

## 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, February 22, 2022**  
**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. Student Support Services Presentation
    - 2. Activities Update
    - 3. Schools & COVID-19 Update
  - C. Commendation
- IV. CONSENT AGENDA
  - A. Routine Matters
    - 1. Minutes of the regular meeting held February 7, 2022
    - 2. General Disbursements as of 2/16/22 in the amount of \$286,399.03
  - B. Personnel Items
- V. OLD BUSINESS
  - A. Policy 202 – School Board Member Code of Ethics
  - B. Policy 204 – Board Member Orientation and Development
- VI. NEW BUSINESS
  - A. Policy 206: Negotiations with Employee Groups
  - B. Policy 207: The Superintendent - School Board Working Relationship
  - C. Authorization for Purchase of Passenger Vehicles

D. Sheridan Hills Change Order #31

E. RMS Change Order #28

F. Resolution Approving Cooperative Sponsorship Agreement

G. Donations

## VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

3-7-2022	7:00 p.m.	Regular Board Meeting
3-21-2022	7:00 p.m.	Regular Board Meeting - Public Comment

D. Suggested/Future Agenda Items

## VIII. ADJOURN REGULAR MEETING

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

**Agenda Item III.B.**

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

**Regular Meeting, February 22, 2022**

**Subject: Superintendent Update**

Director of Student Support Services Christina Gonzalez will provide a presentation. Activities Director Jared Ellerson will give an update. Superintendent Unowsky will present an update on schools in the pandemic.

**Attached:**

Ongoing Acronym Reference List  
Student Support Services Presentation  
Activities Update Presentation  
Schools & COVID-19 Update Presentation

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

**Agenda Item III.B.**

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

**Regular Meeting, February 22, 2022**

**Subject: Ongoing Acronym Reference List**

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

ADA:	Americans with Disabilities Act
A.I.:	American Indian
AIPAC:	American Indian Parent Advisory Committee
AP:	Advanced Placement
BIPOC:	Black, Indigenous, and People of Color
CDC:	Centers for Disease Control
CIS:	College in the Schools
CLSD:	Comprehensive Literacy State Development
ECSE:	Early Childhood Special Education
EL or ELL:	English Learner or English Language Learner
HR:	Human Resources
LGBTQ+ or LGBTQIA+:	Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others
MAP:	Measure of Academic Progress
MCA:	Minnesota Comprehensive Assessments
MDE:	Minnesota Department of Education
MDH:	Minnesota Department of Health
MIEA:	Minnesota Indian Education Association
MLL:	Multilingual Learning
MnDOT:	Minnesota Department of Transportation
MSBA:	Minnesota School Boards' Association
NSPRA:	National School Public Relations Association
OSHA:	Occupational Safety and Health Administration
PD:	Professional Development
RCEP:	Richfield College Education Program
RDLS:	Richfield Dual Language School
RHS:	Richfield High School
RMS:	Richfield Middle School
RPS:	Richfield Public Schools
SEC:	South Education Center

SEL:	Social-Emotional Learning
SPED:	Special Education
SRTS:	Safe Routes to School
STAT:	Student-Teacher Assistance Team
STEM:	Science, Technology, Engineering, and Math
VPK:	Voluntary PreKindergarten

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## **RPS Board Presentation**

### **Student Support Services**

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**February 2022**

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# Student Support Services Overview

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**RICHFIELD**  
PUBLIC SCHOOLS

- School social workers, school counselors, student engagement specialists and outreach workers, and Richfield Health Resource Center Coordinator
  - Multi-tiered systems of support for Social Emotional Learning
  - Safe and Supportive Schools Committees
  - Richfield Latino Family Association
  - Parent/Guardian Education Engagement
  - Richfield Health Resource Center
  - School based mental health services
  - Community agency partnerships
  - Crisis and risk assessment and support
  - Gender inclusion support and oversight

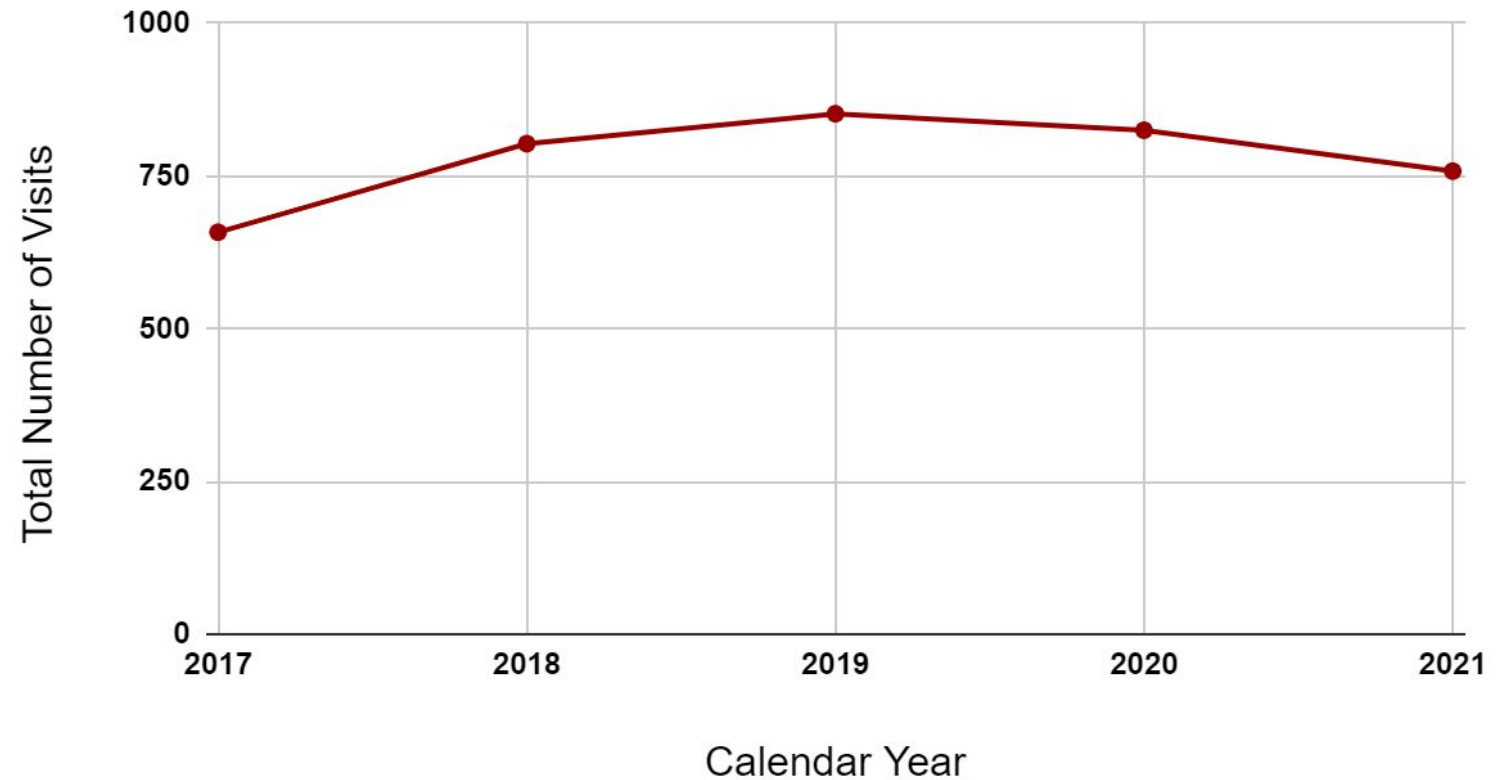


# Student Support Services Work-To-Date



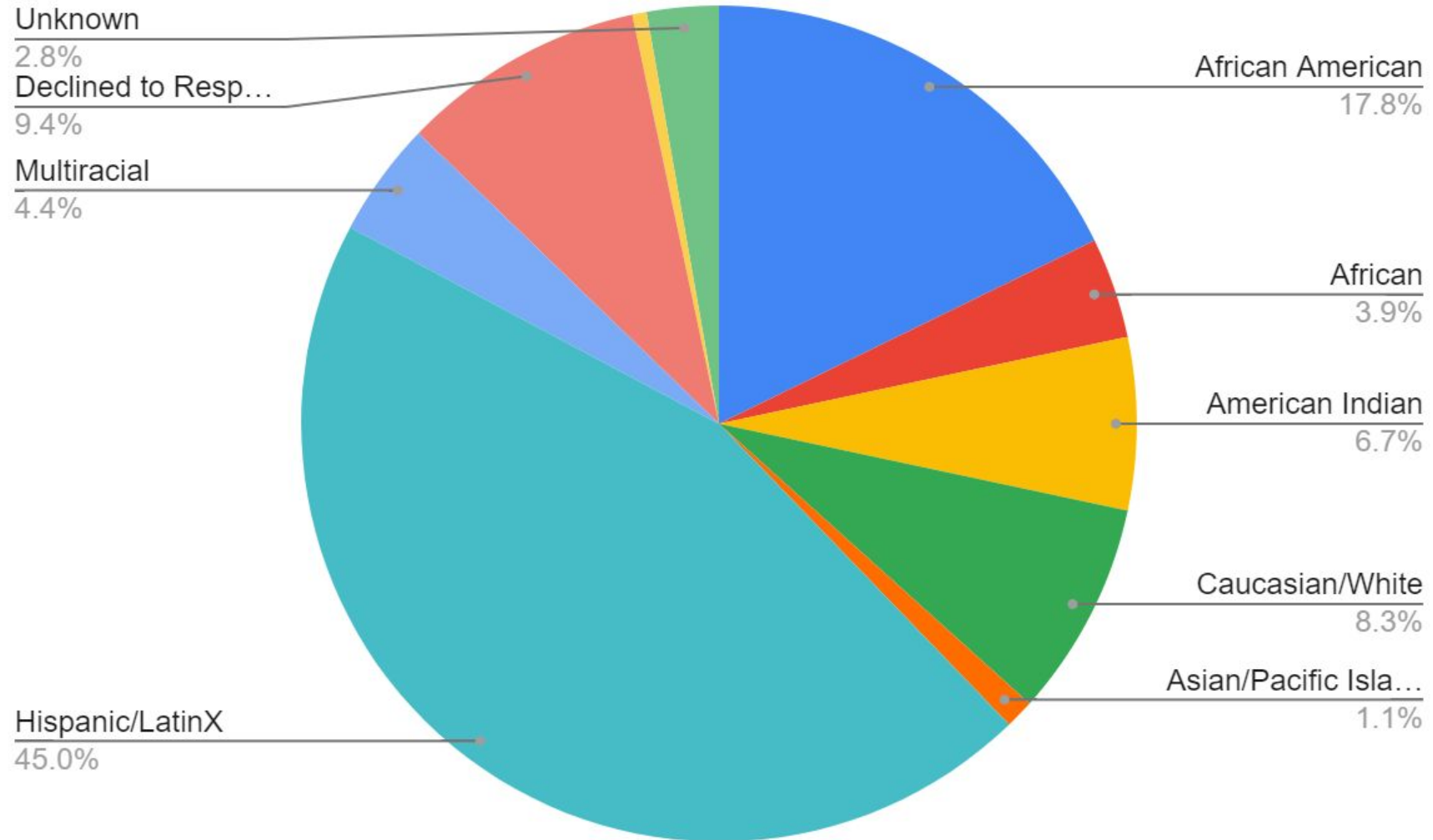
- 2017: 658 Total Visits
  - Avg: 55/month
- 2018: 803 Total Visits
  - Avg: 68/month
- 2019: 852 Total Visits
  - Avg: 71/month
- 2020: 825 Total Visits
  - Avg: 69/month
- 2021: 758 Total Visits
  - Avg: 63/month

## RHRC Utilization By Year



# 2021 Patient Demographics

## Race/Ethnicity



# School Year 2021-22 SEL Work



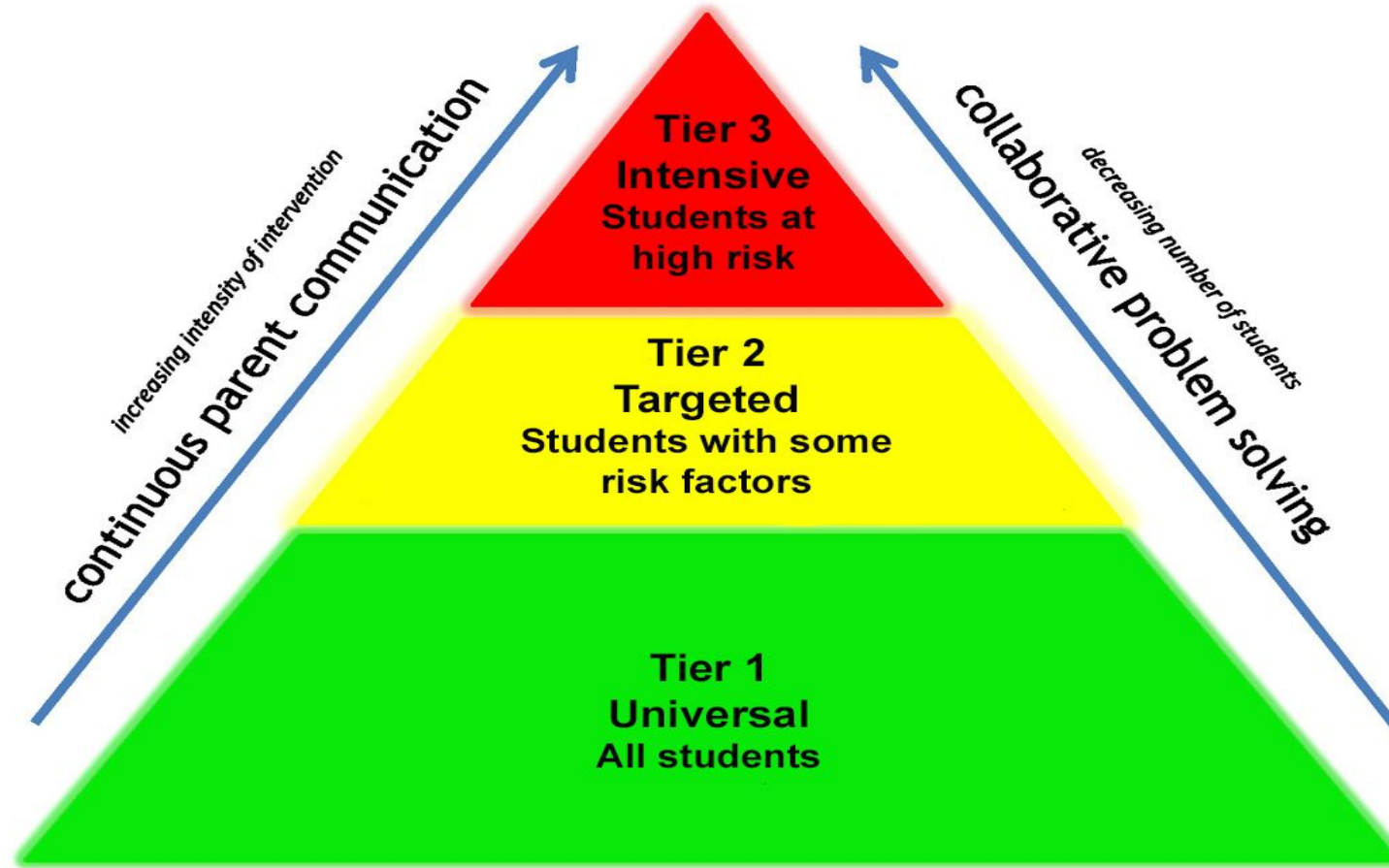
**RICHFIELD**  
PUBLIC SCHOOLS

- Update the RPS Handbook
- MN Student Survey
- Building and District Level Data Dialogue meetings with leadership
  - Attendance
  - Behavior
  - Achievement
- Safe and Supportive Schools Committees
- Equity + Gender Inclusion Policy & Guidelines
- Richfield Latino Family Association
- Conscious Discipline
- School Wide Behavior Expectations (SWBE)
- Second Step (K-8)
- Crisis/Risk Response & Assessment
- Threat Assessment
- System building of minor behavior tracking (Hoonuit/Qualtrics)

# Multi-Tiered System of Supports



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A continuum (Tiers 1, 2, 3) of integrated social, emotional, and behavioral instructional and intervention supports that are evidence-based and culturally and linguistically responsive

-Center on Multi-Tiered Systems of Support

# Tier 1 - SEL Core Principles

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- Effectively teach appropriate behavior to ALL children
- Intervene early before unwanted behaviors escalate
- Use research-based, scientifically validated interventions (SWBE, Conscious Discipline, Second Step)
- Monitor student progress
- Use data to make decisions (Hoonuit)

# Conscious Discipline Overview - Tier 1

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- Calm meets calm.
- When we understand the brain state model, we can clearly see the importance of building systems on the core principles of **safety (Survival State), connection (Emotional State)** and **problem-solving (Executive State)**.
- Conflict is an opportunity to teach skills.
- All behavior is a form of communication.

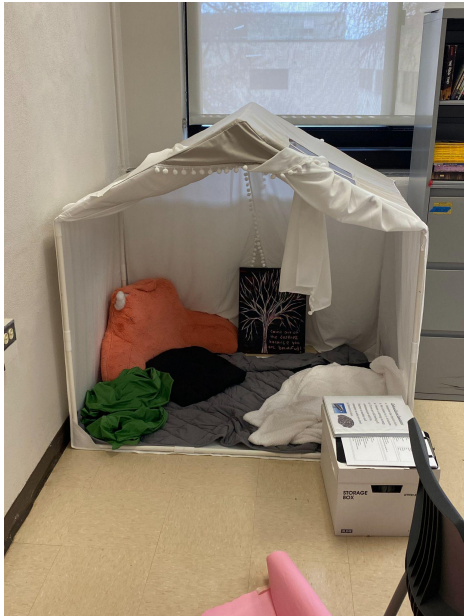


# Conscious Discipline Focus - The Power of Perception

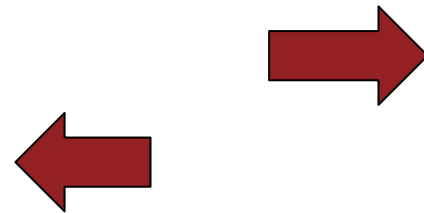


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- Using breathing strategies to calm (Drain, Balloon, Pretzel, S.T.A.R. - Smile, Take a deep breath, And Relax)
- Uploading calm in ourselves and downloading calm in our students
- Implementing Safe Places in the classroom (February '22)
- How to use OOPS (Our Opportunity to Problem Solve) and QTIP (Quit Taking it Personally) with colleagues and students (April '22)



**A Safe Place at  
Sheridan Hills**



**A Safe Place at  
Richfield High School**



**A Safe Place at  
Richfield Middle School**



# School Wide Behavior Expectations - Tier I



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- Focuses on what TO DO
- Behaviors defined and taught
  - 3-5 positively stated expectations
- Aligned with creating a positive school climate
- Effective for about 75-90% of the students
- Provides guidelines to teachers on how to:
  - Increase and maintain positive behaviors
  - Respond to challenging behavior
  - Prevent future problems



## Second Step K-8 - Tier I

- Evidence based
- Aligned to SEL standards
- Delivered by teachers
- Provides a school-wide, shared common language
- Teaches:
  - Elementary: emotion management; empathy and kindness; problem solving
  - Secondary: recognizing bullying & harassment, thoughts, emotions & decisions, managing relationships & social conflict

# Thank you

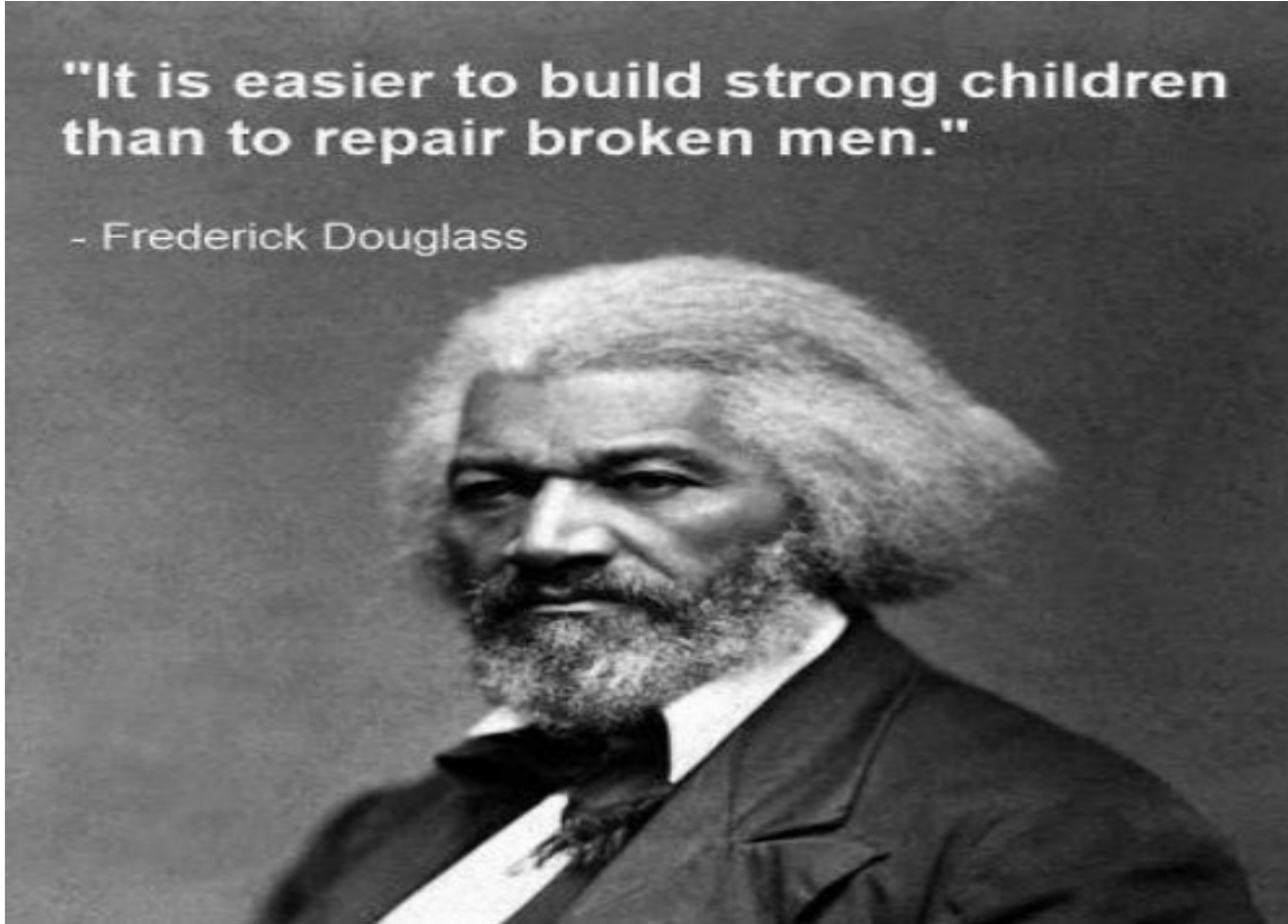
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**RICHFIELD**  
PUBLIC SCHOOLS

**"It is easier to build strong children  
than to repair broken men."**

- Frederick Douglass



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**PUBLIC SCHOOLS**

**QUESTIONS**

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# **Richfield Public Schools Athletics & Activities Educational Benefits and Winter Review**

February 22, 2022

# Educational Benefits and Student Athletes (Free/Reduced Lunch)

<b>Benefits</b>	<b>Free Benefits</b>	<b>Reduced Benefits</b>	<b>Regular Benefits</b>	<b>Scholarship</b>
<b>Fall 2020*</b>	31% (85/274)	10% (28/274)	59% (161/274)	27
<b>Winter 2021-2022*</b>	15% (30/196)	4% (8/196)	80% (158/196)	6
<b>Spring 2022*</b>	12% (21/175)	7% (12/175)	81% (142/175)	14
<b>Fall 2021</b>	28% (112/401)	8% (33/401)	64% (256/401)	23
<b>Winter 2021-2022**</b>	30% (61/208)	7% (15/208)	63% (132/208)	11

\*There were no RMS sports, so this data is for Varsity Sports only.

\*\*RMS Basketball not included, registrations are not completed and the percentage for F/R will increase with their registrations.

# Rates per Board Policy 651.2

<b>Sport</b>	<b>Free Rate (50% off)</b>	<b>Reduced Rate (25% off)</b>	<b>Regular Rate</b>
Cross Country, Soccer	\$84	\$126	\$168
Football, Gymnastics, Wrestling	\$105	\$157.50	\$210
Alpine, Competitive Dance, Nordic Ski, Swim & Dive	\$98	\$147	\$196
Baseball, Golf, Softball, Synchronized Swimming, Track and Field, Volleyball	\$91	\$136.50	\$182
Basketball	\$126	\$189	\$252
Cheerleading, Performance Dance	\$47.50	\$71.25	\$95
Tennis	\$77	\$115.50	\$154
Hockey	\$119	\$178.50	\$238
All RMS Athletics	\$47.50	\$71.25	\$95

# Payment Options Available to All

- Pay in full based on Educational Benefits
  - Free Status (50% off)
  - Reduced Status (25% off)
  - Regular Status (no discount)
- Payment Plan
  - Pay a minimum of \$25 when registering and then divide up the remaining balance throughout the school year or season
- Reduced Fee Form
  - A family requests a reduced fee and shares what they can pay.
    - Some families pay \$0, for a full scholarship
    - Some pay \$50, for a partial scholarship
- All Homeless/Highly Mobile Students are allowed to participate for \$0.
  - Activities Office works with social workers to make sure HHM students participate without fees for athletics and fine arts activities

# Information on Payment Options Available...

- On registration forms through [www.schoolpay.com](http://www.schoolpay.com)
- Shared during the 8th grade athletic informational meeting in the spring
- Shared at RHS during the fall sports meeting during WIN time in the spring
- Information is emailed to all RMS and RHS students about registration and payment options, including scholarships
- During registration when students meet with office personnel all options are offered, including payment plans, reduced fees, and scholarships
- Coaches share registration information and payment options with players and parents during pre-season meetings



# Additional Ideas...

- New student orientation materials
- Welcome Center - August event
- Website

# Looking ahead...Spring Season

- New Head Coaches
  - Baseball - John Webb
  - Track and Field, Girls - Beth Johnson
- Synchronized Swim Co-Op w/ AHA



# Questions & Comments

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**R**

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**PUBLIC SCHOOLS**

## **Schools & COVID-19 Update**

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*2/22/22*

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# Pandemic Status Update (as of 2/17/22)

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- Case rates (7 day total new cases per 100k population)
  - Richfield: 200
- RPS confirmed cases: 57 in the last 14 days
- Vaccination rates for Richfield (at least one dose)
  - Ages 5-11: 49%
  - Ages 12-15: 87%
  - Ages 16-17: 71%
  - Ages 18-49: 88%



Our priority continues to be to keep schools open and students present as much as possible for in-person learning. These strategies are helping us do that:

- Updated quarantine guidance from the CDC
  - Students and staff can return to school after a 5 day quarantine/isolation in most cases
- Continued adherence to Policy 548: COVID-19 Face Covering
  - When all individuals in close contact with another remain masked, they do not need to quarantine in the case of a positive COVID test
  - Without universal masking, we would have to enforce different rules for individuals returning from a COVID quarantine/isolation
- Limiting visitors to school buildings

# Moving from Pandemic to Endemic

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- Cities beginning to remove vaccination mandates
- COVID cases dropping significantly; hospitalizations beginning to decrease
- Cities/schools beginning to remove mask mandates
  - We will monitor very closely the impact of mask mandate removal on surrounding districts' ability to remain open and staff their programs

# Coming Up

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**RICHFIELD**  
PUBLIC SCHOOLS

- March 3: RHS and RMS combined band concert, 7 p.m.
- March 9: RMS tour for Grade 5 students
- March 10: RHS conferences, 4 – 8 p.m.
- March 16: Fire & Ice Coronation, 9:30 a.m.
- March 19: Fire & Ice Dance, 8 p.m.
- March 28 – April 1: Spring Break





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**RICHFIELD**  
**PUBLIC SCHOOLS**

**Questions/Comments**

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

**Agenda Item III.C.**

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

**Regular Meeting, February 22, 2022**

**Subject: Commendation**

School Board Member Recognition Week is being celebrated February 21-25 throughout Minnesota. RPS commends all our school board members for the important role they play in serving the students of Richfield.

Our board members help make decisions that have a tremendous impact on our children's futures and the quality of life in our community. RPS recognizes the importance of this civic duty. School board membership is one of the most personally demanding forms of public service. The members of the school board spend countless hours preparing for and participating in their monthly meetings. They also devote a great deal of time to studying education issues and laws and listening to the concerns of parents and teachers. In fact, they never are completely "off the job" as board members.

Thank you to all six board members, this week and every week!

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	303590	01/13/2022	ALLIED PROFESSIONALS, INC.	R	708.00
01	303591	01/13/2022	ANDERSON ALEXUS	R	35.00
01	303592	01/13/2022	APPLE INC.	R	6,995.00
01	303593	01/13/2022	APPRIZE TECHNOLOGIES	R	300.00
01	303594	01/13/2022	BARBELN BRIAN	R	64.00
01	303595	01/13/2022	BERG JASON	R	82.00
01	303596	01/13/2022	BIX FRUIT COMPANY	R	4,419.43
01	303597	01/13/2022	BCBS OF MINNESOTA & BLUE PLUS	R	10,340.00
01	303598	01/13/2022	BOHL STEVE	R	82.00
01	303599	01/13/2022	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	303600	01/13/2022	BSN SPORTS, LLC	R	1,709.97
01	303601	01/13/2022	BUCK HILL INC.	R	8,840.00
01	303602	01/13/2022	CASEY MICHAEL TODD	R	82.00
01	303603	01/13/2022	CATALYST BUYING GROUP LLC	R	842.49
01	303604	01/13/2022	CHOUNARD DYLAN	R	101.00
01	303605	01/13/2022	CITY OF RICHFIELD	R	7,054.93
01	303606	01/13/2022	COMCAST BUSINESS	R	541.35
01	303607	01/13/2022	COMMERCIAL KITCHEN	R	864.50
01	303608	01/13/2022	CUB FOODS	R	260.65
01	303609	01/13/2022	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	303610	01/13/2022	DIGITAL INSURANCE LLC	R	3,607.00
01	303611	01/13/2022	EDUCATORS BENEFIT CONSULTANTS LLC	R	456.35
01	303612	01/13/2022	FINANGER PHILLIP J	R	70.00
01	303613	01/13/2022	FUN EXPRESS LLC	R	35.51
01	303614	01/13/2022	GORDON M. COONS	R	200.00
01	303615	01/13/2022	GUIDARELLI JOE	R	82.00
01	303616	01/13/2022	HAAS MUSICAL INSTRUMENT REPAIR, INC	R	133.00
01	303617	01/13/2022	HALL CHARLES	R	64.00
01	303618	01/13/2022	HARRIS PAUL	R	64.00
01	303619	01/13/2022	HASTINGS CREAMERY LLC	R	10,432.86
01	303620	01/13/2022	HOUSE OF PRINT	R	2,786.41
01	303621	01/13/2022	HOWARD PHILLIP	R	101.00
01	303622	01/13/2022	INTERMEDIATE DISTRICT 287	R	101,474.22
01	303623	01/13/2022	JOINER KESWIC	R	82.00
01	303624	01/13/2022	LARKIN RICHARD	R	82.00
01	303625	01/13/2022	LOFFLER COMPANIES	R	453.00
01	303626	01/13/2022	MTI ENTERPRISES INC	R	1,435.00
01	303627	01/13/2022	MULTILINGUAL WORD INC	R	164.00
01	303628	01/13/2022	NATALIE D RASMUSSEN	R	7,000.00
01	303629	01/13/2022	NEW DOMINION SCHOOL	R	4,208.48
01	303630	01/13/2022	NUSS TRUCK & EQUIPMENT	R	4,429.00
01	303631	01/13/2022	OKEY CHRIS	R	100.00
01	303632	01/13/2022	INNOCENT TECHNOLOGIES LLC	R	18,750.00
01	303633	01/13/2022	PEARSON CLIFTON	R	64.00
01	303634	01/13/2022	SCHMITT MUSIC CREDIT	R	86.00
01	303635	01/13/2022	SETON	R	1,345.37
01	303636	01/13/2022	SLATER TOM	R	101.00
01	303637	01/13/2022	THUROW BENNETT	R	101.00
01	303638	01/13/2022	TRA	R	5.00

01	303639	01/13/2022	TRIO SUPPLY COMPANY	R	2,137.45
01	303640	01/13/2022	UNITED HEALTHCARE INSURANCE CO	R	503.63
01	303641	01/13/2022	UNITED HEALTHCARE/AARP MEDICARE RX	R	101.20
01	303642	01/13/2022	UNITED HEARTHCARE /AARP MEDICARE RX	R	101.20
01	303643	01/13/2022	UPPER LAKES FOODS	R	29,369.85
01	303644	01/14/2022	ALL FLAGS LLC	R	381.82
01	303645	01/14/2022	BIX FRUIT COMPANY	R	2,846.79
01	303646	01/14/2022	COMMERCIAL KITCHEN	R	420.00
01	303647	01/14/2022	DICK BLICK COMPANY	R	35.60
01	303648	01/14/2022	FILLMYRECIPE LLC	R	299.80
01	303649	01/14/2022	LOFFLER COMPANIES	R	187.00
01	303650	01/14/2022	MASPA/STATE NEGOTIATORS	R	255.00
01	303651	01/14/2022	MENARDS - RICHFIELD	R	419.97
01	303652	01/14/2022	OCCUPATIONAL MEDICINE CONSULTANTS	R	117.00
01	303653	01/14/2022	PAN O GOLD BAKING CO	R	456.84
01	303654	01/14/2022	TRIO SUPPLY COMPANY	R	170.89
01	303655	01/14/2022	UPPER LAKES FOODS	R	12,249.66
01	303656	01/25/2022	MTN-METROPOLITAN TRANSP NETWORK	R	253,469.00
01	303657	01/25/2022	SEPTRAN STUDENT TRANSPORTATION	R	6,240.00
01	303658	01/25/2022	TWIN CITY TRANSPORTATION	R	53,875.54
01	303660	01/25/2022	AMAZON.COM SYNCB/AMAZON	R	2,468.79
01	303661	01/25/2022	ALL FURNITURE INC	R	1,029.24
01	303662	01/25/2022	ATHLETIC PERFORMANCE SOLUTIONS -APS	R	4,900.00
01	303663	01/25/2022	BRAUN INTERTEC CORP	R	466.50
01	303664	01/25/2022	CORVAL CONSTRUCTORS, INC.	R	98,133.32
01	303665	01/25/2022	ICS CONSULTING, LLC (DBA: ICS)	R	8,751.51
01	303666	01/25/2022	INSTITUTE FOR ENVIROMENTAL	R	1,589.60
01	303667	01/25/2022	METROPOLITAN MECHANICAL CONTRACTORS	R	427.58
01	303668	01/25/2022	ROCHON CORPORATION MINNESOTA	R	29,066.56
01	303669	01/25/2022	SHAW-LUNDQUIST ASSOCIATES, INC.	R	34,537.72
01	303670	01/25/2022	SHERWIN WILLIAMS CO	R	133.93
01	303671	01/25/2022	INDIGO SIGNWORKS, INC.	R	28,306.71
01	303672	01/25/2022	TWIN CITY ACOUSTICS, INC.	R	1,853.20
01	303673	01/25/2022	TWIN CITY HARDWARE	R	18,788.56
01	303674	01/25/2022	WOLD ARCHITECTS AND ENGINEERS	R	5,174.81
01	303675	01/27/2022	A.J. MOORE ELECTRIC, INC.	R	178.75
01	303676	01/27/2022	AUTO ELECTRIC OF BLOOMINGTON INC	R	139.95
01	303677	01/27/2022	BAGLIEN, RACHEL A	R	195.50
01	303678	01/27/2022	BATTERIES R US	R	2,299.96
01	303679	01/27/2022	BEN FRANKLIN ELECTRIC INC	R	1,460.00
01	303680	01/27/2022	BCBS OF MINNESOTA & BLUE PLUS	R	251.50
01	303681	01/27/2022	BRIGHT MORNING CONSULTING INC.	R	650.00
01	303682	01/27/2022	BSI MECHANICAL, INC.	R	371.00
01	303683	01/27/2022	CANON USA	R	4,166.53
01	303684	01/27/2022	CAPTIVATE MEDIA & CONSULTING	R	1,488.00
01	303685	01/27/2022	CARQUEST AUTO PARTS	R	261.85
01	303686	01/27/2022	CENTURYLINK	R	213.00
01	303687	01/27/2022	COOPERATIVE EDUCAT SERV AGENCY 5	R	3,900.00
01	303688	01/27/2022	CINTAS CORPORATION NO 2	R	365.72
01	303689	01/27/2022	COMCAST	R	305.36

01	303690	01/27/2022	CONTINENTAL RESEARCH CORP	R	2,146.69
01	303691	01/27/2022	DICKS LAKEVILLE SANITATION INC	R	7,233.99
01	303692	01/27/2022	DOOR SERVICE COMPANY OF THE TWIN CI	R	292.50
01	303693	01/27/2022	ECOLAB INC	R	577.66
01	303694	01/27/2022	EHLERS & ASSOCIATES	R	1,500.00
01	303695	01/27/2022	FILLMYRECIPE LLC	R	217.90
01	303696	01/27/2022	FRIDLEY HIGH SCHOOL	R	250.00
01	303697	01/27/2022	GALLUP ORGANIZATION	R	7,900.00
01	303698	01/27/2022	H&B SPECIALIZED PRODUCTS INC	R	13,245.00
01	303699	01/27/2022	HILLYARD	R	2,979.80
01	303700	01/27/2022	HOPE CHURCH	R	14,413.77
01	303701	01/27/2022	HR SIMPLIFIED INC.	R	596.00
01	303702	01/27/2022	IDEAL ENERGIES LLC	R	992.09
01	303703	01/27/2022	IIX INSURANCE INFORMATION EXCHANGE	R	56.20
01	303704	01/27/2022	INNOVATIVE OFFICE SOLUTIONS LLC	R	2,207.89
01	303705	01/27/2022	KINECT ENERGY INC	R	54,121.97
01	303706	01/27/2022	LANGUAGE LINE SERVICE	R	1,050.35
01	303707	01/27/2022	LOFFLER COMPANIES	R	99.00
01	303708	01/27/2022	MASSP-MN ASSOCIATION	R	443.00
01	303709	01/27/2022	MICHAEL THUNDER	R	200.00
01	303710	01/27/2022	MID MINNESOTA STORAGE	R	3,399.00
01	303711	01/27/2022	REGENTS OF THE UNIVERSITY OF MN	R	3,547.56
01	303712	01/27/2022	MINNESOTA MEMORY, INC.	R	1,425.00
01	303713	01/27/2022	MINUTEMAN PRESS EDINA	R	519.36
01	303714	01/27/2022	MN FCCLA	R	119.00
01	303715	01/27/2022	NEW LIFE ENTERPRISE	R	360.00
01	303716	01/27/2022	NORTH HIGH SCHOOL	R	150.00
01	303717	01/27/2022	NORTHFIELD HIGH SCHOOL	R	275.00
01	303718	01/27/2022	NOVACARE REHABILITATION	R	7,667.00
01	303719	01/27/2022	PREMIUM WATERS INC	R	30.00
01	303720	01/27/2022	PRIMEX WIRELESS INC	R	5,169.50
01	303721	01/27/2022	READ TO THEM, INC.	R	3,198.65
01	303722	01/27/2022	REGENTS OF THE U OF MINNESOTA	R	914.51
01	303723	01/27/2022	RIVERSIDE INSIGHTS	R	258.50
01	303724	01/27/2022	ROCHESTER CENTURY HIGH SCHOOL	R	200.00
01	303725	01/27/2022	ROGERS HIGH SCHOOL	R	350.00
01	303726	01/27/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	3,471.80
01	303727	01/27/2022	RYAN JEANNIE M	R	640.27
01	303728	01/27/2022	SCHOLASTIC INC	R	1,290.91
01	303729	01/27/2022	TEACHERS COLLEGE COLUMBIA UNIVER	R	800.00
01	303730	01/27/2022	TIERNEY BROTHERS INC	R	225.00
01	303731	01/27/2022	TRA	R	162.03
01	303732	01/27/2022	U OF MN TWIN CITIES	R	1,000.00
01	303733	01/27/2022	UNIVERSAL ATHLETIC SERVICE INC	R	125.82
01	303734	01/27/2022	UNIVERSITY LANGUAGE CENTER	R	194.63
01	303735	01/27/2022	VSP VISION SERVICE PLAN	R	3,313.81
01	303736	01/27/2022	WARRIOR DANCE TEAM	R	230.00
01	303737	01/27/2022	WELCH VILLAGE SKI AREA	R	270.00
01	303738	01/27/2022	XCEL ENERGY	R	1,878.72
01	303739	01/27/2022	ZAYO GROUP HOLDINGS	R	9,091.01

01	303740	01/27/2022	ZYRA SMITH	R	200.00
01	V611527	01/27/2022	EUNICE GARZA	R	32.24
01	V611528	01/27/2022	MARGARET R HOEHN	R	59.99
01	V611529	01/27/2022	GRACE M JENNINGS	R	7.99
01	V611530	01/27/2022	STACIE L MAHOWALD	R	7.32
01	V611531	01/27/2022	ERIN H NEILON	R	66.67
01	V611532	01/27/2022	STEVEN C PEER	R	69.72
01	V611533	01/27/2022	STEPHANIE A POPP	R	237.89
01	V611534	01/27/2022	MAUREEN E RUHLAND	R	33.71
01	V611535	01/27/2022	RENEE SORGENFRIE	R	48.41
01	V611536	01/27/2022	TRISTAN N WEINMASTER	R	279.00
01	V611537	01/27/2022	THEODORE WURST	R	10.14
01	V611538	01/27/2022	AUBREE M YUNKER	R	77.79
01	V2201115	01/27/2022	BOND TRUST SERVICES CORP	R	9,171,293.75
01	303742	01/28/2022	BIX FRUIT COMPANY	R	11,721.41
01	303743	01/28/2022	BOSE THOMAS N	R	77.00
01	303744	01/28/2022	BSI MECHANICAL, INC.	R	7,056.30
01	303745	01/28/2022	BUMGARNER TERRY	R	77.00
01	303746	01/28/2022	BURKSTRAND MICHAEL	R	77.00
01	303747	01/28/2022	CANTONE MICHAEL S.	R	64.00
01	303748	01/28/2022	CARTER JEREMY	R	82.00
01	303749	01/28/2022	CHOUINARD DYLAN	R	64.00
01	303750	01/28/2022	CHRISTIAN MICHAEL P	R	35.00
01	303751	01/28/2022	CINTAS CORPORATION NO 2	R	1,455.65
01	303752	01/28/2022	CLINICARE CORPORATION	R	12,018.18
01	303753	01/28/2022	FASTENAL INDUSTRIAL	R	631.63
01	303754	01/28/2022	FERGUSON ENTERPRISES LLC #1657	R	25.34
01	303755	01/28/2022	FINANGER PHILLIP J	R	35.00
01	303756	01/28/2022	GORSHE LISA	R	20.00
01	303757	01/28/2022	GRAHAM THOMAS	R	100.00
01	303758	01/28/2022	WW GRAINGER INC	R	4,044.92
01	303759	01/28/2022	HABERMANN HENRY	R	82.00
01	303760	01/28/2022	HAWKINS CLAUDE	R	82.00
01	303761	01/28/2022	HILLYARD	R	5,316.85
01	303762	01/28/2022	HOGLUND BUS CO INC	R	7,483.12
01	303763	01/28/2022	HUYER DEVRIES JANINE	R	40.00
01	303764	01/28/2022	JAYTECH, INC	R	721.99
01	303765	01/28/2022	JENSEN RANDAL	R	82.00
01	303766	01/28/2022	KEE-BOWLING BONNIE	R	77.00
01	303767	01/28/2022	LARSON ENGINEERING	R	6,900.00
01	303768	01/28/2022	LUBE TECH & PARTNERS LLC	R	4,182.21
01	303769	01/28/2022	MADISON NATIONAL LIFE INS CO INC	R	5,238.88
01	303770	01/28/2022	MAYER CHAD	R	20.00
01	303771	01/28/2022	MAYER VALERIE	R	50.00
01	303772	01/28/2022	METROPOLITAN MECHANICAL CONTRACTORS	R	4,367.55
01	303773	01/28/2022	MITTELSTAEDT MICHAEL	R	64.00
01	303774	01/28/2022	MN DEPT OF LABOR AND INDUSTRY	R	430.00
01	303775	01/28/2022	MOORE CHARLES	R	82.00
01	303776	01/28/2022	MTI DISTRIBUTING CO	R	500.00
01	303777	01/28/2022	NAPA AUTO PARTS	R	175.92

01	303778	01/28/2022	NOONAN PAT	R	20.00
01	303779	01/28/2022	NORTHERN SALT INC	R	2,435.00
01	303780	01/28/2022	NORTHFIELD LINES INC	R	693.29
01	303781	01/28/2022	OKEY CHRIS	R	120.00
01	303782	01/28/2022	PAN O GOLD BAKING CO	R	837.10
01	303783	01/28/2022	PAPCO, INC.	R	320.37
01	303784	01/28/2022	PREMIER LIGHTING INC	R	310.78
01	303785	01/28/2022	PROFESSIONAL WIRELESS COMMUNICATION	R	6.85
01	303786	01/28/2022	RATWIK ROSZAK & MALONEY PA	R	117.50
01	303787	01/28/2022	ROBERT W KOHLMEYER JR	R	128.00
01	303788	01/28/2022	SANDERS ANNIKA	R	40.00
01	303789	01/28/2022	SCHUMACHER ELEVATOR COMPANY	R	232.38
01	303790	01/28/2022	SHERWIN WILLIAMS CO	R	227.76
01	303791	01/28/2022	INDIGO SIGNWORKS, INC.	R	2,552.50
01	303792	01/28/2022	SMARTSENSE BY DIGI	R	330.00
01	303793	01/28/2022	SOLLIE DUANE A	R	40.00
01	303794	01/28/2022	SOUTH DAKOTA STATE UNIVERSITY	R	1,000.00
01	303795	01/28/2022	TAYLOR JASON	R	70.00
01	303796	01/28/2022	TERREL'S TOOLBOX LLC	R	434.75
01	303797	01/28/2022	TOENSING PETER	R	40.00
01	303798	01/28/2022	TOLL COMPANY	R	43.08
01	303799	01/28/2022	TRIO SUPPLY COMPANY	R	2,876.98
01	303800	01/28/2022	TWIN CITY FILTER SERVICE INC	R	2,216.05
01	303801	01/28/2022	TWIN CITY HARDWARE	R	492.00
01	303803	01/28/2022	UPPER LAKES FOODS	R	36,026.83
01	303804	01/28/2022	VOGEL CORY	R	82.00
01	303805	01/28/2022	WALZ CHRISTINE M	R	70.00
01	303806	01/28/2022	WALZ JEFFREY	R	40.00
01	303807	01/28/2022	WALZ SARAH	R	40.00
01	303808	01/28/2022	ALLSTATE PETERBILT OF S ST PAUL	R	199.90
01	303809	01/28/2022	ZAHL PETROLEUM MAINTENANCE CO	R	359.50
01	303810	01/28/2022	ZIEGLER INC.	R	3,468.47
01	303811	01/31/2022	ALL STATE COMMUNICATIONS INC	R	26,750.86
01	303812	01/31/2022	CUSTOM EDUCATION SOLUTIONS INC	R	240.40
01	303813	01/31/2022	GROUP MEDICAREBLUE RX	R	7,659.00
01	303814	01/31/2022	LKO PRODUCTIONS LLC	R	400.00

<b>TOTAL CHECKS, E-PAYS, WIRES</b>					<b>10,316,885.72</b>
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## P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 02/07/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
E-Pays	1/27/2022	930.87
BOND WIRES	1/27/2022	9,171,293.75
CONSTRUCTION CHECKS (Jan)	1/25/2022	233,159.24
Checks	1/13/2022	235,958.85
	1/14/2022	17,840.37
	1/25/2022	316,053.33
	1/27/2022	177,248.01
	1/28/2022	129,351.04
	1/31/2022	35,050.26
CHECK REGISTER BANK 05 TOTAL =		10,316,885.72

BREAKDOWN	
01-206-00	454,795.81
02-206-00	118,823.25
03-206-00	333,869.60
04-206-00	4,914.82
06-206-00	231,086.99
07-206-00	7,312,518.75
18-206-00	-
20-206-00	1,429.02
21-206-00	672.48
47-206-00	1,858,775.00
BANK TOTAL =	10,316,885.72



## 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, February 7, 2022**  
**7:00 p.m. School Board Meeting**

### I. CALL TO ORDER

- A. The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, February 7, 2022 in the boardroom at the Richfield Public Schools district office. Chair Tim Pollis called the Regular Board Meeting to order at 7:04 p.m. with the following school board members in attendance: Banks Kupcho, Brakke, Carter, Cole, and Smisek.

Administrators present were Superintendent Unowsky, Assistant Superintendent Daniels, Executive Director Clarkson, and Chief HR & Admin Officer Holje. Student representatives present were Elsy Cruz Parra, Helen Dombrock, and Corinna Jones.

### II. REVIEW AND APPROVAL OF THE AGENDA

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

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

- A. Superintendent Update
  - 1. Statement Regarding Incident at South Education Center
  - 2. Centennial Presentation
  - 3. Indian Education Presentation
  - 4. Safe Routes to School Presentation
- B. Commendations

### IV. CONSENT AGENDA

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

- A. Routine Matters
  - 1. Minutes of the regular meeting held January 18, 2022
  - 2. General Disbursements as of 1/31/22 in the amount of \$10,316,885.72
  - 3. Investment Holdings
  - 4. Year-to-Date Finance Update

5. Personnel Items

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

**Vanessa Contreras** – 40 hrs/wk – Security Monitor/Welcome Desk – RHS  
Effective 01/19/2022

**Classified Part Time Position For Employment – Paraprofessional**

**Janet Abundez Martinez** – 32.5 hrs/wk – Special Education Para – RDLS  
Effective 01/04/2022

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

**Amber Robinson** – 25 hrs/wk – Kitchen Assistant – RHS  
Effective 01/10/2022

**Certified Unpaid Leave of Absence - Teachers**

**Joana Pasco Albesa** - Grade 2 – RDLS -February 2, 2022- February 13, 2022  
**Quinn Millibergity** – Spec ED – RSTEM – February 24, 2022 – March 10, 2022

**Classified Unpaid Leave of Absence – Transportation**

**Timothy Coughlin** – Bus Driver – February 24, 2022 – May 10, 2022

**Certified Full Time Retirement – Teachers**

**Kevin Erickson** – Music – RMS  
**Marguerite Sandholm** – Grade 2 – Sheridan Hills  
**Sandy Sandvig** – Grade 3 – RSTEM  
**Joan Hoerauf** – Physical Education – RSTEM  
**Beth Giefer** – Math Interventionist – Centennial

**Certified Full Time Resignation – Teacher**

**Elizabeth Zehnpfennig** – Global Language/German – RHS  
Effective 01/24/2022

V. OLD BUSINESS

- A. Policy 451: Workload Limits for Certain Special Education Teachers & Administrative Guideline 451.1 - third read

Motion by Banks Kupcho, seconded by Brakke, and unanimously carried, the Board of Education approved the revised policy.

- B. Policy 202: School Board Member Code of Ethics - second read
- C. Policy 204: Board Member Orientation and Development - second read

VI. NEW BUSINESS

- A. Donations

Motion by Cole, seconded by Banks Kupcho, and unanimously carried, the Board of Education accepted the donations with gratitude.

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates
  - \*Tuesday, 2-22-2022 7:00 p.m. Regular Board Meeting - Public Comment
  - 3-7-2022 6:00 p.m. *Board Study Session with the City Council (tentative)*
  - 3-7-2022 7:00 p.m. Regular Board Meeting
- D. Suggested/Future Agenda Items

VIII. ADJOURN ORGANIZATIONAL MEETING

Chair Pollis adjourned the meeting at 8:16 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	303815	02/03/2022	SCREENCASTIFY, LLC	R	725.00
01	303816	02/03/2022	ALL STATE COMMUNICATIONS INC	R	5,568.00
01	303817	02/03/2022	ALLIED PROFESSIONALS, INC.	R	4,368.00
01	303818	02/03/2022	BEST PLUMBING SPECIALTIES, INC.	R	109.02
01	303819	02/03/2022	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,229.50
01	303820	02/03/2022	CARQUEST AUTO PARTS	R	613.29
01	303821	02/03/2022	CHAMPION YOUTH	R	1,445.50
01	303822	02/03/2022	CINTAS CORPORATION NO 2	R	127.84
01	303823	02/03/2022	CITY OF RICHFIELD	R	450.00
01	303824	02/03/2022	COMCAST BUSINESS	R	246.35
01	303825	02/03/2022	CULLIGAN SOFT WATER	R	9.50
01	303826	02/03/2022	DIGITAL INSURANCE LLC	R	1,680.00
01	303827	02/03/2022	EASYPERMIT POSTAGE	R	1,875.03
01	303828	02/03/2022	ECM PUBLISHERS INC	R	283.95
01	303829	02/03/2022	ECOLAB INC	R	698.95
01	303830	02/03/2022	EVERYDAY SPEECH LLC	R	299.99
01	303831	02/03/2022	FASTENAL INDUSTRIAL	R	11.04
01	303832	02/03/2022	FASTSIGNS	R	133.40
01	303833	02/03/2022	FATH CUTTER, NOELLA	R	2,940.00
01	303834	02/03/2022	FURTHER	R	6,106.50
01	303835	02/03/2022	GEORGAKOPOULOS, TESS	R	75.00
01	303836	02/03/2022	WW GRAINGER INC	R	108.56
01	303837	02/03/2022	HILLYARD	R	5,247.26
01	303838	02/03/2022	HOGLUND BUS CO INC	R	247.04
01	303839	02/03/2022	INSTITUTE FOR ENVIROMENTAL	R	5,257.50
01	303840	02/03/2022	KINECT ENERGY INC	R	525.00
01	303841	02/03/2022	MALLOY MONTAGUE KARNOWSKI & RADO	R	9,300.00
01	303842	02/03/2022	MARIA SANCHEZ MONTENEGRO	R	5.00
01	303843	02/03/2022	MCEA	R	45.00
01	303844	02/03/2022	MINUTEMAN PRESS EDINA	R	47.36
01	303845	02/03/2022	MIRA	R	23,592.50
01	303846	02/03/2022	THE PROPHET CORPORATION	R	83.94
01	303847	02/03/2022	NORTHERN STAR COUNCIL / BSA	R	100.00
01	303848	02/03/2022	PER MAR SECURITY SERVICES	R	11.00
01	303849	02/03/2022	PROFESSIONAL WIRELESS COMMUNICATION	R	299.17
01	303850	02/03/2022	PRYOR LEARNING SOLUTIONS	R	499.00
01	303851	02/03/2022	RAIJAELE DE LEON	R	200.00
01	303852	02/03/2022	RICHFIELD READY	R	84.00
01	303853	02/03/2022	RUPP ANDERSON SQUIRES & WALDSPURGER	R	5,672.14
01	303854	02/03/2022	SCHOOL SPECIALTY, LLC	R	199.24
01	303855	02/03/2022	SOROUSHA NAJI	R	250.00
01	303856	02/03/2022	SYN-TECH SYSTEMS, INC	R	1,175.00
01	303857	02/03/2022	TAFEE SARAH ANN	R	8,492.23
01	303858	02/03/2022	TECHNOLOGY MANAGEMENT CORPORATION	R	4,125.00
01	303859	02/03/2022	TOLL COMPANY	R	207.56
01	303860	02/03/2022	TRANSPORTATION PLUS, INC.	R	26,568.00
01	303861	02/03/2022	ULINE	R	159.03
01	303862	02/03/2022	VERIZON WIRELESS	R	320.08
01	303863	02/03/2022	VIG SOLUTIONS INC	R	3,396.00

01	303864	02/03/2022	ALLSTATE PETERBILT OF S ST PAUL	R	138.24
01	303865	02/03/2022	WHEELCO	R	829.08
01	303866	02/03/2022	WORLD FUEL SERVICES, INC.	R	20,580.30
01	303867	02/03/2022	XCEL ENERGY	R	30,888.62
01	303868	02/03/2022	ZACK'S INC.	R	1,249.56
01	303869	02/03/2022	ZENAIDO PONCE	R	5.00
01	V611539	02/03/2022	ERICA T BARLOW	R	70.00
01	V611540	02/03/2022	MIRIAM A CASTRO SANJUAN	R	40.00
01	V611541	02/03/2022	MARY L CLARKSON	R	70.00
01	V611542	02/03/2022	LATANYA R DANIELS	R	70.00
01	V611543	02/03/2022	GEORGE A DENNIS	R	35.00
01	V611544	02/03/2022	MEGAN M STECHER	R	70.00
01	V611545	02/03/2022	JARED ELLERSON	R	70.00
01	V611546	02/03/2022	PETER J FITZPATRICK	R	40.00
01	V611547	02/03/2022	STEVEN T FLUCAS	R	70.00
01	V611548	02/03/2022	MICHAEL L FRANKENBERG	R	70.00
01	V611549	02/03/2022	DAVID A FREEBURG	R	70.00
01	V611550	02/03/2022	SARA-ROSE K GARCIA	R	4.63
01	V611551	02/03/2022	RACHEL GENS	R	70.00
01	V611552	02/03/2022	AREND J GEURINK	R	70.00
01	V611553	02/03/2022	JAMES A GILLIGAN	R	70.00
01	V611554	02/03/2022	CHRISTINA M GONZALEZ	R	70.00
01	V611555	02/03/2022	KYLE L GUSTAFSON	R	40.00
01	V611556	02/03/2022	KEVIN D HARRIS	R	40.00
01	V611557	02/03/2022	JAMES L HILL	R	40.00
01	V611558	02/03/2022	JESSICA M HOFFMAN	R	40.00
01	V611559	02/03/2022	CRAIG D HOLJE	R	70.00
01	V611560	02/03/2022	CASSIDY H JAVNER	R	40.80
01	V611561	02/03/2022	CORY J KLINGE	R	70.00
01	V611562	02/03/2022	DANIEL E KRETSINGER	R	70.00
01	V611563	02/03/2022	ANOOP KUMAR	R	40.00
01	V611564	02/03/2022	SHANNON J LINDBERG	R	40.00
01	V611565	02/03/2022	JOHN M LORENZINI	R	70.00
01	V611566	02/03/2022	COLLEEN M MAHONEY	R	70.00
01	V611567	02/03/2022	STACIE L MAHOWALD	R	14.28
01	V611568	02/03/2022	MICHAEL A MANNING	R	70.00
01	V611569	02/03/2022	DANIEL P MCGINN	R	40.00
01	V611570	02/03/2022	DOUG R MCMEEKIN	R	70.00
01	V611571	02/03/2022	KENT D MEYER	R	70.00
01	V611572	02/03/2022	ALECIA M MOBLEY	R	70.00
01	V611573	02/03/2022	ERIN H NEILON	R	40.00
01	V611574	02/03/2022	ROBERT G OLSON	R	40.00
01	V611575	02/03/2022	LAURA B OTTERNESS	R	70.00
01	V611576	02/03/2022	MARK S PEDERSEN	R	40.00
01	V611577	02/03/2022	DARBY L SWANK	R	70.00
01	V611578	02/03/2022	DENNIS E PETERSON	R	35.00
01	V611579	02/03/2022	CASSANDRA QUAM	R	70.00
01	V611580	02/03/2022	RENEE C REED-KARSTENS	R	40.00
01	V611581	02/03/2022	KEITH D RIEF	R	40.00
01	V611582	02/03/2022	TERESA L ROSEN	R	70.00

01	V611583	02/03/2022	MAUREEN E RUHLAND	R	75.69
01	V611584	02/03/2022	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V611585	02/03/2022	ASHLEY SCHAEFER	R	70.00
01	V611586	02/03/2022	MARTA I SHAHSAVAND	R	70.00
01	V611587	02/03/2022	NANCY J STACHEL	R	70.00
01	V611588	02/03/2022	PATRICK M SURE	R	40.00
01	V611589	02/03/2022	KAYE R SWEENEY	R	63.00
01	V611590	02/03/2022	STACY THEIEN-COLLINS	R	70.00
01	V611591	02/03/2022	MICHELLE T THOEMKE	R	82.70
01	V611592	02/03/2022	VLADIMIR S TOLEDO	R	40.00
01	V611593	02/03/2022	STEVEN P UNOWSKY	R	270.00
01	V611594	02/03/2022	STEPHEN C URBANSKI	R	40.00
01	V611595	02/03/2022	CARRIE A VALA	R	70.00
01	V611596	02/03/2022	JENNIFER K VALLEY	R	4,186.00
01	V611597	02/03/2022	RYAN WAGNER	R	40.00
01	V611598	02/03/2022	REBECCA S WALD	R	40.00
01	V611599	02/03/2022	KASYA L WILLHITE	R	70.00
01	V611600	02/03/2022	AMY J WINTER AHSENMACHER	R	70.00
01	303870	02/04/2022	ACCO BRANDS USA LLC	R	68.08
01	303871	02/04/2022	ALLIED PROFESSIONALS, INC.	R	8,584.45
01	303872	02/04/2022	BENJAMIN E DOSE	R	182.00
01	303873	02/04/2022	CAPITAL ONE TRADE CREDIT	R	153.74
01	303874	02/04/2022	CARDONA IVAN	R	82.00
01	303875	02/04/2022	CASEY MICHAEL TODD	R	82.00
01	303876	02/04/2022	CHRISTIAN NICHOLAS	R	100.00
01	303877	02/04/2022	CHURCHILL LEE	R	64.00
01	303878	02/04/2022	COLLINS MELANIE	R	35.00
01	303879	02/04/2022	DELGADO MICHEAL	R	82.00
01	303880	02/04/2022	EICHACKER ERIC R	R	64.00
01	303881	02/04/2022	GUSTAFSON ZACHARY	R	64.00
01	303882	02/04/2022	HERFF JONES INC	R	1,869.86
01	303883	02/04/2022	HOLLINS DREKAL	R	101.00
01	303884	02/04/2022	HOME DEPOT U.S.A.	R	900.54
01	303885	02/04/2022	JOHNSON LEAH	R	82.00
01	303886	02/04/2022	KLEIN MORVA A	R	200.00
01	303887	02/04/2022	METRO TRANSIT	R	97.00
01	303888	02/04/2022	PATE MARVIN	R	64.00
01	303889	02/04/2022	PEARSON CLIFTON	R	165.00
01	303890	02/04/2022	PILMARK	R	1,274.20
01	303891	02/04/2022	SULLIVAN LAMARR	R	64.00
01	303892	02/04/2022	SUNDRE ZACHARY	R	82.00
01	V2201116	02/04/2022	P-CARD BAIRD LISA	R	1,228.47
01	V2201117	02/04/2022	P-CARD BARLOW ERICA	R	133.24
01	V2201118	02/04/2022	P-CARD BROWN MATTHEW	R	346.27
01	V2201119	02/04/2022	P-CARD BRUNNER PATTI	R	5,195.95
01	V2201120	02/04/2022	P-CARD CARUSO MATTHEW	R	349.22
01	V2201121	02/04/2022	P-CARD EDWARDS NATHAN	R	121.81
01	V2201122	02/04/2022	P-CARD FINDLEY LAMPKIN MELISSA	R	742.71
01	V2201123	02/04/2022	P-CARD GEURINK AREND	R	1,855.42
01	V2201124	02/04/2022	P-CARD GULLICKSON KEVIN	R	95.82

01	V2201125	02/04/2022	P-CARD KRETSINGER DAN	R	91.43
01	V2201126	02/04/2022	P-CARD LEIKNES LISA	R	562.06
01	V2201127	02/04/2022	P-CARD LEWIS JENNIFER	R	1,426.24
01	V2201128	02/04/2022	P-CARD LUNDY MICHELLE	R	517.65
01	V2201129	02/04/2022	P-CARD MACE CHRISTI JO	R	35.99
01	V2201130	02/04/2022	P-CARD MAHONEY COLLEEN	R	508.38
01	V2201131	02/04/2022	P-CARD MANNING MICHAEL	R	38.00
01	V2201132	02/04/2022	P-CARD MCGINN DAN	R	919.91
01	V2201133	02/04/2022	P-CARD MCINNES CALLEN	R	80.79
01	V2201134	02/04/2022	P-CARD MCNAUGHTON COMMERS CAROLE	R	181.68
01	V2201135	02/04/2022	P-CARD MORALES LIZETTE	R	211.25
01	V2201136	02/04/2022	P-CARD MORRISSEY MELISSA	R	2,130.48
01	V2201137	02/04/2022	P-CARD SHAHSAVAND MARTA	R	1,129.22
01	V2201138	02/04/2022	P-CARD SMITH DANE	R	54.67
01	V2201139	02/04/2022	P-CARD STACHEL NANCY	R	2,155.11
01	V2201140	02/04/2022	P-CARD VALLEY JENNIFER	R	748.51
01	V2201141	02/04/2022	P-CARD WILLHITE KASYA	R	638.71
01	V2201142	02/04/2022	P-CARD WINTER AMY	R	871.46
01	303989	02/11/2022	CITY OF RICHFIELD	R	770.00
01	303990	02/11/2022	ARMSTRONG BOYS CRS COUNTRY BOOSTERS	R	350.00
01	303992	02/11/2022	BIX FRUIT COMPANY	R	5,765.62
01	303993	02/11/2022	DEBORAH LANGLOIS	R	1,262.00
01	303994	02/11/2022	HASTINGS CREAMERY LLC	R	12,293.56
01	303995	02/11/2022	HUBERT COMPANY, LLC	R	57.88
01	303996	02/11/2022	KAMARO ALI	R	50.00
01	303997	02/11/2022	LARSON KEITH	R	21.95
01	303998	02/11/2022	LOFFLER COMPANIES	R	103.00
01	303999	02/11/2022	PAN O GOLD BAKING CO	R	722.92
01	304000	02/11/2022	TRIO SUPPLY COMPANY	R	1,970.29
01	304002	02/11/2022	UPPER LAKES FOODS	R	38,343.12
01	304003	02/16/2022	CITY OF RICHFIELD	R	77.00

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<b>TOTAL CHECKS, E-PAYS &amp; P-CARDS</b>					<b>286,399.03</b>
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## P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 02/22/2022 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	2/3/2022	179,178.27
	2/4/2022	14,460.87
	2/11/2022	60,448.34
	2/16/2022	77.00
E-Pays	2/3/2022	7,877.10
JANUARY P-CARDS	2/4/2022	22,370.45
Blessed Trinity-ESSER FUNDS	2/3/2022	725.00
	2/11/2022	1,262.00

CHECK REGISTER BANK 05 TOTAL =	<b>286,399.03</b>
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### BREAKDOWN

01-206-00	122,340.34
02-206-00	59,828.39
03-206-00	53,377.05
04-206-00	46,050.00
06-206-00	70.00
07-206-00	-
18-206-00	-
20-206-00	3,756.21
21-206-00	977.04
47-206-00	-

BANK TOTAL =	<b>286,399.03</b>
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**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, February 22, 2022**

**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 of Probation**  
**Julie Ann Hanks** – Licensed School Nurse – RMS

**Management Full Time Positions for Employment**  
**Amy Skare-Klecker** – Director of Community Education – Community Ed  
Effective 03/21/2021

**Certified Part Time Positions for Employment**  
**Rebecca Robertson Konz** – EL Teacher – District Wide

**Classified Full Time – Administrative Assistant**  
**Crystal Dismuke** – 40 hr/wk – Student Records – District Office  
Effective 2/22/2022

**Classified Part Time – Paraprofessional**  
**John Webb** – 36.25 hr/wk – Special Ed Para – RHS  
Effective 2/14/2022  
**Rosario Aguirre Iguanero** – 35 hr/wk – Health Assistant - Centennial Elem  
Effective 02/04/2022

**Classified Part Time – Food and Nutrition**  
**Maria Arias Yanez** – 25 hr/wk – Kitchen Assistant – RHS  
Effective 02/15/2022  
**Erin Johnson** – 25 hr/wk – Kitchen Assistant – RHS  
Effective 02/07/2022

**Classified Part Time Resignations – Facilities and Transportation**  
**John Nielson** – 10 hr/wk - Bus Driver - Effective 2/7/2022

**Certified Full Time Request for Unpaid Leave of Absence**  
**Christy Conrad** – Teacher – Unpaid Leave  
Effective for the 2022-2023 school year  
**Amber Lewis** – Music Teacher – Unpaid Leave

Effective 03/02/2022 – 04/13/2022

**Erin Burggraft** – Language Arts Teacher – Unpaid Leave

Effective for 2022-2023 school year

**Classified Part Time Request for Leave**

**Kimberly Hernandez Xochipiltecalt** – Unpaid LOA

Effective 03/01/2022 – 05/16/2022

**OLD BUSINESS – FOR ACTION**

**Agenda Item V.A.**

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

**Regular Meeting, February 22, 2022**

**Subject: School Board Member Code of Ethics**

(Recommended by the Superintendent)

Passage upon a third read of Policy 202: School Board Member Code of Ethics.  
Updates have been included in order to align language and incorporate board member feedback.

**Attachments:**

Policy 202: School Board Member Code of Ethics - redlined  
MSBA Model Policy 209: Code of Ethics

**RICHFIELD PUBLIC SCHOOLS**  
**SCHOOL BOARD MEMBER CODE OF ETHICS**

**I. As A Member Of The School Board I Will:**

- A. Listen.
- B. Recognize the integrity of my predecessors and associates and -
- ~~C. Appreciate the merit of their work.~~
- ~~DC.~~ Be motivated only by a desire to serve the ~~pupils-students~~ of my district.
- ~~ED.~~ Attempt to inform myself on the proper duties and functions of a school board member.
- ~~FE.~~ Recognize that it is my responsibility, together with other school board members, to see that the schools are properly run, not to run them myself. The responsibility of the school board is governance, not management, of the school district.
- ~~GF.~~ Work ~~through-with~~ the ~~administration-employees~~ administrators of the school ~~board~~ district--not over or around them.
- ~~HG.~~ Recognize that school business may be legally transacted only in an open meeting of the school board.
- H. Support the actions of the school board, once carried, even if my position or vote on the item was different.

**II. In Performing The Proper Functions Of A School Board Member I Will:**

- A. ~~Perform under education policies unless necessity requires otherwise.~~ Focus on education policy as much as possible.
- B. ~~Function in meeting the legal responsibility that is mine as part of a policy forming body not as an administrative officer.~~ Remember my responsibility is to set policy - not to implement policy.
- C. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
- D. Delegate details of school board action to administrative employees.

**III. To Maintain Relations With Other Members Of The School Board I Will:**

- A. Respect the right of others to have and express opinions.
- B. Recognize that authority rests with the school board in legal session--not with the individual members of the school board except as authorized by law.
- C. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
- D. Recognize that to promise in advance of a meeting how I will vote on any proposition is to close my mind and agree not to think through other points of view which may be presented to the meeting.

E. Make decisions in school board meetings only after all sides of debatable questions have been presented.

~~F. Delegate details of school board action to administrative employees.~~

~~GF.~~ Insist that special committees be appointed to serve only in an advisory capacity to the school board.

**IV. In Meeting My Responsibilities To My Community I Will:**

A. Attempt to appraise and plan for both the present and future educational needs of the school district.

B. Attempt to obtain adequate financial support for the school program.

C. Interpret the needs and attitudes of the community and do my best to translate them into the educational program of the school district.

D. Consider it an important responsibility to interpret the educational program of the school as it relates to the needs of the community.

E. Insist that business transactions of the school district be on an ethical and open basis.

**V. In Working With The Superintendent Of Schools And Staff I Will:**

A. Hold the superintendent responsible for the administration of the school district.

B. Give the superintendent authority commensurate with the responsibility.

C. Assure that the school district will be administered by the best professional personnel available.

D. Consider the recommendation of the superintendent in the appointment of all employees.

E. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.

F. Expect the superintendent to keep the school board adequately informed at all times through both oral and written reports.

G. Spend adequate time in school board meetings and outside of school board meetings on ~~educational-reviewing district~~ policies.

H. Give the superintendent counsel and advice.

I. Recognize the status of the superintendent as an ex officio member of the school board.

J. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board.

K. Present any personal criticisms of employees to the superintendent.

L. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

**VI. In Fulfilling My Legal Obligations As A School Board Member I Will:**

A. Comply with all federal, state and local laws relating to my function as a school board member.

- 1 B. Comply with all school district policies as ~~adopted~~-ratified by the  
2 school board.  
3 C. Abide by all rules and regulations as promulgated by the Minnesota  
4 Department of ~~Children, Families and Learning~~Education and other  
5 federal and state agencies with jurisdiction over school districts.  
6  
7

8 **Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
9 Minn. Stat. § 123B.09 (School Board Powers)  
10 Minn. Stat. § 123B.143, Subd. 1 (Superintendent)  
11

12 **Cross References:** MSBA Service Manual, Chapter 1, School Board  
13 Member Code of Ethics  
14  
15

16 ~~Adopted~~-Ratified by the Board of Education: December 11, 1989  
17 Reviewed ~~and Reaffirmed~~ by the Board of Education: November 13, 2012, ~~;~~  
18 January 19, 2016  
19 Revised by the Board ~~ff~~of Education: August 11, 1997, ~~;~~ August 6,  
20 2001, ~~;~~ August 1, 2005

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

MSBA/MASA Model Policy 209

Orig. 1995

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

Rev. 2009

## **209 CODE OF ETHICS**

### **I. PURPOSE**

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

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

Each school board member shall follow the code of ethics stated in this policy.

#### **A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:**

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

#### **B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:**

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.

5. Work through the superintendent – not over or around the superintendent.
  6. Delegate the implementation of school board decisions to the superintendent.
- C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:
1. Respect the rights of others to have and express opinions.
  2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
  3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
  4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
  5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
  6. Insist that committees be appointed to serve only in an advisory capacity to the school board.
- D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:
1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
  2. Attempt to obtain adequate financial support for the school district's programs.
  3. Insist that business transactions of the school district be ethical and open.
  4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
- E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:
1. Hold the superintendent responsible for the administration of the school district.
  2. Give the superintendent authority commensurate with his or her responsibilities.
  3. Assure that the school district will be administered by the best professional personnel available.
  4. Consider the recommendation of the superintendent in hiring all employees.
  5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
  6. Insist the superintendent keep the school board adequately informed at all times.
  7. Offer the superintendent counsel and advice.



8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (School District Powers)  
Minn. Stat. § 123B.09 (School Board Powers)  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

**Cross References:** MSBA Service Manual, Chapter 1, School Board Member Code of Ethics

**OLD BUSINESS – FOR ACTION**

**Agenda Item V.B.**

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

**Regular Meeting, February 22, 2022**

**Subject: Board Member Orientation and Development**

(Recommended by the Superintendent)

Passage upon a third read of Policy 204: Board Member Orientation and Development. This policy now encompasses the previous Policy 205: Board Member Development, which will no longer exist upon passage of the revisions to Policy 204. Revisions have been made to clarify wording and align with the MSBA Model Policy.

**Attachments:**

Policy 204: Board Member Orientation and Development - redlined  
MSBA Model Policy 212: School Board Member Development

**RICHFIELD PUBLIC SCHOOLS**

**BOARD MEMBER ORIENTATION AND DEVELOPMENT**

**I. Board Member Orientation**

~~1.0~~ **A.** It is the desire of the Richfield Board of Education that newly elected members receive a thorough orientation prior to assuming their duties. This will enable new members to participate meaningfully in Board deliberations from the start of their first term.

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~~2.0~~ **B.** The Superintendent is hereby charged with the responsibility to develop a new member orientation program which includes the following components:

~~2.1~~ **1.** Discussion of school board operations and member responsibilities, Board/superintendent relations, and the processes for Board self-evaluation and superintendent evaluation

~~2.2~~ **2.** Discussion of the school district strategic plan

~~2.3~~ **3.** An overview of key responsibility areas and activities associated with each central office administrative position, particularly as they relate to board activities and decisions

~~2.4~~ **4.** An opportunity to visit school facilities and be introduced to key school district personnel

The length and content of each board member orientation may vary depending on the board member's availability and familiarity with the school district and school district personnel.

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~~3.0~~ **C.** The orientation program described above is intended to be in addition to, rather than a replacement for, programs sponsored by the Minnesota School Boards Association. It is the Board's desire that newly elected members also attend MSBA orientation programs, including training in school finance and management as required by law (M.S. §123.33, Subd. 2a).

~~4.0~~ **D.** The Board desires that the locally developed orientation program be conducted during the period following each school board election and prior to the Board's organizational meeting or following an appointment.

~~5.0~~ **E.** Newly elected Board members will be asked to review and evaluate the board member orientation program after entering Board service. Their comments will be used to increase the effectiveness of the program.

**II. Board Member Development**

**A.** It shall be the policy of the Board of Education, to encourage individual Board members to participate in meetings, seminars, conventions and

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other programs designed to improve member performance in the board role. To this end, members are especially encouraged to attend the functions of the National School Board Association (NSBA), the Minnesota School Board Association (MSBA), and the American Association of School Administrators (AASA), all of which provide programs specifically designed for Board member development.

B. Board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.

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C. The school district shall pay expenses incurred by board members in response to this policy.

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D. Board member development activities will be conducted within budgetary limits.

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Legal References: Minn. Stat. 123B.09, Subd. 2 (School board member training)

~~Adopted~~ Ratified by the Board of Education: May 2, 1988  
Reviewed ~~and Reaffirmed~~ by the Board of Education: August 1, 2005, January 19, 2016  
Revised by the Board of Education: January 8, 1996, September 21, 1998, August 6, 2001, February 22, 2022

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

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

MSBA/MASA Model Policy 212

Orig. 1995

Rev. 2005

## **212 SCHOOL BOARD MEMBER DEVELOPMENT**

### **I. PURPOSE**

In recognition of the need for continuing inservice training and development for its members, the purpose of this policy is to encourage the members of the school board to participate in professional development activities designed for them so that they may perform their responsibilities.

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

- A. New school board members will be provided the opportunity and encouragement to attend the orientation and training sessions sponsored by the Minnesota School Boards Association (MSBA). School board members shall receive training in school finance and management developed in consultation with MSBA.
- B. All school board members are encouraged to participate in school board and related workshops and activities sponsored by local, state, and national school boards associations, as well as in the activities of other educational groups.
- C. School board members are expected to report back to the school board with materials of interest gathered at the various meetings and workshops.
- D. The school board will reimburse the necessary expenses of all school board members who attend meetings and conventions pertaining to school activities and the objectives of the school board, within the approved policy and budget allocations of the school district relating to the reimbursement of expenses involving the attendance at workshops and conventions.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)

**Cross References:** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.A.**

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

**Regular Meeting, February 22, 2022**

**Subject: Negotiations with Employee Groups**

(Recommended by the Superintendent)

A first read of Policy 206: Negotiations with Employee Groups.

**Attachments:**

Policy 206: Negotiations with Employee Groups

**RICHFIELD PUBLIC SCHOOLS**  
**NEGOTIATIONS WITH EMPLOYEE GROUPS**

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

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

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

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

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

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

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

**Legal References:** Minn. Stat. Chapter 179A (Public Employment Labor Relations Act)

**Cross References:** MSBA Service Manual, Chapter 4, School Board - Employee Negotiations

ADOPTED BY THE BOARD OF EDUCATION: April 15, 1991

AMENDED BY THE BOARD OF EDUCATION: January 19, 1999, February 1, 2016

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

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.B.**

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

**Regular Meeting, February 22, 2022**

**Subject: The Superintendent – School Board Working Relationship**

(Recommended by the Superintendent)

A first read of Policy 207: The Superintendent – School Board Working Relationship.

**Attachments:**

Policy 207: The Superintendent – School Board Working Relationship



**RICHFIELD PUBLIC SCHOOLS**

**THE SUPERINTENDENT - SCHOOL BOARD**  
**WORKING RELATIONSHIP**

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

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

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

**School Board Roles and Responsibilities**

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

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

- 1 addition to administration rules and regulations necessary to implement  
2 school board direction.
- 3
- 4 3. Appoint employees after recommendation of the superintendent.
- 5
- 6 4. Participate in school board action after the superintendent has furnished  
7 adequate information supporting the superintendent's recommendations.  
8
- 9 5. Expect the superintendent to keep the school board adequately informed at  
10 all times through oral and/or written reports.  
11
- 12 6. Provide the superintendent counsel and advice.
- 13
- 14 7. Refer all constituent complaints to the superintendent who will discuss them  
15 with the proper administrative officer.  
16
- 17 8. Present personal criticisms of employees to the superintendent.
- 18
- 19 9. Provide support for the professional growth of the superintendent.
- 20
- 21 10. Provide the school district with professional administrative personnel.
- 22
- 23 11. Devote appropriate time to the ongoing development and review of  
24 educational policies.  
25
- 26 12. Recognize that the authority for school district governance rests with the  
27 school board operating in legally called meetings. It does not rest with  
28 individual members of the board except as may be specifically authorized  
29 by law.  
30

### **Superintendent Roles and Responsibilities**

31  
32  
33 The superintendent, in a relationship with the school board and the school  
34 district, utilizing the written position description and previously established  
35 performance goals, shall:

- 36
- 37 1. Give full, faithful and diligent attention to all administrative duties.
- 38
- 39 2. Discharge all responsibilities concerning staff, students, parents and school  
40 district constituents in a professional manner.  
41
- 42 3. Have as a highest priority in the school district students and their  
43 educational program.  
44
- 45 4. Keep the school board fully informed on all school district affairs so that the  
46 board will have the benefit of the superintendent's professional  
47 recommendations.  
48
- 49 5. Prepare and recommend such board policies, district rules and regulations  
50 as may be necessary for the district's administration.

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

Adopted by the Board of Education:  
Reviewed by the Board of Education:

November 20, 1995  
August 21, 2000, August 1,  
2005, February 21, 2012,  
February 1, 2016

(NOTE: Jointly prepared by MSBA and MASA)

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

**Regular Meeting, Tuesday, February 22, 2022**

**SUBJECT: AUTHORIZATION FOR PURCHASE OF A PASSENGER VEHICLE**

Recommended by the Superintendent that the Board of Education authorize the Business Office to enter into an agreement for the purchase of (3) 65 passenger and (1) 36 passenger school buses using the Sourcewell and NJPA purchasing contracts.

**Background Information**

We plan to purchase a type C school buses through capital funds. Quotes have been submitted from vendors for the purchase of capital equipment with capital funds. This evening's timely action by the School Board should help us to receive the buses sometime before year-end. New buses are now taking up to one year for delivery.

The following vehicles will be replaced:

- Bus #9: 2010 IC CE-300 65 Passenger. VIN #4DRBUAAN7AB164764 Miles: 110,860 Hours: 7,604 Trade in value: \$3000.00 / Auction
- Bus #24: 2011 IC CE-300 65 Passenger. Vin #4DRBUAAN7BB278538 Miles: 105,065 Hours: 6,436 Trade in value: \$3000.00 / Auction
- Bus #28 2012 IC CE-300 65 Passenger. Vin #4DRBUAAN7CB615128 Miles: 88,820 Hours: 7,611 Trade in value \$5000.00 / Auction
- Mini Bus #16 2012 Chevrolet Mid Bus 30 Passenger SPED Bus. Vin #1GB6G5BG3C1110637 Miles: 72,370 Hours: 6,571 Trade in value \$15,000.00 / Auction

The following equipment will be purchased:

- 2022-2023 HBC 65 Passenger Bus - \$ 119,572.38      X3      \$358,717.14
- 2022-2023 Blue Bird Micro Bird G5 36 Passenger      \$81,566.67

The new equipment details are listed in the Board packet.

(Prepared by Dan Kretsinger & Craig Holje)

*Enriching and accelerating learning*



**RICHFIELD**  
**PUBLIC SCHOOLS**

## **Vehicle Replacement Proposal**

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Facilities & Transportation Dept.

*Enriqueciendo y acelerando el aprendizaje*

- Our first priority in the Transportation Department is to provide safe, reliable transportation for our students and families
- We have taken several measures to ensure we achieve this goal, including:
  - Purchasing buses equipped with stop arm cameras as well as interior cameras for the students and drivers
  - Enhancing our Safety and Emergency Preparedness Program for our drivers
  - Increased driver training for student management and driving skills

*We will provide a welcoming, healthy, supportive, safe and caring environment*

# Proposal



**RICHFIELD**  
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## Considerations:

- 10-12 year rotation on full size buses
- Replacement is based on miles, hours, frame and metal deterioration, floor board deterioration and previous mechanical issues
- Buses were not purchased last year due to less usage from the pandemic.
- New bus orders are taking up to one year due to supply chain shortages

Vehicle	Year	VIN	Mileage (as of 2/16/2022)	Hours (as of 2/16/2022)
#9 (65 Pass.)	2010	4DRBUAAN7AB1647 64	110,860	7604
#24 (65 Pass.)	2011	4DRBUAAN7BB2785 38	105,065	6436
#28 (65 Pass.)	2012	4DRBUAAN7CB615 128	88,820	7611
#16 (30 Pass.)	2012	1GB6G5BG3C11106 37	72,370	6571

# Why Replace?



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## Safety

- Updated safety equipment
  - High seat backs, corrosion resistant metals, rot resistant flooring
- Stop arm & interior cameras
  - Reduction in liability
    - Driver and Child
  - Stop arm violation reporting
    - 13 reported this year

## State Compliance

- Inspection reductions and out of service vehicles
  - Holes & tears in seats, broken down foam, rust, body damage, rotten floors, and mechanical issues

## Maintenance

- Reduced repair & labor costs
- Keeping older buses can result in major breakdowns
- Supply chain issues for parts

## Mitigate Financial Risk

- Reduced vehicle values
- Increased maintenance cost bell curve on vehicles over 10 years old

## Logistics

- Out of Service buses hinders transportation & district operations



# Repair Estimates



**RICHFIELD**  
PUBLIC SCHOOLS

Repair	Estimated Expense
Engine Replacement*	\$20,720
Transmission Replacement	\$5,200 – 6,000
Transmission ECU	\$2,000
Electrical System	\$500 – 3,500
Body Work - Rust	\$2000 – 6,500
Rotten Floor Repairs	\$6,000 - \$10,000
Upholstery Replacement	\$2,200

\* Quote provided by Hoglund Bus & Truck

All other estimates based on the previous three years repairs in RPS Mechanic Shop

# Miles vs. Hours



**RICHFIELD**  
PUBLIC SCHOOLS

- According to worktruckonline.com, one hour of idling is equal to 25-30 miles of driving.

Vehicle	VIN	Mileage (as of 2/13/19)	Hours (as of 2/13/19)	Hours to Miles Conversion
#9 (65 Pass.)	4DRBUAAN7AB164764	110,860	7604	190,000
#24 (65 Pass.)	4DRBUAAN7BB278538	105,065	6436	160,000
#28 (65 Pass.)	4DRBUAAN7CB615128	88,820	7611	190,275
#16 (30 Pass.)	1GB6G5BG3C1110637	72,370	6571	164,275

<https://www.worktruckonline.com/159096/measuring-hours-vs-miles-in-medium-duty-truck-performance>

# Proposal (cont.)



**RICHFIELD**  
PUBLIC SCHOOLS

## Recommended Quotes:

Qty.	Manufacturer	Equipment Cost*
3	International Bus – 65 Pass.	\$119,572.38
1	Blue Bird Micro Bird – 36 Pass.	\$81,566.67

*\*Purchase prices are negotiated by the National Joint Powers Alliance and Sourcewell*

# Questions



[illegible]

42 OZ MATERIAL, FIRE RETARDANT  
WITHOUT WELTING  
STANDARD COLOR PROVIDED GRAY .  
HIGH BACK SEATS 28"

**SEATS, OPTIONS**  
52 OZ MATERIAL, COMPLETE BUS  
FIRE BLOCK MATERIAL  
DOUBLE STITCHING ON SEAMS  
COLOR OPTIONS BLUE, BROWN, GREEN, BLACK .  
COLOR OPTIONS \_\_\_\_\_.  
COLOR OPTIONS \_\_\_\_\_.

**WINDOWS**  
TEMPERED, CLEAR  
STANDARD WINDOW HEIGHT 28 " UPPER & LOWER COMB.

**WINDOWS, OPTIONS**  
TEMPERED, TINTED  
LAMINATED, CLEAR  
LAMINATED, TINTED  
BLACK SASH  
BLACK SASH WITH AREA BETWEEN WINDOWS BLACK  
TEMPERED, CLEAR W/ HIGH HEADROOM  
TEMPERED, TINTED W/ HIGH HEADROOM  
LAMINATED, CLEAR W/ HIGH HEADROOM  
LAMINATED, TINTED W/ HIGH HEADROOM

**AIR FOIL, REAR, OPTION:**  
REAR AIR FOIL, FACTORY INSTALLED

**BACK UP ALARM OPTIONS**  
87 TO 112 VARIABLE DECIBEL OUTPUT  
112 DECIBEL OUTPUT  
SPRING LOADED OFF SWITCH WITH BU ALARM

**BATTERY**  
MOUNTED UNDER DRIVERS SEAT AREA

**BATTERY OPTIONS**  
KEY LOCK ON BATTERY DOOR  
NYLON ROLLERS FOR TRAY  
BALL BRG ROLLERS - TRAY  
STAINLESS STEEL SLIDE TRAY W/ROLLER BEARINGS  
BOX FOR "2" 8D BATTERIES  
AUXILIARY BATTERY BOX

**BUMPER, REAR**  
STANDARD MFG. BUMPER IS REQUIRED

**BUMPER, OPTIONS**  
DOCK BUMPERS, FRONT AND REAR  
**COATED FRONT BUMPER**  
**COATED REAR BUMPER**

**CERTIFICATION**  
STATE AND FEDERAL SPECIFICATION

**COLOR, EXTERIOR**  
NATIONAL SCHOOL BUS CHROME YELLOW  
PER NATIONAL AND STATE SPEC.

**COLOR, EXTERIOR, OPTIONS**  
WHITE ROOF

**COLOR, INTERIOR**  
STD. WALLS COLOR SPRING WHITE .  
WALL PANEL MATERIAL EMBOSSSED STEEL .

**COLOR, INTERIOR, INDICATE COLOR, OPTIONS**  
OPTIONAL WALL COLORS \_\_\_\_\_.

**CROSSING ARM (STD FOR BUSES MFG. AFTER 12/31/2012)**  
ELECTRIC W/PLASTIC ROD  
OTHER\_\_\_\_\_.

		GRAY
	180.00	
	547.00	
	NA	
	22.00	
	NA	
	NA	
	NA	
	NA	
	NA	
	242.00	
	100.00	
	STD	
	233.00	233.00
	466.00	
	233.00	
	550.00	
	NA	
	65.00	65.00
	NA	
	12.00	
	NA	
	STD	STD
	NA	
	70.00	
	NA	
	170.00	
	441.00	441.00
	441.00	441.00
	330.00	330.00
	NA	

## CROSSING ARM, OPTIONS

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

## DEFROSTER

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

## DEFROSTER, OPTIONS

## UPPER RIGHT MOUNTED ADDITIONAL FAN

## DOORS, ENTRANCE

ELECTRICALLY OPERATED, OUTWARD OPENING

## DOORS, ENTRANCE, OPTIONS

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

## DOORS, EMERGENCY

LUBEABLE HINGES  
UPPER AND LOWER GLASS IN DOOR

## DOORS, EMERGENCY, OPTIONS

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

## EMERGENCY EQUIPMENT

STATE AND FEDERAL SPECIFICATION

## FIRE EXTINGUISHER

5 LB. - 2A10BC RECHARGEABLE

## FIRE EXTINGUISHER, OPTIONS

LIST OPTIONAL SIZE #6 \_\_\_\_.

## EMERGENCY EXITS

PER STATE SPECIFICATIONS

## ROOF HATCH

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

## ROOF HATCH, OPTIONS

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

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

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



DOME LIGHTS, MINIMUM PER MFG'S MODEL  
DRIVERS DOME, ON SEPARATE SWITCH  
REAR TWO DOME LIGHTS ON SEPARATE SWITCH  
6 X 30 INTERIOR MIRROR AND VISOR

OVERSIZED DRIVER'S DOME LIGHT IN LIEU OR STD.  
8 x 30 OVERHEAD MIRROR  
10 x 30 OVERHEAD MIRROR  
ADDITIONAL DOME SWITCH AND CIRCUIT  
DOME LIGHTS, ADDITIONAL PER PAIR  
REAR SCOPE LENS FOR REAR DOOR  
WINDOW STOP LINE PAINTED BLACK  
AUXILLIARY POWER PLUG 12 VOLT  
VIDEO CAMERA POWER SUPPLY  
VIDEO CAMERA SYSTEM, COLOR REI BRAND  
DIGITAL VIDEO CAMERA SYSTEM, COLOR REI BRAND  
ADDITIONAL CAMERA  
CHILD CHECK SYSTEM  
**FIRE RETARDANT TRASH CAN AND HOLDER**  
**WINDOW STOP LINE PAINTED BLACK**

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

COWL MTD FRONT SIGNAL, W/ ARROW  
COWL MTD FRONT SIGNAL, W/O ARROW  
ROOF MOUNTED LOW PROFILE STROBE LIGHT - HGT: 3.6 "  
SELF CONTAINED STROBE, Brand/Model ECCO HGT: 4.9 "  
STROBE: REMOTE POWER SUPPLY Brand/Model: HGT: 2.77 "  
METAL PROTECTIVE SHIELDS, ALL MARKER & CL. LIGHTS  
DOME LIGHTS ACTIVATED BY EMERGENCY DOOR  
**DRIVER LED DOME**  
**LED PASSENGER DOME LIGHTS (7)**  
**STEP LIGHT LED**  
RED LIGHT ABOVE EMERG. DOOR  
BACK UP LIGHTS ACTIVATED BY EMERGENCY DOOR  
BACK UP LIGHTS: 7"  
LED BACKUP LIGHTS IN LIEU OF STD. 7 "  
ENT. DOOR OUTSIDE LIGHT CONNECTED TO STEP LT.  
ALL LIGHTS LED - EXCEPT 8 WAY LIGHTS  
ALL LIGHTS LED - INCLUDING 8 WAY LIGHTS  
LED SIGNAL, TAIL, AND BU  
LED SIGNAL AND TAIL LIGHTS  
LED TAIL LIGHTS ONLY  
LED CLEARANCE LIGHTS  
LED REAR TURN ONLY  
LED FRONT TURN ONLY  
LED STOP/TAIL 4", AND BU ONLY  
LED BACKUP ONLY  
8 LIGHT MONITOR  
16 LIGHT MONITOR  
16 LIGHT MONITOR LED  
OTHER 8 LIGHT FLASHER OFFERED, \_\_\_\_\_ BRAND  
8 LIGHT HOODS  
DELETE 8 LIGHT HOODS  
8-WAY LIGHTS W/STROBES  
LED 8-WAY LIGHTS  
WELDON LIGHT ASSY'S  
FENDER MOUNTED LED LIGHT  
REAR FACING - FRT FENDER MOUNTED TURN SIGNALS  
TWO SIDE SIGNAL LIGHTS PER SIDE  
OTHER BRAND LIGHT ASSY'S **ADD'L BACKUP LIGHTS IN SKIRT**

### PER STATE SPECIFICATION

TO MEET FEDERAL REGULATIONS

15.00		
NA		
22.00		
STD		STD
58.00		
54.00		
25.00		
STD		STD
65.00		65.00
1,425.00		
1,625.00		
245.00		
STD		STD
64.00		
25.00		
21.00		
15.00		
92.00		
92.00		92.00
104.00		
50.00		
60.00		
42.00		42.00
219.00	X12	375.00
26.00		29.00
25.00		
55.00		
STD		STD
65.00		
32.00		32.00
325.00		
780.00		780.00
208.00		
210.00		
73.00		
STD		STD
49.00		
68.00		68.00
119.00		
65.00		
65.00		
83.00		
94.00		
NA		
46.00		46.00
STD		STD
450.00		
450.00		
STD		STD
154.00		
50.00		50.00
60.00		60.00
85.00		85.00

<b>MIRRORS, OPTIONS</b>			
HEATED MIRRORS, OUTSIDE AND CROSSOVER	75.00		26.00
HEATED MIRRORS, OUTSIDE ONLY	49.00		
HEATED MIRRORS, CROSSOVER ONLY	26.00		
6-1/2 X 10 FLAT AND 6-1/2 X 10 CONVEX (BLACK)	NA		
6-1/2 X 10 FLAT AND 6-1/2 X 10 CONVEX (STAINLESS)	NA		
7 X 11 FLAT AND 7 X 5.4 CONVEX BLACK	NA		
7 X 16 MIRROR HEADS	NA		
CROSSOVER MIRRORS HEADS & BRACKETS, BLACK	STD		
CROSSOVER MIRRORS HEADS & BRKTS, STAINLESS STEEL	NA		
ALL MIRROR BRACKETS, STAINLESS STEEL	53.00		53.00
ROSCO, BLACK	STD		
ROSCO, STAINLESS	53.00		
ROSCO, BLACK-CROSSOVER MIRRORS HEADS & BRACKETS	STD		STD
ROSCO, XOVER MIRRORS HEADS & BRKTS, STAINLESS STEEL	NA		
ROSCO, BLACK - REARVIEW ONLY	STD		STD
ROSCO, STAINLESS - REARVIEW ONLY	NA		
OTHER BRANDS OFFERED <u>MIRRORLITE</u>	62.00		
<b>MIRRORLIGHT BUS BOY HIGH DEF XOVER - BLACK, HEATED</b>	91.00		
<b>MIRRORLIGHT BUS BOY HIGH DEF XOVER - SS, HEATED</b>	127.00		
REMOTE OPERATED MIRRORS, REAR VIEWS ONLY	162.00		
REMOTE OPERATED HEATED MIRRORS, REAR VIEWS ONLY	224.00		224.00
HEATED MIRROR TIMER	48.00		48.00
<b>BACK-UP CAMERA - 6"x30"</b>	900.00		
<b>BACK-UP CAMERA - 10"x30"</b>	950.00		950.00
<b>360 CAMERA SYSTEM - 6"x30"</b>	2,060.00		
<b>MOUNTING OF BODY</b>			
CUSHION MATERIAL BETWEEN CHASSIS AND BODY			
LIST TYPE OF MATERIAL USED FOR CUSHION <u>RUBBER</u>			
FLAT CLAMPS, # OF BOLTS? <u>1</u> PER CLAMP			
<b>MOUNTING OF BODY, OPTIONS</b>			
U-BOLT MOUNTING SYSTEM ADDITION	NA		
<b>SUNSHIELD</b>			
6 X 30 FULLY ADJUSTABLE			
GREEN SHADE			
WING NUT ADJUSTABLE			
<b>SUNSHIELD, OPTIONS</b>			
10 X 30 DRIVERS SIDE SHIELD	16.00		
6 X 24 DRIVERS SIDE SHIELD	NA		
6 X 30 RIGHT SIDE SHIELD	26.00		
OPAQUE BLACK 6 X 30	17.00		
ADDITIONAL SIDE VISOR, DRIVERS SIDE WINDOW	24.00		24.00
<b>RADIO</b>			
AM/FM WITH DIGITAL CLOCK, INTEGRAL PA INT/EXT, 4 SPKRS			
<b>RADIO, OPTIONS</b>			
AM/FM WITH CD, INTEGRAL PA, 4 SPEAKERS	NA		
AM/FM WITH CD	NA		
RADIO DELETE, COMPLETE UNIT	-169.00		
6 SPEAKERS (ADD 2 TO STD 4)	20.00		20.00
8 SPEAKERS (ADD 4 TO STD 4)	40.00		
DELETE EXTERNAL PA HORN	-26.00		
EXTERNAL PA SPKR. MOUNTED IN ENGINE COMPARTMENT	STD		STD
COAXIAL CABLE INSTALLED, NO RADIO PROVIDED	26.00		
<b>RUB RAILS</b>			
4 REQUIRED			
16 GAUGE STEEL			
NUMBER OF WRAP AROUND TO THE REAR OF THE BUS <u>3</u> PER SIDE			
<b>RUB RAIL, OPTIONS</b>			
ADDITIONAL RUBRAIL	NA		
ADDITIONAL WRAP AROUND RUBRAIL EACH SET	NA		
CAULKING TOP OF EXTERIOR RUBRAILS	STD		STD
<b>SEAT BELT FOR DRIVER</b>			
3 POINT RETRACTABLE			



STD	STD
600.00	
NC	
STD	STD
STD	STD
STD	STD
93.00	
245.00	
STD	STD
52.00	
78.00	
NA	
NA	
100.00	
126.00	
NA	
NA	
169.00	
169.00	
195.00	
NA	
NA	
NC	
83.00	83.00
93.00	
NA	
NA	
155.00	
162.00	
162.00	
NA	
NA	
NA	
NA	
NA	
NA	
NA	
NA	
NA	
NA	
NA	
NA	
NA	
NA	
NA	
STD	STD
240.00	
200.00	200.00
STD	STD
NA	
123.00	123.00

## STORAGE COMPARTMENT OPTIONS

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

## UNDERCOATING

FACTORY INSTALLED, COMPLETE UNDERSIDE

## UNDERCOATING/RUSTPROOFING, OPTIONS

INSIDE EMERGENCY DOOR  
INSIDE REAR BODY PANELS AT FLOOR LINE  
**CHEMGUARD**

## VENTILATION

## FRONT ROOF NON-CLOSING VENT

## VENTILATION, OPTION

## CEILING VENT WITH FAN

## WHEEL HOUSING

STANDARD COVERING COLOR ABS BLACK

## WHEEL HOUSING, OPTIONS

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

## WINDOWS, THERMOPANE

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

## WINDOWS, OPTIONS

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

## WINDSHIELD

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

### WINDSHIELD, OPTIONS

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

## WINDSHIELD WASHERS

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

## WINDSHIELD WIPERS

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

## WINDSHIELD WIPERS, OPTIONS

WINTER (ALL SEASON) BLADES) AFTERMARKET  
OTHER: CRYSTAL CLEAR HEATED BLADES (AFTERMARKET) LL

## WIRING

COLOR AND NUMBER CODED  
AUTOMATIC, MAN. RESET, OR SOL. ST. CIRCUIT BREAKERS/FUSES

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

[illegible]

AIR BRAKE SYSTEM, "Q" PLUS, 15 x 4 FRT, 16.5 x 7 REAR	665.00	665.00
AIR BRAKE ABS WITH TRACTION CONTROL	STD	STD
<b>COLLISION MITIGATION SYSTEM - OMIT</b>	STD	STD
<b>COLLISION MITIGATION SYSTEM - WINGMAN ADVANCED</b>	740.00	
<b>COLLISION MITIGATION SYSTEM - WINGMAN FUSION</b>	1,740.00	
<b>BRAKE, PARKING MANUAL PUSH-PULL PNEUMATIC</b>	STD	STD
<b>BENDIX INTELLIPARK ELECTRONIC PARK BRAKE</b>	600.00	
<b>PARKING DISPLAY FOR ELECTRONIC PARK BRAKE</b>	340.00	
<b>FRONT, AIR: OUTBOARD DRUMS</b>		
15 X 5 "Q" PLUS	70.00	
16.5 X 5 "Q" PLUS	162.00	162.00
ADJUSTABLE BRAKE AND ACCELERATOR PEDALS	600.00	
<b>SLACK ADJUSTERS, AUTOMATIC:</b>		
HALDEX	NA	
<b>GUNITE</b>	STD	STD
MERITOR	NA	
<b>EMERGENCY BRAKE: OPTIONS</b>		
AIR POWER APPLICATION	NA	
MGM REAR PARKING BRAKE CHAMBER	STD	STD
<b>AIR DRYER AND TANKS:</b>		
MANUAL DRAIN VALVE		
BENDIX AD-9 WITH HEATER		
<b>AIR DRYER AND TANKS , OPTIONS:</b>		
PULL CHAIN FOR DRAIN VALVE (WET TANK)	STD	STD
AUTOMATIC DRAIN VALVE WITH HEATER	80.00	
BENDIX AD 9 AIR DRYER W/HEATER: W/O AIR BRAKES	415.00	
BENDIX AD1P DRYER WITH HEATER	322.00	
BW DV-2 AUTO DRAIN VALVE, WET TANK ONLY	NA	
BW DV-2 AUTO DRAIN VALVE, W/HEATER, WET TANK ONLY	NA	
BW DV-2 AUTO DRAIN VALVE, W/HEATER, ALL TANKS	NA	
<b>COMPRESSOR:</b>		
INDICATE BRAND AND CFM. <u>CUMMINS 18.7 CU FT</u>		
SPECIFY TANK CAPACITY <u>APPROX 4,000 CU IN</u>		
<b>COMPRESSOR, OPTIONS:</b>		
BENDIX 13.2 CFM	NC	
WABCO 15.2 CFM	NA	
<b>BUMPER, FRONT</b>		
HEAVY DUTY STEEL		
<b>COLOR, PAINT</b>		
INDICATE BRAND AND TYPE USED <u>AKZO NOBEL #4421</u>		
<b>COLOR, OPTIONS:</b>		
BLACK GRILLE	320.00	320.00
YELLOW GRILLE	STD	
CHROME GRILLE	200.00	
SILVER GRILLE	300.00	
FLAT BLACK HOOD TOP	430.00	
FLAT YELLOW HOOD TOP	430.00	
BLACK FENDERS	192.00	192.00
<b>ELECTRICAL SYSTEM</b>		
ALL CIRCUITS PROTECTED, AUTO OR MANUAL RESET		
FUSES/CIRCUIT BRKRS. OR SOL.ST. PROT. SPECIFY TYPE <u>MANUAL</u>		
LIST MFG's STD ALTERNATOR <u>LEECE NEVILLE AV160P2007 210 AMP</u>		
2 1031 BATTERIES, <u>(3) 1980</u> CCA (1300 - 1500)		
DAYTIME RUNNING LIGHTS, PARTIAL POWER		
HEAVY DUTY MECHANICAL TURN SIGNAL FLASHER		
<b>ELECTRICAL SYSTEM, OPTIONS:</b>		
MANUAL RESET CIRCUIT BREAKERS	STD	STD
AUTOMATIC RESET CIRCUIT BREAKERS	STD	STD
DAYTIME RUNNING LIGHTS, HIGH POWER	STD	STD
HEADLIGHT CIRCUIT RELAY SYSTEM	STD	STD
HEADLIGHT, IGNITION OFF ALARM	STD	STD
TOP FENDER MOUNTED TURN LAMPS	154.00	
FUSE BLOCK, 8 POSITIONS (MULTIPLEXED SYSTEM)	NA	

1,310.00	
NA	
43.00	
STD	
NA	
NA	
140.00	140.00
NA	
NA	
NA	
525.00	
NA	
NA	
NA	
STD	STD
NA	
NA	
232.00	
270.00	
NA	
STD	STD
82.00	
NA	
NA	
STD	
345.00	
650.00	
650.00	
850.00	850.00
1,070.00	
NA	
NA	
NA	
-3,000.00	
NA	
NA	
4,500.00	
NA	
NA	
NA	
NA	
STD	STD
80.00	80.00
80.00	
STD	STD
STD	STD
STD	STD
STD	STD
STD	STD
NA	
STD	STD



APPROX. 60-65 GALLONS, RIGHT SIDE MOUNTED  
ACCESS PLATE FOR SENDER UNIT REPLACEMENT  
FUEL DOOR INCLUDED

**FUEL TANK, OPTIONS:**

60-65 GALLON, BETWEEN FRAME MOUNTED  
100 GALLON, BETWEEN FRAME MOUNTED  
**100 GALLON, PROPANE TANK**  
RIGHT SIDE FILL, FOR BETWEEN FRAME RAILS  
LEFT SIDE FILL, FOR BETWEEN FRAME RAILS  
KEY LOCK ON FUEL DOOR  
THUMB LATCH ON FUEL DOOR  
LOCKING FUEL CAP  
**LOCKING DEF DOOR**

**HORN :**

## DUAL ELECTRIC HORNS

**HORN, OPTIONS:**

AIR HORN(S), W/AIR SUPPLY ALREADY ON BUS

### INSTRUMENTS AND PANEL:

PER NATIONAL STANDARDS  
TACHOMETER  
HOUR METER

**INSTRUMENTS AND PANEL, OPTIONS:**

GLOVE BOX - WITHOUT DOOR  
GLOVE BOX WITH LOCKING DOOR  
DASH MOUNTED DIGITAL CLOCK  
DASH MOUNTED DIGITAL CLOCK, WITH ALARM  
TRANSMISSION TEMP. GAUGE  
AMMETER  
***AMBIENT TEMPERATURE GAUGE***  
BOOST PRESSURE  
IGNITIONS KEYED ALIKE  
AIR PRESSURE GAUGE FOR AIR SUSPENSION  
CUPHOLDER DASH MOUNTED  
CLIP BOARD STORAGE COMPARTMENT

**POWER AND GRADEABILITY:**

## PER NATIONAL STANDARDS

### SHOCK ABSORBERS:

HEAVY DUTY REQUIRED FRONT AND REAR

**SPRINGS:**

FRONT: PARABOLIC TAPERED LEAF SPRING  
REAR: SINGLE STAGE, VARI-RATE MULT- LEAF SPRING

**SPRINGS, OPTIONS:**

FRONT:  
FRONT AIR SUSPENSION  
SOFTEK LEAF SPRINGS  
MAINTENANCE FREE SPRING PINS  
REAR:  
PARABOLIC TAPERED LEAF SPRING  
TWO STAGE FLAT LEAF SPRING  
AIR SUSP., WITH HYD. BRKS, INCLUDE COMPRESSOR  
AIR SUSPENSION, WITH AIR BRAKES

**STEERING:**

POWER STEERING ASSIST, \_\_\_\_\_  
 INDICATE BRAND AND MODEL TRW ROSS \_\_\_\_\_  
 INDICATE STRG. WHEEL DIAMETER 18 \_\_\_\_\_.

**STEERING, OPTIONS:**

TILT WHEEL  
TILT AND TELESCOPING WHEEL

**TIRES AND RIMS:**

**WHEELS:**

ONE PIECE RADIAL TIRE RIMS, 22.5 X 8.25  
HUB PILOTED, 10 BOLT HOLES  
TIRES, FRONT, 11R X 22.5, 14 PLY RATING  
INDICATE BRAND AND MODEL CONTINENTAL HSR2  
TIRES, REAR, TRACTION TYPE, 11R X 22.5, 14 PLY RATING  
INDICATE BRAND AND MODEL CONTINENTAL HDL2

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

[illegible]

MUST USE LEAD-FREE WEIGHTS, IF WEIGHTS ARE USED

**WHEEL, OPTIONS: PRICE PER SET OF SIX.**

**ALUMINUM RIMS**

SPARE TIRE CARRIER (1)  
SPARE HUB PILOTED WHEEL, 10 BOLT HOLES (1)  
WHEEL ALIGNMENT, FRONT ONLY  
WHEEL ALIGNMENT, REAR ONLY  
WHEEL BALANCE, FRONT ONLY, POWDER, NO LEAD ALLOWED  
WHEEL BALANCE, REAR ONLY, POWDER, NO LEAD ALLOWED  
OTHER BALANCE PRODUCTS, \_\_\_\_\_ PER WHEEL

**TIRES: CHOOSE ONE FROM EACH CATEGORY. SPARE OPTION  
FRONT, TIRE SIZES (TIRES ONLY, PRICE PER SET OF 2)**

CONTINENTAL 11R22.5 HSR2 ALL POSITION G  
MICHELIN 11R22.5 XZE2 ALL POSITION .G  
GOODYEAR 11R22.5 RSA FUEL MAX ALL POSITION .G  
BRIDGESTONE R268 ECOPIA ALL POSITION G  
CONTINENTAL 255/70R22.5 HSR2 ALL POSITION H  
GOODYEAR 255/70R22.5 ENDURANCE RSA ALL POSITION H  
BRIDGESTONE 255/70R22.5 R250 ED ALL POSITION H  
HANKOOK 255/70R22.5 AH37 ALL POSITION

**REAR, TIRE SIZES (TIRES ONLY, PRICE PER SET OF 4)**

CONTINENTAL 11R22.5 HSR2 ALL POSITION  
CONTINENTAL 11R22.5 HDL2 M/S DRIVE .  
CONTINENTAL 11R22.5 HDR2 M/S DRIVE .  
HANKOOK 11R22.5 DH37 ALL POSITION .  
BRIDGESTONE 11R22.5 R268 ECOPIA ALL POSITION .  
BRIDGESTONE 11R22.5 M710 ECOPIA M/S DRIVE .  
MICHELIN 11R22.5 XZE2 ALL POSITION .  
MICHELIN 11R22.5 XDN2 M/S DRIVE .  
CONTINENTAL 255/70R22.5 HSR2 SA ALL POSITION .  
CONTINENTAL 255/70R22.5 HDR M/S DRIVE .  
HANKOOK 255/70R22.5 AH37 ALL POSITION .  
GOODYEAR 255/70R22.5 ENDURANCE RSA ALL POSITION .  
GOODYEAR 255/70R22.5 FUEL MAX RTD .  
BRIDGESTONE 255/70R22.5 R250 ED ALL POSITION .  
BRIDGESTONE 255/70R22.5 M726 M/S DRIVE .

**COMBINATION FRONT AND REAR TIRE SIZES**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPARE, TIRE SIZES (TIRE ONLY, EACH)**

11R22.5 HANKOOK AH37 14 PLY . - AFTERMARKET  
11R22.5 HANKOOK DH37 14 PLY . - AFTERMARKET  
11R22.5 CONTINENTAL HDR2 14 PLY . - AFTERMARKET  
11R22.5 CONTINENTAL HSR2 14 PLY . - AFTERMARKET  
255/7019.5 HANKOOK AH37 14 PLY . - AFTERMARKET  
255/70R19.5 HANKOOK DH37 14 PLY . - AFTERMARKET  
MICHELIN 11R22.5 XZE2 ALL POSITION - AFTERMARKET

**WHEEL, OPTIONS: PRICE PER SET OF SIX.**

SPARE TIRE CARRIER (1)  
SPARE HUB PILOTED WHEEL, 10 BOLT HOLES (1)  
WHEEL ALIGNMENT, FRONT ONLY  
WHEEL ALIGNMENT, REAR ONLY  
WHEEL BALANCE, FRONT ONLY, POWDER, NO LEAD ALLOWED  
WHEEL BALANCE, REAR ONLY, POWDER, NO LEAD ALLOWED  
OTHER BALANCE PRODUCTS, \_\_\_\_\_ PER WHEEL

**TRANSMISSION:**

PTS 2500 ALLISON TRANSMISSION  
TOWER SHIFT WITH CABLE  
EXTERNAL TRANS. FILTER, AUTOMATIC TRANS.

**TRANSMISSION, OPTIONS:**

PTS 2200 ALLISON TRANSMISSION W/PARK PALL <26,000 LBS.  
PTS 3000 (3060) ALLISON TRANSMISSION  
TRANSYND FLUID  
MAGNET DRAIN PLUG (AUTOMATIC ONLY)  
PUSH BUTTON SHIFT FOR PT3000 (MD3060)

	950.00	
	260.00	
	125.00	
X2	STD	250.00
	STD	STD
	STD	STD
	STD	STD
	STD	STD
	NA	
	STD	STD
	\$414.00	414.00
	\$213.00	
	\$285.00	
	\$39.00	
	\$82.00	
	\$239.00	
	NA	
	270.00	
	STD	STD
	355.00	
	NA	
	396.00	
	683.00	
	828.00	
	1,001.00	1,001.00
	76.00	
	300.00	
	NA	
	162.00	
	274.00	
	534.00	
	468.00	
	NA	
	NA	
	NA	
	NA	
	345.00	
	362.00	
	412.00	
	432.00	
	276.00	
	290.00	
X2	545.00	1,050.00
	260.00	
	125.00	
	STD	STD
	STD	STD
	STD	STD
	STD	STD
	NA	
	330.00	
	4,325.00	
	STD	STD
	STD	STD
	NC	



YEARS \_\_\_\_\_ MILES \_\_\_\_\_  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_

**ENGINE WARRANTY: CHOOSE ONLY ONE**

ENGINE 8.8L GAS BRAND POWER SOLUTIONS INC.  
YEARS 5 MILES UNLIMITED STANDARD WARRANTY  
YEARS 10 MILES 200,000  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_

**ENGINE WARRANTY: CHOOSE ONLY ONE**

ENGINE 8.8L PROPANE BRAND POWER SOLUTIONS INC.  
YEARS 5 MILES UNLIMITED STANDARD WARRANTY  
YEARS 10 MILES 200,000

**ENGINE ELECTRICAL WARRANTY: CHOOSE ONLY ONE**

ENGINE \_\_\_\_\_ BRAND \_\_\_\_\_  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_ STANDARD WARRANTY  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_

**TRANSMISSION WARRANTY: CHOOSE ONLY ONE**

BRAND ALLISON MODEL 2500  
YEARS 5 MILES UNLIMITED STANDARD WARRANTY  
YEARS 7 MILES UNLIMITED  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_  
YEARS \_\_\_\_\_ MILES \_\_\_\_\_

**TOW WARRANTY: CHOOSE ONLY ONE**

BRAND NA MODEL NA  
YEARS 5 MILES UNLIMITED \$250 MAX PER INCIDENT

**CHASSIS WARRANTY: CHOOSE ONLY ONE**

BRAND IC MODEL CE PB105  
YEARS 1 MILES UNLIMITED STANDARD WARRANTY  
YEARS 3 MILES 50,000  
YEARS 5 MILES 100,000  
YEARS 6 MILES 150,000  
YEARS 7 MILES 150,000

**TOTAL NON-TAXABLE CHARGES**

**TOTAL COST OF YOUR SCHOOL BUS:**

Trade Values

Bus #9: \$3000.00

Bus #24: \$3000.00

Bus #26: \$5,000.00

Bus #30: \$5,000.00

Note: Trade Values Only Good Till 4/15/2022

**TRADE-INS (IF APPLICABLE)**

AMOUNT ALLOWED FOR TRADE-IN OF ONE UNIT

**LIST AS A NEGATIVE NUMBER (-MINUS)**

YOU MAY ENTER THE ACTUAL PRICE FOR ONE UNIT  
OR THE AVERAGE PRICE FOR MULTIPLE UNITS

**TAXABLE AMOUNT DEDUCTED FOR TRADE-IN**

**MUST BE A NEGATIVE NUMBER** 0.00

**MUST BE A NEGATIVE NUMBER** 0.00

**TOTAL COST OF SCHOOL BUS ALLOWING FOR TRADE-IN:**

**DAYS FOR DELIVERY (EXPECTED)**

(CALCULATED FROM CONFIRMING P.O. TO DELIVERY AT THE DISTRICT)

CONTRACT BOND

\$ \_\_\_\_\_ /1000

**HOGLUND BUS CO.,INC.**  
\_\_\_\_\_  
COMPANY NAME

PO BOX 249, 116 OAKWOOD DR E.  
ADDRESS

MONTICELLO, MN, 55362  
CITY, STATE, ZIP

763-295-5119  
PHONE NUMBER

\_\_\_\_\_  
REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
REPRESENTATIVE

\_\_\_\_\_  
DATE

end of worksheet



# Bus Order Agreement

Date: 2/18/2022  
Sales Rep: Paul Fiereck

NCBE Quote ID # or Stock #: \_\_\_\_\_ Order Out \_\_\_\_\_

Bid Type: Sourcewell  
(State, Formal, NJPA, etc.)

Customer Name: Richfield School Dist

Address: 7001 Harriet Av S Richfield, MN 55423

Contact Name: Dan McGinn Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Financing: YES NO Lender: \_\_\_\_\_

Be it known that (Buyer) Richfield School Dist agrees to purchase from North Central Bus & Equipment, Inc. (Seller) the following described items as listed below and any attachments:

Qty	Description	Unit Price	Total Price
1	2022 Blue Bird Micro Bird G5 36 passenger with ICS and Lap Belts	\$77,386.54	\$77,386.54
	Less Trade-In Value (Total of All Trades, As Itemized Below)	(\$15,000.00)	(\$15,000.00)
	Sourcewell Contract #102115-NCC Customer #80546		
	tax	\$4,055.13	\$4,055.13
1	Title and Doc Fees	\$125.00	\$125.00
		<b>*Total Bid Price:</b>	<b>\$66,566.67</b>

Type of Plates: TE SB BY  
Tax Exempt?: YES NO

*\*Plus Applicable Tax, Title, Plate, Transfer, and Doc Fees*

**A Final Invoice Will Be Generated and Mailed To You Prior To Delivery Of Your New Bus, Including All Applicable Fees.**

Trade-In Information			
Plate #	VIN Number	Year / Make / Model, Mileage, Engine, Capacity, Brakes, Transmission	Trade-In Value

Comments / Additional Information:

**PRICING QUOTED IS FOR 30 DAYS TRADE PRICE IS FOR 30 DAYS**

Bus will be longer than last bus by ~2 ft. Only chassis available till production starts next November.

Accepted By: \_\_\_\_\_ Paul Fiereck \_\_\_\_\_  
(NCBE Representative) (Authorized Buyer Representative)  
Sales Rep \_\_\_\_\_  
2/7/2022 \_\_\_\_\_  
(Date) (Date)

All Pricing Is Valid for 30 Days Or Availability Of Quoted Stock Unit(s) At The Time Of Purchase. Buyer Will Pay For Any Equipment Or Performance Changes, Modifications, or Additions Required By Any Changes In Such Laws or Regulations Subsequent To The Date Hereof At The Increased Cost To The Seller.

[illegible]



[illegible]

[illegible]



[illegible]

[illegible]

[illegible]

[illegible]

[illegible]



[illegible]

[illegible]

[illegible]

[illegible]

UNIT# 9	YEAR	2009	VIN#	4DRBUAAN7AB164764					COST	\$88,502		ODOM.	110,235			
	RICHFIELD PUBLIC SCHOOLS															
12/16/2021	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2020	2021	2022	2023	TOTALS	
ENGINE	138	185	213	99	352	363	304	287	294	293	143	4286			\$6,957	
TRANS.	8	0	0	117	0	122	9	10	116	10	0	8			\$400	
BRAKES	0	0	60	0	0	6	28	20	32	24	23	0			\$193	
FT. BRAKES	0	0	0	0	0	0	0	0	0	0	0	0			\$0	
RR. BRAKES	14	0	0	0	0	0	0	511	0	0	0	0			\$525	
BODY WORK	0	0	0	3	3345	0	0	0	3593	33	0	0			\$6,974	
TIRES	0	0	0	0	1080	1088	0	0	0	0	0	0			\$2,168	
STEERING/SUP	0	7	0	0	0	300	0	0	0	0	0	0			\$307	
EXHAUST	0	0	0	0	0	0	0	0	0	0	0	0			\$0	
INTERIOR	37	11	10	10	0	5	0	0	0	0	0	0			\$73	
BAT.,ALT.,START	0	0	0	0	0	0	0	211	0	0	25	0			\$236	
EXTERIOR	0	51	0	24	35	0	0	18	67	30	25	15			\$265	
ELECTRICAL	0	0	27	0	12	0	0	0	193	0	0	0			\$232	
HEATING / AC	0	94	7	0	0	0	0	0	3	102	0	68			\$274	
LIGHTS	69	1	127	16	17	8	51	8	57	0	0	0			\$354	
GLASS	0	0	0	0	80	18	120	139	80	0	0	799			\$1,236	
UPHOLSTERY	0	0	0	0	72	24	686	49	19	101	0	58			\$1,009	
SHOP SUPPLIES	32	63	39	32	56	52	36	55	36	46	10	39			\$496	
SAFETY EQT.	1	0	0	0	50	402	86	0	52	332	0	4,215			\$5,138	
YEARLY TOTAL	\$299	\$412	\$483	\$301	\$5,099	\$2,388	\$1,320	\$1,308	\$4,542	\$971	\$226	\$9,488				
GRAND TOTAL															\$26,837	

UNIT#	10	YEAR	VIN #	COST	ODOM.
<b>RICHFIELD PUBLIC SCHOOLS</b>					
		2021	2022		
<b>ENGINE</b>					
<b>TRANS.</b>					
<b>BRAKES</b>					
<b>FT. BRAKES</b>					
<b>RR. BRAKES</b>					
<b>BODY WORK</b>					
<b>TIRES</b>					
<b>STEERING/SUP</b>					
<b>EXHAUST</b>					
<b>INTERIOR</b>					
<b>BAT.,ALT.,START</b>					
<b>EXTERIOR</b>					
<b>ELECTRICAL</b>					
<b>HEATING / AC</b>					
<b>LIGHTS</b>					
<b>GLASS</b>					
<b>UPHOLSTERY</b>					
<b>SHOP SUPPLIES</b>					
<b>SAFETY EQT.</b>					
<b>YEARLY TOTAL</b>					
<b>GRAND TOTAL</b>					

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**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.D.**

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

**Regular Meeting, February 22, 2022**

**Subject: SHERIDAN HILLS Facilities Project Change Order #031**

(Recommended by the Superintendent)

That the Board of Education approve SHERIDAN HILLS Facilities Project Change Order #031 for a net increase of \$223.00.

**Background Information**

- Sheridan Hills Change Order #31 – An added cost of \$223.00 to install washable ceiling tiles in additional kitchen use spaces as required by the Health Department as well as credits for irrigation repairs completed direct by the school district as well as a credit for extra communication materials required by the specification but determined not to be necessary due to the existing attic stock the school district already has. This is the final change order for Sheridan Hills Elementary contract with Corval Constructors.

The original (Contract Sum)	\$9,582,000.00
Net Change by previously authorized Change Orders	\$502,903.00
The contract sum prior to these Change Orders	\$10,084,903.00
The contract sum will be increased by these Change Orders in the amount of	\$223.00
The new contract sum including all Change Orders will be	\$10,085,126.00



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

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

## Contract Change Order #031: Corval CO 031

<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>	2/14/2022	<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>	02/14/2022
<b>INVOICED DATE:</b>		<b>PAID DATE:</b>	
<b>REFERENCE:</b>		<b>CHANGE REASON:</b>	Client Request   Backcharge   Inspector/Code Required
<b>PAID IN FULL:</b>	No	<b>EXECUTED:</b>	No
<b>ACCOUNTING METHOD:</b>	Amount Based	<b>SCHEDULE IMPACT:</b>	
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$223.00

### DESCRIPTION:

Included in this change order are costs to provide a cleanable type ceiling tile throughout the Kitchen area.

Also included in this change order is a deduct for extra materials related to low voltage and communications components that were not wanted or received by the Owner and a back-charge to cover the cost of a replacement irrigation controller.

CE #120 - RFCO - Irrigation Repair: (\$750.00)  
Repair to damaged irrigation controller(s) and system

CE #148 - RFCO - Kitchen Cleanable Ceiling Tiles: \$1,448.00  
RFCO - Kitchen Cleanable Ceiling Tiles

CE #150 - RFCO - Credit for Communications Extra Materials: (\$475.00)  
RFCO - Credit for Communications Extra Materials

### ATTACHMENTS:

[RFCO - Backcharge for Irrigation Components.pdf](#) [RFCO - Credit for Extra Materials - Communications.pdf](#) [GCPR#90 - Replace Ceiling Tile in Kitchen.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 502,903.00
The contract sum prior to this Change Order was	\$ 10,084,903.00
The contract sum will be increased by this Change Order in the amount of	\$ 223.00
The new contract sum including this Change Order will be	\$ 10,085,126.00
The contract time will not be changed by this Change Order by	



**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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**SIGNATURE**

**DATE**

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**SIGNATURE**

**DATE**

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**SIGNATURE**

**DATE**

**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.E.**

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

**Regular Meeting, February 22, 2022**

**Subject: RMS Facilities Project Change Order #028**

(Recommended by the Superintendent)

That the Board of Education approve RMS Facilities Project Change Order #028 for a net increase of \$14,344.62.

**Background Information**

- Richfield Middle School Change Order #28 – An added cost of \$14,344.62 with the majority of the cost to increase the electrical feeds and panel breaker to accommodate the dishwasher booster heater. Also included is the cost to replace the 8” deep woodshop sink with a 5.5” deep sink to meet accessibility clearance requirements. This is the final change order for Richfield Middle School contract with Shaw Lundquist and Associates.

The original (Contract Sum)	\$16,701,000.00
Net Change by previously authorized Change Orders	\$953,951.36
The contract sum prior to this Change Order	\$17,654,951.36
The contract sum will be increased by this Change Order in the amount of	\$14,344.62
The new contract sum including all Change Orders will be	\$17,669,295.98



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 #028: Shaw-Lundquist CO 028

<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>	2/14/2022	<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>	02/14/2022
<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>	
<b>FIELD CHANGE:</b>	No	<b>TOTAL AMOUNT:</b>	\$14,344.62

### DESCRIPTION:

Upsizing the electrical feeder and panels to accommodate booster heater along with the dishwasher. Replacing sink in woodshop to accommodate for handicap accessibility and function.

CE #157 - #193: Booster heater and dishwasher: \$12,889.32

CE #158 - #311: Sink at c120 woodshop: \$1,455.30

### ATTACHMENTS:

[ICS CE #157 Revised Pricing for Approval RMS 2022-01-17.pdf](#) [ICS CE 158.pdf](#)

### CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 953,951.36
The contract sum prior to this Change Order was	\$ 17,654,951.36
The contract sum will be increased by this Change Order in the amount of	\$ 14,344.62
The new contract sum including this Change Order will be	\$ 17,669,295.98
The contract time will not be changed by this Change Order by	

**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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

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

**Regular Meeting, February 22, 2022**

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

(Recommended by the Superintendent)

That the Board adopt this resolution for the 2021-2022 school year to support a cooperative sponsorship with Academy of Holy Angels for Girls Synchronized Swimming activity programs.

**Background Information**

Richfield High School and The Academy of Holy Angels would like to form a cooperatively sponsored team in Girls Synchronized Swimming starting in the 2021-22 school year. Richfield will only return 8 swimmers this coming season. AHA does not offer synchronized swimming but has 3 girls that are interested in participating. We do not believe this will change our competitive level in either the conference or the section; this is an effort to strengthen our team with numbers and provide an opportunity for our neighboring schools' student athletes.

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

**RESOLUTION APPROVING COOPERATIVE SPONSORSHIP AGREEMENT**

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

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

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

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

\_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**AGREEMENT FOR COOPERATIVE SPONSORSHIP OF**

Girls Synchronized Swimming

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

1. Joint Application. The above-named governing boards shall jointly make an application to the Minnesota State High School League (MSHSL) Board of Directors not later than the first day of practice for that sport season to be considered for that sport season for approval for cooperative sponsorship of a joint high school Girls Synchronized Swimming activity programs, hereinafter "combined program", for students attending Richfield High School and Academy of Holy Angels High School for school years 2021 - 2022.



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

Richfield High School and The Academy of Holy Angels would like to form a cooperatively sponsored team in Girls Synchronized Swimming starting in the 2021-22 school year. Richfield will only return 8 swimmers this coming season. AHA does not offer synchronized swimming but has 3 girls that are interested in participating. We do not believe this will change our competitive level in either the conference or the section, this is an effort to strengthen our team with numbers and provide an opportunity for our neighboring schools' student athletes.

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

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

A. Team Name. The team shall be known as the Richfield with Independent School District No. 280 serving as host school district.

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

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

(1) Expenses for transportation, including daily transportation of participants to and from practice sessions and contests, supplies and equipment, salary and fringe benefit costs for coaches and other activity personnel, payment of referees and other personnel necessary to stage the event, transportation to away matches will be covered by Richfield High School and reimbursed from the Academy of Holy Angels as a percentage of expenses based on a per pupil participant count that is above and beyond the participation fee..

In the event that the allocation of an expenditure item is not specified above, the costs of that item shall be shared EQUALLY between the cooperating parties.

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

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

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

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

G. Employment of Personnel.

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

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

Position Employer

a. Assistant Coaches- Independent School District No. 280

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

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

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

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

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

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

7. Term: Dissolution. The term of this agreement shall be for school years 2021-22 and 2022-23. The agreement shall be continuous following the first two-year agreement unless an application for dissolution is submitted. Requests to dissolve cooperative sponsorships of activities must be submitted to the MSHSL anytime prior to

the first day of practice for that sport season to be considered for the following year. If the early dissolution of the agreement is not approved, the combined program must be offered cooperatively or not at all during the remaining term of the agreement.

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

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

**INDEPENDENT SCHOOL DISTRICT No. 280**  
Richfield, Minnesota

By Chair:

By Clerk:

Date:

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

By Chair:

By Clerk:

Date:

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

Rev. 2/18/99

**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.G.**

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

**Regular Meeting, February 22, 2022**

**Subject: Donations**

(Recommended by the Superintendent)

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

**The RMS Music Department** received a donation of a trumpet valued at \$450.00 from Chuck Hoglin of Edina.