF WORK PERFORMED:**

Rm 109 - 609 sq ft Carpet/Tile/  
Rm 138 - 267 sq ft 3 layers Tile/Mastic (Nurses office)  
Full containment - grinding mastic  
76 man hours

LABOR

[illegible]

## EQUIPMENT

[illegible]

**NOTES:**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. On the left edge, there is a circular punch hole, likely for a binder. The paper appears slightly aged or off-white. There are some faint, dark specks scattered across the surface, possibly dust or minor imperfections in the paper.

## MATERIALS

[illegible]

**APPROVED BY:**

DATE: 6/1/2020



# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/3/2020 <b>Completion Date:</b> 6/11/2020
<b>Location:</b> 138, 109		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Carpet/Tile	609 square feet
3 layers tile/mastic	267 square feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	various workers		76
<input type="checkbox"/> Mini Enclosure			
<input checked="" type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input type="checkbox"/> Other:			

## Description of Work:

Built a full containment and removed flooring and mastic via grinding.

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Bert J Rathkamp  
Site Supervisor (Contractor)

6/11/2020  
Date

Spencer West  
IEA Field Technician

6/11/2020  
Date



**DENNIS ENVIRONMENTAL OPERATIONS**  
**EXTRA WORK AUTHORIZATION FORM**

PROJECT NAME:

Sheridan Hills Elem.

DATE: 6.12.2020

**CUSTOMER:**

Richfield School Dist

DAY: Friday

DESCRIPTION OF WORK PERFORMED:

Rm 107 - 100 sqft of Tile/Mastic to be removed  
Rm 111 - 11 sqft of Carpet/Tile/Mastic to be removed

### 3 Hours

## LABOR

[illegible]

### EQUIPMENT

[illegible]

**NOTES:**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

## MATERIALS

[illegible]

**APPROVED BY:**

*Grace White*

DATE: 6/12/2020

# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/12/2020 <b>Completion Date:</b> 6/12/2020
<b>Location:</b> 107, 111		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Floor tile and mastic	60 square feet
Carpet, floor tile, and mastic	11 square feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Various Workers		3
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

## Description of Work:

Removal of flooring discovered under old casework using non-friable methods with hand tools and solvent.

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Bert J Rathkamp	6/12/2020	Spencer West	6/12/2020
Site Supervisor (Contractor)	Date	IEA Field Technician	Date



## PROJECT NAME:

DATE: 6.11.2020 - 6.17.2020

Richfield School Dist.

DAY: Thursday - WED.

Room 149 - 900sqft carpet-tile-mastic, 28ft of acm pipe insulation & 10sqft chalkboard adhesive to be removed - under full detachment ~~procedures~~ 72 hours

72 hours

[illegible][illegible]

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

**APPROVED BY:**

Gary White

DATE:

6/17/2020

# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/11/2020 <b>Completion Date:</b> 6/17/2020
<b>Location:</b> Room 149		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Carpet, floor tile, mastic	900 square feet
ACM Pipe Insulation	28 lineal feet
Chalkboard adhesive	10 square feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Various Workers		72
<input type="checkbox"/> Mini Enclosure			
<input checked="" type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input type="checkbox"/> Other:			

## Description of Work:

Carpet, floor tile, and mastic removed via solvent and hand tools. Chalkboard adhesive and pipe insulation also removed under full containment.

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Bert J Rathkamp  
Site Supervisor (Contractor)

6/17/2020  
Date

Spencer West  
IEA Field Technician

6/17/2020  
Date



## DENNIS ENVIRONMENTAL OPERATIONS EXTRA WORK AUTHORIZATION FORM

PROJECT NAME:

Sheridan Hills Elem

DATE: 6.16.2020 - 6.17.2020

**CUSTOMER:**

Richfield School Dist

DAY: Tuesday - Wednesday

**DESCRIPTION OF WORK PERFORMED:**

Hallway - (East/West 1<sup>st</sup> Fl by gym) 1200 sq ft tile/mastic  
to be removed - must be done in 3 or 4 sections  
to allow for access to classrooms/gym at all times  
(70 man hours)

## LABOR

[illegible]

## EQUIPMENT

[illegible]

NOTES:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

## MATERIALS

[illegible]

**APPROVED BY:**

Sp. 1/2 W. 1/2

DATE: 6/17/2020

# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/16/2020 <b>Completion Date:</b> 6/17/2020
<b>Location:</b> South First Floor Hallway		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Floor Tile and Mastic	1200 square feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Various Workers		70
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

## Description of Work:

South hallway abated in sections using critical barriers, splash guards, hand tools, and solvent. Completed in 5 sections to allow for access to classrooms/gyms.

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Bert J Rathkamp  
Site Supervisor (Contractor)

6/17/2020  
Date

Spencer West  
IEA Field Technician

6/17/2020  
Date





## DENNIS ENVIRONMENTAL OPERATIONS EXTRA WORK AUTHORIZATION FORM

PROJECT NAME:

Sheridan Hill Elm

DATE: 6.12.2020 - 6.16.2020

**CUSTOMER:**

Richfield School Dist

DAY: Friday - Tuesday

**DESCRIPTION OF WORK PERFORMED:**

Removal of ACM insulation on low pressure steam & Condensate.

Rm - 144 - 10ft	145 - 8 ft	pre-clean, glove bags,
146 - 11ft	147 - 9 ft	wrap & cut out
148 - 30ft		

17 man hours

## LABOR

[illegible]

## EQUIPMENT

[illegible]

NOTES:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

## MATERIALS

[illegible]

**APPROVED BY:**

Sp. Work

DATE:

6/17/2020



# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/12/2020 <b>Completion Date:</b> 6/16/2020
<b>Location:</b> 144, 145, 146, 147, 148		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
ACM Pipe Insulation on low pressure steam & condensate	68 lineal feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input checked="" type="checkbox"/> <b>Glovebag</b> How Many <u>  3  </u>	Various Workers		17
<input type="checkbox"/> <b>Mini Enclosure</b>			
<input type="checkbox"/> <b>Full Enclosure</b>			
<input type="checkbox"/> <b>Within Existing Enclosure</b>			
<input type="checkbox"/> <b>Other:</b>			

## Description of Work:

Removal of pipe insulation in several classrooms utilizing pre-clean, glovebags, and wrap-and-cut. 3 of the rooms utilized 1 glove bag and wrap and cut, others were wrap and remove.

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Bert J Rathkamp

6/17/2020

Site Supervisor (Contractor)

Date

Spencer West

6/17/2020

IEA Field Technician

Date



## PROJECT NAME:

DATE: WED.

Richfield Schools

DAY: 6-17-2020

35 sq ft Tile/Mastic in small hallway by Rm 113  
3 Staff Rest Room

1 1/2 man hours

[illegible][illegible]

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

[illegible]

**APPROVED BY:**

DATE: 6/17/2020

# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/17/2020 <b>Completion Date:</b> 6/17/2020
<b>Location:</b> 113 Hallway		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Floor Tile and Mastic	36 square feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Cynthia L Rathkamp	AW9894	1.5
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

## Description of Work:

Non-friable removal of floor tile and mastic in small hallway section outside Room 113.

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Bert J Rathkamp  
Site Supervisor (Contractor)

6/17/2020  
Date

Spencer West  
IEA Field Technician

6/17/2020  
Date



# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/24/2020 <b>Completion Date:</b> 6/24/2020
<b>Location:</b> Gym Storage Room		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
ACM Pipe Insulation	2 lineal feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Various		4
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

## Description of Work:

Demolition of ceiling to access for above ceiling cleanup in storage room off of gym. Cleanup of loose material.

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Bert J Rathkamp      6/24/2020  
 Site Supervisor (Contractor)      Date

Spencer West      6/24/2020  
 IEA Field Technician      Date



# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b> 6/26/2020 <b>Completion Date:</b> 6/26/2020
<b>Location:</b> Gym Storage Room		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
NACM Ceiling	30 Square Feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input type="checkbox"/> Glovebag      How Many _____	Various workers		6
<input type="checkbox"/> Mini Enclosure			
<input type="checkbox"/> Full Enclosure			
<input type="checkbox"/> Within Existing Enclosure			
<input checked="" type="checkbox"/> Other:			

## Description of Work:

Demolition out of the remainder of the ceiling in storage room off of gym.

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Bert J Rathkamp

6/26/2020

Site Supervisor (Contractor)

Date

Spencer West

6/26/2020

IEA Field Technician

Date



**DENNIS ENVIRONMENTAL OPERATIONS**  
**EXTRA WORK AUTHORIZATION FORM**

**PROJECT NAME:**

Sheridan Hills fem

DATE: 7.6.2020

**CUSTOMER:**

Richfield School Dist.

DAY: Monday

**DESCRIPTION OF WORK PERFORMED:**

Demo out section of wall to access area that needs to be abated (at 2 columns) (RMS #146)  
abate pipe by glovebag - using ~~the~~ glovebag procedures  
15 hours

15 hours

## LABOR

[illegible]

## EQUIPMENT

[illegible]

NOTES:

## MATERIALS

[illegible]

ROVED BY:

James White

DATE: 7/6/2020

# Extra Work Information Sheet

<b>Project Name:</b> 2020 Asbestos Removal	<b>Project Number:</b> 202010167	<b>Phase Number:</b> X	<b>Start Date:</b>
		<b>Completion Date:</b>	
<b>Location:</b> 144, 146		<b>On-Site Technician:</b> Spencer West	

Material Type	Amount
Pre-formed pipe insulation	4 feet

Removal Method	Worker(s) Name(s)	W/S	Hours
<input checked="" type="checkbox"/> <b>Glovebag</b> How Many <u>  2  </u>	Bert J Rathkamp	AS1026	5
<input type="checkbox"/> <b>Mini Enclosure</b>	Cynthia L Rathkamp	AW9894	5
<input type="checkbox"/> <b>Full Enclosure</b>	Matthew Whipps	AW14219	5
<input type="checkbox"/> <b>Within Existing Enclosure</b>			
<input type="checkbox"/> <b>Other:</b>			

## Description of Work:

Demo out section of wall chase to access area that needs to be abated at two columns. Abate pipe with glovebag using wet methods. 1 glovebag per room. Durations sampled for each glovebag. 2 lineal feet or less per room.

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Bert J Rathkamp	7/6/2020	Spencer West	7/6/2020
<b>Site Supervisor (Contractor)</b>	<b>Date</b>	<b>IEA Field Technician</b>	<b>Date</b>



**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.K.**

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

**Regular Meeting, September 21, 2020**

**Subject: Donations**

(Recommended by the Superintendent)

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

**Richfield Senior High School** received a donation of \$10.00 through the Target employee contribution program.