

SUPERINTENDENT'S REPORT AND AGENDA

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

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

If you require a reasonable accommodation in order to attend the board meeting or view the livestream, please contact Board Secretary Cassandra Quam at cassandra.quam@rpsmn.org or 612-798-6012 at least 24 hours before the meeting.

Monday, December 4, 2023 7 p.m. School Board Meeting

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Superintendent Update
 1. Truth in Taxation Hearing
 2. Sheridan Hills Elementary School Presentation
- IV. CONSENT AGENDA
 - A. Routine Matters
 1. Minutes of the Regular Meeting held November 13, 2023
 2. General Disbursements as of 11/22/23 in the Amount of \$2,697,858.05
- V. OLD BUSINESS
 - A. Policy 501: Early Entrance to Kindergarten & Administrative Guidelines 501.1 & 501.2
 - B. Policy 801: Student Use of Secondary School Facilities & Administrative Guideline 801.1
 - C. Policy 545: Attendance & Administrative Guideline 545.1
- VI. NEW BUSINESS
 - A. Final Levy Certification
 - B. Authorization for Energy Savings Performance Contract
 - C. Authorization for Purchase of a Maintenance Vehicle

D. Policy 547: Student Dress and Appearance

E. Resolution Designating Polling Places for 2024

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Suggested/Future Agenda Items

D. Future Meeting Dates

| | | |
|------------|--------|--|
| 12-18-2023 | 7 p.m. | Regular Board Meeting – Public Comment |
| 1-8-2024 | 7 p.m. | Board Organizational Meeting |

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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

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

Agenda Item II.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 4, 2023

Subject: Ongoing Data Reference List

Acronyms:

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

| | |
|--------------|---|
| ABE: | Adult Basic Education |
| AC: | All Conference |
| ACHM: | All Conference Honorable Mention |
| ADA: | Americans with Disabilities Act |
| ADM: | Average Daily Membership |
| A.I.: | American Indian |
| AIPAC: | American Indian Parent Advisory Committee |
| ALC: | Area Learning Center |
| AMSD: | Association of Metropolitan School Districts |
| AP: | Advanced Placement |
| AP: | Assistant Principal |
| APBP: | Association of Pedestrian and Bicycle Professionals |
| BGC: | Background Check |
| BGC: | Boys & Girls Club |
| BIPOC: | Black, Indigenous, and People of Color |
| BILT or ILT: | Building Instructional Leadership Team |
| BLT: | Beacons Leadership Team |
| BOLT: | Building Operational Leadership Team |
| BPH: | Bloomington Public Health |
| C&A: | Connect & Assess |
| CAD: | Computer-aided Design |
| CAV-X: | Connected and Automated Vehicles Office (MnDOT) |
| CCR: | Career & College Readiness |
| CDC: | Centers for Disease Control |
| CE: | Community Education |
| CIS: | College in the Schools |
| CLSD: | Comprehensive Literacy State Development |
| COL: | Cost of Living |

| | |
|---------------------|---|
| CPR & AED: | Cardiopulmonary Resuscitation & Automated External Defibrillator |
| DA: | Dream Act |
| D.O.: | District Office |
| DSLNL: | District Summer Learning Network |
| EAP: | Employee Assistance Program |
| ECFE: | Early Childhood Family Education |
| ECSE: | Early Childhood Special Education |
| ELA: | English Language Arts |
| EL or ELL: | English Learner or English Language Learner |
| ESL: | English as a Second Language |
| ESY: | Extended School Year |
| FAFSA: | Free Application for Federal Student Aid |
| FFVP: | Fresh Fruit and Vegetable Program |
| F/R or FRP: | Free/Reduced or Free and Reduced Price (usually referring to eligible students) |
| FTE: | Full-Time Equivalent |
| FY: | Fiscal Year |
| GASB: | Governmental Accounting Standards Board |
| GLOW: | Gay, Lesbian Or Whatever (LGBTQ+/allies student group) |
| GPA: | Grade Point Average |
| HHM: | Homeless/Highly Mobile |
| HR: | Human Resources |
| HSSC: | Hennepin South Services Collaborative |
| IEP: | Individualized Education Plan |
| IHP: | Individual Healthcare Plan |
| LAN: | Local Area Network |
| LETRS: | Language Essentials for Teachers of Reading and Spelling |
| LGBTQ+ or LGBTQIA+: | Lesbian, Gay, Bisexual, Transgender, Queer, and others or Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual, and others |
| LOR: | Local Optional Revenue |
| LTD: | Long Term Disability |
| LTFM: | Long-Term Facilities Maintenance |
| LSN: | Licensed School Nurse |
| MASA: | Minnesota Association of School Administrators |
| MASMS: | Minnesota Educational Facilities Management Professionals Association |
| MCA: | Minnesota Comprehensive Assessments |
| MDE: | Minnesota Department of Education |
| MDH: | Minnesota Department of Health |
| MFA: | Multi-Factor Authentication |
| MIEA: | Minnesota Indian Education Association |
| MIRA: | Módulo de información recursos y apoyo (CE partner) |
| MLL: | Multilingual Learning |
| MnDOT: | Minnesota Department of Transportation |
| MSBA: | Minnesota School Boards' Association |

| | |
|--------------|--|
| MSHSL: | Minnesota State High School League |
| MTSS: | Multi-Tiered Systems of Support |
| MVP: | Most Valuable Player |
| NCTM: | National Council of Teachers of Mathematics |
| NSBA: | National School Boards' Association |
| NSPRA: | National School Public Relations Association |
| NWEA-MAP | Northwest Evaluation Association-Measures of Academic Progress |
| OPEB: | Other Post-Employment Benefits |
| OSHA: | Occupational Safety and Health Administration |
| OW: | Outreach Worker |
| PAG: | Parent Advisory Group |
| PD: | Professional Development |
| PICA: | Parents in Community Action (Head Start organization) |
| PLC: | Professional Learning Community |
| PRESS: | Path to Reading Excellence in School Sites |
| PTO or PTSO: | Parent-Teacher Organization or Parent-Teacher-Student Organization |
| POS: | Point of Sale |
| Q Comp: | Alternative Teacher Professional Pay System |
| RCEP: | Richfield College Experience Program |
| RDLS: | Richfield Dual Language School |
| READY: | Residents Encouraging Asset Development in Youth |
| RFP: | Request for Proposal |
| RHRC: | Richfield Health Resource Center |
| RHS: | Richfield High School |
| RMS: | Richfield Middle School |
| RPS: | Richfield Public Schools |
| SBG: | Standards-Based Grading |
| SEC: | South Education Center |
| SEIU: | Service Employees International Union |
| SEL: | Social-Emotional Learning |
| SLA: | Spanish Language Arts |
| SPED: | Special Education |
| SRTS: | Safe Routes to School |
| STAR: | Standardized Test for Assessment of Reading |
| STAT: | Student and Teacher Assistance Team |
| STEM: | Science, Technology, Engineering, and Math |
| SWBE: | School Wide Behavior Expectations |
| SY: | School year |
| T&L: | Teaching & Learning |
| TCRWP: | Teachers College Reading & Writing Project |
| TMC: | Tri-Metro Conference |
| TS GOLD: | Teaching Strategies GOLD® Assessment |
| UFARS: | Uniform Financial Accounting and Reporting Standards |
| VEBA: | Voluntary Employees' Beneficiary Association |

VPK: Voluntary PreKindergarten
WBWF: World's Best Workforce
WCPM: Words Correct Per Minute
WIN: What I Need
YTD: Year-to-Date

RPS Student Demographic Data 2022-2023:

4,148 Students District-wide

- 3,978 Traditional Count
 - 1,712 Elementary (K-5) Average Class Size = 21.61
 - 807 Middle (6-8) Average Class Size = 21.63
 - 1,322 High (9-12) Average Class Size = 28.03
 - 112 ECSE
 - 25 Transition+
- 170 Voluntary Prekindergarten (VPK)

Student Diversity (based on MDE categories)

- BIPOC: 71%
 - American Indian or Alaska Native: 1.01%
 - Asian: 4.12%
 - Hispanic: 42.6%
 - Black or African American: 14.59%
 - Native Hawaiian or Other Pacific Islander: 0.05%
 - 2 or More Races: 8.63%
- White: 29%

English Learner

- ELL: 23.14%
- Non-ELL: 76.86%

Free/Reduced Eligible

- Eligible: 62.5%
- Not Eligible: 37.5%

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

Agenda Item II.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 4, 2023

Subject: Ongoing Board Calendar

Upcoming Events to Attend:

Tuesday, December 5: RHS Band Concert, 7 p.m.
Saturday, December 9: Optimist Club Annual Pancake Breakfast, 8 a.m. @ Oak Grove
Lutheran Church (70th St. & Lyndale Ave)
Tuesday, December 12: RCEP Family Night, 5 p.m.
Tuesday, December 12: RHS Winter Choir Concert, 7 p.m.
Wednesday, December 13: RMS Advanced Band Concert, 11 a.m. @ Southdale Mall
Thursday, December 14: RMS Choir Concert, 7 p.m.
Monday, December 18: Board Meeting, 7 p.m.

Monday, January 8: Board Meeting, 7 p.m.
Thursday, January 11 – Friday, January 12: MSBA Leadership Conference @
Minneapolis Convention Center
Thursday, January 18: RHS Fine Arts Night, 6:30 p.m.
Thursday, January 18: RMS Beginner & Intermediate Bands Concert, 7 p.m.
Monday, January 22: Board Meeting, 7 p.m.
Tuesday, January 23: RMS Curriculum Night, 6 p.m.
Tuesday, January 23: RHS Advanced Band Concert, 7 p.m.

Upcoming Holidays, Heritage Months, and Appreciation Days:

Wednesday, December 6: Educational Technology Staff Appreciation Day

Monday, January 1: New Year's Day
Monday, January 15: Martin Luther King, Jr. Day

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

Agenda Item III.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 4, 2023

Subject: Superintendent Update

Chief HR and Administrative Officer Craig Holje will present the annual Truth-in-Taxation presentation. Sheridan Hills Principal Nancy Stachel will give a presentation on Conscious Discipline.

Attached:

Truth-in-Taxation Presentation
Sheridan Hills Elementary School Presentation



Richfield Public Schools, ISD 280

Public Hearing for Taxes Payable in 2024

DECEMBER 4, 2023

PRESENTED BY:

CRAIG HOLJE, CHIEF HUMAN
RESOURCES & ADMINISTRATIVE
OFFICER

Minnesota State Law Requirements

A Public Meeting...

- Between November 25th & December 28th
- At 6:00 PM or later
- May be part of regularly scheduled meeting
- Must allow for public comments
- May adopt final levy at same meeting

...and Presentation of:

- Current year budget
- Proposed property tax levy

Hearing Agenda



Background
Information on
School Funding



District's Budget



District's Proposed
Tax Levy for Taxes
Payable in 2024



Public Comments

MN Legislature Must Set Funding for Minnesota Public Schools

Minnesota Constitution ARTICLE XIII

MISCELLANEOUS SUBJECTS

Section 1

“UNIFORM SYSTEM OF PUBLIC SCHOOLS. The stability of a republican form of government depending mainly upon the intelligence of the people, it is the duty of the legislature to establish a general and uniform system of public schools. The *legislature shall make such provisions by taxation or otherwise* as will secure a thorough and efficient system of public schools throughout the state.”

As a Result,
Funding is
Highly
Regulated

State Sets:

- Formulas which determine revenue; most revenue based on specified amounts per pupil
- Tax policy for local schools
- Maximum authorized property tax levy
 - Districts can levy less, but not more than amount authorized by state, unless approved by voters in November

State also authorizes school board to submit referendums for operating & capital needs to voters for approval

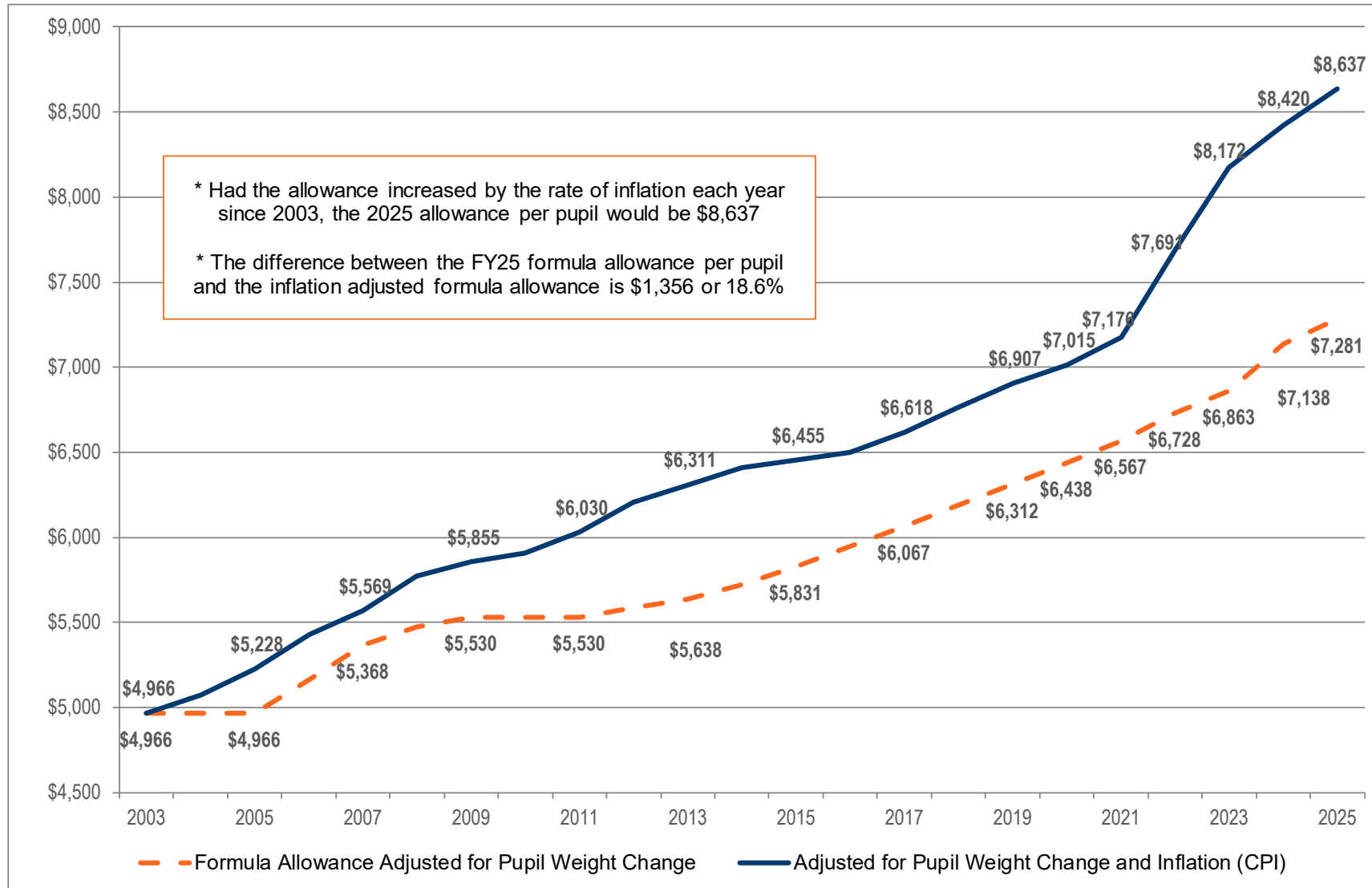
Basic General Education Formula Lags Inflation

- Since 2002-03, state General Education Revenue formula has not kept pace with inflation
- For Fiscal Year 2023-24, an increase of 4.00% or \$275 over previous year was approved
- For Fiscal Year 2024-25, an increase of 2.00% or \$143 over previous year was approved

Per-pupil allowance for Fiscal Year 2024-25 of \$7,281 would need to increase by another \$1,356 (18.6%) to have kept pace with inflation since 2002-03, resulting in an allowance of \$8,637

General Education Formula Allowance, 2003-2025

Adjusted for Pupil Weight Change and Inflation (CPI)



Source: MDE June 2023 Inflation Estimates and Minnesota Laws 2023

According to MN Department of Education (MDE):

FY 2022 costs of providing programs were underfunded statewide by \$712 million

Even with recent improvements in funding, by FY 2027 costs of providing programs statewide will be underfunded by \$408 million



Primary options to bridge funding gap are to cut regular program budgets or increase referendum revenue, most districts have done both

Underfunding of Special Education

Change in Tax Levy does not Determine Change in Budget



Tax levy is based on many state-determined formulas plus voter approved referendums



Some increases in tax levies are revenue neutral, offset by reductions in state aid



Expenditure budget is limited by state-set revenue formulas, voter-approved levies & fund balance



An increase in school taxes does not always correlate to an equal increase in budget

Difference in Levy Cycles



School District:

- Budget year begins July 1st
- 2024 taxes provide revenue for 2024-25 fiscal year
- Budget adopted in June 2024



City/County:

- Budget year begins Jan. 1st
- 2024 taxes provide revenue for 2024 calendar year budget

Budget Information

Because approval of school district budget lags certification of tax levy by six months, state requires only current year budget information be presented at this hearing. Fiscal Year 2024-25 budget will be adopted by School Board in June 2024.

School district budgets are divided into separate funds, based on purposes of revenue, as required by law.

Our District's Funds:

- General
- Food Service
- Community Service
- Building Construction
- Debt Service
- Trust
- Internal Service
- OPEB* Trust
- OPEB* Debt Service

**Other Post-Employment Benefits*



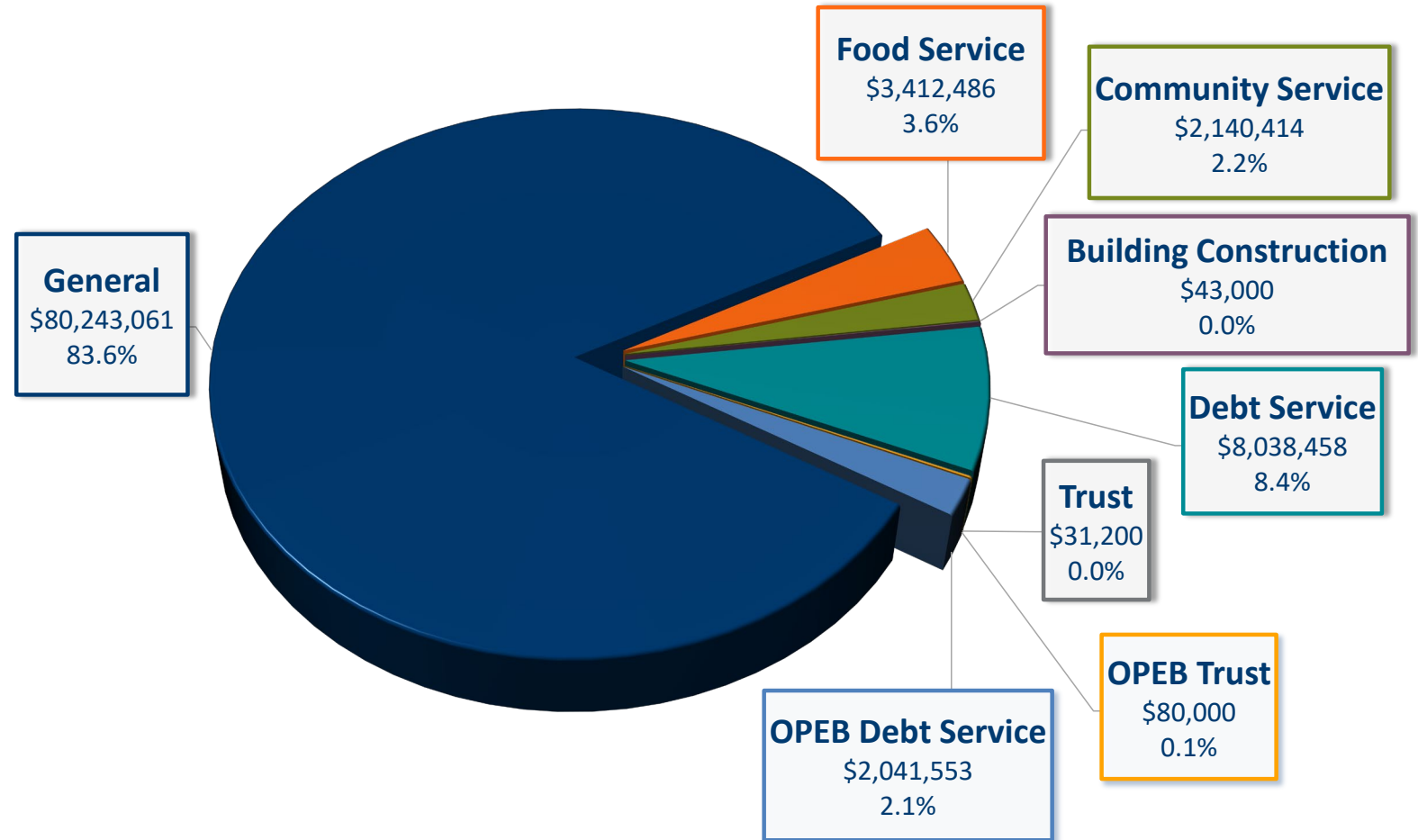
District Revenues & Expenditures
Actual for FY 2023, Budget for FY 2024

| FUND | FISCAL 2023 BEGINNING | 2022-23 ACTUAL | | JUNE 30, 2023 ACTUAL | 2023-24 BUDGET | | JUNE 30, 2024 PROJECTED |
|-------------------------|-----------------------|-------------------------|-----------------------------|----------------------|------------------------|-----------------------------|-------------------------|
| | FUND BALANCES | REVENUES & TRANSFERS IN | EXPENDITURES & TRANSERS OUT | FUND BALANCES | REVENUES & TRANSERS IN | EXPENDITURES & TRANSERS OUT | FUND BALANCES |
| General/Restricted | \$3,530,495 | \$17,534,743 | \$17,485,577 | \$3,579,661 | \$19,327,958 | \$18,714,271 | \$4,193,348 |
| General/Other | 15,809,091 | 57,481,591 | 59,326,148 | 13,964,534 | 60,915,103 | 61,274,014 | 13,605,623 |
| Food Service | 1,169,574 | 3,072,380 | 3,519,501 | 722,453 | 3,412,486 | 3,426,408 | 708,531 |
| Community Service | 287,734 | 2,097,545 | 2,106,917 | 278,362 | 2,140,414 | 2,244,170 | 174,606 |
| Building Construction | 961,362 | 2,403,125 | 136,534 | 3,227,953 | 43,000 | 1,500,000 | 1,770,953 |
| Debt Service | 1,520,695 | 7,384,481 | 7,254,908 | 1,650,268 | 8,038,458 | 7,943,844 | 1,744,882 |
| Trust | 27,588 | 25,986 | 7,639 | 45,935 | 31,200 | 8,000 | 69,135 |
| Internal Service | 3,548,721 | | | 3,821,400 | | | 3,739,947 |
| OPEB* Irrevocable Trust | 7,582,960 | 190,720 | 484,271 | 7,289,409 | 80,000 | 665,000 | 6,704,409 |
| OPEB* Debt Service | 354,963 | 2,061,376 | 2,027,475 | 388,864 | 2,041,553 | 2,025,575 | 404,842 |
| Total All Funds | 34,793,183 | 92,251,947 | 92,348,970 | 34,968,839 | 96,030,172 | 97,801,282 | 33,116,276 |

*Other Post Employment Benefits

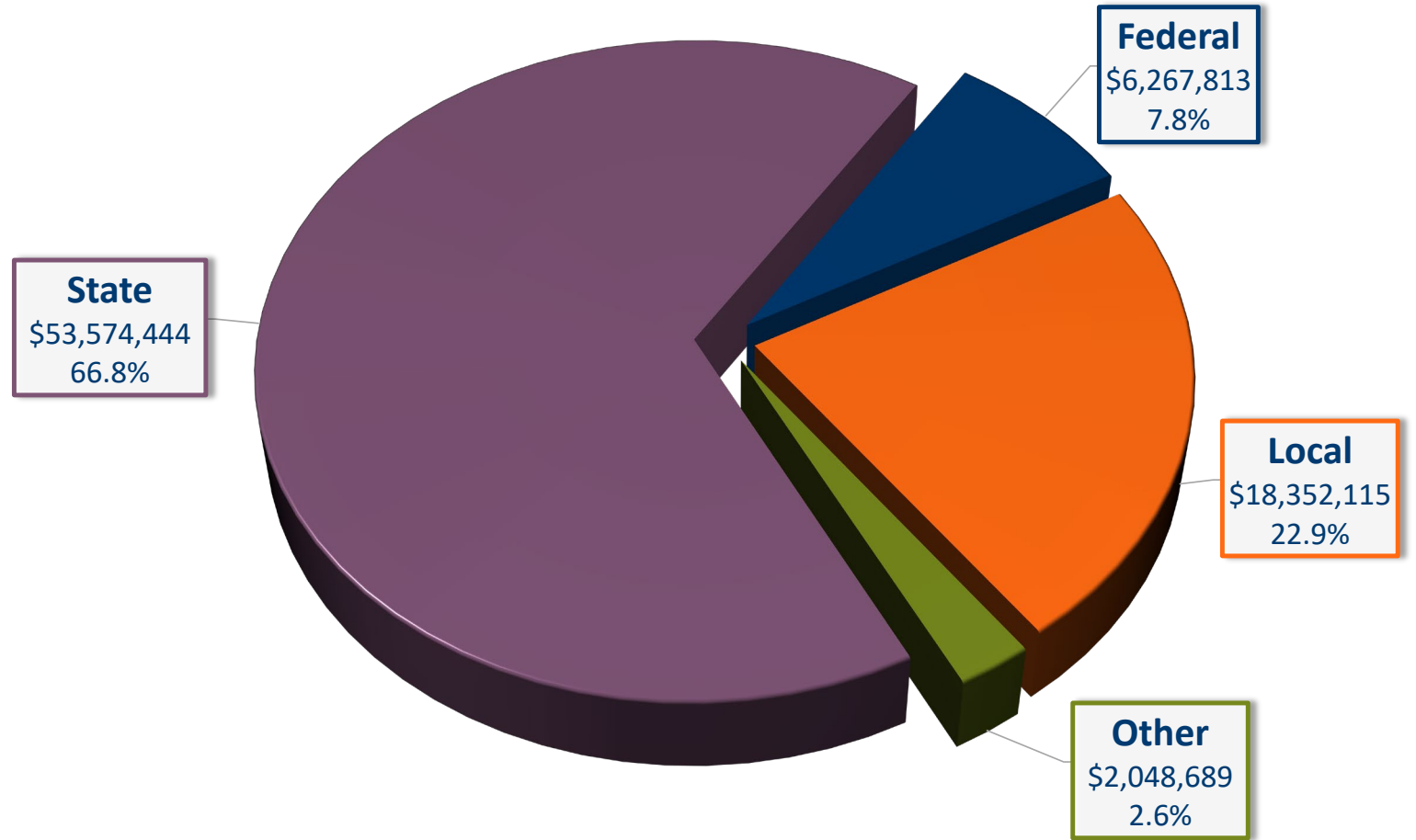
Revenue - All Funds -

2023-24 Budget
\$96,030,172



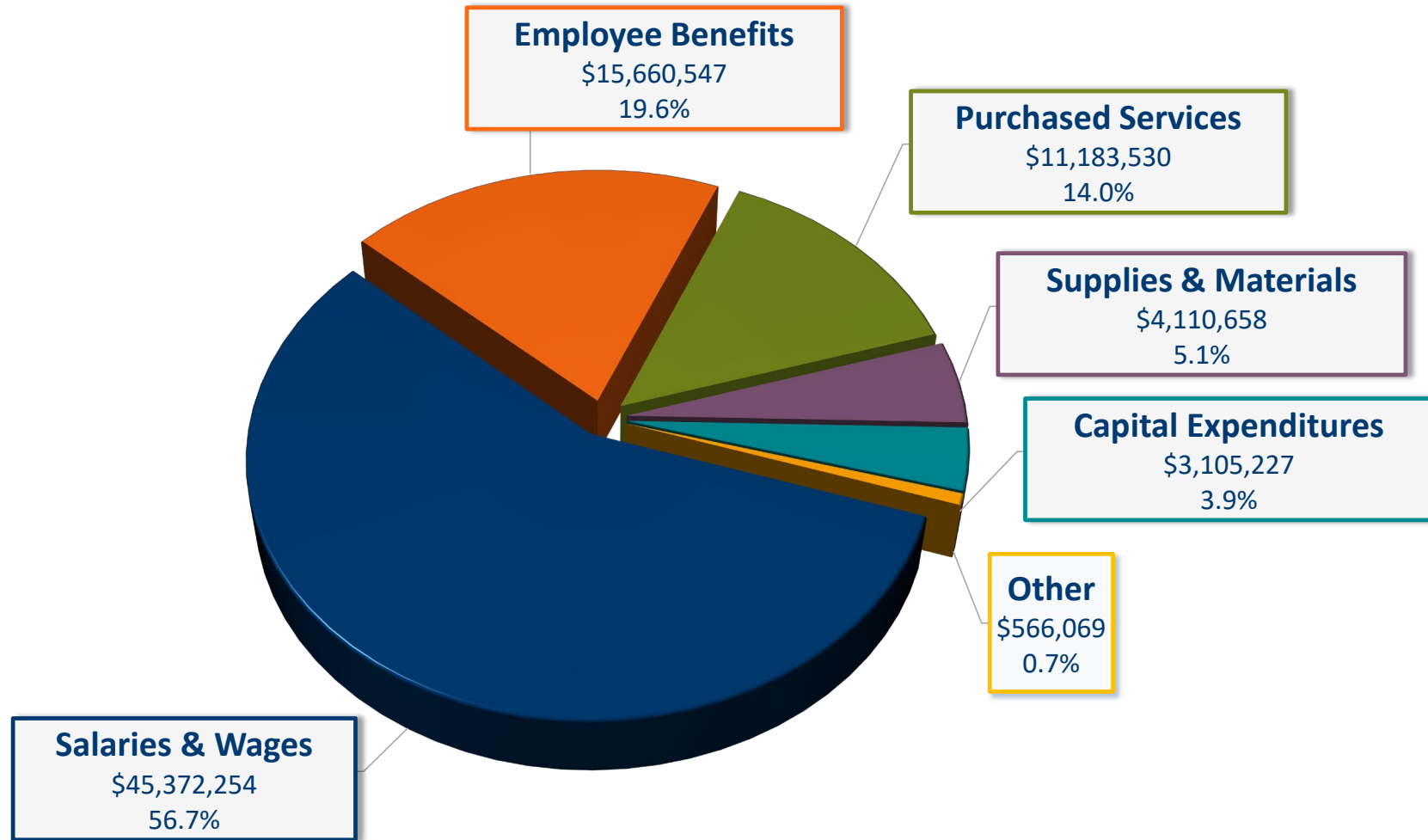
General Fund Revenue

2023-24 Budget
\$80,243,061



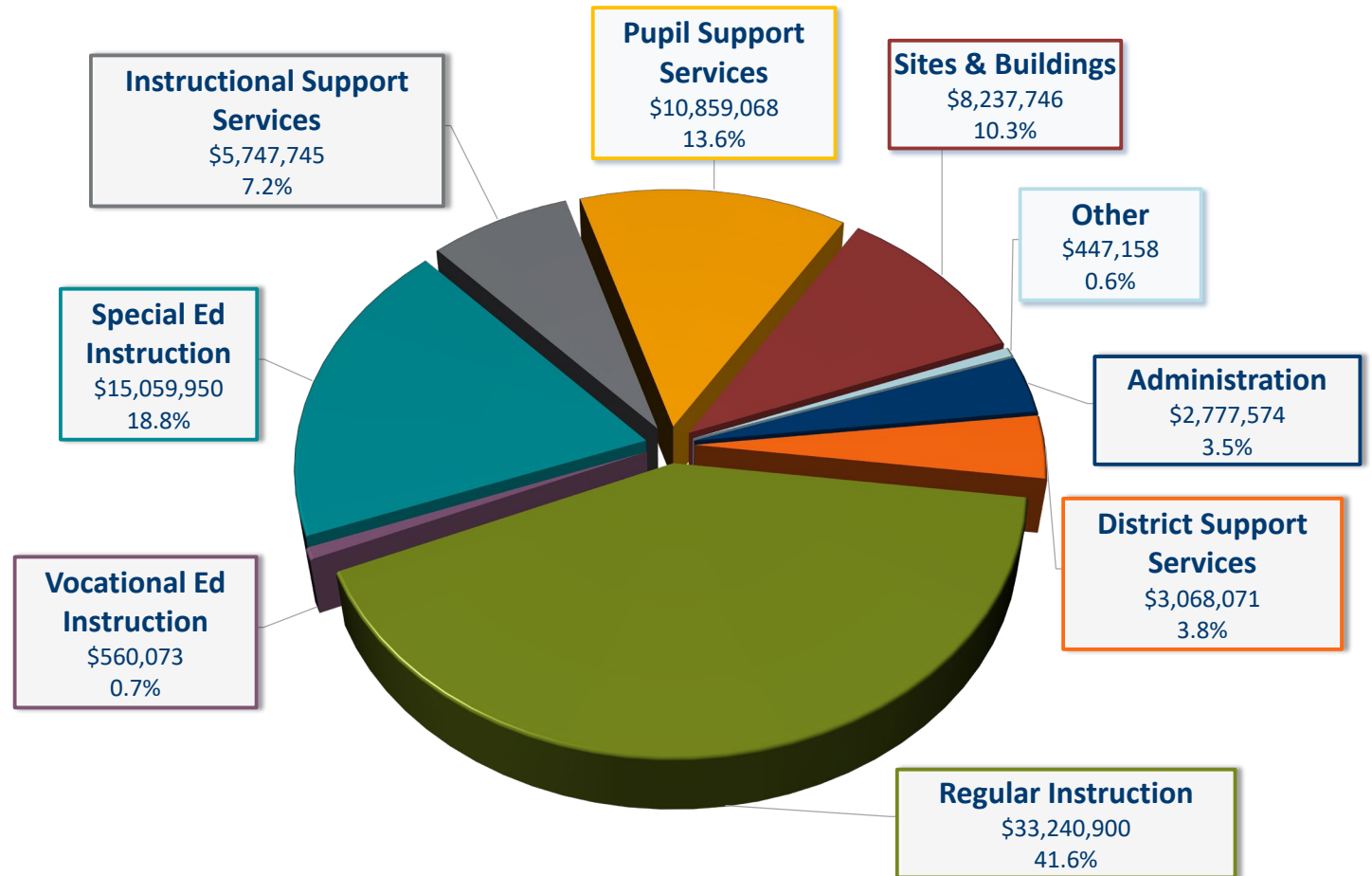
General Fund Expenditures - by Object -

2023-24 Budget
\$79,998,285



General Fund Expenditures - by Program -

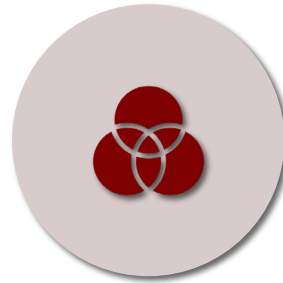
2023-24 Budget
\$79,998,285



Payable 2024 Property Tax Levy



Determination of levy



Compare 2023 to 2024 levies



Reasons for changes in tax levy



Impact on taxpayers

Property Tax Background

- Every owner of taxable property pays property taxes to various “taxing jurisdictions” (county, city/township, school district, special districts) in which property is located
- Each taxing jurisdiction sets own tax levy, often based on limits in state law
- County sends bills, collects taxes from property owners & distributes funds back to other taxing jurisdictions

Sample of parcel specific notice mailed to every property owner between November 11 & November 24

Contents:

- Proposed property taxes compared to last year
 - By taxing jurisdiction
 - By voter approved & other for school district
- Time & place of public meetings



Spruce County
 Jane Smith, Auditor-Treasurer
 345 12th Street East, Box 78
 Spruceville, MN 55555-5555
 (555) 345-6789
 www.co.spruce.mn.us

TAXPAYER(S):

John and Mary Johnson
 123 Pine Rd S
 Spruceville, MN 55555-5555

Property Information

PIN Number: 01.234.56.789.R1 **Property Address:** 789 Pine Rd S
 Spruceville, MN 55555

Property Description:
 Lot 1, Block 1, Spruce Acres Subdivision

| PROPOSED TAXES 2024 | | | |
|--|----------------------------------|------------|------------|
| THIS IS NOT A BILL. DO NOT PAY. | | | |
| VALUES AND CLASSIFICATION | | | |
| Step | Taxes Payable Year | 2023 | 2024 |
| 1 | Estimated Market Value | \$125,000 | \$150,000 |
| | Homestead Exclusion | \$ | \$23,800 |
| | Taxable Market Value | \$125,000 | \$126,200 |
| | Class | Res NHmstd | Res Hmstd |
| PROPOSED TAX | | | |
| 2 | Property Taxes before credits | | \$1,479.52 |
| | School building bond credit | \$ | 12.00 |
| | Agricultural market value credit | | |
| | Other credits | | |
| | Property Taxes after credits | | \$1,467.52 |
| PROPERTY TAX STATEMENT | | | |
| 3 | Coming in 2024 | | |
| The time to provide feedback on PROPOSED LEVIES is NOW It is too late to appeal your value without going to Tax Court. | | | |

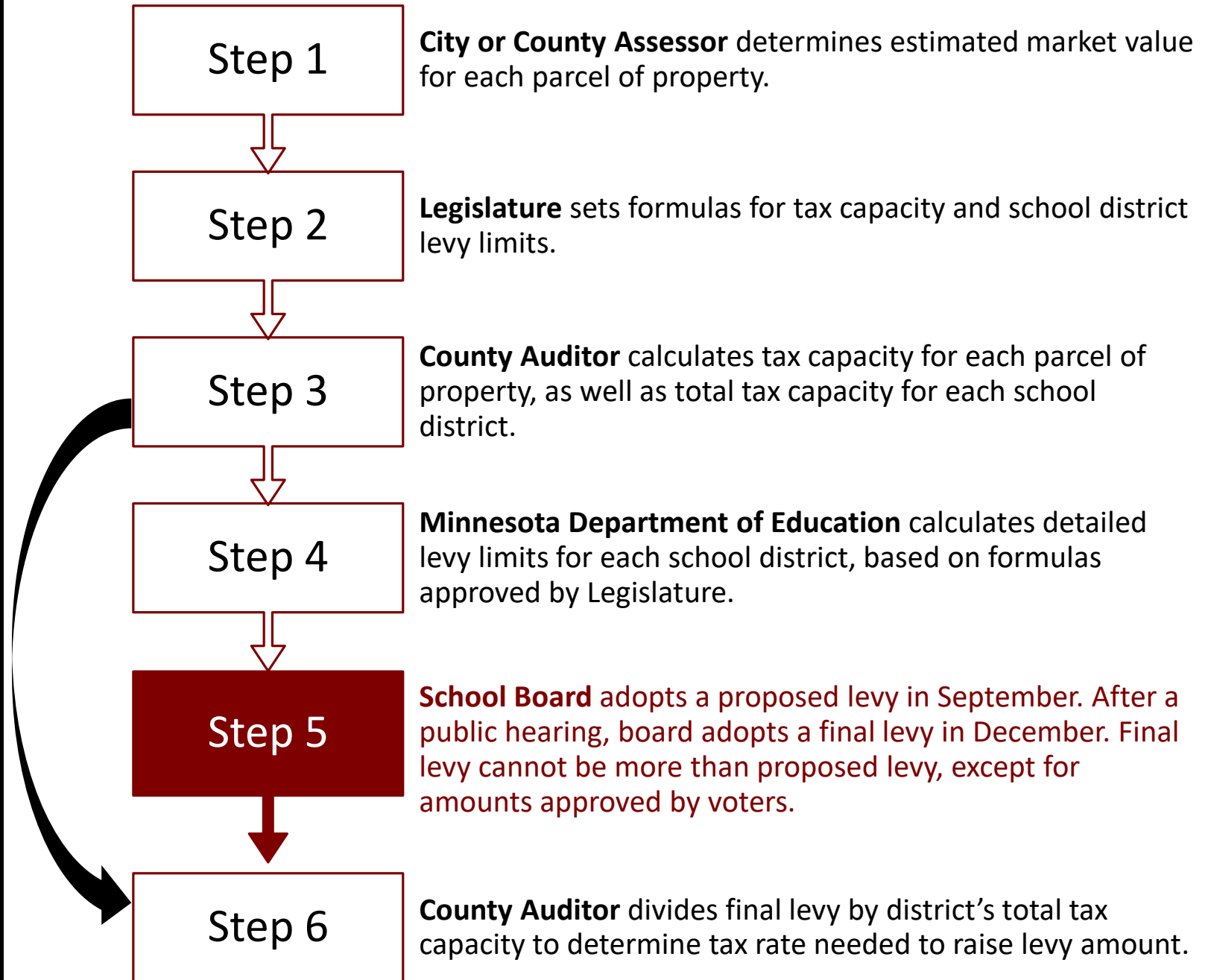
| Proposed Property Taxes and Meetings by Jurisdiction for Your Property | | | |
|--|--|-------------------|---------------------------|
| Contact Information | Meeting Information | Actual 2023 | Proposed 2024 |
| State General Property Tax | No public meeting | \$0 | \$0 |
| County of Spruce Spruce County Courthouse 123 Spruce St Spruceville, MN 55555 www.co.spruce.mn.us (555) 123-4567 | December 6, 7:00 PM | \$438.06 | \$484.18 |
| City of Spruceville Mayor's Office 456 Spruce St Spruceville, MN 55555 www.ci.spruceville.mn.us (555) 123-7654 | December 2, 6:30 PM Spruceville City Hall | \$273.79 | \$312.06 |
| Spruceville School District 999 150 1st St N Spruceville, MN 55555 www.spruceville.k12.mn.us (555) 123-6789 | December 9, 7:00 PM Spruceville High School Cafeteria | | |
| Voter Approved Levies | | \$289.35 | \$296.68 |
| Other Levies | | \$340.11 | \$374.60 |
| <i>Your school district was scheduled to hold a referendum at the November general election. If the referendum was approved by the voters, the school district's voter approved property tax for 2024 may be higher than the proposed amount shown on this notice.</i> | | | |
| Total excluding any special assessments | | \$1,341.31 | \$1,467.52 9.4% |

School District Property Taxes

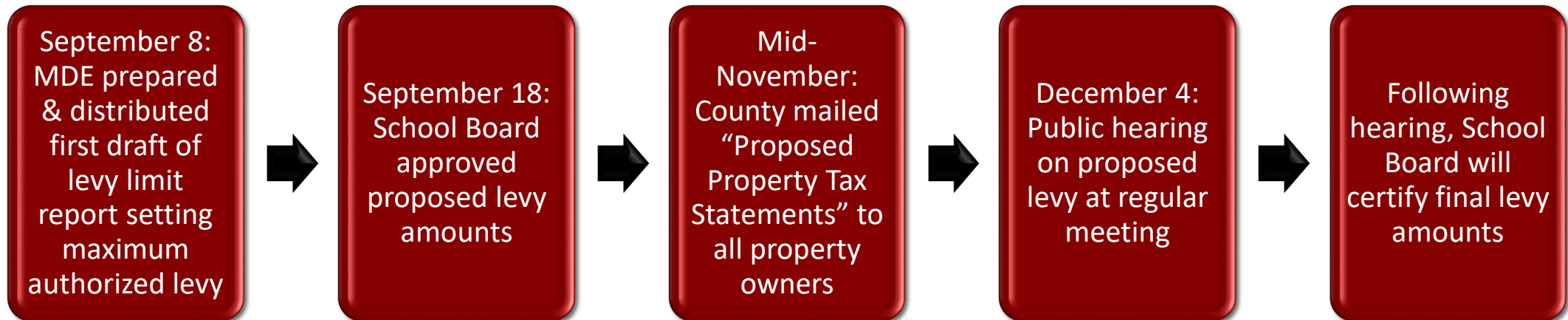
- Each school district may levy taxes in over 40 different categories
- Maximum levy amounts (calculated by MDE) for each category are set by:
 - State law
 - Voter approval
- Property Tax Process
 - Key steps in process are summarized on next slide
 - Any of these steps may affect taxes on a parcel of property, but district has control over only 1 of 6 steps

School District Property Tax Process

Note: For certain levy categories, tax rates & levy amounts are based on referendum market value, rather than tax capacity.



Approval of District's Tax Levy in 2023 (Payable 2024)





Overview of District's Proposed Tax Levy

- Proposed Payable 2024 tax levy is an increase from 2023 of \$4,437,058 or 15.5%
- Changes by levy category and reasons for major increases & decreases in levy are included on following slides

Comparison of Actual Tax Levy Payable in 2023 to Proposed Levy Payable in 2024

| Fund Levy Category | Actual Levy Payable in 2023 | Proposed Levy Payable in 2024 | \$ Change | % Change |
|--|------------------------------------|--------------------------------------|--------------------|-----------------|
| General | | | | |
| Voter Approved Operating Referendum | \$4,778,067 | \$9,273,726 | \$4,495,659 | |
| Local Optional Revenue (LOR) | 3,103,421 | 3,047,673 | (55,748) | |
| Equity | 496,304 | 210,490 | (285,814) | |
| Voter Approved Capital Project Referendum | 4,300,479 | 4,777,993 | 477,514 | |
| Operating Capital | 763,347 | 876,812 | 113,465 | |
| Alternate Teacher Compensation | 381,527 | 367,715 | (13,813) | |
| Achievement and Integration | 332,961 | 320,525 | (12,435) | |
| Long Term Facilities Maintenance | 1,682,219 | 1,655,350 | (26,869) | |
| Instructional Lease | 827,238 | 822,017 | (5,221) | |
| Other | 1,137,253 | 970,619 | (166,634) | |
| Prior Year Adjustments | 180,110 | 384,782 | 204,672 | |
| Total, General Fund | \$17,982,927 | \$22,707,702 | \$4,724,775 | 26.3% |
| Community Service | | | | |
| Basic Community Education | \$312,538 | \$313,585 | \$1,047 | |
| Early Childhood Family Education | 179,897 | 167,473 | (12,424) | |
| Other | 12,234 | 11,443 | (791) | |
| Prior Year Adjustments | 689 | (4,938) | (5,627) | |
| Total, Community Service Fund | \$505,358 | \$487,564 | (\$17,795) | -3.5% |
| Debt Service | | | | |
| Voter Approved | \$4,175,306 | \$3,903,008 | (\$272,298) | |
| Long Term Facility Maintenance | 4,163,238 | 4,161,873 | (1,365) | |
| Other Post Employment Benefits | 2,126,355 | 2,122,785 | (3,570) | |
| Reduction for Debt Excess | (465,363) | (481,404) | (16,041) | |
| Prior Year Adjustments | 68,391 | 91,742 | 23,351 | |
| Total, Debt Service Fund | \$10,067,927 | \$9,798,004 | (\$269,922) | -2.7% |
| Total Levy, All Funds | \$28,556,212 | \$32,993,269 | \$4,437,058 | 15.5% |
| Subtotal by Truth in Taxation Categories: | | | | |
| Voter Approved | 13,261,069 | 17,974,113 | 4,713,044 | |
| Other | 15,295,143 | 15,019,156 | (275,986) | |
| Total | \$28,556,212 | \$32,993,269 | \$4,437,058 | 15.5% |

Explanation of Levy Changes

Category:

- General Fund – Successful Operating Referendum

Change:

- +\$4,495,659

Use of Funds:

- General Operating Expenses

Reasons for Change:

- Existing voter approved authority includes an annual inflationary increase
- Inflation factors are determined by State, as set in statute
- Voters approved an increase to operating referendum authority

Explanation of Levy Changes

Category:

- General Fund – Voter Approved Capital Project Referendum

Change:

- +\$477,514

Use of Funds:

- Technology costs

Reason for Change:

- Levy is based on voter approved tax rate applied to tax base
- District's tax base increased

Explanation of Levy Changes

Category:

- Debt Service – Voter Approved

Change:

- -\$272,298

Use of Funds:

- Principal and Interest Payments on Existing Debt

Reason for Change:

- Levies are coordinated with other capital & debt levies to maintain a debt service tax rate that is lower than taxes payable 2023.

Factors Impacting Individual Taxpayers' School Taxes

Many factors can cause a tax bill for an individual property to increase or decrease from year to year

- Changes in value of individual property
- Changes in total value of all property within District
- Increases or decreases in levy amounts caused by changes in state funding formulas, local needs & costs, voter-approved referendums & other factors

What's happening with each slice?

Higher Market Value Increase = Bigger Slice



Lower Market Value Increase = Smaller Slice



Each Property Owner pays a portion of the pie

Impact of Property Valuations

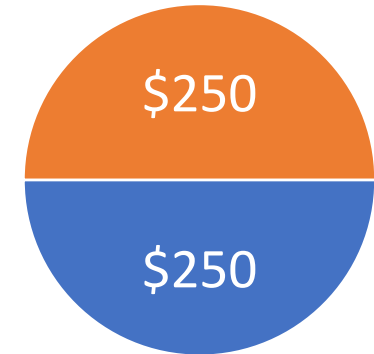
Two properties in the district

- Both houses are valued at \$100,000

Total levy of \$500

- Each property will pay \$250 of levy

\$100,000



\$100,000



Impact of Property Valuations

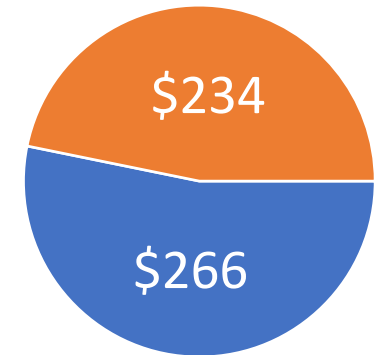
Two properties in the district

- Orange house value increases by 10%
- Blue house value increases by 25%

Total levy of \$500

- School District will still generate the same amount of levy even though values increased
- Orange house pays less
- Blue house pays more

\$110,000



\$125,000



Four Year School Levy Comparison

- Examples include school district taxes only & are shown based on no change and a 16.2% increase in property value for residential homes over the past four years
 - Actual changes in value may be more or less than this for any parcel of property
 - Intended to provide a fair representation of what happened to school district property taxes over this period for typical properties
- Examples are for property in City of Richfield
- Amounts for 2024 are preliminary estimates; final amounts could change slightly
- Estimates prepared by Ehlers (District's municipal financial advisors)

Estimated Changes in School Property Taxes, 2021 to 2024

Based on No Changes in Property Values

| Type of Property | Estimated Market Value | Actual Taxes Payable in 2021 | Actual Taxes Payable in 2022 | Actual Taxes Payable in 2023 | Estimated Taxes Payable in 2024 | | | Change in Taxes 2021 to 2024 |
|--|------------------------|------------------------------|------------------------------|------------------------------|---------------------------------|----------------------------|---------|------------------------------|
| | | | | | Without Ballot Questions* | Approved Ballot Questions* | Total | |
| Residential Homestead | \$150,000 | \$577 | \$554 | \$515 | \$409 | \$181 | \$590 | \$75 |
| | 200,000 | 807 | 774 | 719 | 569 | 250 | 819 | 100 |
| | 250,000 | 1,038 | 994 | 924 | 729 | 319 | 1,048 | 124 |
| | 300,000 | 1,268 | 1,215 | 1,129 | 890 | 388 | 1,278 | 149 |
| | 350,000 | 1,498 | 1,435 | 1,334 | 1,050 | 456 | 1,506 | 172 |
| | 400,000 | 1,728 | 1,655 | 1,539 | 1,211 | 525 | 1,736 | 197 |
| | 450,000 | 1,949 | 1,866 | 1,735 | 1,365 | 592 | 1,957 | 222 |
| | 500,000 | 2,165 | 2,073 | 1,928 | 1,516 | 658 | 2,174 | 246 |
| | 550,000 | 2,420 | 2,317 | 2,154 | 1,692 | 732 | 2,424 | 270 |
| 600,000 | 2,675 | 2,560 | 2,381 | 1,868 | 807 | 2,675 | 294 | |
| Commercial/ Industrial # | \$250,000 | \$1,178 | \$1,079 | \$1,032 | \$809 | \$347 | \$1,156 | \$124 |
| | 1,000,000 | 5,168 | 4,718 | 4,519 | 3,522 | 1,489 | 5,011 | 492 |
| | 2,500,000 | 13,148 | 11,996 | 11,493 | 8,946 | 3,772 | 12,718 | 1,225 |
| | 3,500,000 | 18,468 | 16,848 | 16,143 | 12,563 | 5,295 | 17,858 | 1,715 |
| | 4,000,000 | 21,128 | 19,274 | 18,467 | 14,371 | 6,056 | 20,427 | 1,960 |
| Apartments and Res. Non-Homestead (2 or more units) | \$500,000 | \$2,547 | \$2,432 | \$2,264 | \$1,760 | \$744 | \$2,504 | \$240 |
| | 2,000,000 | 10,187 | 9,729 | 9,056 | 7,040 | 2,976 | 10,016 | 960 |
| | 3,500,000 | 17,827 | 17,026 | 15,849 | 12,320 | 5,209 | 17,529 | 1,680 |

* "Approved ballot questions" includes estimates of additional taxes for the renewal of the capital project levy and new operating referendum approved by voters on November 7, 2023.

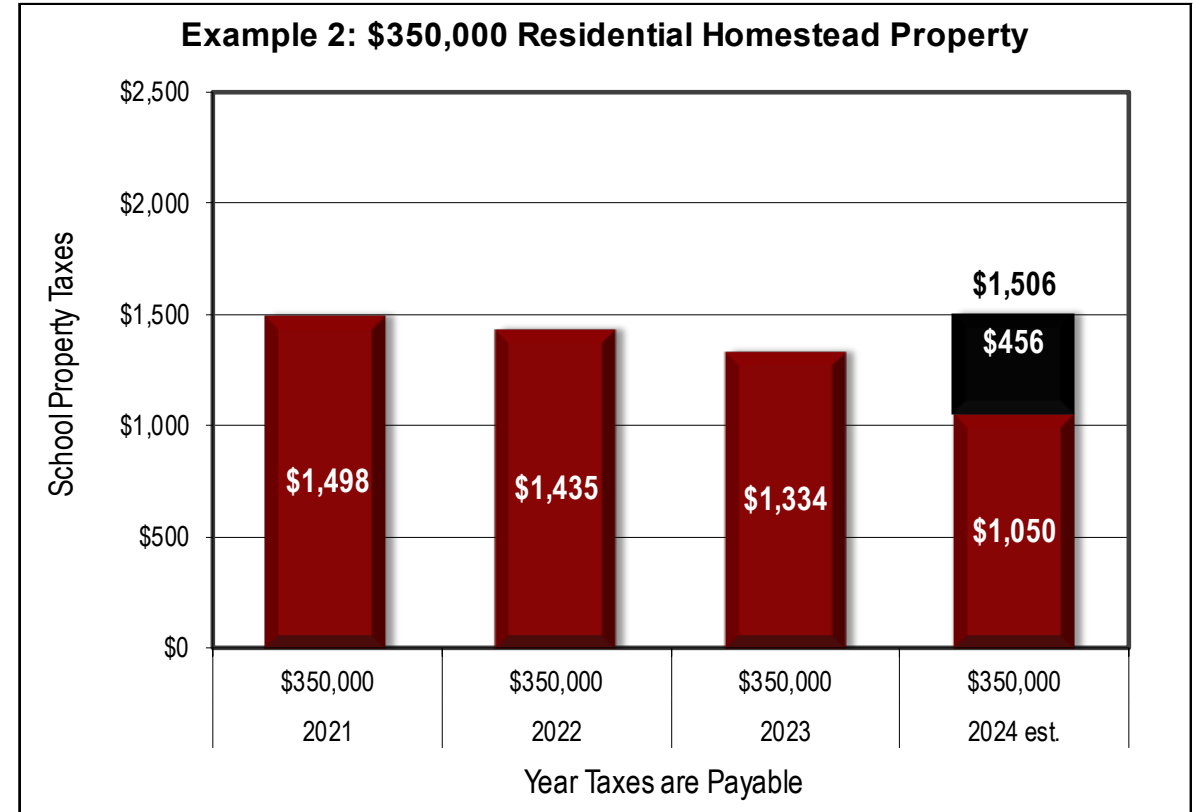
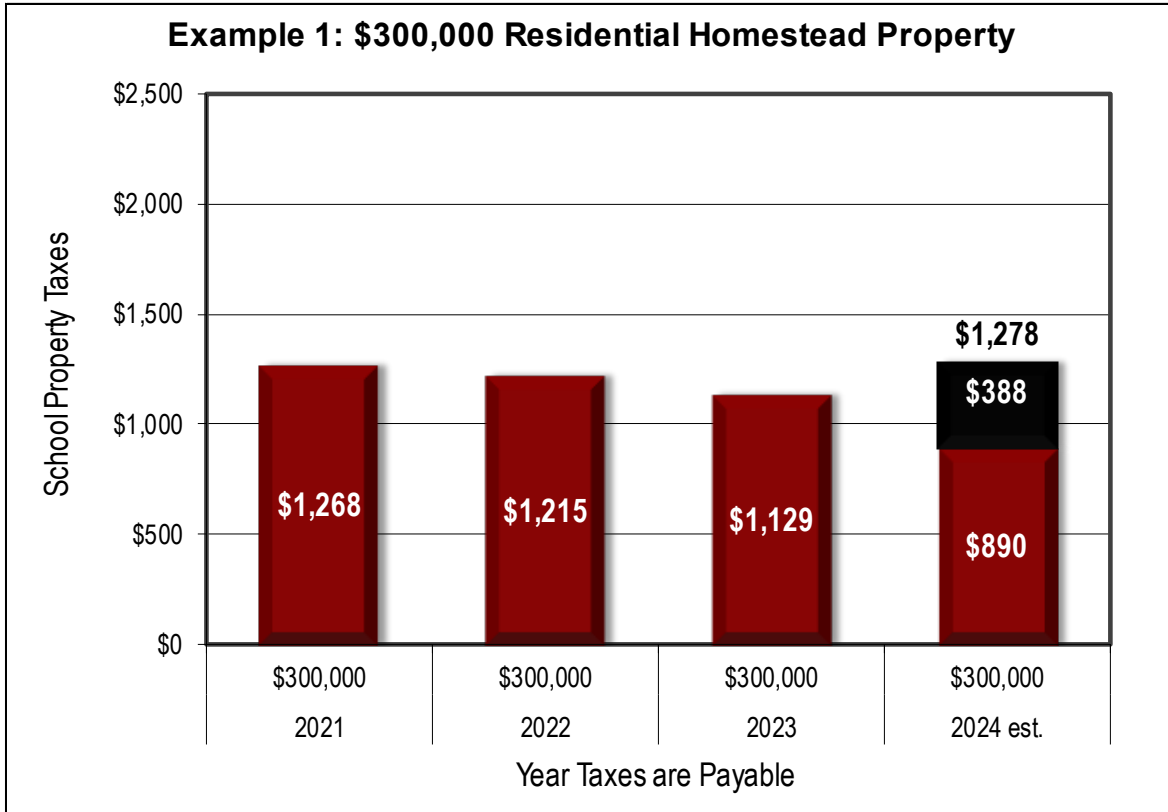
For commercial-industrial property, amounts above are for property in Richfield. Taxes for commercial-industrial property in other municipalities may be slightly different, due to the impact of the Fiscal Disparities Program.

General Notes

1. Amounts are based on school district taxes only, and do not include taxes for the city or township, county, state, or other taxing jurisdictions.
2. Estimates of taxes payable in 2024 are preliminary, based on the best data available.
3. For all examples of properties, taxes are calculated based on no changes in estimated market value from 2021 to 2024.
4. For agricultural property, estimates of taxes include the impact of the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land and buildings, divided by total acres. Homestead examples do not include the value of the house, garage, and one acre, for which tax impact will be the same as on a residential homestead property. This calculation does not include the impact of the Agricultural Homestead Credit, which reduces taxes on each parcel of agricultural homestead property by varying amounts.

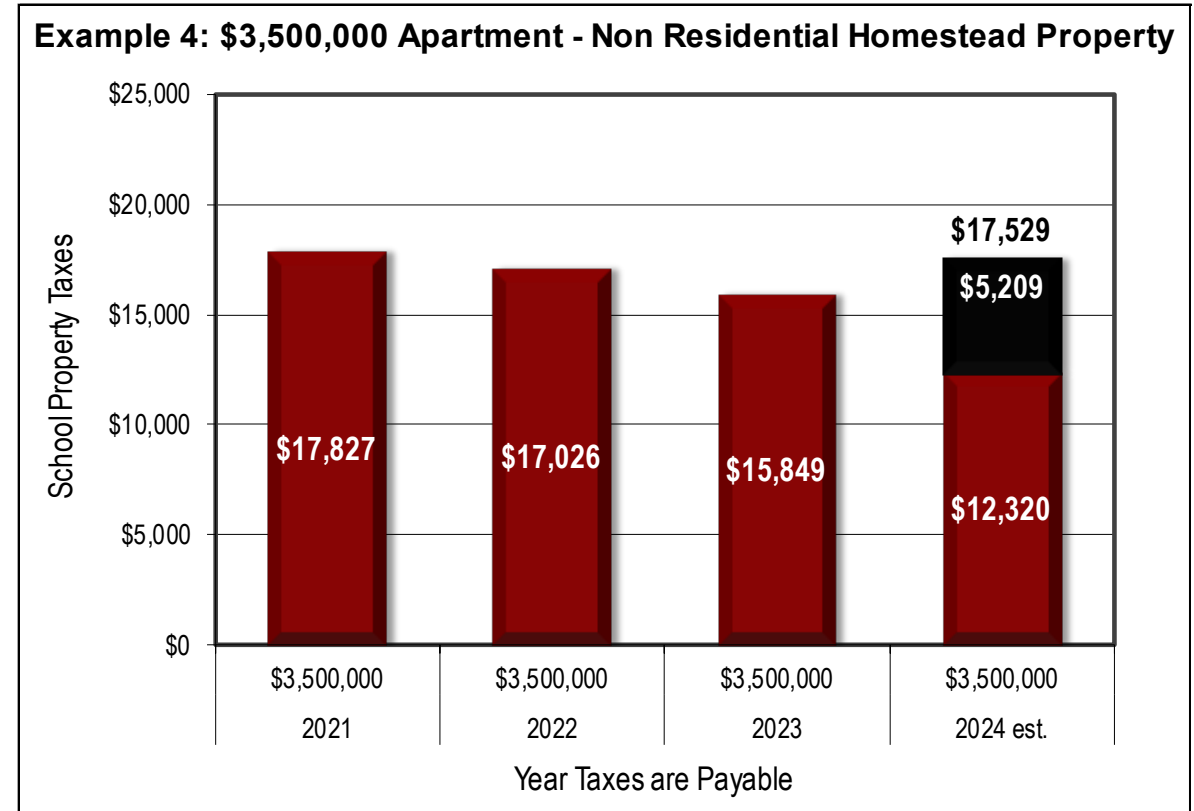
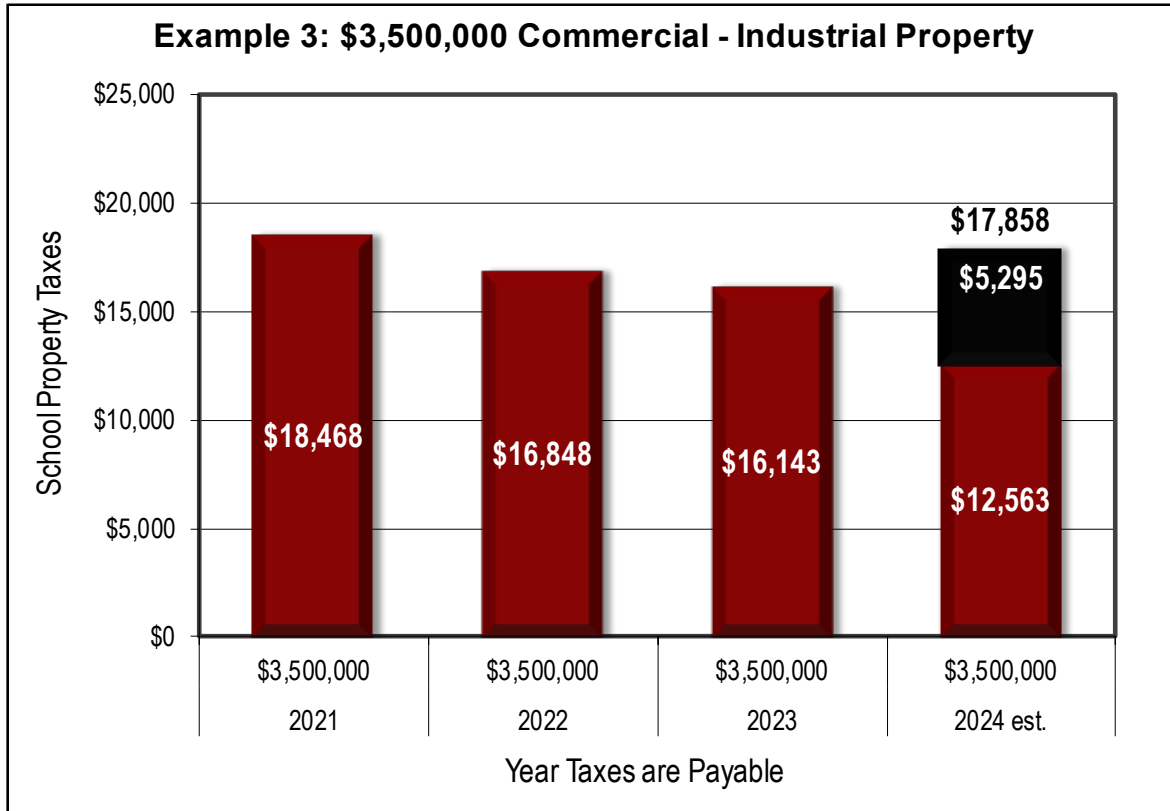
Estimated Changes in School Property Taxes, 2021-24

Based on No Changes in Property Value



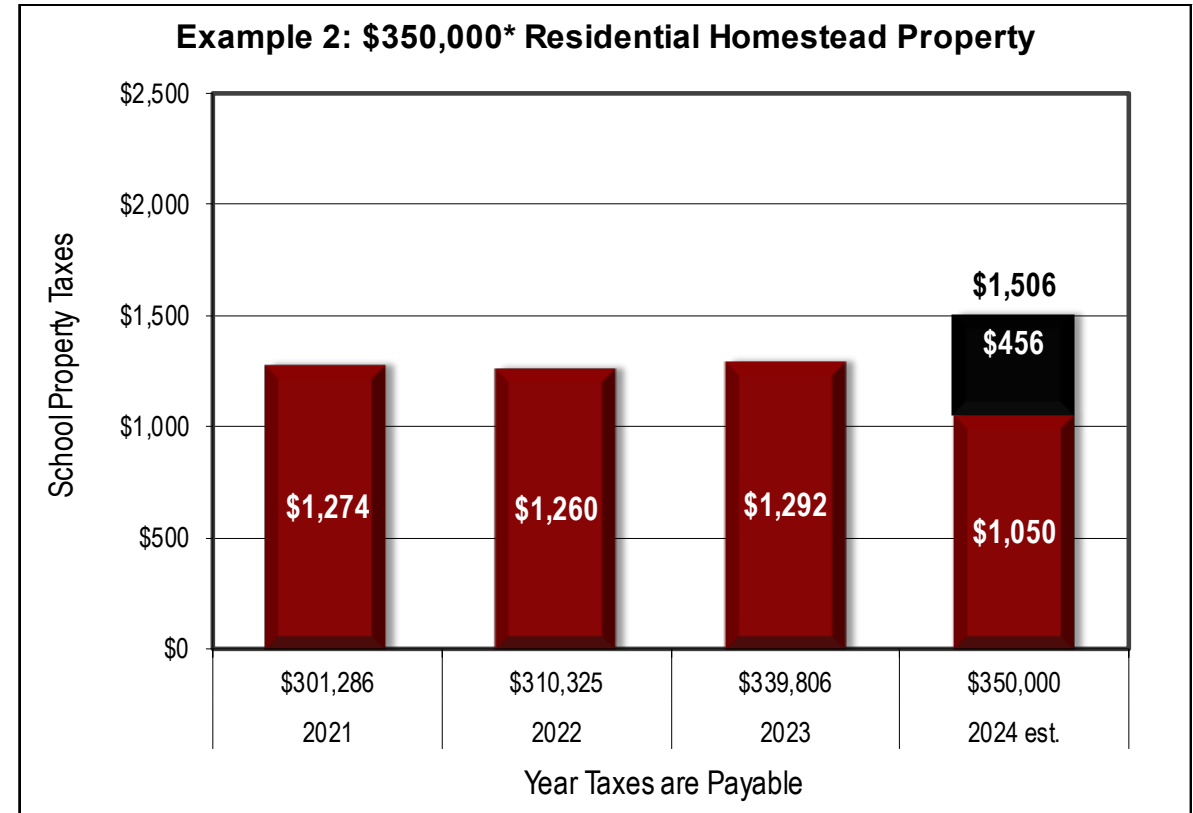
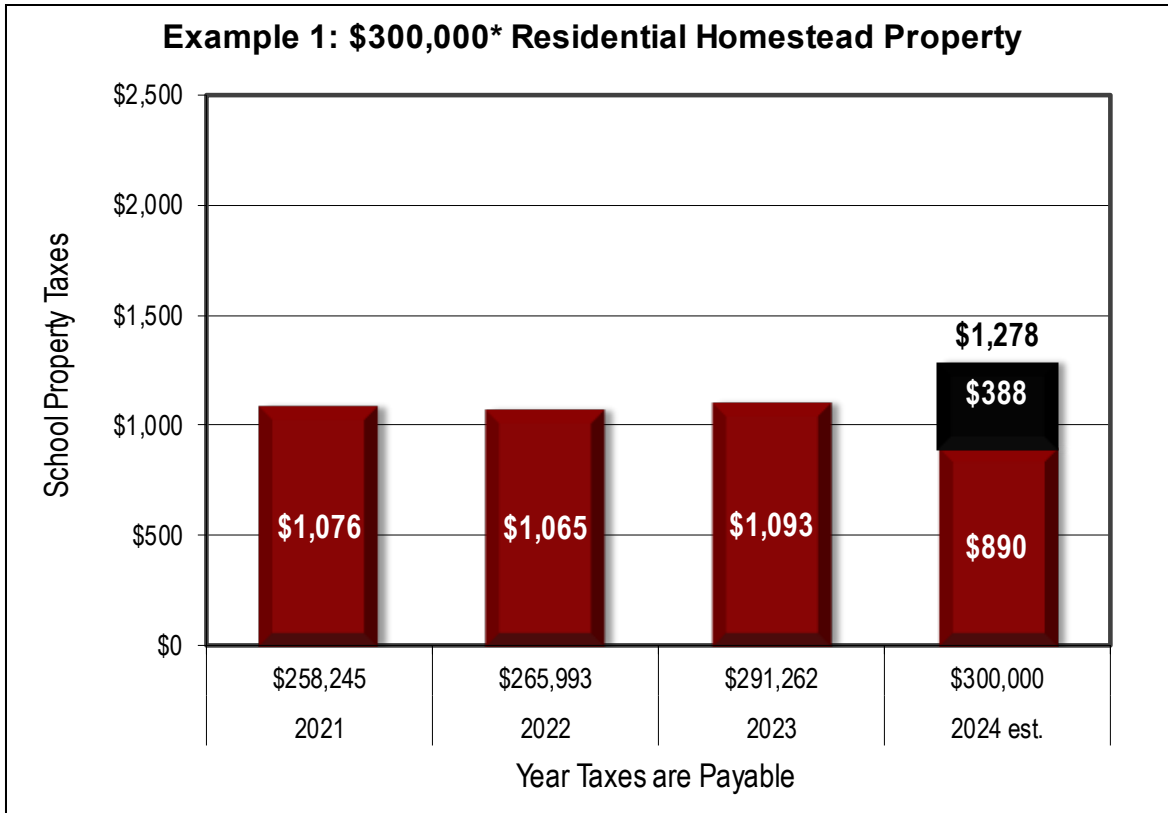
Estimated Changes in School Property Taxes, 2021-24

Based on No Changes in Property Value



Estimated Changes in School Property Taxes, 2021-24

Based on 16.2% Cumulative Changes in Property Value

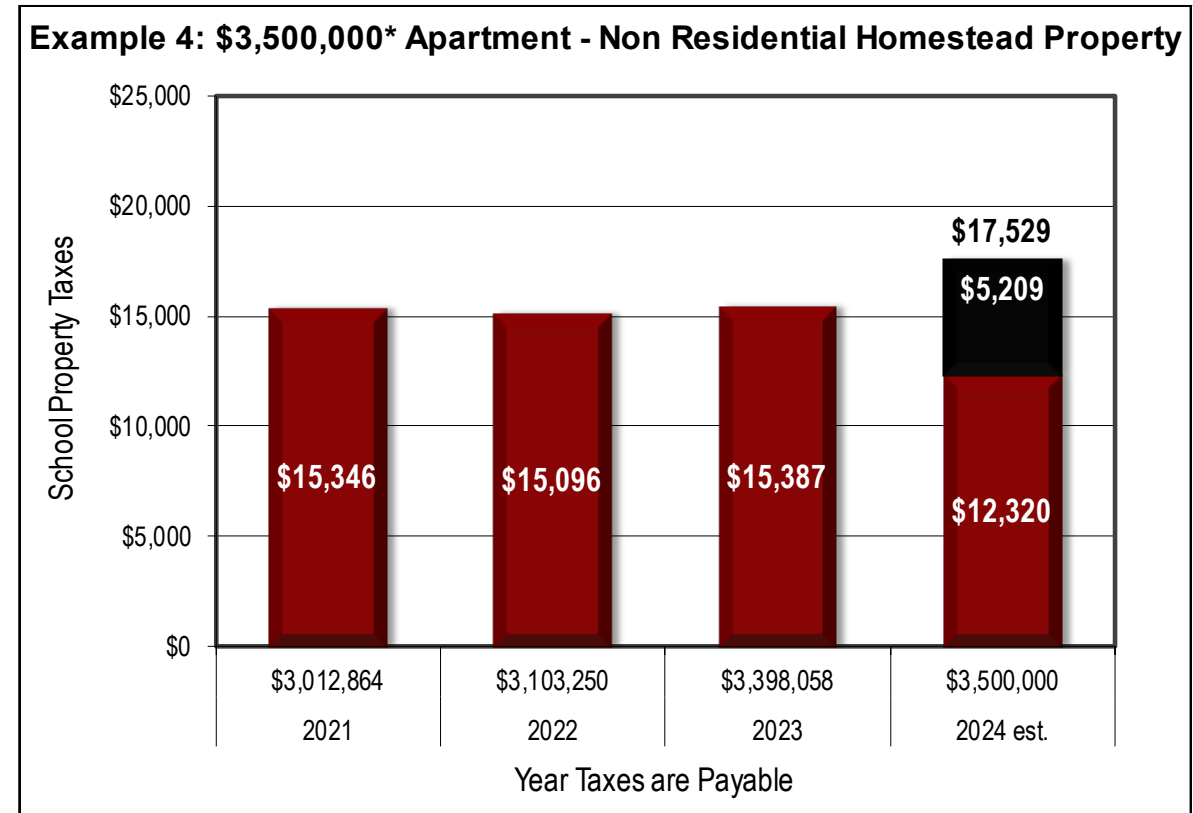
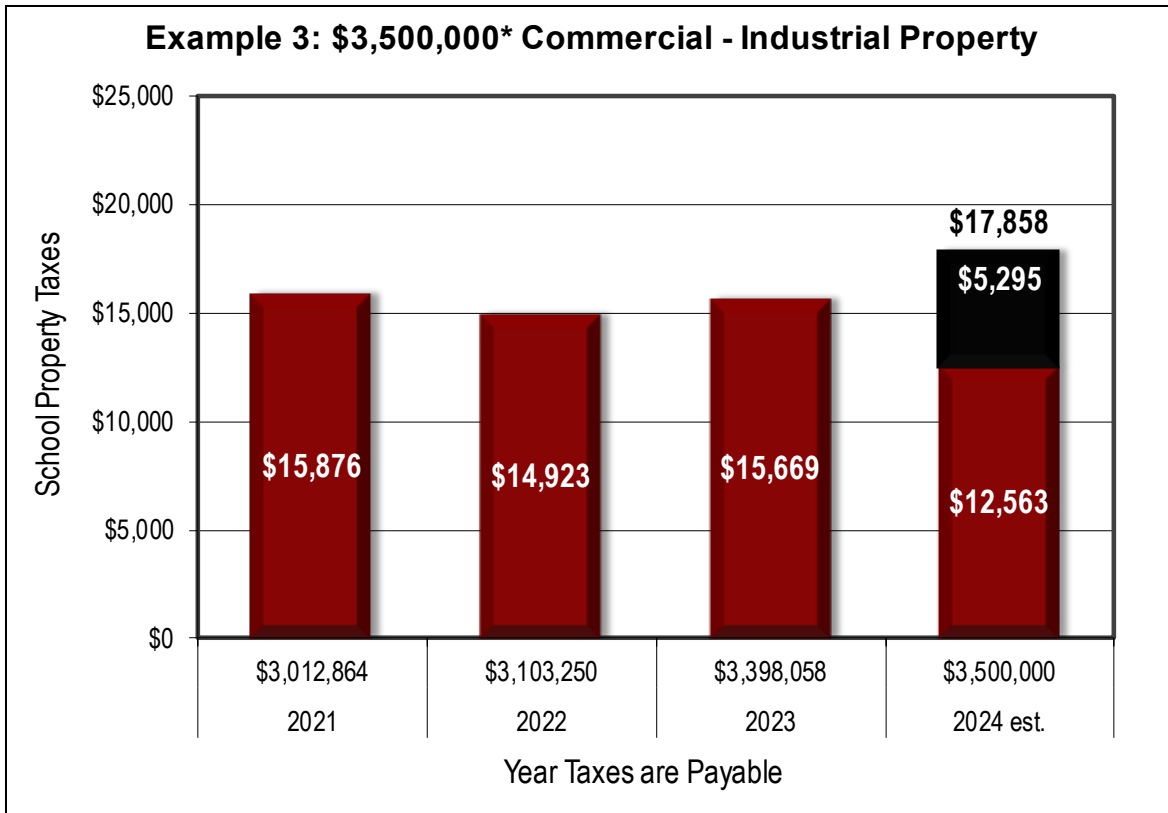


*Estimated market value for taxes payable in 2024. Taxes are calculated based on changes in market value of 3.0% from 2021 to 2022, 9.5% from 2022 to 2023 and 3.0% from 2023 to 2024.

** The darker portion of the 2024 bar represents the estimated taxes associated with the renewal of the capital project levy and new operating referendum approved by voters on November 7, 2023.

Estimated Changes in School Property Taxes, 2021-24

Based on 16.2% Cumulative Changes in Property Value



*Estimated market value for taxes payable in 2024. Taxes are calculated based on changes in market value of 3.0% from 2021 to 2022, 9.5% from 2022 to 2023 and 3.0% from 2023 to 2024.

** The darker portion of the 2024 bar represents the estimated taxes associated with the renewal of the capital project levy and new operating referendum approved by voters on November 7, 2023.

State Property Tax Refunds & Deferral

Homestead Credit Refund

- Available for all homestead property, both residential and agricultural (house, garage and one acre (HGA) only)
- Refund is sliding scale, based on total property taxes and income (maximum refund is \$3,140 for homeowners and \$2,440 for renters)

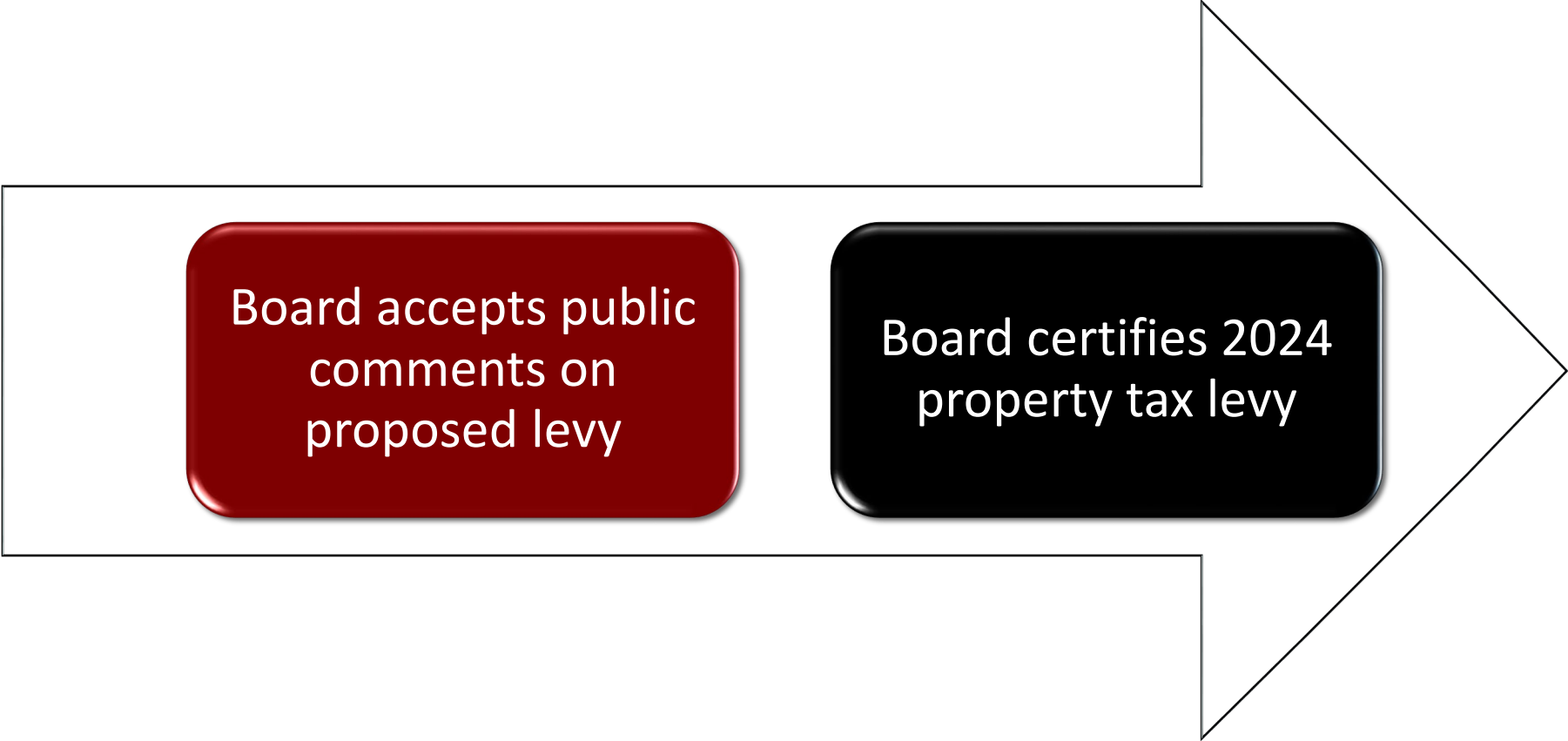
Special Property Tax Refund

- Available for all homestead property, both residential & agricultural (HGA only) with a gross tax increase of at least 6% and \$100 over prior year
- Refund is 60% of tax increase that exceeds greater of 6% or \$100 (max \$2,500)

Senior Citizen Property Tax Deferral

- Allows people 65 years of age or older with household income of \$96,000 or less to defer a portion of property taxes on their home
- Deferred property taxes plus accrued interest must be paid when home is sold or homeowner(s) dies

Next Steps



Board accepts public
comments on
proposed levy

Board certifies 2024
property tax levy



PUBLIC COMMENTS

Enriching and accelerating learning

R

**RICHFIELD
PUBLIC SCHOOLS**

**Conscious Discipline at
Sheridan Hills**

Nancy Stachel

December 4, 2023 School Board presentation

Enriqueciendo y acelerando el aprendizaje

What We've Done to Embed Conscious Discipline



- Use Conscious Discipline Powers for our Staff Meeting Norms
- Each Staff Weekly Bulletin includes reminders of Conscious Discipline practices / strategies.
- Main hallway bulletin board features our School Family / many classrooms refer to their community as a family
- Morning announcements each morning end with the phrase “I wish you well”
- Brain Smart Starts and breathing exercises are regular practices
- Safe spaces established in all classrooms and often connected with other SEL practices like Second Step and Zones of Regulation

Enriching and accelerating learning

Staff Meeting Norms

Sheridan Hills 23-24

Enriqueciendo y acelerando el aprendizaje

Power of Attention

Whatever we focus on, we get more of.

We see what we believe.

Power of Acceptance

The moment is as it is.

Give grace rather than judgement.

Power of Free Will

The only person you can make change is yourself.

Learning to connect and guide vs coerce and force.

Power of Perception

No one can make you angry without your permission.

Take responsibility for your own upset.
It's your choice.

Power of Love

See the best in others.

If you're going to assume intentions always assume positive intent.

Power of Unity

We are all in this together.

Be sure to wish each other well.

Enriching and accelerating learning

Examples of Weekly Bulletin Conscious Discipline messages

Sheridan Hills staff bulletin

Enriqueciendo y acelerando el aprendizaje

Conscious Discipline corner:

From the Conscious Discipline Instagram account ... Commitment for the Week

“I am willing to practice the language that will help me to see misbehavior as a missing skill by saying ‘**You wanted _____.**’ (describe what the child wanted) instead of ‘No,’ or ‘Stop.’ This commitment **helps us to teach** instead of punish.”

Conscious Discipline corner:

From the Conscious Discipline Instagram account ... *Commitment for the Week*

“I am willing to use the language of noticing to **encourage** children three times this week.”

Formula: “You (describe what the child did) so (how it helped others).”

Example: “Elijah, you cleaned up the blocks on the floor so no one would trip on them. That was helpful.”

Conscious Discipline corner:

From the Conscious Discipline Instagram account ... *Power of Perception*

CHANGING TRIGGER THOUGHTS TO CALMING THOUGHTS

We can change our trigger thoughts by breathing deeply and choosing one the following effective strategies:

Calming Self-Talk

“I’m safe. Keep breathing. I can handle this.”

When we say “**I’m safe**,” we send a message to our brain to turn off the stress alarm system. When we say “**Keep breathing**,” and actually pause to take three deep breaths, we assist our bodies in relaxing and short-circuit our habitual reactions. By saying, “I can handle this,” we affirm that we are capable. This approach allows us to stay calm, heal our past wounds and access our **executive skills**. It also allows the child to be responsible for their actions.

Limiting our trigger thoughts

Reprogram our CD-ROM

This requires us to understand that the negative chatter in our heads is **false** and then **refuse** to listen to it. Everything awful or doubtful that our internal chatter says is simply playback on an old CD-ROM from childhood.

Q.T.I.P.

The Q.T.I.P. method is a simple reminder to Quit Taking It Personally. Our CD-ROM would have us believe that other people’s actions are a statement about our self-worth. When we Q.T.I.P., we free ourselves to shift our attention, calm down, and see the situation differently.

Enriching and accelerating learning

Examples of Highlighting Our School Family

Sheridan Hills classrooms and hallways

Enriqueciendo y acelerando el aprendizaje

Our Sheridan Hills School Family

Pictures of staff and classroom communities

Student Support Team



Bethany Theobald - Student Engagement Specialist
Alissa Peanasky - School Social Worker



Classroom and Library Support



Tiffany McCarty (media center support), Lauren Mendrota (classroom support)

Academic Support Team



Katie Weber, Ann Rummel, Elizabeth Sundal,
Lon Vogt, Jessica Creighton

Office Team



Vikki Gilligan (administrative support), Nancy Stachel (support),
Eunice Garcia (event support), Allison MacKinnon (event),
Daniela Gonzalez (office support)

Specialist Team



Steve Mallick (music),
Anji Rud (cross), Molly Taylor (art), Nichol Kamholz (PE)

Teacher Support Team



Lisa Thompson and Brett Cahelka

Cafeteria Team



Sherri Medvec (cafeteria lead), Israel Rubio Segura, Patti Rubio Segura, Marina England

Special Education Team



Liz Anderson, Katie Aella, Deb Greeney, Shelby Hopper,
Preston Teske, Owen Walls, Michelle Tobey, Shelby Bastian, Dana Thompson

Grade 2 Team



Steph Wilkins, Mela Kozlov, Tracy Kozlov




Grade 5 Team



Stephanie Berg (classroom support), Liz Greeney, Mela Kozlov, Tracy Kozlov



We Are a Family!

- ★ We are stars who are smart, safe, responsible listeners.
- ★ We care about each other, our feelings, and our school.
- ★ We show kindness, encouragement, and respect for others.
- ★ We are grateful, kind, and amazing people.
- ★ We are helpers, happy, and nice friends to all.
- ★ We are a family! 

Dylan! ★ TAVIN Jazmine Reese! ♥ Audrey ♥
Miss Kreshn Haley Adam Lashon Snyria ♥ Johnny Marshawn
ATTAI Gretchen
Allison abdi santiago ☆ KURT
Vida KENNETH
Golbriel Kalilah ♥ Nicole

In this Classroom we are
a
family!

When we enter our room...

We care about each other and our
classroom.

We show kindness and respect.

We are: Safe important
doing our job
inclusive

Mrs. Jensen
Iovial
Quinn
Remy
Declan
ge
Aron
Theo
Boyer
SEDAT
Erinn
Adelaide
Amirah
Leo
Nasra
Iman
Cooper
Chloe
Addison
Anisa
MAQELYN

Enriching and accelerating learning

Examples of Conscious Discipline Practices

Sheridan Hills classrooms

Enriqueciendo y acelerando el aprendizaje

Morning Meeting

Attendance

Ms. Stachel's School Announcements

Morning Song (*unite*)

Good Morning

Listen Song

One and Only You

Seasons

Thankful Song

Sulwe's Song

Months of the Year

Affirmations

I Love the Mountains

Boundaries

Left & Right

Clean Up Song

Mr. B's Morning Song

Greetings Around the World (*connect*)

Relaxation (*de-stress*)

Classroom Agreement (*commit*)

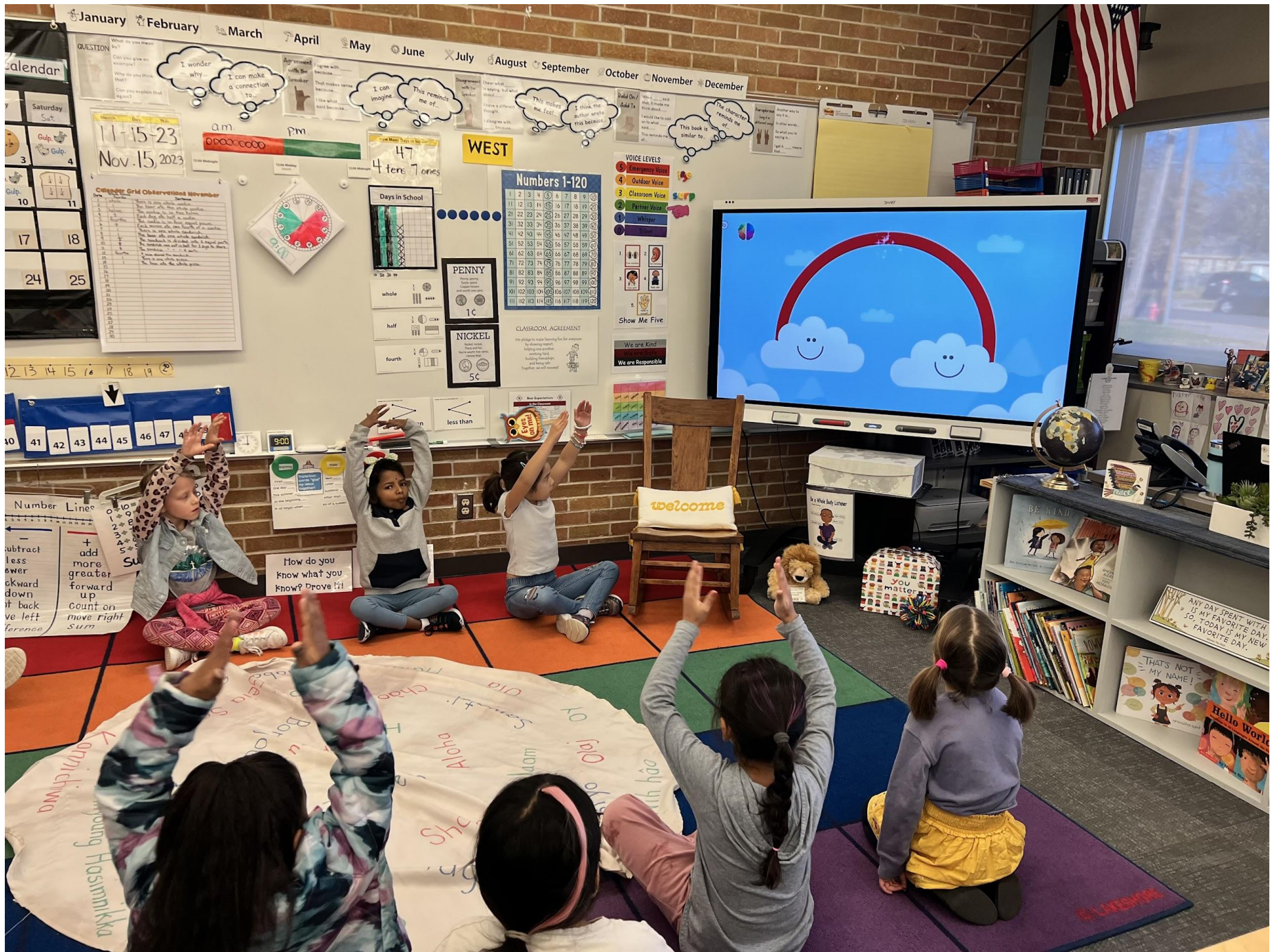
Share/Gratitude/Question of the Day

Classroom Announcements

Well Wishes

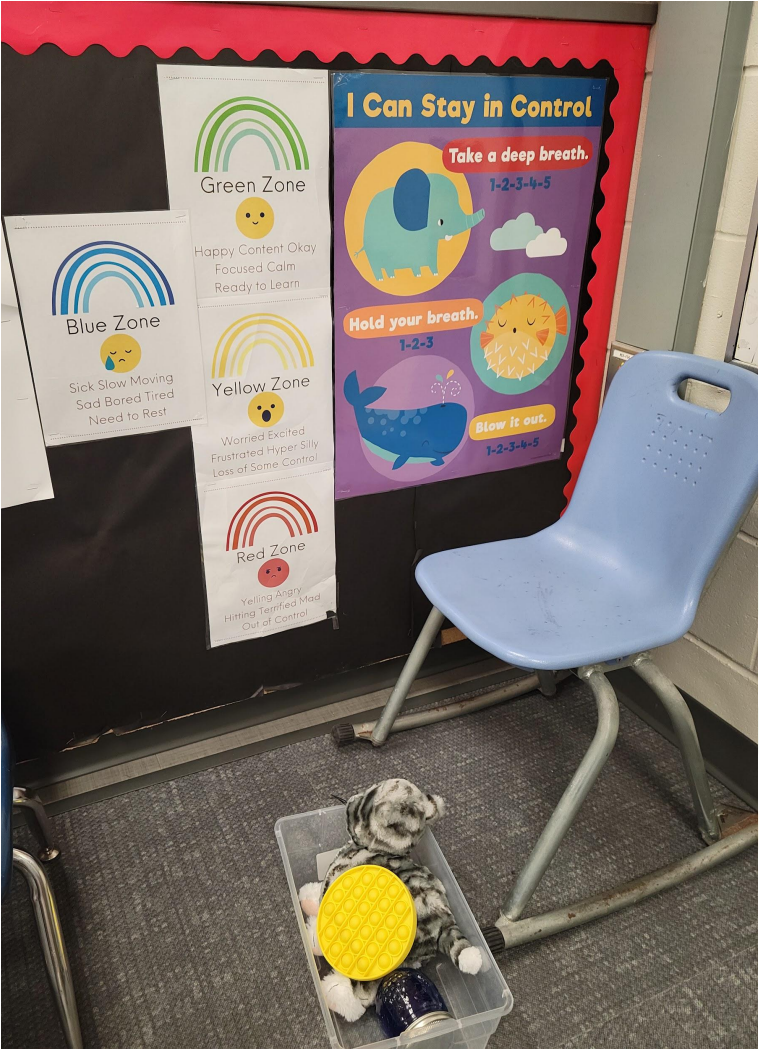
Brain Break Fun

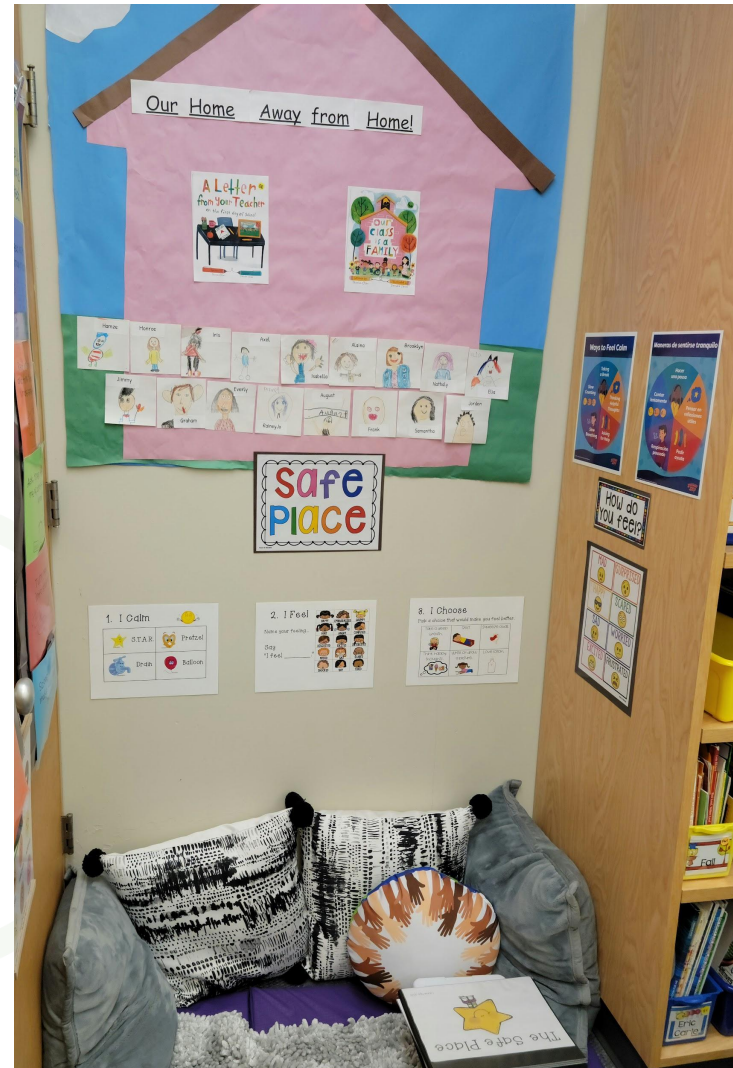






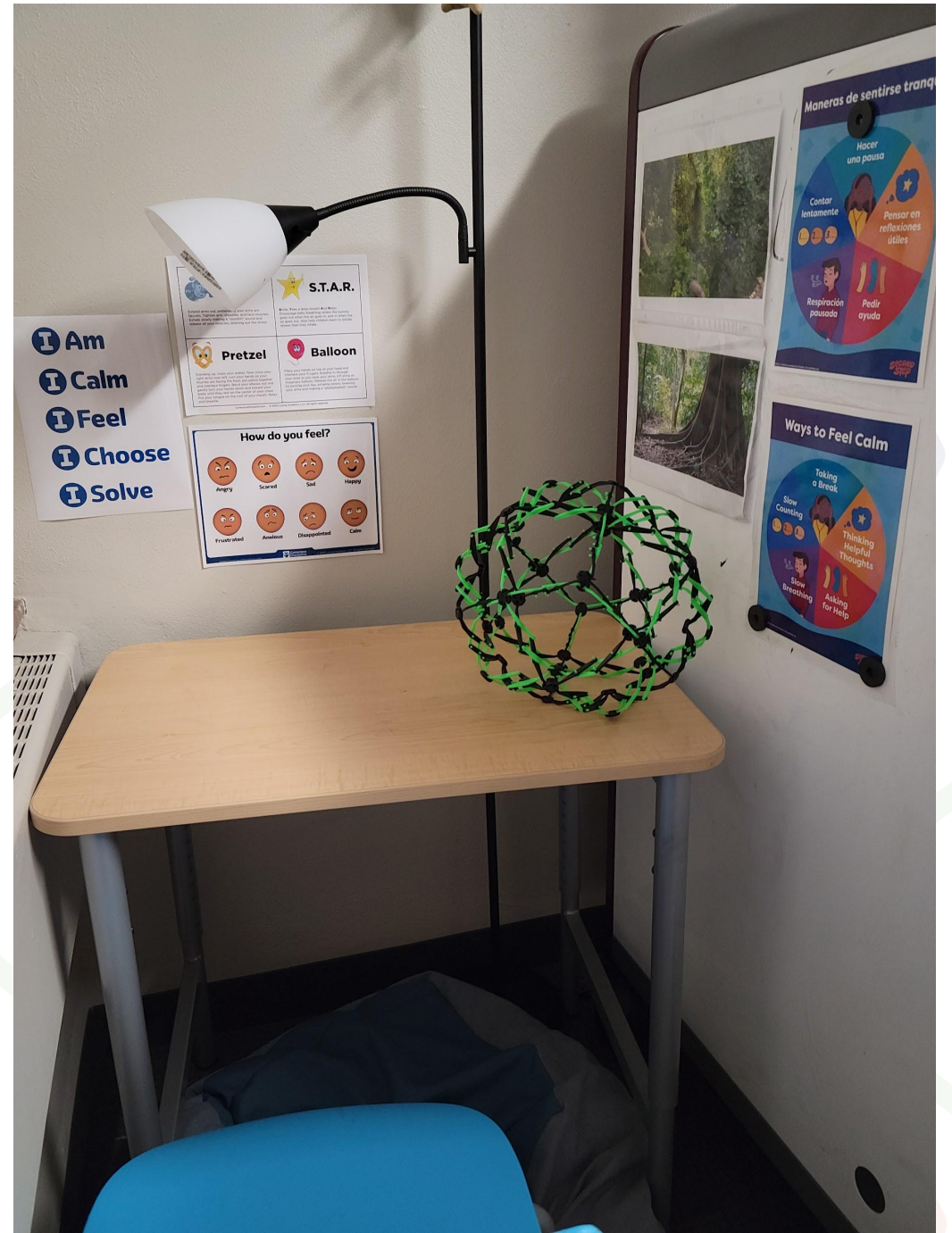
Examples of Safe Spaces











2

WHAT ARE YOU FEELING?



overwhelmed



tired



scared



sick



angry



excited



sad



worried

3

DO SOMETHING THAT WILL CALM YOU



write/draw



squeeze a stress ball
or stuffed animal



read

1 2 3

count slowly to 25

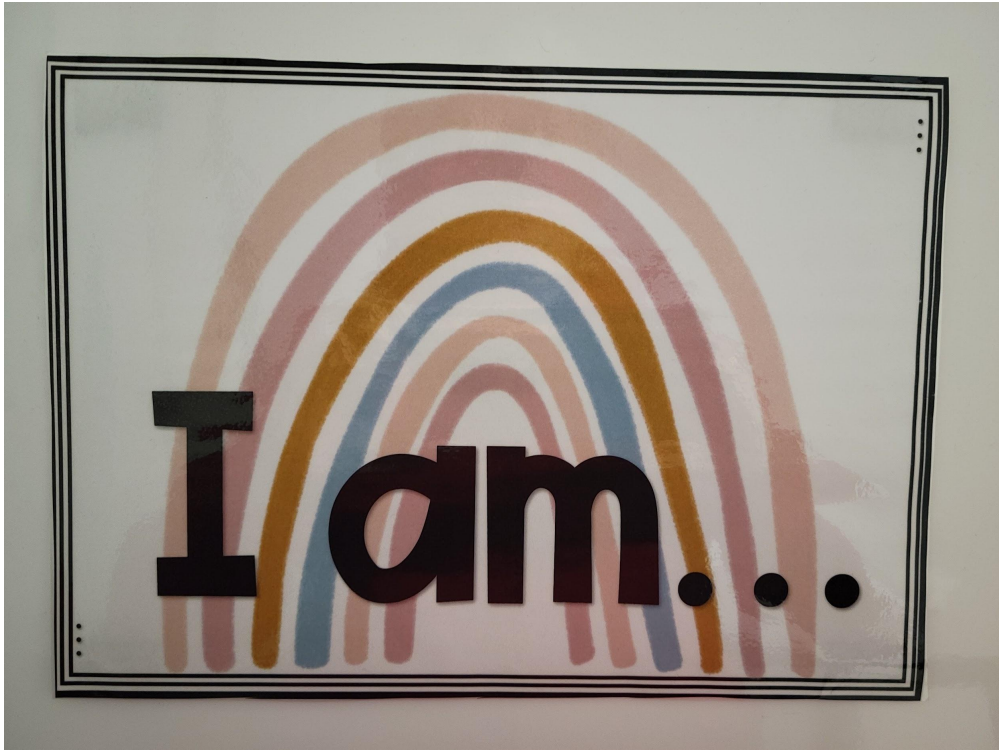


hug yourself or ask for
a hug from someone
else

4

"I'm safe. I
can handle
this."

REJOIN THE
LEARNING



Enriching and accelerating learning

**Staff reflections on
Conscious Discipline and
our focus for this year**

Sheridan Hills 23-24

Enriqueciendo y acelerando el aprendizaje

Quotes from staff

I use Conscious Discipline in my classroom every day. I am constantly using and modeling breathing techniques to get myself to stop, take a moment, and get in the right area of my brain so that I am responding instead of reacting. The techniques and strategies that I have learned benefit me both in the classroom and outside of the classroom.

On challenging days with students, keeping "Be a Star" in my mind is often a lifesaver.

Teaching kids breathing strategies is very helpful. Balloon breathing is a favorite! The best is when they start using the calm-down strategies without my guidance.

Addressing student behavior ...

Moved focus to identifying and addressing underdeveloped executive skills

- Changed behavior reporting form
- Direct teaching for staff on executive skills and strategies to teach and reinforce their development
- Use staff meetings to develop teaching plans for students



Student Behavior Reporting Form
Non-classroom managed behavior

STUDENT NAME: _____ **DATE:** _____ **TIME:** _____
Referring Staff: _____ **Location:** _____
Grade: K 1 2 3 4 5 **Teacher:** _____
 Names of additional students involved: _____

| Outward behavior | | |
|--|--|---|
| (check primary behavior concern / circle others if there are multiple behavior concerns) | | |
| Safety | Connection | Problem Solving |
| <ul style="list-style-type: none"> <input type="checkbox"/> Fighting <input type="checkbox"/> Bullying <input type="checkbox"/> Throwing items with intent <input type="checkbox"/> Pushing/shoving <input type="checkbox"/> Putting hands on others with intent to harm/out of anger <input type="checkbox"/> Vandalism <input type="checkbox"/> Out of area <input type="checkbox"/> Other _____ | <ul style="list-style-type: none"> <input type="checkbox"/> Making threatening remarks <input type="checkbox"/> Repeated lying to the teacher <input type="checkbox"/> Disrespect toward teacher <input type="checkbox"/> Disrespect toward classmates <input type="checkbox"/> Theft or possession of _____ <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Teasing / physical play <input type="checkbox"/> Other _____ | <ul style="list-style-type: none"> <input type="checkbox"/> Excessive talking/Excessive disruptions <input type="checkbox"/> Refusal to be on task <input type="checkbox"/> Leaving the classroom without permission <input type="checkbox"/> Misuse of school or personal property <input type="checkbox"/> Other _____ |

| Underdeveloped Executive Skill | |
|---|---|
| (check primary concern / circle others if there are multiple concerns) | |
| Behavioral skills | Thinking skills |
| <ul style="list-style-type: none"> <input type="checkbox"/> Attention <input type="checkbox"/> Impulse control <input type="checkbox"/> Emotional regulation <input type="checkbox"/> Task initiation <input type="checkbox"/> Flexibility <input type="checkbox"/> Goal-directed persistence <input type="checkbox"/> Empathy | <ul style="list-style-type: none"> <input type="checkbox"/> Prioritization <input type="checkbox"/> Organization <input type="checkbox"/> Time management <input type="checkbox"/> Working memory <input type="checkbox"/> Metacognition |

Description of incident (additional space on back): _____

Behavior Plan Using Conscious Discipline

Student Name: _____ Grade: _____ Date: _____
 Teacher (s): _____ Who is the child's person _____
 Members Present at the Meeting:

| Hurtful Behavior | Helpful Behavior What do you want the child to do? |
|-------------------------|--|
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

Which underdeveloped Executive Skill are we willing to teach first? _____
Attention Time Management Organization Prioritization Working Memory Emotional Control
Impulse Control Flexibility Empathy Metacognition Task Initiation Goal Achievement

How will we teach the skill we wish for the child to develop? (see attached Lending Library)

| | | |
|---|---|--|
| <ul style="list-style-type: none"> Visual reminders Practice Modeling (video modeling) Movement/Sensory Encouragement/Noticing | <ul style="list-style-type: none"> Role Play Direct Instruction Positive Intent Helping Buddy Structures | <ul style="list-style-type: none"> Coaching Literature Song/Music Stress Reduction Routines/Rituals |
|---|---|--|

Who will teach the skill? _____
When will the skill be taught? _____

Strategies for addressing the unwanted/hurtful behavior:

| | | |
|---------------|----------------|-----------------|
| Consequences | Contract | Counseling |
| Class Meeting | Parent Contact | Office Referral |

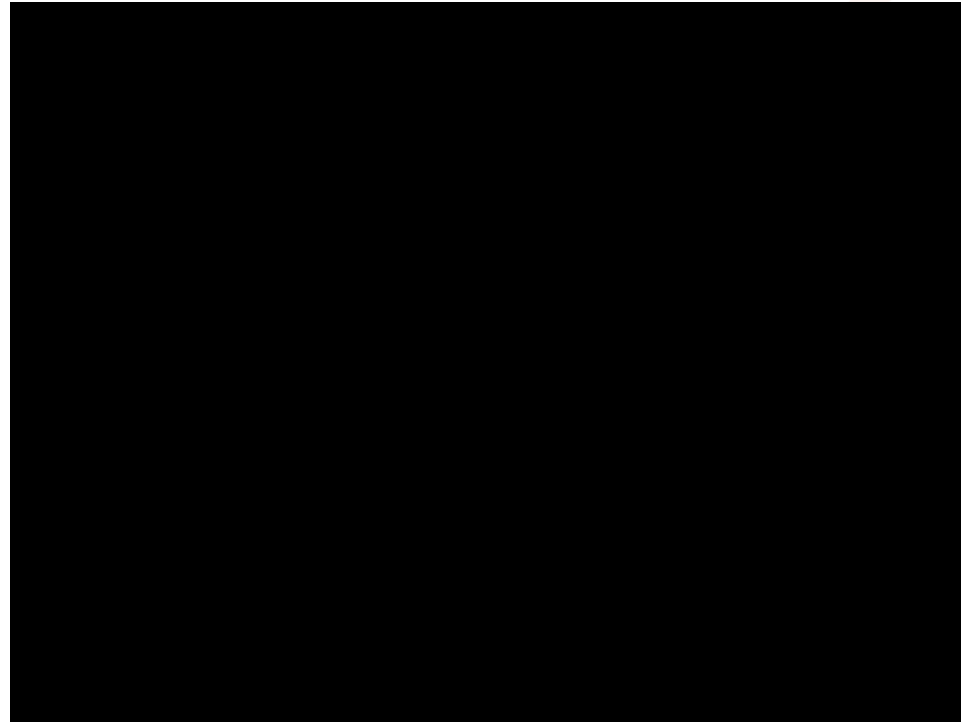
| | |
|---|--|
| Strategies to increasing the sense of safety | Strategies to increase the sense of belonging |
|---|--|

Enriching and accelerating learning

**Students talk about and
show Conscious Discipline
practices**

Enriqueciendo y acelerando el aprendizaje

Sheridan Hills students share about CD practices





| FUND | CHECK | DATE | VENDOR | TYPE | AMOUNT |
|------|--------|------------|------------------------------------|------|------------|
| 01 | 304241 | 10/25/2023 | ADVANCED COMMERCIAL KITCHENS | R | 2,256.32 |
| 01 | 304242 | 10/25/2023 | ARCHETYPE | R | 960.00 |
| 01 | 304243 | 10/25/2023 | ASTLEFORD INTERNATIONAL | R | 87.02 |
| 01 | 304244 | 10/25/2023 | AZURE ADLER | R | 156.00 |
| 01 | 304245 | 10/25/2023 | BENCHMARK EDUCATION COMPANY, LLC. | R | 2,981.00 |
| 01 | 304246 | 10/25/2023 | BIX FRUIT COMPANY | R | 4,887.52 |
| 01 | 304247 | 10/25/2023 | BRAND FARMS | R | 1,550.00 |
| 01 | 304248 | 10/25/2023 | BRINK'S INCORPORATED | R | 2,233.38 |
| 01 | 304249 | 10/25/2023 | CANON USA | R | 4,420.68 |
| 01 | 304250 | 10/25/2023 | CHUBB | R | 315,126.41 |
| 01 | 304251 | 10/25/2023 | CINTAS CORPORATION NO 2 | R | 271.34 |
| 01 | 304252 | 10/25/2023 | COMCAST | R | 355.62 |
| 01 | 304253 | 10/25/2023 | CPM EDUCATIONAL PROGRAM | R | 75.00 |
| 01 | 304254 | 10/25/2023 | DASH SPORTS, LLC | R | 1,105.00 |
| 01 | 304255 | 10/25/2023 | DICK BLICK COMPANY | R | 36.20 |
| 01 | 304256 | 10/25/2023 | DISCOUNT SCHOOL SUPPLY | R | 307.24 |
| 01 | 304257 | 10/25/2023 | ECM PUBLISHERS INC | R | 141.60 |
| 01 | 304258 | 10/25/2023 | EMI AUDIO | R | 119.90 |
| 01 | 304259 | 10/25/2023 | FASTSIGNS | R | 43.60 |
| 01 | 304260 | 10/25/2023 | FRIDLEY HIGH SCHOOL | R | 250.00 |
| 01 | 304261 | 10/25/2023 | WW GRAINGER INC | R | 116.72 |
| 01 | 304262 | 10/25/2023 | GROTH MUSIC COMPANY | R | 373.00 |
| 01 | 304263 | 10/25/2023 | HILLYARD MINNEAPOLIS | R | 5,052.97 |
| 01 | 304264 | 10/25/2023 | HJELM, ADAM | R | 40.00 |
| 01 | 304265 | 10/25/2023 | INNOVATIVE OFFICE SOLUTIONS LLC | R | 79.31 |
| 01 | 304266 | 10/25/2023 | IRONDALE | R | 500.00 |
| 01 | 304267 | 10/25/2023 | JAMIE SCHNEIDER | R | 3.80 |
| 01 | 304268 | 10/25/2023 | KATHLEEN J WULFF | R | 375.00 |
| 01 | 304269 | 10/25/2023 | KEMPS LLC | R | 2,119.39 |
| 01 | 304270 | 10/25/2023 | LOFFLER COMPANIES | R | 235.00 |
| 01 | 304271 | 10/25/2023 | MALLOY MONTAGUE KARNOWSKI & RADO | R | 11,900.00 |
| 01 | 304272 | 10/25/2023 | MAXORPLUS, LTD | R | 46,141.48 |
| 01 | 304273 | 10/25/2023 | METRO ECSU | R | 100.00 |
| 01 | 304274 | 10/25/2023 | METROPOLITAN TILE & MARBLE, INC. | R | 560.00 |
| 01 | 304275 | 10/25/2023 | MIDWEST BUS PARTS INC | R | 214.93 |
| 01 | 304276 | 10/25/2023 | MINNEAPOLIS SOUTHWEST-ATHLETICS | R | 130.00 |
| 01 | 304277 | 10/25/2023 | MINNESOTA UI FUND | R | 162,839.81 |
| 01 | 304278 | 10/25/2023 | MINNETESOL | R | 300.00 |
| 01 | 304279 | 10/25/2023 | MINUTEMAN PRESS EDINA | R | 661.80 |
| 01 | 304280 | 10/25/2023 | MOUND WESTONKA HIGH SCHOOL | R | 265.00 |
| 01 | 304281 | 10/25/2023 | MOUNDS VIEW HIGH SCHOOL | R | 175.00 |
| 01 | 304282 | 10/25/2023 | NEW LIFE ENTERPRISE | R | 1,020.00 |
| 01 | 304283 | 10/25/2023 | NORTH CENTRAL INTERNATIONAL, LLC | R | 36,475.22 |
| 01 | 304284 | 10/25/2023 | NORTH HIGH SCHOOL | R | 200.00 |
| 01 | 304285 | 10/25/2023 | ONE OF ONE CLOTHING | R | 760.27 |
| 01 | 304286 | 10/25/2023 | PAN O GOLD BAKING CO | R | 469.76 |
| 01 | 304287 | 10/25/2023 | PEARSON EDUCATION, INC. | R | 1,649.70 |
| 01 | 304288 | 10/25/2023 | PER MAR SECURITY SERVICES | R | 14.50 |
| 01 | 304289 | 10/25/2023 | PROCARE THERAPY | R | 3,588.80 |
| 01 | 304290 | 10/25/2023 | RAICES LATINAS | R | 100.00 |
| 01 | 304291 | 10/25/2023 | RED PEPPER SOFTWARE, LLC | R | 2,700.00 |
| 01 | 304292 | 10/25/2023 | ROGERS HIGH SCHOOL | R | 350.00 |
| 01 | 304293 | 10/25/2023 | ROSEMOUNT HIGH SCHOOL | R | 300.00 |
| 01 | 304294 | 10/25/2023 | SAFETYFIRST PLAYGROUND MAINTENANCE | R | 61,084.71 |
| 01 | 304295 | 10/25/2023 | SCHOLASTIC INC | R | 109.89 |
| 01 | 304296 | 10/25/2023 | SCHOOL SPECIALTY, LLC | R | 210.32 |
| 01 | 304297 | 10/25/2023 | SCHUMACHER ELEVATOR COMPANY | R | 243.00 |
| 01 | 304298 | 10/25/2023 | SNA-SCHOOL NUTRITION | R | 34.00 |

| | | | | | |
|----|--------|------------|----------------------------------|---|-----------|
| 01 | 304299 | 10/25/2023 | TC SPRING JAM | R | 300.00 |
| 01 | 304300 | 10/25/2023 | TERREL'S TOOLBOX LLC | R | 92.00 |
| 01 | 304301 | 10/25/2023 | TOLL COMPANY | R | 8.27 |
| 01 | 304302 | 10/25/2023 | TRIO SUPPLY COMPANY | R | 838.99 |
| 01 | 304303 | 10/25/2023 | TRUSTED METRO OFFICIALS | R | 1,330.00 |
| 01 | 304304 | 10/25/2023 | API GARAGE DOOR, INC. | R | 2,238.56 |
| 01 | 304305 | 10/25/2023 | TWIN CITY HARDWARE | R | 60.03 |
| 01 | 304306 | 10/25/2023 | UPPER LAKES FOODS | R | 24,444.57 |
| 01 | 304307 | 10/25/2023 | VSP INSURANCE CO. (CT) | R | 3,580.41 |
| 01 | 304308 | 10/25/2023 | WORLD FUEL SERVICES, INC. | R | 1,800.18 |
| 01 | 304309 | 10/25/2023 | XCEL ENERGY | R | 52,425.56 |
| 01 | 304310 | 10/26/2023 | MADISON NATIONAL LIFE INS CO INC | R | 5,842.62 |
| 01 | 304311 | 10/26/2023 | RODENBURG LAW FIRM | R | 92.76 |
| 01 | 304312 | 10/26/2023 | SCHOOL SERVICE EMPLOYEES UNION | R | 6,054.74 |
| 01 | 304313 | 10/26/2023 | STEWART ZLIMEN & JUNGERS LTD | R | 672.70 |
| 01 | 304314 | 10/26/2023 | UHL COMPANY INC | R | 46,749.50 |
| 01 | 304315 | 10/26/2023 | UNITED STATES TREASURER | R | 430.00 |
| 01 | 304316 | 10/26/2023 | VIG SOLUTIONS INC | R | 3,589.00 |
| 01 | 304317 | 10/31/2023 | ABLENET INC. | R | 155.00 |
| 01 | 304318 | 10/31/2023 | ALLIED ELECTROSTATIC OF MN, INC. | R | 1,960.00 |
| 01 | 304319 | 10/31/2023 | ANDERSON JULIE R | R | 200.00 |
| 01 | 304320 | 10/31/2023 | AUGSBURG COLLEGE | R | 1,500.00 |
| 01 | 304321 | 10/31/2023 | CAPITAL ONE TRADE CREDIT | R | 530.37 |
| 01 | 304322 | 10/31/2023 | CDW GOVERNMENT INC | R | 7,375.26 |
| 01 | 304323 | 10/31/2023 | CONTINENTAL RESEARCH CORP | R | 649.00 |
| 01 | 304324 | 10/31/2023 | CUB FOODS | R | 701.00 |
| 01 | 304325 | 10/31/2023 | ECOLAB INC | R | 267.13 |
| 01 | 304326 | 10/31/2023 | ESX TECHNOLOGY SOLUTIONS, LLC | R | 510.00 |
| 01 | 304327 | 10/31/2023 | HIPPIE DOG | R | 250.00 |
| 01 | 304328 | 10/31/2023 | LEXIA LEARNING SYSTEMS LLC | R | 20,084.00 |
| 01 | 304329 | 10/31/2023 | LIFESAVER FIRE PROTECTION LLC | R | 1,848.00 |
| 01 | 304330 | 10/31/2023 | MATH LEARNING CENTER | R | 650.00 |
| 01 | 304331 | 10/31/2023 | MENARDS - RICHFIELD | R | 414.82 |
| 01 | 304332 | 10/31/2023 | MINNETESOL | R | 2,095.00 |
| 01 | 304333 | 10/31/2023 | ONETOUCH PHOTO BOOTH | R | 545.00 |
| 01 | 304334 | 10/31/2023 | OPTIMIST CLUB OF RICHFIELD | R | 57.50 |
| 01 | 304335 | 10/31/2023 | PAN O GOLD BAKING CO | R | 139.50 |
| 01 | 304336 | 10/31/2023 | PITNEY BOWES INC | R | 111.00 |
| 01 | 304337 | 10/31/2023 | POWERSCHOOL GROUP LLC | R | 4,800.00 |
| 01 | 304338 | 10/31/2023 | RATWIK ROSZAK & MALONEY PA | R | 132.50 |
| 01 | 304339 | 10/31/2023 | SNA-SCHOOL NUTRITION | R | 34.00 |
| 01 | 304340 | 10/31/2023 | STEM SMART LLC | R | 1,440.00 |
| 01 | 304341 | 10/31/2023 | TAFFE SARAH ANN | R | 9,361.83 |
| 01 | 304342 | 10/31/2023 | XCEL ENERGY | R | 25,920.91 |
| 01 | 304343 | 11/01/2023 | BIX FRUIT COMPANY | R | 9,269.93 |
| 01 | 304344 | 11/01/2023 | CITY OF RICHFIELD | R | 13,169.05 |
| 01 | 304345 | 11/01/2023 | COMCAST BUSINESS | R | 406.55 |
| 01 | 304346 | 11/01/2023 | DEPARTMENT OF HUMAN SERVICES | R | 325.00 |
| 01 | 304347 | 11/01/2023 | ECM PUBLISHERS INC | R | 1,076.80 |
| 01 | 304348 | 11/01/2023 | IMAGINE LEARNING LLC | R | 3,825.00 |
| 01 | 304349 | 11/01/2023 | KEMPS LLC | R | 4,607.65 |
| 01 | 304350 | 11/01/2023 | KINECT ENERGY INC | R | 14,041.43 |
| 01 | 304351 | 11/01/2023 | LENOVO (UNITED STATES) INC. | R | 300.00 |
| 01 | 304352 | 11/01/2023 | MULTILINGUAL WORD INC | R | 2,472.20 |
| 01 | 304353 | 11/01/2023 | ON SITE SANITATION | R | 603.50 |
| 01 | 304354 | 11/01/2023 | PAN O GOLD BAKING CO | R | 832.66 |
| 01 | 304355 | 11/01/2023 | PROCARE THERAPY | R | 2,355.15 |
| 01 | 304356 | 11/01/2023 | PROPIO LS, LLC | R | 711.52 |
| 01 | 304357 | 11/01/2023 | RED PEPPER SOFTWARE, LLC | R | 1,600.00 |

| | | | | | |
|----|---------|------------|------------------------|---|-----------|
| 01 | 304358 | 11/01/2023 | TRIO SUPPLY COMPANY | R | 256.77 |
| 01 | 304359 | 11/01/2023 | UPPER LAKES FOODS | R | 17,211.39 |
| 01 | 304360 | 11/01/2023 | VERIZON WIRELESS | R | 320.16 |
| 01 | V613318 | 11/02/2023 | MICHELLE L AXELL | R | 70.00 |
| 01 | V613319 | 11/02/2023 | ERICA T BARLOW | R | 70.00 |
| 01 | V613320 | 11/02/2023 | MARY L CLARKSON | R | 70.00 |
| 01 | V613321 | 11/02/2023 | LATANYA R DANIELS | R | 70.00 |
| 01 | V613322 | 11/02/2023 | KRYSTAL M DEGRAW | R | 70.00 |
| 01 | V613323 | 11/02/2023 | GEORGE A DENNIS | R | 35.00 |
| 01 | V613324 | 11/02/2023 | PETER J FITZPATRICK | R | 40.00 |
| 01 | V613325 | 11/02/2023 | STEVEN T FLUCAS | R | 70.00 |
| 01 | V613326 | 11/02/2023 | DAVID A FREEBURG | R | 70.00 |
| 01 | V613327 | 11/02/2023 | RACHEL GENS | R | 70.00 |
| 01 | V613328 | 11/02/2023 | AREND J GEURINK | R | 70.00 |
| 01 | V613329 | 11/02/2023 | JAMES A GILLIGAN | R | 70.00 |
| 01 | V613330 | 11/02/2023 | CHRISTINA M GONZALEZ | R | 70.00 |
| 01 | V613331 | 11/02/2023 | KYLE L GUSTAFSON | R | 40.00 |
| 01 | V613332 | 11/02/2023 | KEVIN D HARRIS | R | 40.00 |
| 01 | V613333 | 11/02/2023 | JOHN HEBERT | R | 105.93 |
| 01 | V613334 | 11/02/2023 | JONATHAN W HEYER | R | 70.00 |
| 01 | V613335 | 11/02/2023 | JAMES L HILL | R | 40.00 |
| 01 | V613336 | 11/02/2023 | JESSICA M HOFFMAN | R | 40.00 |
| 01 | V613337 | 11/02/2023 | CRAIG D HOLJE | R | 70.00 |
| 01 | V613338 | 11/02/2023 | RACHEL M JOHNSON | R | 159.95 |
| 01 | V613339 | 11/02/2023 | CORY J KLINGE | R | 70.00 |
| 01 | V613340 | 11/02/2023 | BAILEY D KRETSINGER | R | 63.08 |
| 01 | V613341 | 11/02/2023 | DANIEL E KRETSINGER | R | 70.00 |
| 01 | V613342 | 11/02/2023 | ANOOP KUMAR | R | 40.00 |
| 01 | V613343 | 11/02/2023 | LEAH M LANNERS | R | 139.97 |
| 01 | V613344 | 11/02/2023 | SHANNON J LINDBERG | R | 40.00 |
| 01 | V613345 | 11/02/2023 | JOHN M LORENZINI | R | 70.00 |
| 01 | V613346 | 11/02/2023 | COLLEEN M MAHONEY | R | 70.00 |
| 01 | V613347 | 11/02/2023 | MICHAEL A MANNING | R | 70.00 |
| 01 | V613348 | 11/02/2023 | DANIEL P MCGINN | R | 40.00 |
| 01 | V613349 | 11/02/2023 | DOUG R MCMEEKIN | R | 70.00 |
| 01 | V613350 | 11/02/2023 | KENT D MEYER | R | 70.00 |
| 01 | V613351 | 11/02/2023 | ALECIA M MOBLEY | R | 70.00 |
| 01 | V613352 | 11/02/2023 | KATRINA L MORGAN | R | 40.00 |
| 01 | V613353 | 11/02/2023 | ERIN H NEILON | R | 40.00 |
| 01 | V613354 | 11/02/2023 | ROBERT G OLSON | R | 40.00 |
| 01 | V613355 | 11/02/2023 | LAURA B OTTERNESS | R | 70.00 |
| 01 | V613356 | 11/02/2023 | MARK S PEDERSEN | R | 40.00 |
| 01 | V613357 | 11/02/2023 | CHRISTOPHER A PETERSON | R | 159.18 |
| 01 | V613358 | 11/02/2023 | CASSANDRA QUAM | R | 70.00 |
| 01 | V613359 | 11/02/2023 | RENEE C REED-KARSTENS | R | 40.00 |
| 01 | V613360 | 11/02/2023 | KATHIE REESE | R | 175.00 |
| 01 | V613361 | 11/02/2023 | KEITH D RIEF | R | 40.00 |
| 01 | V613362 | 11/02/2023 | ASHLEY SCHAEFER | R | 70.00 |
| 01 | V613363 | 11/02/2023 | MARTA I SHAHSAVAND | R | 70.00 |
| 01 | V613364 | 11/02/2023 | AMY B SKARE-KLECKER | R | 70.00 |
| 01 | V613365 | 11/02/2023 | NANCY J STACHEL | R | 70.00 |
| 01 | V613366 | 11/02/2023 | ANGELA TAYLOR | R | 70.00 |
| 01 | V613367 | 11/02/2023 | STACY THEIEN-COLLINS | R | 70.00 |
| 01 | V613368 | 11/02/2023 | VLADIMIR S TOLEDO | R | 40.00 |
| 01 | V613369 | 11/02/2023 | STEVEN P UNOWSKY | R | 270.00 |
| 01 | V613370 | 11/02/2023 | STEPHEN C URBANSKI | R | 40.00 |
| 01 | V613371 | 11/02/2023 | CARRIE A VALA | R | 70.00 |
| 01 | V613372 | 11/02/2023 | JENNIFER K VALLEY | R | 70.00 |
| 01 | V613373 | 11/02/2023 | RYAN WAGNER | R | 40.00 |

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|----|---------|------------|------------------------------|---|-----------|
| 01 | V613374 | 11/02/2023 | REBECCA S WALD | R | 40.00 |
| 01 | V613375 | 11/02/2023 | MICHELLE R WHITESIDE | R | 70.00 |
| 01 | V613376 | 11/02/2023 | KASYA L WILLHITE | R | 70.00 |
| 01 | V613377 | 11/02/2023 | KELLY L WOODS | R | 70.00 |
| 01 | 304361 | 11/03/2023 | CINTAS CORPORATION NO 2 | R | 271.34 |
| 01 | 304362 | 11/03/2023 | CONTINENTAL RESEARCH CORP | R | 2,288.43 |
| 01 | 304363 | 11/03/2023 | ECOLAB INC | R | 693.38 |
| 01 | 304364 | 11/03/2023 | GROUP MEDICAREBLUE RX | R | 7,414.00 |
| 01 | 304365 | 11/03/2023 | HAWKINS INC | R | 4,146.54 |
| 01 | 304366 | 11/03/2023 | HILLYARD MINNEAPOLIS | R | 6,636.03 |
| 01 | 304367 | 11/03/2023 | HOME DEPOT U.S.A. | R | 920.90 |
| 01 | 304368 | 11/03/2023 | MENARDS - RICHFIELD | R | 84.14 |
| 01 | 304369 | 11/03/2023 | NOKOMIS SHOE SHOP | R | 244.95 |
| 01 | 304370 | 11/03/2023 | PER MAR SECURITY SERVICES | R | 17.50 |
| 01 | 304371 | 11/03/2023 | SHERWIN WILLIAMS CO | R | 329.88 |
| 01 | 304372 | 11/03/2023 | SITEONE LANDSCAPE SUPPLY LLC | R | 186.33 |
| 01 | 304373 | 11/03/2023 | STRATEGIC STAFFING SOLUTIONS | R | 18,156.00 |
| 01 | 304374 | 11/03/2023 | XCEL ENERGY | R | 54.97 |

| | | | | | |
|--------------------------------------|--|--|--|--|---------------------|
| TOTAL CHECK AND EPAY REGISTER | | | | | 1,030,176.18 |
|--------------------------------------|--|--|--|--|---------------------|

**P-CARD,CHECK RUNS, E-PAYS & WIRES FOR
11/13/2023 BOARD REPORTS**

| BANK 05 | DATE | AMOUNT |
|----------------|---------------|---------------|
| Checks | 10/25/2023 | 765,975.78 |
| | 10/26/2023 | 63,431.32 |
| | 10/31/2023 | 81,731.82 |
| | 11/1/2023 | 73,384.76 |
| | 11/3/2023 | 41,444.39 |
| E-Pays | 11/2/2023 | 4,208.11 |

| | |
|---------------------------------------|---------------------|
| CHECK REGISTER BANK 05 TOTAL = | 1,030,176.18 |
|---------------------------------------|---------------------|

BREAKDOWN

| | |
|-----------|------------|
| 01-206-00 | 789,441.91 |
| 02-206-00 | 72,860.04 |
| 03-206-00 | 43,016.54 |
| 04-206-00 | 17,631.50 |
| 06-206-00 | 61,084.71 |
| 07-206-00 | - |
| 18-206-00 | - |
| 20-206-00 | 46,141.48 |
| 21-206-00 | - |
| 47-206-00 | - |

| | |
|---------------------|---------------------|
| BANK TOTAL = | 1,030,176.18 |
|---------------------|---------------------|

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, November 13, 2023
7 p.m. School Board Meeting

I. CALL TO ORDER

The regular meeting of the board of education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, November 13, 2023 in the boardroom at the Richfield Public Schools District Office. Vice Chair Carter called the regular board meeting to order at 7 p.m. with the following school board members in attendance: Brakke, Pollis and Toensing. Banks Kupcho and Cole were not able to attend.

Administrators present were Superintendent Unowsky, Assistant Superintendent Daniels, Executive Director Clarkson and Chief HR and Admin Officer Holje. Student representatives Gerardo Castañeda Lopez and Paola Hernandez Zuniga were present.

II. REVIEW AND APPROVAL OF THE AGENDA

Motion by Pollis, seconded by Toensing, and unanimously carried, the board of education approved the agenda.

III. INFORMATION AND PROPOSALS - NON-ACTION ITEMS

A. Public Comment

Motion by Pollis, seconded by Brakke, and unanimously carried, the board of education tabled public comment until such time as the individual signed up to give a comment is present at the meeting.

B. Superintendent Update

1. Park Nicollet Partnership Presentation
2. Annual Staffing Report

IV. CONSENT AGENDA

A. Routine Matters

1. Minutes of the Regular Meeting held October 30, 2023
2. General Disbursements as of 11/3/23 in the Amount of \$1,030,176.18
3. Investment Holdings

B. Personnel Items

Classified Management Full Time Resignation

Idolina Quintanilla – Human Resources Coordinator – District Office
Effective: 11/15/2023
Years of Service: 2

Certified Full Time Year 2 of 3

Kylee Cox – Elementary Teacher – STEM Elementary
Effective: 8/25/23

Chelsey Payne – Gifted and Talented/Math Interventionist – RDLS
Effective: 11/13/2023

Certified Full Time Retirement

Patty Fenelon – Math Interventionist – Centennial Elementary
Effective: 6/7/24
Years of Service: 33

Certified Part Time Leave

Kathryn Wegner – Social Studies – Richfield High School
0.20 Leave effective for the 23-24 School Year

Classified Part Time Paraprofessional for Employment

Danielle Engelen – Special Education Paraprofessional – South Education Center
Effective: 11/13/2023

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

V. OLD BUSINESS

- A. Policy 584: Student Medication - fourth read

Motion by Toensing, seconded by Brakke, and unanimously carried, the board of education approved the revised policy.

- B. Policy 501: Early Entrance to Kindergarten & Administrative Guidelines 501.1 & 501.2 - second read
- C. Policy 801: Student Use of Secondary School Facilities & Administrative Guideline 801.1 - second read

VI. NEW BUSINESS

- A. Resolution Canvassing Returns of Votes of School District General and Special Election

Motion by Brakke, seconded by Pollis, and unanimously carried, the board of education approved the resolution.

- B. Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties

Motion by Pollis, seconded by Toensing, and unanimously carried, the board of education approved the resolution.

C. Energy Savings Performance Project

Motion by Pollis, seconded by Brakke, and unanimously carried, the board of education approved the authorization.

- D. Policy 545: Attendance & Administrative Guideline 545.1 - first read
- E. Donations

Motion by Toensing, seconded by Pollis, 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. Suggested/Future Agenda Items
- D. Future Meeting Dates
 - 12-4-2023 7 p.m. Regular Board Meeting with Truth-in-Taxation
 - 12-18-2023 7 p.m. Regular Board Meeting - Public Comment

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

Motion by Toensing, seconded by Brakke, and unanimously carried, the board of education moved into closed session at 8:55 p.m. Attending the closed session were Brakke, Carter, Pollis and Toensing. Superintendent Unowsky and Chief HR and Administrative Officer Holje were also present.

IX. REOPEN MEETING

Motion by Pollis, seconded by Brakke, and unanimously carried, the board of education moved into open session at 9:46 p.m. with the following board members present: Brakke, Carter, Pollis and Toensing. Superintendent Unowsky and Chief HR and Administrative Officer Holje were also present.

X. ADJOURN REGULAR MEETING

Vice Chair Carter adjourned the meeting at 9:47 p.m.

P-CARD,CHECK RUNS, E-PAYS & WIRES FOR 12/4/2023 BOARD REPORTS

| BANK 05 | DATE | AMOUNT |
|----------------|------------|--------------|
| Checks | 11/8/2023 | 343,311.74 |
| | 11/10/2023 | 17,302.79 |
| | 11/15/2023 | 757,562.15 |
| | 11/16/2023 | 8,919.63 |
| | 11/17/2023 | 9,225.98 |
| | 11/22/2023 | 1,501,130.95 |
| P-Cards | | |
| OCTOBER Pcards | 11/6/2023 | 57,682.94 |
| E-Pays | | |
| | 11/9/2023 | 1,042.30 |
| | 11/22/2023 | 1,679.57 |

| | |
|---------------------------------------|---------------------|
| CHECK REGISTER BANK 05 TOTAL = | 2,697,858.05 |
|---------------------------------------|---------------------|

| BREAKDOWN | |
|---------------------|---------------------|
| 01-206-00 | 1,668,478.12 |
| 02-206-00 | 159,593.61 |
| 03-206-00 | 665,634.17 |
| 04-206-00 | 14,509.01 |
| 06-206-00 | 7,900.00 |
| 07-206-00 | - |
| 18-206-00 | - |
| 20-206-00 | 180,197.14 |
| 21-206-00 | 1,546.00 |
| 47-206-00 | |
| BANK TOTAL = | 2,697,858.05 |

| FUND CHECK | DATE | VENDOR | TYPE | AMOUNT |
|-------------|------------|-------------------------------------|------|----------|
| 01 V2401700 | 11/06/2023 | P-CARD BAIRD LISA | R | 7,500.06 |
| 01 V2401701 | 11/06/2023 | P-CARD BARLOW ERICA | R | 4,807.11 |
| 01 V2401702 | 11/06/2023 | P-CARD BROWN MATTHEW | R | 898.96 |
| 01 V2401703 | 11/06/2023 | P-CARD BRUNNER PATTI | R | 8,247.53 |
| 01 V2401704 | 11/06/2023 | P-CARD CARUSO MATTHEW | R | 494.37 |
| 01 V2401705 | 11/06/2023 | P-CARD CRUZ ESTEVA JENNIFER | R | 5,033.79 |
| 01 V2401706 | 11/06/2023 | P-CARD EDWARDS NATHAN | R | 407.75 |
| 01 V2401707 | 11/06/2023 | P-CARD GEURINK AREND | R | 51.38 |
| 01 V2401708 | 11/06/2023 | P-CARD HOLJE CRAIG | R | 225.00 |
| 01 V2401709 | 11/06/2023 | P-CARD KRETSINGER DAN | R | 2,126.18 |
| 01 V2401710 | 11/06/2023 | P-CARD LEIKNES LISA | R | 784.11 |
| 01 V2401711 | 11/06/2023 | P-CARD LEWIS JENNIFER | R | 1,474.81 |
| 01 V2401713 | 11/06/2023 | P-CARD LUNDY MICHELLE | R | 4,778.27 |
| 01 V2401714 | 11/06/2023 | P-CARD MAHONEY COLLEEN | R | 1,088.64 |
| 01 V2401715 | 11/06/2023 | P-CARD MANNING MICHAEL | R | 3,608.40 |
| 01 V2401716 | 11/06/2023 | P-CARD MCGINN DAN | R | 1,242.81 |
| 01 V2401717 | 11/06/2023 | P-CARD SACHER GRACE | R | 1,600.52 |
| 01 V2401718 | 11/06/2023 | P-CARD SETZER ALEXIS | R | 120.13 |
| 01 V2401719 | 11/06/2023 | P-CARD SHAHSAVAND MARTA | R | 6,636.76 |
| 01 V2401720 | 11/06/2023 | P-CARD SKARE-KLECKER AMY | R | 1,364.04 |
| 01 V2401721 | 11/06/2023 | P-CARD SMITH DANE | R | 73.88 |
| 01 V2401722 | 11/06/2023 | P-CARD STACHEL NANCY | R | 876.75 |
| 01 V2401723 | 11/06/2023 | P-CARD VALLEY JENNIFER | R | 731.85 |
| 01 V2401724 | 11/06/2023 | P-CARD VENTURA PEREZ RAMIRO | R | 397.50 |
| 01 V2401725 | 11/06/2023 | P-CARD WILLHITE KASYA | R | 383.09 |
| 01 V2401726 | 11/06/2023 | P-CARD WOODS KELLY | R | 1,697.82 |
| 01 V2401727 | 11/06/2023 | P-CARD YUNKER AUBREE | R | 1,031.43 |
| 01 304375 | 11/08/2023 | 4IMPRINT, INC. | R | 4,336.03 |
| 01 304376 | 11/08/2023 | PRESENTATIONS, INC. | R | 479.70 |
| 01 304377 | 11/08/2023 | BAUSCHELT PATRICK | R | 81.00 |
| 01 304378 | 11/08/2023 | BERG ADAM | R | 94.00 |
| 01 304379 | 11/08/2023 | BIX FRUIT COMPANY | R | 4,426.62 |
| 01 304380 | 11/08/2023 | BORCHERS WILLIAM S | R | 73.00 |
| 01 304381 | 11/08/2023 | BRAND FARMS | R | 1,100.00 |
| 01 304382 | 11/08/2023 | BRIN GLASS COMPANY | R | 1,821.00 |
| 01 304383 | 11/08/2023 | BROTHERS FIRE & SECURITY | R | 1,614.70 |
| 01 304384 | 11/08/2023 | BSI MECHANICAL, INC. | R | 2,807.26 |
| 01 304385 | 11/08/2023 | BSN SPORTS, LLC | R | 2,669.51 |
| 01 304386 | 11/08/2023 | CATALYST BUYING GROUP LLC | R | 1,986.24 |
| 01 304387 | 11/08/2023 | CEDAR SMALL ENGINE | R | 208.60 |
| 01 304388 | 11/08/2023 | CEL PUBLIC RELATIONS, INC. | R | 1,830.00 |
| 01 304389 | 11/08/2023 | CEP ART & DESIGN | R | 45.00 |
| 01 304390 | 11/08/2023 | CUB FOODS | R | 221.26 |
| 01 304391 | 11/08/2023 | CULLIGAN SOFT WATER | R | 10.50 |
| 01 304392 | 11/08/2023 | DAVIS LAUREN | R | 11.50 |
| 01 304393 | 11/08/2023 | DECKER EQUIPMENT INC | R | 538.95 |
| 01 304394 | 11/08/2023 | DELEGARD TOOL COMPANY | R | 543.73 |
| 01 304395 | 11/08/2023 | DEROSIER JAMIE | R | 73.00 |
| 01 304396 | 11/08/2023 | DICKS SANITATION SERVICE, INC (DSI) | R | 7,139.20 |
| 01 304397 | 11/08/2023 | DOOR SERVICE COMPANY OF THE TWIN CI | R | 430.00 |
| 01 304398 | 11/08/2023 | ECOLAB INC | R | 93.70 |
| 01 304399 | 11/08/2023 | EDGAR MATTHEW | R | 73.00 |
| 01 304400 | 11/08/2023 | EDWARDS NICHOLAS THOMAS | R | 94.00 |
| 01 304401 | 11/08/2023 | ERICKSON TYRUS B | R | 138.00 |
| 01 304402 | 11/08/2023 | ESX TECHNOLOGY SOLUTIONS, LLC | R | 2,500.00 |
| 01 304403 | 11/08/2023 | ETTEL & FRANZ ROOFING CO | R | 3,950.00 |
| 01 304404 | 11/08/2023 | FASTENAL INDUSTRIAL | R | 325.71 |
| 01 304405 | 11/08/2023 | WW GRAINGER INC | R | 742.37 |

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|----|---------|------------|-------------------------------------|---|-----------|
| 01 | 304406 | 11/08/2023 | GUSTAFSON ZACHARY | R | 94.00 |
| 01 | 304407 | 11/08/2023 | H&B SPECIALIZED PRODUCTS INC | R | 1,689.00 |
| 01 | 304408 | 11/08/2023 | HILLYARD MINNEAPOLIS | R | 3,238.37 |
| 01 | 304409 | 11/08/2023 | HOPE CHURCH | R | 15,143.47 |
| 01 | 304410 | 11/08/2023 | IIX INSURANCE INFORMATION EXCHANGE | R | 45.80 |
| 01 | 304411 | 11/08/2023 | INNOVATIVE OFFICE SOLUTIONS LLC | R | 1,085.06 |
| 01 | 304412 | 11/08/2023 | INSTITUTE FOR ENVIROMENTAL | R | 2,936.16 |
| 01 | 304413 | 11/08/2023 | INTEGRATED FOOD SERVICE | R | 8,758.75 |
| 01 | 304414 | 11/08/2023 | INTERSTATE STRIPING | R | 8,632.60 |
| 01 | 304415 | 11/08/2023 | JESSEN CHRIS | R | 73.00 |
| 01 | 304416 | 11/08/2023 | JR FRANS VERSLUIS | R | 73.00 |
| 01 | 304417 | 11/08/2023 | KARNAS MIKE | R | 81.00 |
| 01 | 304418 | 11/08/2023 | KEMPS LLC | R | 2,912.15 |
| 01 | 304419 | 11/08/2023 | KLEIST DOUGLAS | R | 73.00 |
| 01 | 304420 | 11/08/2023 | LOFFLER COMPANIES | R | 172.71 |
| 01 | 304421 | 11/08/2023 | LOMAX CARLA | R | 224.00 |
| 01 | 304422 | 11/08/2023 | MAGERS & QUINN BOOKSELLERS | R | 694.67 |
| 01 | 304423 | 11/08/2023 | MATRIX COMMUNICATIONS, INC | R | 99,575.46 |
| 01 | 304424 | 11/08/2023 | MAXORPLUS, LTD | R | 34,216.14 |
| 01 | 304425 | 11/08/2023 | MCGRAW-HILL EDUCATION, INC. | R | 2,114.60 |
| 01 | 304426 | 11/08/2023 | METRO APPLIANCE RECYCLING | R | 1,666.01 |
| 01 | 304427 | 11/08/2023 | METRO TRANSIT | R | 485.00 |
| 01 | 304428 | 11/08/2023 | METROPOLITAN MECHANICAL CONTRACTORS | R | 28,054.96 |
| 01 | 304429 | 11/08/2023 | MIDWEST BUS PARTS INC | R | 495.44 |
| 01 | 304430 | 11/08/2023 | MINUTEMAN PRESS EDINA | R | 379.50 |
| 01 | 304431 | 11/08/2023 | MONITA MIKE | R | 94.00 |
| 01 | 304432 | 11/08/2023 | MULTI-HEALTH SYSTEMS, INC. | R | 427.70 |
| 01 | 304433 | 11/08/2023 | NAPA AUTO PARTS | R | 91.82 |
| 01 | 304434 | 11/08/2023 | NEI ELECTRIC, INC. | R | 329.00 |
| 01 | 304435 | 11/08/2023 | NORTH CENTRAL INTERNATIONAL, LLC | R | 3,545.28 |
| 01 | 304436 | 11/08/2023 | ONEBRIDGE BENEFITS INC. | R | 5,308.50 |
| 01 | 304437 | 11/08/2023 | PAN O GOLD BAKING CO | R | 150.60 |
| 01 | 304438 | 11/08/2023 | PAYDHEALTH | R | 6,006.24 |
| 01 | 304439 | 11/08/2023 | PER MAR SECURITY SERVICES | R | 7.00 |
| 01 | 304440 | 11/08/2023 | PIONEER MANUFACTURING COMPANY | R | 1,012.14 |
| 01 | 304441 | 11/08/2023 | PLAGGE, ADELINE | R | 34.50 |
| 01 | 304442 | 11/08/2023 | POTTIOS LAVINIA | R | 200.00 |
| 01 | 304443 | 11/08/2023 | PROFESSIONAL WIRELESS COMMUNICATION | R | 75.00 |
| 01 | 304444 | 11/08/2023 | RICHFIELD BUS COMPANY | R | 3,400.00 |
| 01 | 304445 | 11/08/2023 | RIVERA DAVID | R | 81.00 |
| 01 | 304446 | 11/08/2023 | RM COTTON COMPANY | R | 185.00 |
| 01 | 304447 | 11/08/2023 | SCHOOL SPECIALTY, LLC | R | 152.66 |
| 01 | 304448 | 11/08/2023 | SNA-SCHOOL NUTRITION | R | 20.00 |
| 01 | 304449 | 11/08/2023 | SUMMIT FIRE PROTECTION | R | 438.25 |
| 01 | 304450 | 11/08/2023 | THE MINNESOTA CHEMICAL COMPANY | R | 487.50 |
| 01 | 304451 | 11/08/2023 | TOLL COMPANY | R | 12.71 |
| 01 | 304452 | 11/08/2023 | TRANSPORTATION PLUS, INC. | R | 2,064.00 |
| 01 | 304453 | 11/08/2023 | TRIO SUPPLY COMPANY | R | 1,484.88 |
| 01 | 304454 | 11/08/2023 | TRISTATE BOBCAT INC | R | 7,561.58 |
| 01 | 304455 | 11/08/2023 | TRUGREEN LIMITED PARTNERSHIP | R | 5,585.00 |
| 01 | 304456 | 11/08/2023 | API GARAGE DOOR, INC. | R | 356.00 |
| 01 | 304457 | 11/08/2023 | TWIN CITY HARDWARE | R | 1,197.05 |
| 01 | 304458 | 11/08/2023 | UPPER LAKES FOODS | R | 15,050.50 |
| 01 | 304459 | 11/08/2023 | WEAVERS OF WISDOM | R | 150.00 |
| 01 | 304460 | 11/08/2023 | WORLD FUEL SERVICES, INC. | R | 31,545.50 |
| 01 | 304461 | 11/08/2023 | YOUTH ENRICHMENT LEAGUE (YEL!) | R | 1,444.00 |
| 01 | 304462 | 11/08/2023 | ZARNOTH BRUSH WORKS | R | 1,442.90 |
| 01 | V613378 | 11/09/2023 | LAUREN L BUXTON | R | 21.77 |
| 01 | V613379 | 11/09/2023 | KRYSTAL M DEGRAW | R | 25.79 |

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|----|---------|------------|-------------------------------------|---|------------|
| 01 | V613380 | 11/09/2023 | GEORGE A DENNIS | R | 19.20 |
| 01 | V613381 | 11/09/2023 | ABBY DUBE | R | 138.86 |
| 01 | V613382 | 11/09/2023 | ANGELA M FISH | R | 170.96 |
| 01 | V613383 | 11/09/2023 | MICHELLE D FRANZ | R | 10.58 |
| 01 | V613384 | 11/09/2023 | CHARLOTTE NICHOLE WOLLENBURG | R | 57.64 |
| 01 | V613385 | 11/09/2023 | SHANYN HILL | R | 34.50 |
| 01 | V613386 | 11/09/2023 | JESSICA M HOFFMAN | R | 120.00 |
| 01 | V613387 | 11/09/2023 | BROOKE JOHNSON | R | 10.22 |
| 01 | V613388 | 11/09/2023 | ERIN H NEILON | R | 42.12 |
| 01 | V613389 | 11/09/2023 | JAMES R PADDOCK | R | 40.66 |
| 01 | V613390 | 11/09/2023 | DARBY L SWANK | R | 5.17 |
| 01 | V613391 | 11/09/2023 | ALLISON P REHM | R | 120.00 |
| 01 | V613392 | 11/09/2023 | ANGELA TAYLOR | R | 9.46 |
| 01 | V613393 | 11/09/2023 | SAMANTHA WEAVER | R | 186.97 |
| 01 | V613394 | 11/09/2023 | MICHELLE R WHITESIDE | R | 6.06 |
| 01 | V613395 | 11/09/2023 | MELISSA J WILLIAMS | R | 22.34 |
| 01 | 304463 | 11/10/2023 | ANDERSON SHEILA K | R | 103.50 |
| 01 | 304464 | 11/10/2023 | ARVIG ENTERPRISES INC | R | 1,307.90 |
| 01 | 304465 | 11/10/2023 | BECKMAN ALISON | R | 27.00 |
| 01 | 304466 | 11/10/2023 | BUMGARNER TERRY | R | 79.00 |
| 01 | 304467 | 11/10/2023 | CENTURYLINK | R | 118.56 |
| 01 | 304468 | 11/10/2023 | ECM PUBLISHERS INC | R | 1,445.00 |
| 01 | 304469 | 11/10/2023 | ENVIROMATIC CORP OR AMERICA, INC | R | 3,111.18 |
| 01 | 304470 | 11/10/2023 | EPLER KATHERINE | R | 27.00 |
| 01 | 304471 | 11/10/2023 | FASTENAL INDUSTRIAL | R | 62.85 |
| 01 | 304472 | 11/10/2023 | GOVENAT DIANE | R | 50.00 |
| 01 | 304473 | 11/10/2023 | GRAHAM THOMAS | R | 68.00 |
| 01 | 304474 | 11/10/2023 | JUNK MASTERS LLC | R | 675.00 |
| 01 | 304475 | 11/10/2023 | KEE-BOWLING BONNIE | R | 79.00 |
| 01 | 304476 | 11/10/2023 | LANG JOSEPH C | R | 27.00 |
| 01 | 304477 | 11/10/2023 | MASSP-MN ASSOCIATION | R | 865.00 |
| 01 | 304478 | 11/10/2023 | MELANIE JOHNSON-AYLWARD | R | 27.00 |
| 01 | 304479 | 11/10/2023 | MINNESOTA STATE HIGH SCHOOL LEAGUE | R | 3,400.00 |
| 01 | 304480 | 11/10/2023 | MOOK GREG | R | 27.00 |
| 01 | 304481 | 11/10/2023 | MOOK MAUREEN | R | 50.00 |
| 01 | 304482 | 11/10/2023 | MOREY DOUGLAS | R | 27.00 |
| 01 | 304483 | 11/10/2023 | RENAISSANCE | R | 5,648.80 |
| 01 | 304484 | 11/10/2023 | TASYA RIVERA MARTIN | R | 27.00 |
| 01 | 304485 | 11/10/2023 | TOENSING PETER | R | 50.00 |
| 01 | 304486 | 11/15/2023 | ADVANCED COMMERCIAL KITCHENS | R | 2,156.27 |
| 01 | 304487 | 11/15/2023 | APPRIZE TECHNOLOGIES | R | 240.00 |
| 01 | 304488 | 11/15/2023 | BIX FRUIT COMPANY | R | 11,396.23 |
| 01 | 304489 | 11/15/2023 | BCBS OF MINNESOTA & BLUE PLUS | R | 9,706.00 |
| 01 | 304490 | 11/15/2023 | BRAND FARMS | R | 2,900.00 |
| 01 | 304491 | 11/15/2023 | CDW GOVERNMENT INC | R | 17,904.68 |
| 01 | 304492 | 11/15/2023 | COMCAST BUSINESS | R | 546.55 |
| 01 | 304493 | 11/15/2023 | CONSOLIDATED COMMUNICATIONS | R | 3,225.64 |
| 01 | 304494 | 11/15/2023 | DALE, MATT | R | 95.69 |
| 01 | 304495 | 11/15/2023 | DIGITAL INSURANCE LLC | R | 3,607.00 |
| 01 | 304496 | 11/15/2023 | ECM PUBLISHERS INC | R | 154.40 |
| 01 | 304497 | 11/15/2023 | EDUCATORS BENEFIT CONSULTANTS LLC | R | 493.77 |
| 01 | 304498 | 11/15/2023 | ESTR PUBLICATIONS | R | 111.00 |
| 01 | 304499 | 11/15/2023 | ESX TECHNOLOGY SOLUTIONS, LLC | R | 135.00 |
| 01 | 304500 | 11/15/2023 | GILLET, KARI | R | 84.60 |
| 01 | 304501 | 11/15/2023 | TOP GEAR INC DBA: HELMETS R US INC. | R | 898.10 |
| 01 | 304502 | 11/15/2023 | HILDI INC. | R | 7,650.00 |
| 01 | 304503 | 11/15/2023 | INNOVATIVE OFFICE SOLUTIONS LLC | R | 2,947.50 |
| 01 | 304504 | 11/15/2023 | ISD #294 HOUSTON PUBLIC SCHOOLS | R | 197,240.00 |
| 01 | 304505 | 11/15/2023 | JEFF R SCHAD | R | 500.00 |

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| 01 | 304506 | 11/15/2023 | JESS ALLURED | R | 400.00 |
| 01 | 304507 | 11/15/2023 | KELLY JOHNSON | R | 22.24 |
| 01 | 304508 | 11/15/2023 | KATY KIEFFER | R | 400.00 |
| 01 | 304509 | 11/15/2023 | KEANE SENSE OF RHYTHM INC | R | 357.50 |
| 01 | 304510 | 11/15/2023 | KEMPS LLC | R | 3,962.52 |
| 01 | 304511 | 11/15/2023 | LINDSAY STONE | R | 400.00 |
| 01 | 304512 | 11/15/2023 | LISA STOCCO | R | 400.00 |
| 01 | 304513 | 11/15/2023 | LOFFLER | R | 928.31 |
| 01 | 304514 | 11/15/2023 | MAXORPLUS, LTD | R | 54,164.79 |
| 01 | 304515 | 11/15/2023 | MCEA | R | 198.00 |
| 01 | 304516 | 11/15/2023 | MINNEAPOLIS COMMUNITY EDUCATION | R | 1,405.00 |
| 01 | 304517 | 11/15/2023 | MINUTEMAN PRESS EDINA | R | 2,326.59 |
| 01 | 304518 | 11/15/2023 | MOLLY KERN | R | 400.00 |
| 01 | 304519 | 11/15/2023 | MRI SOFTWARE LLC | R | 29.00 |
| 01 | 304520 | 11/15/2023 | NATIFS | R | 1,050.00 |
| 01 | 304521 | 11/15/2023 | NCS PEARSON INC | R | 102.60 |
| 01 | 304522 | 11/15/2023 | NORMANDEALE COMMUNITY COLLEGE | R | 144,748.80 |
| 01 | 304523 | 11/15/2023 | NOVAK JANICE SOPHIE | R | 40.00 |
| 01 | 304524 | 11/15/2023 | PAN O GOLD BAKING CO | R | 366.14 |
| 01 | 304525 | 11/15/2023 | PARENTSQUARE INC. | R | 17,925.60 |
| 01 | 304526 | 11/15/2023 | PLAGGE, RONETTE | R | 93.09 |
| 01 | 304527 | 11/15/2023 | PREMIUM WATERS INC | R | 36.00 |
| 01 | 304528 | 11/15/2023 | REGION 3AA | R | 1,815.00 |
| 01 | 304529 | 11/15/2023 | RICHFIELD FOOTBALL LEAGUE, INC. | R | 525.00 |
| 01 | 304530 | 11/15/2023 | RICHFIELD SOCCER ASSOCIATION | R | 900.00 |
| 01 | 304531 | 11/15/2023 | STONE ARCH STUDIO LLC | R | 200.00 |
| 01 | 304532 | 11/15/2023 | THE HANOVER INSURANCE GROUP | R | 208,871.00 |
| 01 | 304533 | 11/15/2023 | TRIO SUPPLY COMPANY | R | 2,628.08 |
| 01 | 304534 | 11/15/2023 | UNITED HEALTHCARE INSURANCE CO | R | 542.62 |
| 01 | 304535 | 11/15/2023 | UNITED HEALTHCARE/AARP MEDICARE RX | R | 109.60 |
| 01 | 304536 | 11/15/2023 | UNITED HEARTH CARE /AARP MEDICARE RX | R | 109.60 |
| 01 | 304538 | 11/15/2023 | UPPER LAKES FOODS | R | 45,097.22 |
| 01 | 304539 | 11/15/2023 | W. E. NEAL SLATE CO | R | 292.00 |
| 01 | 304540 | 11/15/2023 | TREMCO/WEATHERPROOFING TECH, INC. | R | 4,612.50 |
| 01 | 304541 | 11/15/2023 | XCEL ENERGY | R | 110.92 |
| 01 | 304542 | 11/16/2023 | PRESENTATIONS, INC. | R | 439.73 |
| 01 | 304543 | 11/16/2023 | MASLON LLP | R | 7,614.90 |
| 01 | 304544 | 11/16/2023 | MASSP-MN ASSOCIATION | R | 865.00 |
| 01 | 304545 | 11/17/2023 | CENTRAL STATES CONFERENCE | R | 850.00 |
| 01 | 304546 | 11/17/2023 | CLARY BUSINESS MACHINES LLC | R | 119.50 |
| 01 | 304547 | 11/17/2023 | MASLON LLP | R | 414.00 |
| 01 | 304548 | 11/17/2023 | PROCARE THERAPY | R | 6,430.23 |
| 01 | 304549 | 11/17/2023 | PROPIO LS, LLC | R | 1,097.25 |
| 01 | 304550 | 11/17/2023 | SOUTHSIDE PRIDE | R | 315.00 |
| 01 | 304551 | 11/22/2023 | ADVANCED COMMERCIAL KITCHENS | R | 520.33 |
| 01 | 304552 | 11/22/2023 | AMITY INSTITUTE LTD | R | 5,400.00 |
| 01 | 304553 | 11/22/2023 | AMRON GIST | R | 39.00 |
| 01 | 304554 | 11/22/2023 | ASTLEFORD INTERNATIONAL | R | 279.28 |
| 01 | 304555 | 11/22/2023 | BATTERIES R US | R | 2,924.89 |
| 01 | 304556 | 11/22/2023 | BEST PLUMBING SPECIALTIES, INC. | R | 583.84 |
| 01 | 304557 | 11/22/2023 | BIX FRUIT COMPANY | R | 6,964.09 |
| 01 | 304558 | 11/22/2023 | BOTSFORD CODY W | R | 34.50 |
| 01 | 304559 | 11/22/2023 | BRINK'S INCORPORATED | R | 2,287.67 |
| 01 | 304560 | 11/22/2023 | BSI MECHANICAL, INC. | R | 404.55 |
| 01 | 304561 | 11/22/2023 | CANON USA | R | 4,420.65 |
| 01 | 304562 | 11/22/2023 | CAPTIVATE MEDIA & CONSULTING | R | 1,517.76 |
| 01 | 304563 | 11/22/2023 | CHARACTER KIDS, LLC | R | 4,193.75 |
| 01 | 304564 | 11/22/2023 | CINTAS CORPORATION NO 2 | R | 271.34 |
| 01 | 304565 | 11/22/2023 | CITY OF RICHFIELD | R | 7,100.04 |

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| 01 | 304566 | 11/22/2023 | CITY OF RICHFIELD | R | 4,690.00 |
| 01 | 304567 | 11/22/2023 | COMCAST | R | 355.62 |
| 01 | 304568 | 11/22/2023 | CONTEMPORARY TRANSPORTATION LLC | R | 26,828.00 |
| 01 | 304569 | 11/22/2023 | CONTINENTAL RESEARCH CORP | R | 648.99 |
| 01 | 304570 | 11/22/2023 | CPM EDUCATIONAL PROGRAM | R | 150.00 |
| 01 | 304571 | 11/22/2023 | DARK KNIGHT SOLUTIONS, LLC | R | 350.00 |
| 01 | 304572 | 11/22/2023 | DARRYL WALETZKO LLC | R | 24,500.00 |
| 01 | 304573 | 11/22/2023 | ECOLAB INC | R | 272.60 |
| 01 | 304574 | 11/22/2023 | FLYNN MIDWEST LP | R | 32,121.15 |
| 01 | 304575 | 11/22/2023 | GILBERT MECHANICAL CONTRACTORS, LLC | R | 7,900.00 |
| 01 | 304576 | 11/22/2023 | WW GRAINGER INC | R | 699.17 |
| 01 | 304577 | 11/22/2023 | HAAS MUSICAL INSTRUMENT REPAIR, INC | R | 656.58 |
| 01 | 304578 | 11/22/2023 | HAWKINS INC | R | 4,105.04 |
| 01 | 304579 | 11/22/2023 | HILLYARD MINNEAPOLIS | R | 12,323.16 |
| 01 | 304580 | 11/22/2023 | HR SIMPLIFIED INC. | R | 747.00 |
| 01 | 304581 | 11/22/2023 | IDEAL ENERGIES SOLAR LEASE 2021,LLC | R | 7,549.68 |
| 01 | 304582 | 11/22/2023 | INSTITUTE FOR ENVIROMENTAL | R | 2,318.98 |
| 01 | 304585 | 11/22/2023 | INTERMEDIATE DISTRICT 287 | R | 647,221.55 |
| 01 | 304586 | 11/22/2023 | IXL LEARNING | R | 2,975.00 |
| 01 | 304587 | 11/22/2023 | KEMPS LLC | R | 4,098.73 |
| 01 | 304588 | 11/22/2023 | HAAG COMPANIES, INC. | R | 662.00 |
| 01 | 304589 | 11/22/2023 | LOFFLER COMPANIES | R | 183.88 |
| 01 | 304590 | 11/22/2023 | MADISON NATIONAL LIFE INS CO INC | R | 11,626.61 |
| 01 | 304591 | 11/22/2023 | MAXORPLUS, LTD | R | 82,524.72 |
| 01 | 304592 | 11/22/2023 | MENARDS - RICHFIELD | R | 22.60 |
| 01 | 304593 | 11/22/2023 | METROPOLITAN MECHANICAL CONTRACTORS | R | 8,626.55 |
| 01 | 304594 | 11/22/2023 | MIDWEST BUS PARTS INC | R | 1,135.94 |
| 01 | 304595 | 11/22/2023 | MINNESOTA MEMORY, INC. | R | 15,666.75 |
| 01 | 304596 | 11/22/2023 | MINUTEMAN PRESS EDINA | R | 86.40 |
| 01 | 304597 | 11/22/2023 | MN DEPT OF LABOR AND INDUSTRY | R | 620.00 |
| 01 | 304598 | 11/22/2023 | MTI DISTRIBUTING CO | R | 257.52 |
| 01 | 304599 | 11/22/2023 | MTN-METROPOLITAN TRANSP NETWORK | R | 244,728.99 |
| 01 | 304600 | 11/22/2023 | MULTILINGUAL WORD INC | R | 1,968.40 |
| 01 | 304601 | 11/22/2023 | NORTH CENTRAL INTERNATIONAL, LLC | R | 2,528.27 |
| 01 | 304602 | 11/22/2023 | OCCUPATIONAL MEDICINE CONSULTANTS | R | 75.00 |
| 01 | 304603 | 11/22/2023 | OLYMPIC COMMUNICATIONS INC | R | 935.00 |
| 01 | 304604 | 11/22/2023 | PAN O GOLD BAKING CO | R | 461.30 |
| 01 | 304605 | 11/22/2023 | PER MAR SECURITY SERVICES | R | 106.50 |
| 01 | 304606 | 11/22/2023 | PROPIO LS, LLC | R | 35.03 |
| 01 | 304607 | 11/22/2023 | PTM DOCUMENT SYSTEMS | R | 246.71 |
| 01 | 304608 | 11/22/2023 | RYAN JEANNIE M | R | 793.32 |
| 01 | 304609 | 11/22/2023 | SEPTRAN STUDENT TRANSPORTATION | R | 7,800.00 |
| 01 | 304610 | 11/22/2023 | SNA-SCHOOL NUTRITION | R | 14.00 |
| 01 | 304611 | 11/22/2023 | SOURCEWELL | R | 3,330.00 |
| 01 | 304612 | 11/22/2023 | STRATEGIC STAFFING SOLUTIONS | R | 10,472.00 |
| 01 | 304613 | 11/22/2023 | SUMMIT FIRE PROTECTION | R | 551.00 |
| 01 | 304614 | 11/22/2023 | SWANK MOTION PICTURES, INC. | R | 1,512.00 |
| 01 | 304615 | 11/22/2023 | TRANSPORTATION PLUS, INC. | R | 690.00 |
| 01 | 304616 | 11/22/2023 | TRIO SUPPLY COMPANY | R | 615.13 |
| 01 | 304617 | 11/22/2023 | TRISTATE BOBCAT INC | R | 10,000.00 |
| 01 | 304618 | 11/22/2023 | TWIN CITY HARDWARE | R | 59.79 |
| 01 | 304619 | 11/22/2023 | TWIN CITY TRANSPORTATION | R | 196,299.24 |
| 01 | 304620 | 11/22/2023 | UNIVERSITY LANGUAGE CENTER | R | 360.00 |
| 01 | 304621 | 11/22/2023 | UPPER LAKES FOODS | R | 33,717.75 |
| 01 | 304622 | 11/22/2023 | VIG SOLUTIONS INC | R | 4,784.00 |
| 01 | 304623 | 11/22/2023 | VSP INSURANCE CO. (CT) | R | 3,598.58 |
| 01 | 304624 | 11/22/2023 | WAGNER GREENHOUSES INC | R | 585.00 |
| 01 | 304625 | 11/22/2023 | WHEELCO | R | 60.00 |
| 01 | 304626 | 11/22/2023 | WIESER CONCRETE PRODUCTS, INC. | R | 5,497.00 |

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| 01 | 304627 | 11/22/2023 | XCEL ENERGY | R | 29,833.90 |
| 01 | 304628 | 11/22/2023 | ZACK'S INC. | R | 607.13 |
| 01 | V613396 | 11/22/2023 | BROOKE JOHNSON | R | 6.55 |
| 01 | V613397 | 11/22/2023 | NICHOL W KAMHOLZ | R | 279.00 |
| 01 | V613398 | 11/22/2023 | DANIEL E KRETSINGER | R | 198.07 |
| 01 | V613399 | 11/22/2023 | MARTHA MALAGON AVILA | R | 175.00 |
| 01 | V613400 | 11/22/2023 | MICHAEL A MANNING | R | 205.67 |
| 01 | V613401 | 11/22/2023 | OFELIA MARTINEZ | R | 175.00 |
| 01 | V613402 | 11/22/2023 | MARY M MEYER | R | 57.95 |
| 01 | V613403 | 11/22/2023 | JODI A NICKELL | R | 175.00 |
| 01 | V613404 | 11/22/2023 | CASSI M O'MEARA | R | 232.22 |
| 01 | V613405 | 11/22/2023 | DARBY L SWANK | R | 1.11 |
| 01 | V613406 | 11/22/2023 | RENEE C REED-KARSTENS | R | 31.83 |
| 01 | V613407 | 11/22/2023 | MARIA FRANCE VICENS MARTI | R | 93.41 |
| 01 | V613408 | 11/22/2023 | MICHELLE R WHITESIDE | R | 48.76 |
| TOTAL PCARDS, CHECKS & EPAYS | | | | | 2,697,858.05 |

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 4, 2023

Subject: Early Entrance to Kindergarten

(Recommended by the superintendent)

Passage upon a third read of Policy 501: Early Entrance to Kindergarten and Administrative Guidelines 501.1 & 501.2. This policy governs situations in which a parent/guardian requests entrance to kindergarten for a child who turns 5 between September 1 and October 31.

For the past three years, the District has received between four and six requests for early entrance to kindergarten each fall.

The policy and guidelines have been reviewed by the Teaching & Learning Department and the Health Services Department. Suggested changes based on updates to legal requirements, alignment with current practices, and RPS branding and style guidelines have been included.

Attachments:

Policy 501: Early Entrance to Kindergarten - **redlined**

Administrative Guideline 501.1: Immunization and Developmental Screening Criteria and Procedures - **redlined**

Administrative Guideline 501.2: Early Entrance to Kindergarten Procedures - **redlined**

MSBA Model Policy 530: Immunization Requirements

RICHFIELD PUBLIC SCHOOLS

Early Entrance to Kindergarten

PURPOSE:

The purpose of this policy is to provide information and guidance to families and professional staff regarding early entrance to kindergarten.

GENERAL STATEMENT OF POLICY

- A. The policy of ~~the school district~~Richfield Public Schools is to fully comply with Minn. Stat. § 124D.02 requiring school districts to have a board-~~adopted~~approved policy for early admission to kindergarten for select students.
- B. The ~~school d~~District will ~~adopt~~approve procedures that establish a comprehensive evaluation for early admission to kindergarten. These procedures will include how the ~~school d~~District will:
 - 1) Help determine the ~~student's child's~~ academic, social, and emotional readiness for kindergarten.
 - 2) Help determine the child's ability to meet kindergarten grade expectations.
- C. Children ~~5 years of age who will be 5 years old~~ on or before September 1st are eligible to enter ~~Kindergarten~~kindergarten. If a child's birth date falls after September 1st and on or before October 31st, the parent/guardian may request consideration for fall enrollment into kindergarten.
- D. Parents/guardians must submit an Early Entrance to Kindergarten Request Form, found on the District website, to the ~~district~~District by **April 1** of each year. Certain extenuating circumstances will be considered with regard to the April 1 ~~deadline~~. Children considered for early entrance to kindergarten must complete an ~~Early early Childhood childhood Screening screening~~ through the ~~district~~District Early early Learning learning Programs programs before the request will be considered by the ~~school district~~District.

Legal References:

Minn. Stat. § 124D.02 (Kindergarten Enrollment);
Minn. Stat. § 120B.15 (Gifted and Talented)

Cross References:

Board Policy 502: Resident and Nonresident Student Enrollment

~~Dated: November 19, 2018~~

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: December 3, 2018

~~REVISED BY THE BOARD OF EDUCATION:~~

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**RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES**

Immunization and Developmental Screening Criteria and Procedures

These administrative guidelines provide direction regarding admission of students based on statutory immunization and pre-school screening requirements.

I. Definitions

~~The following definitions shall apply as referenced in Minnesota Statutes 2004, Section §121A.15 and in a related Question and Answer document published by the Minnesota Department of Health:~~

- A. *Elementary or secondary school* – Includes any public school ~~as defined in Section 120A.05, subdivisions 9, 11, 13, and 17,~~ or nonpublic school, church, or religious organization or home school in which a child is provided instruction ~~in compliance with section 120A.24.~~
- B. *Person enrolled in any elementary or secondary school* – A person born after 1956 and enrolled in grades ~~Kindergarten-kindergarten~~ through 12, and a child with a disability receiving special instruction and services ~~as required in Sections 125A.03 to 125A.24 and 125A.65 through age 22,~~ excluding a child being provided services ~~according to section 125A.05, paragraph (c), or 125A.06, paragraph (d) at the home or bedside of the child or in other states.~~
- C. *Transfer student* – A student who transfers from one elementary or secondary school to another elementary or secondary school in a separate school district.

II. State Regulations

- A. ~~Minnesota-Minn. Statutes-Stat. 2004, Section §121A.15~~ requires that all children who are enrolled in a Minnesota school be immunized against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, allowing for certain specified exemptions. Children under the age of five must show proof of haemophilus influenza Type B immunization. Persons enrolling in kindergarten and 7th grade must show proof of Hepatitis B immunization and varicella immunization or immunity by disease. Persons enrolling in grades 7-12 must show proof of two doses of measles, mumps, rubella vaccines, and a tetanus-diphtheria booster received after age six (and until 10 years have elapsed from the person's most recent TD dose). ~~(See the copy of Immunization Requirements and Legal Exemptions).~~

Minnesota Administrative Rule 4604.1020 requires that all students entering 7th grade and all students entering 12th grade must show

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proof of vaccination consistent with medically acceptable standards against meningococcal disease.

1. ~~No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:~~

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~~a. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or~~

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~~b. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.~~

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~~No person over two months of age may enroll or remain enrolled after 18 months of enrollment in a school until a statement has been submitted from a physician, public clinic, or parent / guardian stating that the person has received immunizations consistent with medically acceptable standards, has received the primary schedule of immunizations or has at least one of each immunization required and has commenced a treatment schedule for the remaining immunizations. A record of month, day and year for each immunization administered after January 1, 1990 is required.~~

2. Accommodations

a. Transfer students are allowed 30 calendar days to submit a statement that includes the dates of their immunizations or legal exemption. The student may attend school during this time period. Once the 30-day grace period has elapsed, the student must be in compliance with the law, to the same standard as any non-transferring student.

~~b. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the~~

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1 ~~dosages required for each vaccine according to the age of the~~
2 ~~student. An emancipated student, or a parent or guardian may submit a~~
3 ~~statement indicating the month, and year of each immunization given~~
4 ~~in lieu of the statement from a physician, public clinic, or parent /~~
5 ~~guardian.~~

6
7 e.b. International students new to Minnesota must comply
8 with Minnesota immunization requirements, according to age
9 and grade.

- 10
11 (1) International students who have previously attended a
12 school will receive the same accommodations as transfer
13 students (Per Section II.A.2.a above)
14 (2) International students who have not previously attended
15 a school will have the same expectations as other newly
16 enrolled students who have not previously attended
17 school.

18 ~~(3) English translations of foreign immunization records may~~
19 ~~be obtained at the following website:~~
20 ~~www.immunize.org/lizpractices/#recordkeeping.~~

21
22 e.c. In accordance with federal law, local school districts must
23 immediately enroll students who are homeless, even if they do
24 not have required documents such as immunization or medical
25 records. There is no 30-day limit on submitting records for a
26 homeless student.

- 27 (1) If the ~~child's~~ student's previous school is known,
28 immunization records may be requested from the
29 previous school.
30 (2) In lieu of school immunization records, a statement from
31 a parent, ~~/~~guardian or emancipated person is acceptable.
32 The statement must indicate the month, day, and year of
33 each immunization given.
34 (3) If a homeless student's record cannot be found, the
35 provisions of Section II.A.2.f (below) apply.

36
37 ~~e. A child whose immunizations are not up to date may be~~
38 ~~continuously enrolled if a statement from a physician or clinic~~
39 ~~indicates that the child has had at least one dose of each of the~~
40 ~~immunizations that require multiple doses (including the~~
41 ~~appropriate number of doses of MMR and varicella vaccines)~~
42 ~~and will finish the remainder of the series within eight months.~~

43
44 f.d. If a student's record cannot be found, the student will need to
45 restart the required immunizations or seek serological testing for
46 immunity. Serological testing is available for measles, mumps,
47 rubella, tetanus, varicella, diphtheria, hepatitis B, and polio.
48

Commented [CQ1]: Repeats information added above in II.A.1.b

1 4. Exemptions to the immunization requirements may be made upon
2 submission of any one of the following:

3
4 a A ~~statement from a physician~~ signed medical statement indicating
5 that the immunization is contraindicated for medical reasons, or
6 that laboratory confirmation of the presence of adequate immunity
7 exists, or

8
9 b A notarized statement signed by the minor child's parent/guardian
10 or by the emancipated person because of a conscientiously held
11 belief of the parent/guardian or the emancipated person.

12
13 (1) When a student moves into a grade with additional
14 immunization requirements, the health service staff shall
15 confirm that the parent ~~or~~ guardian is still opposed to all
16 vaccines. A new notarized statement is not required.

17 (2) If the notarized exemption statement applied to only one
18 vaccine or component (e.g. to pertussis or to polio only),
19 the parent/guardian or emancipated individual must
20 provide an updated statement or evidence of additional
21 immunization requirements.

22
23 3. Proof of age exempting a child from certain immunizations.

24
25 B. ~~Minnesota Minn. Statute Stat. 2004, Section §121A.17~~, Subd. 1a. requires
26 that a child cannot be enrolled in kindergarten in a public school unless
27 the parent ~~or~~ guardian of the child submits to the school principal or other
28 person having general control and supervision of the school, a record
29 indicating the month and year the child received developmental screening
30 and the results of the screening not later than 30 days after the first day of
31 attendance, during which time the child may attend school.

32
33 II. Local Regulations

34
35 A. If immunization information for transfer students is not readily available
36 from the parent/guardian, the school principal or ~~his/her~~ designee may call
37 the sending school or the student's health care provider and obtain verbal
38 verification of immunization status.

39
40 The parent shall be required to provide a record of the student's
41 immunizations or exemption (if such record has not been received from
42 another source within 30 days of enrollment). If the immunization record
43 is not provided within 30 days of enrollment, the principal shall exclude the
44 student until such time as these conditions are met.

45
46 B. When a student transfers out of the Richfield Public Schools, a statement
47 of immunization status will be sent with the cumulative record.
48

- 1 C. District health services staff are responsible for maintaining immunization
2 records.
3
4 D. The building administrator is responsible for enforcing the provisions of
5 law as referenced in these administrative guidelines.
6

7
8 ~~LEGAL REFERENCES~~ *Legal References:*

9 ~~Minn. Stat. §121A.15 (Health Standards)~~

10 ~~_____Minn. Stat. §121A.17 (School Board Responsibilities)~~

11 ~~_____McKinney-Vento Homeless Assistance Act~~

12 ~~Minnesota Administrative Rule 4604.1020~~

13
14 ~~OTHER REFERENCES: Minnesota's School Immunization Law: Questions and~~
15 ~~Answers, Minnesota Department of Health, November 2,~~
16 ~~2005~~

17
18 ~~OTHER POLICIES~~ *Cross References:*

19 ~~Policy 504, Education of Homeless Students~~

20
21 Dated: August 7, 1978

22 Reviewed: July 13, 2009, March 4, 2013

23 Revised: December 1996, April 7, 1997, April 20, 1998, March 17, 2003, April
24 17, 2006
25
26

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Richfield Public Schools

Administrative Guideline 501.2: Early Entrance to Kindergarten Procedures

While Richfield Public Schools **does not** recommend early admission to kindergarten, there are students who would benefit from starting kindergarten earlier than the recommended age. *If your child turns five years old after September 1 and on or before October 31*, your child is eligible for consideration for early admission to kindergarten, based upon the following procedures:

- ~~Families~~Parents/guardians **must** submit The Early ~~entrance~~Entrance to Kindergarten Request Form to the Director of ~~Talent Development and Advanced Academics~~Elementary Education by April 1 of the year the child would enter school. Visit www.richfieldschools.org/families/kindergarten-101 to download the ~~early request~~ form.
- ~~Families~~Parents/guardians **must** submit a birth record certifying the age of the child.
- Children **must** complete an early childhood screening before requests for early admission will be considered by the ~~district~~District, and must have passing scores in all areas on the early childhood screening assessment. Contact Early Childhood Screening at 612-243-3000 to schedule an appointment for screening.
- The ~~district~~District will contact the family to schedule a Beginning of Kindergarten Assessment, which will be conducted by a team of experts. A decision will be made based on that assessment, which includes the following:
 - Academic readiness
 - Social ~~Emotional~~emotional and behavioral readiness
 - Developmental observations
- The ~~district~~District will schedule a meeting with the ~~family~~parents/guardians to discuss the results of the assessment. If the child is recommended for early admission, ~~s/he~~they will be placed at a school with available space, after all kindergarten-eligible students are placed. The ~~district~~District has two elementary choice programs, which have specific enrollment language which could affect placement: 1. Richfield Dual Language School (RDLS). 2. Richfield Science Technology Engineering and Mathematics School (RSTEM).



- Please see the policy on Elementary Choice Programs richfieldschools.org/families/schools for more information on elementary school options .
- All ~~district~~District decisions are final.

~~ADOPTED BY THE BOARD OF EDUCATION:~~Dated: December 3, 2018
Revised:

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Adopted: _____

MSBA/MASA Model Policy 530

Orig. 1999

Revised: _____

Rev. 2017

530 IMMUNIZATION REQUIREMENTS

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

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their

parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.

- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to to:
 - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3. review student health records to determine whether the required information has been provided; and
 - 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, C, and D.]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to

the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 4, 2023

Subject: Student Use of Secondary School Facilities

(Recommended by the superintendent)

Passage upon a third read of Policy 801: Student Use of Secondary School Facilities and Administrative Guideline 801.1. This policy governs student requests to use space in a secondary school for meetings or activities outside of school hours. It is not related to school-sponsored student activities.

Input was gathered from RHS students. They felt the guideline is clear and does not need any changes. Suggested edits to adhere to District branding and style guidelines have been included.

Attachments:

Policy 801: Student Use of Secondary School Facilities - **redlined**

Administrative Guideline 801.1 - **redlined**

MSBA Model Policy 801: Equal Access to School Facilities

- 1 5. sanction meetings that are otherwise unlawful;
- 2
- 3 6. limit the rights of groups of students based on the size of the
- 4 group;
- 5
- 6 7. abridge the constitutional rights of any person.
- 7
- 8

9 III. DEFINITIONS

- 10 A. "Limited open forum" means that the school grants an offering to or
- 11 opportunity for one or more non-curriculum related student groups
- 12 to meet on school premises during non-instructional time.
- 13
- 14
- 15 B. ~~"Meeting" includes activities of student groups which are permitted~~
- 16 ~~under a limited open forum and are not directly related to the~~
- 17 ~~school curriculum. Distribution of literature does not constitute a~~
- 18 ~~meeting protected by the Equal Access Act. "Secondary school"~~
- 19 ~~means any school with enrollment of pupils ordinarily in grades 7~~
- 20 ~~through 12 or any portion thereof.~~
- 21
- 22 C. ~~"Non-instructional time" means time set aside by the school before~~
- 23 ~~actual classroom instruction begins or after actual classroom~~
- 24 ~~instruction ends.~~
- 25
- 26 D. ~~"Secondary school" means any school with enrollment of students~~
- 27 ~~ordinarily in grades 7 through 12 or any portion thereof.~~
- 28
- 29 E. "Sponsorship" includes the act of promoting, leading, or
- 30 participating in a meeting. The assignment of a school employee
- 31 for custodial, observation, or maintenance of order and discipline
- 32 purposes does not constitute sponsorship of the meeting.
- 33
- 34 D. ~~"Meeting" includes activities of student groups which are permitted~~
- 35 ~~under a limited open forum and are not directly related to the~~
- 36 ~~school curriculum. Distribution of literature does not constitute a~~
- 37 ~~meeting protected by the Equal Access Act.~~
- 38
- 39 E. ~~"Non-instructional time" means time set aside by the school before~~
- 40 ~~actual classroom instruction begins or after actual classroom~~
- 41 ~~instruction ends.~~
- 42

43

44 IV. FAIR OPPORTUNITY CRITERIA

45

46 Secondary schools in ~~this school district~~Richfield Public Schools shall

47 uniformly provide that:

- 48
- 49 A. A meeting held pursuant to this policy is voluntary and student-
- 50 initiated;

- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. ADMINISTRATIVE GUIDELINES

The ~~Superintendent~~—superintendent is authorized to develop administrative guidelines to facilitate implementation of this policy.

Legal References:

- 20 USC §4071-74 (Equal Access Act)
- 20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
- Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226 (1990)
- Good News Club v. Milford Central School, 533 U.S. 98 (2001)
- Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
- Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross Reference:

- Board Policy 613: Religion in the Schools
- Board Policy 979: Community Use of School Facilities & Grounds

~~ADOPTED~~—RATIFIED BY THE BOARD OF EDUCATION: October 5, 1998

REVIEWED AND REAFFIRMED BY THE BOARD OF EDUCATION: January 7, 2002; February 20, 2018

~~REAFFIRMED BY THE BOARD OF EDUCATION: January 7, 2002~~

REVISED BY THE BOARD OF EDUCATION:

~~Legal References: 20 USC §4071-74 (Equal Access Act)~~

~~Cross Reference: Board Policy 613—Religion in the Schools~~

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RICHFIELD -PUBLIC -SCHOOLS

ADMINISTRATIVE GUIDELINES

STUDENT USE OF SECONDARY SCHOOL FACILITIES

- A. Any secondary student who wishes to initiate a meeting under Board Policy 801 shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the ~~school-d~~District name, or any name that might imply school or ~~district-District~~ sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information;
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.

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3. Note the condition of the facilities and equipment before and after use.
4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute ~~school-~~District sponsorship of the meeting or activity.
5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.

- E. The ~~school-~~District shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The ~~school-~~District will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. ~~School-~~District employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of Board Policy 801 and its accompanying administrative guidelines shall be made available to each student who initiates a request to use school facilities.

Dated: 10-5-98
Reviewed: 02-20-18
Revised:

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INDEPENDENT SCHOOL DISTRICT NO. 280
APPLICATION FOR USE OF FACILITIES FORM
EQUAL ACCESS ACT MEETING

Statement of Policy

It is the policy of ~~this school district~~ Richfield Public Schools to grant equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical discussion during non-instructional time, pursuant to the Equal Access Act.

Provision of school facilities does not constitute ~~school-d~~ District sponsorship of such meeting, and the views expressed therein may or may not reflect those of the school administration, staff, or board of education and are neither approved nor disapproved by them.

Name of student initiating request: _____
School: _____
Grade: _____
Home Room: _____
Date of Meeting: _____
Time: _____
Estimated number to attend : _____
Special Equipment needs: _____

(School District Use Only)

Room assigned: _____
Condition of Facilities: _____
Staff (if any) assigned to supervise: _____
Notes: _____

Dated: 10-5-98

Adopted: _____

MSBA/MASA Model Policy 801

Orig. 1995

Revised: _____

Rev. 2022

801 EQUAL ACCESS TO SCHOOL FACILITIES

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

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 - 5. sanction meetings that are otherwise unlawful;
 - 6. limit the rights of groups of students based on the size of the group;
 - 7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.

- B. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- C. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.
- D. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community

involvement.

3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
1. Keep a log of application information.
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226 (1990)
Good News Club v. Milford Central School, 533 U.S. 98 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

The Purpose, General Statement of Policy, Definitions, and Fair Opportunity Criteria sections reflect the language and requirements of the Equal Access Act and so should be adopted as written. School Boards have discretion to adopt reasonable procedures to implement the Act, however. We have provided a section on Procedures as a model.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 4, 2023

Subject: Attendance

(Recommended by the superintendent)

A second read of Policy 545: Attendance and Administrative Guideline 545.1. This policy and guideline describe RPS expectations for student attendance and actions that staff take to address attendance concerns.

The policy and guideline has been reviewed by the Safe & Supportive Schools Parent and Student Committees (both high school and middle school groups), and suggested changes are included.

Attachments:

Policy 545: Attendance - **redlined**

Administrative Guideline 545.1: Attendance Expectations and Interventions - **redlined**

MSBA Model Policy 503: Student Attendance

**RICHFIELD PUBLIC SCHOOLS
ATTENDANCE**

I. PURPOSE

The ~~School-school Board-board~~ believes that regular attendance in school and punctuality are important factors in a student's success in academic work, including success in meeting state and local requirements for graduation. Students who attend school consistently and are on time develop better socially, establish better communication with their teachers, and acquire important lifetime habits such as dependability, self-sufficiency, and responsibility. Therefore, the purpose of this policy is to positively encourage regular school attendance and punctuality.

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II. GENERAL STATEMENT OF POLICY

- A. -The Minnesota Compulsory Attendance Law requires that every child between 7 and 16 years of age attend school.
- B. Student academic achievement is the primary goal of Richfield Public Schools. Although learning occurs in a variety of settings, time in class is essential to learning so that students can receive instruction and contribute as members of the community of learners.
- C. School staff, students, families and the community share responsibility for student attendance. Families have the responsibility for making decisions about their children's schooling. School staff ~~has-have~~ responsibility for communicating with families about student attendance.
- D. All students should receive equitable opportunity and treatment. Students have individual needs that must be considered. The District respects cultural and racial considerations that may affect student attendance.

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III. SHARED RESPONSIBILITY

The school board recognizes that class attendance is a responsibility shared by the student, parent or guardian, and the school. The District intends to involve all parties in promoting regular attendance.

- A. The ~~Superintendent-superintendent~~ is authorized to set regulations, procedures and rules to implement this policy. Communication of regulations and procedures shall, at a minimum:
 - 1. establish clear and consistent practices across the district, including a standard set of excused absences;

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2. use accurate and timely attendance data for planning, evaluation, and communication;
 3. clarify staff roles and responsibilities;
 4. clarify the role of parents in informing the school regarding their students' attendance or absences;
 5. require that attendance regulations and guidelines be communicated to students and families at registration, or at least annually.
 6. provide for the means of appeals by parents or guardians regarding attendance issues.
- B. Administration and School-school Staff-staff have the responsibility to:
1. engage students in the learning process with strong curriculum, instruction and relationships with staff;
 2. meet the needs of individual students by using a range of strategies and interventions;
 3. communicate attendance expectations to families, inform them of their students' attendance, and involve them in problem solving related to their students;
 4. involve the community through shared expectations and actions.
- C. Teachers have the responsibility to:
- a. take daily attendance and to maintain accurate attendance records in each assigned class and study hall;
 - b. provide students who have been absent with any missed assignments and adequate time to complete them;
 - c. proactively share expectations with students for making up missed work in the event of absences from class;
 - d. follow all attendance-related accommodations as specified in student individualized education plans and 504 documents.
- C.D. Student's Responsibility—It is the student's responsibility to:
1. attend all assigned classes and study halls every day that school is in session;
 2. be aware of and follow the correct procedures when absent from an assigned class or study hall; and
 3. request any missed assignments due to an absence, or have parent/guardian request missed assignments when appropriate

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~~D.E. Parent or Guardian's Responsibility~~ It is the responsibility of the student's parent ~~or~~ guardian to:

1. ensure the student is attending school;
2. inform the school in the event of a student absence; and
3. work cooperatively with the school and the student to solve any attendance issues that may arise.

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III. PREKINDERGARTEN ~~AND~~ KINDERGARTEN ATTENDANCE

A. Once a child has been enrolled in kindergarten, regardless of the age of the student at that time, attendance is compulsory unless and until the child is properly withdrawn from enrollment. In the event that a child under the age of seven who was enrolled prior to their seventh birthday is properly withdrawn from enrollment, attendance is no longer compulsory until the earlier of the following is reached: 1) re-enrollment of the child as a student, or 2) the child's seventh birthday.

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~~B.~~ Students who are enrolled in the pre-kindergarten programs of the ~~district~~ District are not subject to the compulsory attendance law, but their continued enrollment shall be subject to their meeting the ~~district~~ District expectations for attendance that applies to students in Kindergarten kindergarten through grade 12. Pre-kindergarten students who do not meet the attendance requirements will be dropped from enrollment, and their space offered to students who may be on a waiting list for the program. Prekindergarten students may be excused from attendance on the same basis as is permitted for students enrolled in kindergarten through grade 12.

~~B.~~

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IV. WITHDRAWAL

A. Students not required by Minnesota Law to attend school may withdraw as follows:

1. Any student under age seven (7) may be withdrawn by the parent or guardian if: (i) the student is enrolled in another school; or (ii) the student is registered or enrolled in a home school; or (iii) the parent or guardian declares in writing that the withdrawal is due to the immaturity of the child.
2. Any student between 16 and 18 years of age who seeks to withdraw from school, along with that student's parent ~~or~~ guardian:
 - a. Attends a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and,

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~~b.~~ Signs a required written election to withdraw from school.

VI. NOTIFICATION OF POLICY AND BUILDING PROCEDURES

- A. ~~A summary of this~~This policy shall be ~~included in the annual District Handbook / Calendar or other district publication available on the District website.~~
- B. A summary of this policy and building attendance procedures shall be provided annually to all students and their parents in a student handbook or other building publication.
- C. A copy of the policy shall also be available upon request in each principal's office.

Legal References:

- Minn. Stat. §120A.22 (Compulsory Instruction)
- _____ Minn. Stat. §120A.24 (Reporting)
- _____ Minn. Stat. §120A.26 (Enforcement and Prosecution)
- _____ Minn. Stat. §120A.28 (School Boards and Teachers, Duties)
- _____ Minn. Stat. §120A.30 (Attendance Officers)
- _____ Minn. Stat. §121A.40 – 121A.56 (Pupil Fair Dismissal Act)
- _____ Minn. Stat. §260A.02 (Definitions)
- _____ Minn. Stat. §260A.03 (Notice to Parent or Guardian when Child is Continuing Truant).
- _____ Goss v. Lopez, 419 U.S. 565, 95 S.Ct. 729 (1975)
- _____ Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)
- _____ Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)
- _____ Hamer v. Board of Educ. of Township High School District No. 113, 66 Ill. App.3d 7 (1978)
- _____ Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)
- _____ Knight v. Board of Education, 348 N.E.2d 299 (1976)
- _____ Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Policy References:

Board Policy 541: Student Behavior and Administrative Guidelines 541.1-~~on Student Behavior~~

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: October 20, 1997

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Section 500
Students

Board Policy 545

~~AMENDED BY THE BOARD OF EDUCATION: February 18, 2003~~

REVISED BY THE BOARD OF EDUCATION: February 18, 2003; November 19, 2018

**RICHFIELD PUBLIC SCHOOLS
ATTENDANCE EXPECTATIONS AND INTERVENTIONS**

I. PURPOSE

Absences and tardiness interfere with ~~the a~~ student's ability to learn. ~~because~~ Because regular attendance is so important to student success, ~~the~~ District Richfield Public Schools has established expectations regarding attendance for all students. The District has also identified interventions ~~aimed to~~ help and to support students ~~to in~~ meeting attendance expectations and to improve academic achievement.

II. EXPECTATIONS

A. Because daily attendance is critical to academic achievement, the District expects every student to attend school and be to class on time every day. Ninety-five (95) percent attendances is set as the minimum standard.

B. Each school will establish tardy rules that emphasize positivity and are consistent with the District's attendance policy. Ninety-five (95) percent on time is set as the minimum standard. Suspension or removal from instruction must not be used as a consequence for tardiness.

C. Missing partial days of school also counts toward total absences. Missing 1-3 hours of a school day equals a partial day absence. Missing more than 3 hours of a school day equals a full day absence. Four partial day absences equal one full day absence.

D. When students are not able to be present or on time to school, parents/guardians are expected to communicate with the school.

a. To report an absence, parents should call or email the school office or attendance line.

B-b. Parents/guardians can use the District online parent portal (ParentVue) to view their student's current attendance record. Any inaccuracies in the attendance data should be communicated to the school office or attendance line.

III. STUDENTS WITH INDIVIDUALIZED PROGRAMS

Students who have an Individual Education Program (IEP) or Section 504 Plan

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may have modified attendance expectations, incentives, recognitions and interventions. Such modifications must be part of the written plan or program in order to supersede the general attendance expectations for students of a similar age and grade.

IV. EXCUSED REASONS FOR ABSENCES OR TARDINESS

~~Excused Absences include~~ The following reasons shall be considered sufficient to excuse a student for being absent or tardy to school:

Medical or Mental Health Needs. An absence due to illness or a medical or mental health need may be excused by the following means:

- written verification from a health care professional;
- ~~documentation of a positive test result for a potentially contagious illness;~~
- verification from the school nurse; or
- a ~~note communication~~ from the student's parent-~~of~~/ guardian, or the student (if eighteen or more years of age and the parent-~~of~~/ guardian gives permission)-~~;~~; however, if the length of the illness is greater than three days, or if the student has accumulated more than eight days of absence during the school year, the parent/~~guardian~~ should contact the school nurse, or provide a health care professional's written verification.

Religious and cultural observances

Funeral attendance for up to four (4) days; however, the principal or site administrator, or designee, may grant a longer period ~~in writing~~.

Family emergency for up to three (3) days ~~in an academic year within one school year~~; however, ~~upon application by a family in extraordinary circumstances~~ a principal or site administrator, or designee, may grant a longer period ~~in writing~~.

~~Approved~~ **Family activity (communicated in advance)** for up to ten (10) days within one school year, when

- The parent-~~of~~/ guardian requests permission for the absence ten (10) regularly scheduled school days in advance of the first absence; and
- The absences are approved in writing by the principal or site administrator in advance of the first absence, and
- Missed schoolwork is assigned by the student's teacher or teachers, and the parent-~~of~~/ guardian agrees that schoolwork will be completed; and

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- Where the student has shown adequate progress and attendance prior to the request,
- ***Extreme weather conditions*** considered by the parent to be too dangerous for the student to attend school,
- ***School transportation delays***
- ***Student appointments*** with health care providers or other professionals when unable to schedule outside school hours and when the appointment is confirmed in writing by the health care provider or other professional.
- ***Student appearances*** in a judicial or quasi-judicial meeting ordered by a court when unable to schedule outside school hours and when school is notified in advance by the parent-~~or~~ guardian, the court or the adult student,
- ***Suspensions*** are to be handled as excused absences, and students will be permitted to complete make-up work.
- ***College visits***- for up to two (2) days within one school year, when the request is made in writing prior to the first absence.

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V. UNEXCUSED REASONS FOR ABSENCES OR TARDINESS

The following reasons shall NOT be considered sufficient to excuse a student for being absent or tardy to school:

- A. ***Personal transportation issues*** (such as missing the bus, personal vehicle malfunctioning, etc.)
- B. ***Oversleeping***
- C. ***Staying home to babysit***
- D. ***Refusing to come to school***

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VI. OPPORTUNITY TO MAKE UP MISSED WORK DUE TO ABSENCES

- A. Teachers will provide an opportunity for students to make up work, provide an alternative assignment, or excuse missed assignments due to absences.
- B. Once the teacher has provided a clear opportunity for students to make up missed assignments, the student will take responsibility to complete the assignments within the time allowed.
- C. School handbooks will publish the process for making up assignments to

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families so they may assist their student.

- D. It is possible that failure to complete the assignments may affect a secondary student's grade and assessment of progress toward achievement of graduation standards.

VII. INTERVENTIONS TO HELP STUDENTS AND FAMILIES WITH ATTENDANCE

Schools will intervene with the student and the family to improve attendance.

These interventions will be collaborative and seek partnership with the student and parent/guardian. Interventions will include but are not limited to:

- A. Schools will periodically recognize good attendance, provide good attendance tips to parents and families, and take other positive steps to encourage good attendance as deemed advisable by school administrators, school social workers, and other school professionals.

- B. After any unexcused absence, the school will notify the parent of the absence;

- C. After repeated tardies/tardiness to school and/or class, staff will discuss the issue with the parent;

- D. The following actions will be taken as a result of ongoing absences:

After Three (3) Unexcused Absences: Parents/guardians will receive communication from the school informing them of the three unexcused absences and the attendance laws. This information can be viewed as a reminder to communicate reasons for the prior absences and possibly provide documentation, as well as to communicate with staff when future barriers arise that may keep the student from attending school.

After Seven (7) Unexcused Absences: School social workers must send an educational neglect report to the Be@school program with Hennepin County, which is a Truancy and Educational Neglect Prevention Program. Be@school will send an informational letter along with resources to families.

After Eight (8) Excused Absences: After eight excused absences for illness, absences will be considered unexcused unless further medical documentation is provided. If there is a chronic medical issue, including mental health reasons, parents/guardians should discuss the issue with the school social worker or school nurse.

After 12 Unexcused Absences: A second educational neglect report will be filed. Be@school may invite the student and their parent/guardian to a meeting to discuss attendance barriers. In addition, students and

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their family may be referred to a community agency. Both resources are voluntary.

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After 17 Unexcused Absences: A third educational neglect report will be filed. If families have not responded to outreach from the Be@school program or voluntary services, a referral will be made to child protection intake for educational neglect.

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~~B. Principals will send letters of information to families after three (3) cumulative unexcused absences, and referral for additional interventions within the school or available community resources may be initiated.~~

~~C. School staff will notify the proper authorities in the county when a student has three (3) additional unexcused absences that occur after the date of the letter of information.~~

~~D. Principals must comply with the procedures for reporting educational neglect and truancy to the proper authorities in the county after six (6) cumulative unexcused absences in a school year.~~

VIII. EXTRA-CURRICULAR ABSENCE EXPECTATIONS

A. Students who wish to participate in extra-curricular activities after school must be in attendance for at least half of the school day (4 of the 7 class periods) and have ~~a proper parent excuse~~ an accepted excused absence reason for the missed class periods. ~~School sponsored~~ Academic support activities are exempt from this rule.

B. The ~~Activities-activities~~ Director-director has authority to make exceptions to the 4 class period rule if parent request is received by the ~~Activities-activities~~ Director-director in advance.

C. A student will maintain adequate progress towards graduation to participate ~~in~~ in extracurricular activities.

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Dated: 11/19/2018

~~G.~~ Revised:

Adopted: _____

MSBA/MASA Model Policy 503

Orig. 1995

Revised: _____

Rev. 2021

503 STUDENT ATTENDANCE

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

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's

responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
 - (1) Illness.
 - (2) Serious illness in the student's immediate family.
 - (3) A death or funeral in the student's immediate family or of a close friend or relative.
 - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
 - (5) Court appearances occasioned by family or personal action.
 - (6) Religious instruction not to exceed three hours in any week.
 - (7) Physical emergency conditions such as fire, flood, storm, etc.
 - (8) Official school field trip or other school-sponsored outing.
 - (9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

- (10) Family emergencies.
- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes section 120A.22, subdivision 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within ____ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (____ tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
 - (a) From the first through the _____ cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
 - (b) After the _____ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of _____ unexcused absences and that, after the _____ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
 - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
 - (d) After _____ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student, and parent.
 - (e) After _____ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
 - (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip.
 - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

 - a. Illness.
 - b. Serious illness in the student's immediate family.
 - c. A death or funeral in the student's immediate family or of a close friend or relative.
 - d. Medical, dental, orthodontic, or mental health treatment.
 - e. Court appearances occasioned by family or personal action.
 - f. Physical emergency conditions such as fire, flood, storm, etc.
 - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. Unexcused Tardiness
 - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - b. Consequences of tardiness may include detention after ____ unexcused tardies. In addition, ____ unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.

4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

- A. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

V. REQUIRED REPORTING

A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34;

4. That this notification serves as the notification required by Minnesota Statutes section 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

[Note: Where truancy services and programs under Minnesota Statutes chapter 260A are available within the school district, the following provisions should also be included in the policy.]

C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes chapter 260A.

Legal References:

Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383

N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

NEW BUSINESS – FOR ACTION

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 4, 2023

SUBJECT: FINAL LEVY CERTIFICATION 2023 PAYABLE 2024

Recommended by the superintendent, that the board of education consider for approval by resolution, the 2023 payable 2024 levy limitation and certification with an amount to be determined following the Truth-in-Taxation Hearing and board discussion.

Now therefore, be it resolved by the school board of Independent School District No. 280, Richfield, Minnesota, that the total levy to be levied in 2023 to be collected in 2024 is set at \$32,993,269.45. The clerk of the school board is authorized to certify the proposed levy to the county auditor of Hennepin County, Minnesota.

Background Information

(Prepared by Craig Holje and Jim Gilligan)

The levy certification for taxes payable 2024 must be certified to the county auditor and the MN Department of Education prior to December 28, 2023.

The total levy limit is \$32,993,269.45. Major changes from the proposed levy to the current levy authorization include the voter-approved renewal of the capital projects levy and additional authorization for the voter-approved operating referendum. Details regarding the levy with changes highlighted were presented as part of the Truth-in-Taxation Hearing at the beginning of the board meeting. The board of education may consider options for a levy up to this maximum amount for taxes payable in 2024.



RICHFIELD PUBLIC SCHOOLS

Levy Summary

Levy Certification 2023 Payable 2024

As of Nov 28, 2023

11/28/2023

| | FY23 2021 Pay 22 2022-23 | FY24 2022 Pay 23 2023-24 | FY25 2023 Pay 24 2024-25 | Dollar Change Over PY |
|------------------------------------|--------------------------------|--------------------------------|--------------------------------|-----------------------------|
| 1 GENERAL FUND | | | | |
| 2 Equity | \$489,480.84 | \$531,796.60 | \$244,834.10 | (\$286,962.50) |
| 3 Operating Capital | \$700,371.54 | \$760,911.94 | \$877,433.26 | \$116,521.32 |
| 4 Deferred Maintenance | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 5 Alternative Teacher Comp | \$359,721.39 | \$390,246.68 | \$362,800.85 | (\$27,445.83) |
| 6 LCTS Levy | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 7 Achieve & Integration | \$302,146.75 | \$360,438.26 | \$324,051.90 | (\$36,386.36) |
| 8 Referendum | \$4,867,967.26 | \$4,900,606.40 | \$9,414,154.77 | \$4,513,548.37 |
| 9 Referendum - Technology | \$3,916,878.48 | \$4,300,479.22 | \$4,777,993.00 | \$477,513.78 |
| 10 Location Optional Revenue | \$3,209,113.92 | \$3,165,665.12 | \$3,138,889.32 | (\$26,775.80) |
| 11 Safe Schools | \$226,774.05 | \$221,470.56 | \$220,526.55 | (\$944.01) |
| 12 Student Achievement Levy | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 13 Health and Safety | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 14 LT Facilities | \$1,807,361.91 | \$1,698,160.29 | \$1,658,994.15 | (\$39,166.14) |
| 15 OPEB Benefits | \$654,380.00 | \$583,607.00 | \$423,792.97 | (\$159,814.03) |
| 16 Building/ Lease | \$773,352.20 | \$816,903.31 | \$804,695.04 | (\$12,208.27) |
| 17 Health Benefits | \$40,955.00 | \$39,816.80 | (\$9,894.00) | (\$49,710.80) |
| 18 Re-employment Ins. | \$190,612.79 | (\$50,000.00) | \$130,770.94 | \$180,770.94 |
| 19 Career Technical | \$169,202.73 | \$155,053.79 | \$171,395.95 | \$16,342.16 |
| 20 Abatement & Other Adjustment | \$143,234.83 | \$107,770.87 | \$167,262.74 | \$59,491.87 |
| 21 GENERAL FUND LEVY TOTAL | \$17,851,553.69 | \$17,982,926.84 | \$22,707,701.54 | \$4,724,774.70 |
| 22 | | | | |
| 23 COMMUNITY EDUCATION FUND | | | | |
| 24 Basic Levy | \$312,538.05 | \$312,538.05 | \$313,585.23 | \$1,047.18 |
| 25 Early Child & Family | \$160,087.69 | \$179,863.15 | \$158,688.31 | (\$21,174.84) |
| 26 Home Visiting | \$6,115.20 | \$5,893.56 | \$6,385.84 | \$492.28 |
| 27 Disabled Adults | \$5,429.00 | \$5,429.00 | \$5,017.36 | (\$411.64) |
| 28 Abate/Excess Fund Bal Adj | \$3,262.74 | \$1,634.32 | \$3,886.80 | \$2,252.48 |
| 29 COMMUNITY ED LEVY TOTAL | \$487,432.68 | \$505,358.08 | \$487,563.54 | (\$17,794.54) |
| 30 | | | | |
| 31 DEBT SERVICE FUND | | | | |
| 32 Debt Levy | \$3,410,033.00 | \$4,175,305.81 | \$3,903,008.00 | (\$272,297.81) |
| 33 Debt Excess | (\$162,739.73) | (\$357,929.01) | (\$396,089.91) | (\$38,160.90) |
| 34 LT Facilities Debt Service | \$4,001,947.37 | \$4,163,238.00 | \$4,161,873.00 | (\$1,365.00) |
| 35 Abatement Adjustment Debt | \$68,334.45 | \$45,842.73 | \$70,645.39 | \$24,802.66 |
| 36 | (\$2,788.64) | | | \$0.00 |
| 37 OPEB Bond | \$2,128,350.00 | \$2,126,355.00 | \$2,122,785.00 | (\$3,570.00) |
| 38 Debt Excess (OPEB) | (\$56,075.30) | (\$107,434.47) | (\$85,314.20) | \$22,120.27 |
| 39 Abatement Adjustment (OPEB) | \$6,641.44 | \$22,548.57 | \$21,097.09 | (\$1,451.48) |
| 40 DEBT SERVICE LEVY TOTAL | \$9,393,702.59 | \$10,067,926.63 | \$9,798,004.37 | (\$269,922.26) |
| 41 | | | | |
| 42 LEVY GRAND TOTAL | \$27,732,688.96 | \$28,556,211.55 | \$32,993,269.45 | \$4,437,057.90 |

11/28/2023

Minnesota Department of Education
Levy Limitation and Certification Report
2023 Payable 2024

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

Date Printed: 12/1/23
Limits Updated: 11/28/23
Certified Submitted: 12/1/23

| | LIMIT | PROPOSED | CERTIFIED |
|--|---------------|---------------|---------------|
| SUBTOTALS BY LEVY CATEGORY | | | |
| GENERAL - RMV VOTER | 9,414,154.77 | 4,832,671.53 | 9,414,154.77 |
| GENERAL - RMV OTHER | 3,383,723.42 | 3,660,623.02 | 3,383,723.42 |
| GENERAL - NTC VOTER | 4,777,993.00 | 0.00 | 4,777,993.00 |
| GENERAL - NTC OTHER | 5,131,830.35 | 5,131,830.35 | 5,131,830.35 |
| COMMUNITY SERVICE - NTC OTHER | 487,563.54 | 487,563.54 | 487,563.54 |
| GENERAL DEBT - NTC VOTER | 3,781,965.23 | 3,781,965.23 | 3,781,965.23 |
| GENERAL DEBT - NTC OTHER | 3,957,471.25 | 3,957,471.25 | 3,957,471.25 |
| OPEB DEBT - NTC VOTER | 0.00 | 0.00 | 0.00 |
| OPEB DEBT - NTC OTHER | 2,058,567.89 | 2,058,567.90 | 2,058,567.89 |
| SUBTOTALS BY FUND | | | |
| GENERAL FUND | 22,707,701.54 | 13,625,124.90 | 22,707,701.54 |
| COMMUNITY SERVICES FUND | 487,563.54 | 487,563.54 | 487,563.54 |
| GENERAL DEBT SERVICE FUND | 7,739,436.48 | 7,739,436.48 | 7,739,436.48 |
| OPEB/PENSION DEBT SERVICE FUND | 2,058,567.89 | 2,058,567.90 | 2,058,567.89 |
| SUBTOTALS BY TAX BASE | | | |
| REFERENDUM MARKET VALUE | 12,797,878.19 | 8,493,294.55 | 12,797,878.19 |
| NET TAX CAPACITY | 20,195,391.26 | 15,417,398.27 | 20,195,391.26 |
| SUBTOTALS BY TRUTH IN TAXATION CATEGORY | | | |
| VOTER APPROVED | 17,974,113.00 | 8,614,636.76 | 17,974,113.00 |
| OTHER | 15,019,156.45 | 15,296,056.06 | 15,019,156.45 |
| TOTAL LEVY | | | |
| TOTAL LEVY | 32,993,269.45 | 23,910,692.82 | 32,993,269.45 |

The school district must submit the completed original of this form to the home county auditor by December 28, 2023. A duplicate form must be submitted to Minnesota Department of Education, School Finance Division, 400 NE Stinson Blvd., Minneapolis, MN 55413, by January 7, 2024.

The certified levy listed above is the levy voted by the school board for taxes payable in 2024.

Signature of School Board Clerk _____

Date of Certification _____

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 4, 2024

Subject: Authorization for Energy Savings Performance Contract

(Recommended by the superintendent)

That the board of education authorize the administration to enter into an agreement with ICS for an Energy Savings Performance Contract and associated performance bond to improve energy efficiency in the Richfield schools for LED light installation replacing the remaining florescent light fixture as well as improvements in the Richfield High School and Richfield Middle School auditoriums to improve energy efficiency and safety.

Background Information

(Prepared by Craig Holje)

Richfield Public Schools posted a request for proposals for energy services associated with an Energy Savings Performance Contract and received one proposal from ICS. The response to the proposal is included in the board materials.

As previously reported to the board, the District has been partnering with ICS and Apeiro Design to identify potential energy efficiency projects as well as auditorium improvements at the middle and high schools. It is anticipated that financing for this project will be provided by utilizing a portion of the remaining construction bond funds from the 2017 referendum, technology referendum funds as well as a performance bond issued based on projected future energy and maintenance savings.

The project will be managed through an Energy Savings Performance Contract as authorized by state statute providing greater flexibility and speed in the project management, while also ensuring appropriate use of resources through competitive pricing and quality of service delivery.

In addition to the auditorium projects, other funds currently planned for the remaining 2017 Construction Referendum funds include signage, stadium storage, door and hardware replacement and additional bathroom improvements.



A **LEGENCE** Company

ENERGY SAVINGS PERFORMANCE CONTRACTING

Richfield Public Schools
Performance Contracting Services | 11.24.23

November 24, 2023

Mr. Craig Holje
Chief Human Resources and Administration Officer
Richfield Public School
401 70th Street W.
Richfield, MN 55423



1331 Tyler Street NE, Suite 101
Minneapolis, MN 55413
www.ics-builds.com
P: 763.354.2670 | F: 763.780.2866

Re: Energy Savings Performance Contracting Services for Richfield Public Schools Energy-Efficiency Projects

Dear Mr. Craig Holje,

ICS is excited for the opportunity to partner with Richfield Public Schools on your energy-efficiency projects. Our team is committed to being your trusted partner in providing comprehensive single-source energy savings performance contracting services. With local project development specialists, project managers, and site superintendents on our team, we feel that we are most qualified to bring your projects to life because:

- Our remarkable team of industry and technical experts that know what it takes to deliver a thoughtful, data-driven solution to meet Richfield Public Schools' goals and provide value in the project to capture the highest possible return.
- Our team has established a long-standing relationship with Richfield Public Schools that has led to numerous ongoing successful projects including the passing and implementation of the 2018 referendum projects.
- Our in-house implementation, project management, and commissioning team members to help create a smooth transition into the construction process and provide single-source accountability.

For these reasons and others, I am confident that ICS is exceptionally well-suited to exceed your expectations serving in this capacity and make sure this project is a great success for your staff, students, and community. If you should have any questions regarding our proposal or any enclosed information, please feel free to contact me at 952.715.0866 or mike.piper@ics-builds.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'm piper'.

Mike Piper
Principal
ICS



04

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QUALIFICATIONS AND EXPERIENCE





A **LEGENCE** Company

Since 2006, ICS has been positively impacting people through innovative facility solutions.

We integrate expertise in facilities planning, funding, construction, and ongoing operations to be successful.

OUR TEAM HELPS YOU PLAN, BUILD, AND OPERATE YOUR BUILDINGS WELL. HERE'S HOW:

PLAN

Facilities Assessment, Capital Improvement Planning, Long-Range Planning, Space Utilization and Programming, Community Engagement and Referendum Planning, Physical Needs Analysis & Asset Plans, and Funding Analysis & Cost Estimating

BUILD

Program Management, Construction Management as Agent, Construction Management at Risk, Owner's Representation, Design-Build, Performance Contracting, Constructability Review, and Value Analysis and Engineering

OPERATE

Commissioning, Re-Commissioning, Retro-Commissioning, Energy Audits, Energy Rebates, Utility Services, Long-Term Facilities Maintenance Management, and Building Forensics




120 / PEOPLE

ACROSS **10** / OFFICES

MN: Minneapolis, Duluth, Sauk Rapids, Park Rapids, Brainerd, and Mankato

Fargo, ND; Sioux Falls, SD; West Des Moines, IA; and Media, PA

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HILL CITY PUBLIC SCHOOL 2018 REFERENDUM

Hill City, MN

Photography credit: JLG Architects

OWNER

Hill City Public School
Adam Johnson
Superintendent
218.697.2394
ajohnson@isd002.org

SIZE

District-wide

COMPLETION

August 2018

COST

\$4 million

PROJECT PARTNERS

JLG Architects

In May 2017, residents of Hill City Public School approved a \$4 million to address various safety needs, improve existing classroom spaces, meet the growing demand for early childhood education, preserve the current building to reduce future maintenance, and improve the wellness spaces for student and community use. The project featured the following improvements:

- Create a new wellness center and community education area by repurposing and expanding the existing health room.
- Advance the safety precautions at the school to allow for more secure monitoring of visitors to the facility as well as the ability to control entrances in case of an emergency. This included converting the main entry doors into a secure entry with an automatic lock-down system during emergencies.
- Expand the schools' early childhood space.
- Remodel classroom space, open spaces, and playgrounds for early childhood and K-2 students.

ISD 318 (GRAND RAPIDS PUBLIC SCHOOLS) REFERENDUM

Grand Rapids, MN

Photography credit: SILVERMAN BE REMARKABLE

OWNER

Grand Rapids Public Schools
Matt Grose
Superintendent
218.327.5704
mgrose@isd318.org

SIZE

District-wide

COMPLETION

Fall 2021

COST

\$68.9 million

PROJECT PARTNERS

Wold Architects and Engineers
CMTA
Northland Consulting Engineers

Residents in ISD 318 (Grand Rapids Public Schools) said “yes” to a \$68.9 million referendum in April 2018. Severe overcrowding in the district moved this project forward and stemmed from years of planning and collaborative partnerships between the district and cities of Grand Rapids and Cohasset.

This plan included building two new elementary schools and remodeling the existing Cohasset Elementary. The unique partnership between the district and cities now provides a great benefit for students, staff, and their surrounding communities.

ICS provided project development, pre-referendum communications, program management, construction management, and technical services.





STEELE COUNTY DETENTION CENTER

Owatonna, MN

OWNER

Steele County
Scott Golberg
County Administrator
507.444.7477
[Scott.Golberg@
SteeleCountyMN.gov](mailto:Scott.Golberg@SteeleCountyMN.gov)

SIZE

500,000 SF

COMPLETION

August 2022

COST

\$6 million

SERVICES PROVIDED

Facility assessment, planning, energy audit, owner's representation, and technical services

Steele County retained ICS to assist with planning efforts after addressing a need to analyze its facilities to identify, budget, and plan for projects more accurately. Steele County engaged ICS to help gather and organize data for over 500,000 square feet of facilities to better understand their overall needs.

In addition to life-cycle planning and other facility needs, two major projects were identified at the Steele County Detention Center and the County Administration Building. ICS utilized energy-efficiency legislation to implement a design-build project with a guaranteed maximum price and minimize the budget impact by using ongoing operational savings and utility rebates to offset the project costs via debt service with historically low-interest rate specialized bonds.

ICS also incorporated new controls and heating plant systems into the project and were able to address end-of-life concerns with these systems and leverage energy-efficiency, maintenance, and repair savings to help pay for the project's cost.

CITY OF OWATONNA

Owatonna, MN

OWNER/REFERENCE

City of Owatonna
Aaron Fitzloff
Director of Government
Buildings
507.456.5588
[aaron.fitzloff@ci.owatonna.
mn.us](mailto:aaron.fitzloff@ci.owatonna.mn.us)

COST

\$23,000

SIZE

City-Wide

COMPLETION

Summer 2019

ICS completed a comprehensive facility assessment for all City owned facilities, noting major deficiencies, preliminary budget estimates for completed work, and projects that were incorporated into the City's annual Capital Improvement Plan.

ICS loaded project cost data into their standard workbook platform with a 10-year look-ahead, summarizing the needs by facility, operating system, and completion year anticipated. ICS consulted with the City to determine the most useful reporting format and developed a process to consult on an ongoing basis to prioritize projects based upon several factors such as; criticality, cost, operational savings, funding mechanisms, and others.

Additionally, ICS provided preliminary project development services for projects deemed critical and/or urgent and address operational cost efficiencies in the selected facilities.





MIKE PIPER, *LEED AP* *Principal*

YEARS OF EXPERIENCE

19 years

EDUCATION

B.S., Business Administration
and Management —
University of Illinois at
Urbana-Champaign

CERTIFICATIONS

LEED AP

With over 19 years of industry experience, Mike possesses a diverse and extensive background partnering with clients in overall facilities planning, project development, construction, and energy efficiency. Mike ensures an overall successful project for Richfield Public Schools by effectively collaborating with all team members and providing innovative solutions to project challenges throughout its duration.

He makes certain that all project activities are executed properly on behalf of Richfield Public Schools and provides additional support to the rest of the team as needed.

PROJECT EXPERIENCE

- Steele County Energy Efficiency Projects — Owatonna, MN
- Steele County Detention Center — Owatonna, MN
- Olmsted County Facilities Assessment — Rochester, MN
- Grand Rapids New Fire Hall — Grand Rapids, MN
- Martin County Regional Justice Center — Fairmont, MN
- City of Kasson Library and Fire Station — Kasson, MN
- City of Cohasset - Blackwater Banks (Lumber Mill Redevelopment) — Cohasset, MN
- Columbia Heights Public Library — Columbia Heights, MN
- City of Brooklyn Park Facilities Assessment — Brooklyn Park, MN
- City of Waconia Facilities Project — Waconia, MN*
- City of Becker Facilities Project — Becker, MN*

**Projects completed with previous firm.*



ANDY FAULKNER

Project Executive

YEARS OF EXPERIENCE

23 years

EDUCATION

B.S., Construction Management — University of Minnesota Twin Cities

CERTIFICATIONS

CPR, OSHA 10, and Procore Project Manager

With over 23 years of experience, Andy possesses a diverse and extensive background in partnering with K-12 projects in overall facilities planning, project development, and construction.

As Principal-in-Charge for the Richfield Public Schools Energy-Efficiency Projects, Andy provides valuable insight and recommendations related to constructability and phasing as well as resolving project related issues. He's extremely knowledgeable in all aspects of the construction process and is the right individual for this project team.

PROJECT EXPERIENCE

- Richfield Public Schools 2018 Referendum Projects — Richfield, MN
- ISD 197 (West St. Paul Public Schools) 2018 Referendum Projects — Mendota Heights, MN
- Brainerd Public Schools 2018 Referendum Projects — Brainerd, MN
- Forest Lake Area Schools 2015 Referendum Projects — Forest Lake, MN
- St. Cloud Area School District New Tech High School — St. Cloud, MN
- St. Francis Area Schools 2017 Referendum Projects — St. Francis, MN
- St. Thomas Academy New Founders Hall — Mendota Heights, MN
- Mora Public Schools 2020 Referendum Projects — Mora, MN
- Sauk Rapids-Rice Public Schools 2019 Referendum Projects — Sauk Rapids, MN
- Park Rapids Area Schools 2021 Referendum Projects— Park Rapids, MN
- City of Kasson Library and Fire Station — Kasson, MN
- Mankato Area Public Schools District-Wide Facility Improvements — Mankato, MN



TODD WETZEL

Project Director

YEARS OF EXPERIENCE

26 years

EDUCATION

B.S., Construction
Management — Minnesota
State University, Moorhead

With over 26 years of industry experience and a background in construction management, Todd serves as the Project Director for the Richfield Public Schools Energy-Efficiency Projects. He works collaboratively with the team to provide a seamless transition between pre-construction, procurement, construction, and project close-out phases.

Todd works to establish communication protocols, budget controls, and reporting processes on behalf of Richfield Public Schools. His oversight ensures that the entire team has the resources to provide the district with an excellent project outcome.

PROJECT EXPERIENCE

- ISD 197 (West St. Paul Public Schools) 2018 Referendum Projects — Mendota Heights, MN
- Osseo Area Schools LTFM Projects — Maple Grove, MN
- Kasson-Mantorville Public Schools 2018 Referendum Project — Kasson, MN
- Worthington Public Schools 2019 Referendum Projects — Worthington, MN
- Luverne Public Schools LTFM Project — Luverne, MN
- Mankato Area Public Schools District-Wide Facility Improvements — Mankato, MN
- Goodhue Public Schools 2018 Referendum Project — Goodhue, MN
- New Prague Area Schools 2015 Bond Referendum Project — New Prague, MN
- East Grand Forks School District LTFM Project — East Grand Forks, MN
- Albert Lea Area Schools Athletic Hammer Complex — Albert Lea, MN



BRYCE KINNIRY

Senior Project Manager

YEARS OF EXPERIENCE

13 years

EDUCATION

B.S., Construction
Management and Business —
Minnesota State University,
Mankato

With over 13 years of experience in the construction industry, Bryce serves as the Senior Project Manager for the Richfield Public Schools Energy-Efficiency Projects. He provides management oversight of all project elements including overall budget, pricing review, schedule control, contractor management, and overall completion of the project.

In addition to comprehensive oversight, he provides direction to the district regarding bidding strategies, contractor performance, and contractor negotiation. Bryce is valued for consistently bringing projects in on time and budget.

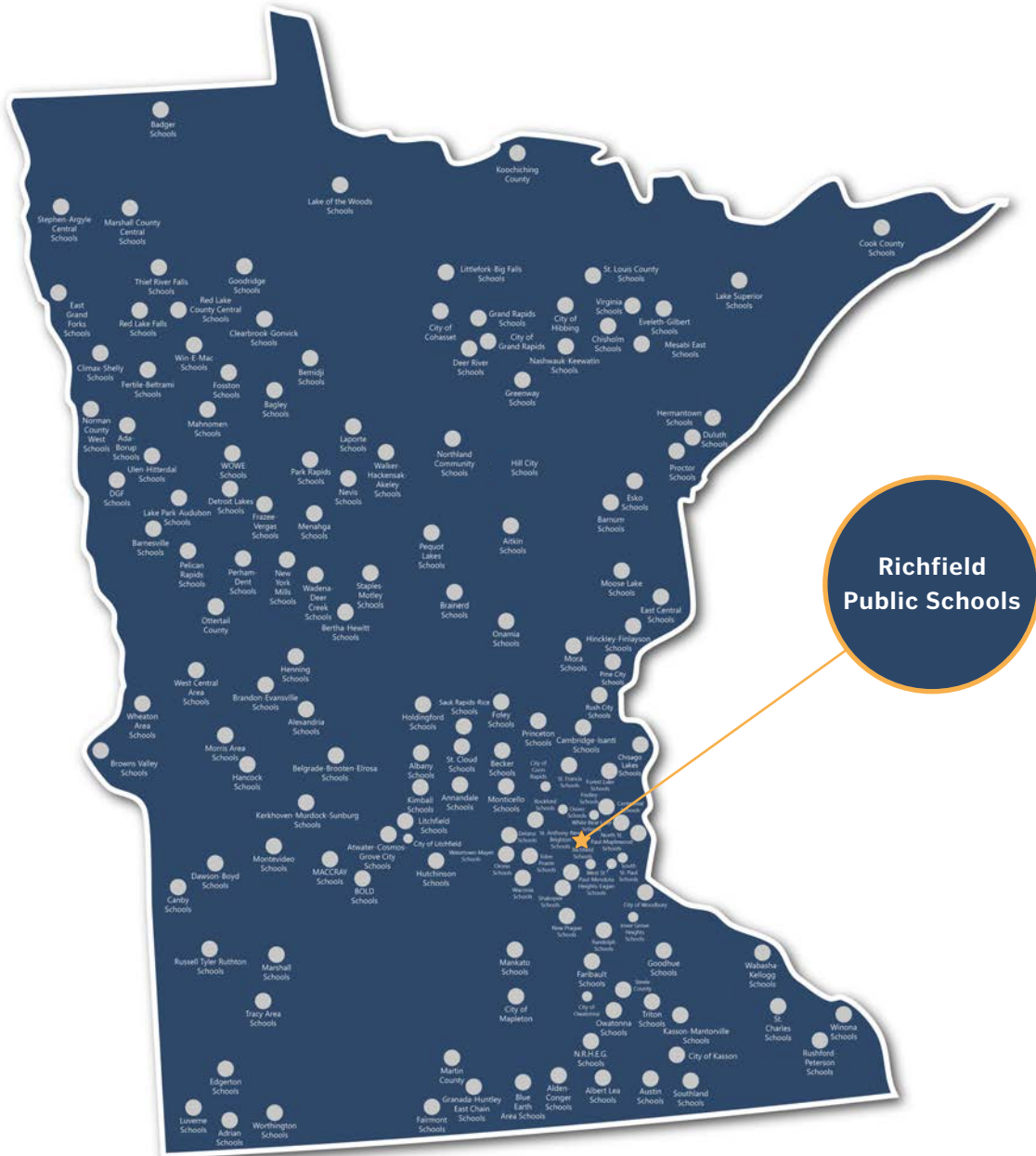
PROJECT EXPERIENCE

- Steele County Energy Efficiency Projects — Owatonna, MN
- ISD 197 (West St. Paul Public Schools) 2018 Referendum Projects — Mendota Heights, MN
- Goodhue Public Schools 2018 Referendum Project — Goodhue, MN
- Mankato Area Public Schools District-Wide Facility Improvements — Mankato, MN
- St. Olaf College Ole Avenue Project — Northfield, MN
- City of Kasson Library and Fire Station — Kasson, MN
- Martin County Regional Justice Center — Fairmont, MN
- Steele County Detention Center — Owatonna, MN
- Northfield Police Facility — Northfield, MN*
- Tri-County United Schools — Lonsdale, MN*

**Projects completed with previous firm.*

PROJECTS COMPLETED IN MINNESOTA

Our K-12 construction experience in the surrounding communities and our team of service-driven professionals are uniquely qualified to deliver your project. Our ability to serve our clients throughout the region is our strength. With offices across the Midwest, ICS is well positioned to work across the state and region to proactively respond to your needs. We are flexible, mobile, and can respond quickly. Our local experience is shown below. **We're the best team for this project.**



IMPLEMENTATION APPROACH



OUR APPROACH TO YOUR PROJECT

Approach to Sub-Contractors and Vendors

The ICS team is not tied to any brand or vendor of HVAC equipment, controls, or lighting. The same goes for service companies. We can therefore establish and provide the right product for each project's circumstance. If Richfield Public Schools already has a preferred vendor for certain scope items such as HVAC controls, for example, we can keep that vendor in place and develop a track record of driving preferred vendors to deliver more value to our clients. Our third-party expertise holds preferred vendors accountable while still keeping costs under control. Additionally, our team PREFERS to use local subcontractors. This positively impacts the project in two ways: it keeps the money in the same tax base it came from, and it drives the overall project price down as travel is minimized.

Design Engineering Approach

We believe that certain scopes require engineering to ensure that pricing can be received and compared equally. This is particularly true in large HVAC renovation projects that benefit from full design drawings. Not only does the owner end up with a better-finished product, but there is a record of the drawings to be utilized in the future. We believe that the next generations of building owners will greatly benefit from having these drawings.

Project Management Approach

If selected, ICS provides the owner with a single project manager and an on-site superintendent to oversee the project for the duration. Our project managers work closely with the owner to communicate the challenges, expectations, and decisions that must be made. When working with the contractors, we hold them accountable and use a "firm, but fair" mentality. We foster a collaborative effort with all parties for the overall success of the project.

Approach to Third-Party Savings Measurement & Verification

We believe that third-parties should be used in the right situations. In the case of Richfield Public Schools, we believe that it is an extra annual cost that does not need to be utilized based on the type of guarantee that we are proposing. By taking measurements before and after the proposed project, we know immediately if the goals have been accomplished and do not need to have the extra cost burden.



Approach to Project Commissioning and Closeout

ICS has an in-house team dedicated to commissioning. In the case of Richfield Public Schools, our team consists of our on-site superintendent performing daily inspections of the lighting systems as they are being installed. In addition, at strategic times, our team performs an inspection/verification of the lighting systems as they are being installed to ensure that we are correcting any issues prior to substantial completion.

Ongoing Service Capabilities & Requirements

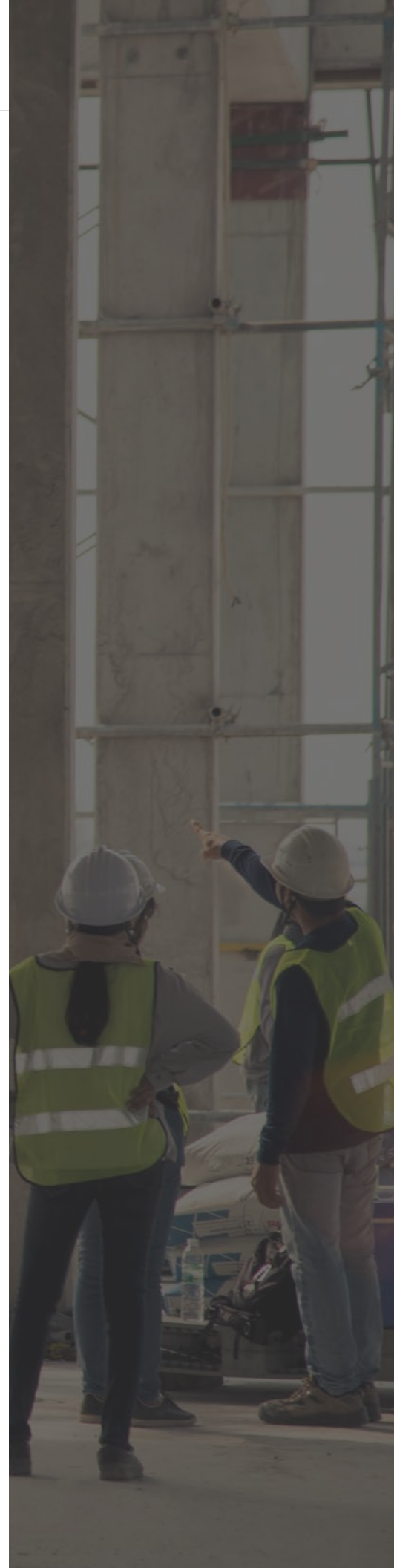
ICS provides our customers with true owner's advocate services. This means we do not have any tradespeople or products under our umbrella that you must utilize. To the owner, this means that we are there as their partner and do not require them to enter into lengthy service contracts with ICS. If the district wants to enter into a service contract, we work with you to identify the need and recommend contractors to be solicited for the work.

Training Services

The ICS team approaches our projects as a long-term partnership with our clients. We believe the success of your previous projects is a direct result of the trust our team established with your maintenance and custodial staff that daily operate your facility. The better the building users understand the systems and how they should operate, the more successful the project is.

The ICS team includes training for all maintenance and custodial personnel in our project, addressing the efficient operation and maintenance of existing and new energy conservation measure (ECM) equipment. Perhaps even more valuable than that, we develop a relationship with the operations, maintenance, and custodial staff so they can contact us for help or questions. We maintain these relationships with all of our clients after each project. ICS works with Richfield Public Schools to identify the appropriate staff for each training session and will then create an overall training plan. All training sessions are video recorded for quick reference and initial training whenever Richfield Public Schools hire new staff.

We provide detailed training on all installed equipment to technical users and maintenance personnel to familiarize them with the installed equipment and ensure that it is operated and maintained as intended. Maintenance personnel are trained on-site at each major piece of equipment (i.e., new chiller) while referring to the actual O&M manual, as well as being trained in-depth on all energy conservation measures (ECMs). Preventive maintenance procedures will be reviewed. For each training session, ICS accommodates as many people as needed to educate all staff that need to know the particular information.



FINANCIAL CONSIDERATIONS



FINANCIAL CONSIDERATIONS

Project Costs/Fee Breakdown

ICS’s proposes the following project costs/fee breakdown for the Richfield Public Schools Energy-Efficiency Projects below.

| Cost Category | \$ | % | Remarks |
|--------------------------------------|------------------------|--------------|--|
| Direct Construction Costs | \$ 3,485,897.91 | 82.0% | Per proposals and BOD documents |
| Permits / Insurance / PPB | \$ 42,516.62 | 1.0% | As estimated per project cost and typical rates |
| Design | \$ 144,556.50 | 3.4% | Estimated design costs for HS Parking Lot / miscellaneous work |
| Project Management | \$ 108,576.26 | 2.6% | Project management, administration, gen. conditions |
| Auditorium Scope Project Contingency | \$ 215,015.00 | 5.0% | Contingency for auditorium work |
| Contingency | \$ 42,516.62 | 1.0% | Contingency for unforeseen changes in scope of work |
| Overhead/Profit | \$ 212,583.09 | 5.0% | Overhead costs and profit (ICS) |
| TOTAL | \$ 4,251,661.79 | 99.9% | |

| Project ID | Facility | Project Name | Project Description | Project Budget | Other Project Costs | Annual Est Utility Savings | Annual Est Operating Savings | Annualized Long Term Operational Savings | Utility Rebate | Other Incentive | SPP | Included in Financial Analysis |
|--------------|-------------------------------|---------------------------|--|--------------------|---------------------|----------------------------|------------------------------|--|------------------|-----------------|--------------|--------------------------------|
| HS-01 | High School | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$605,665 | \$0 | \$40,349 | \$11,647 | \$30,283 | \$63,203 | \$0 | 6.59 | YES |
| MS-01 | Middle School | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$148,968 | \$0 | \$6,737 | \$2,865 | \$7,448 | \$10,119 | \$0 | 8.14 | YES |
| STEM-01 | STEM School | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$152,826 | \$0 | \$6,374 | \$2,729 | \$7,641 | \$14,762 | \$0 | 8.25 | YES |
| CEN-01 | Centennial Elementary | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$106,484 | \$0 | \$5,754 | \$2,048 | \$5,324 | \$11,818 | \$0 | 7.21 | YES |
| CEC-01 | Central Education Center | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$260,997 | \$0 | \$9,306 | \$4,661 | \$13,050 | \$14,410 | \$0 | 9.13 | YES |
| SHE-01 | Sheridan Hills Elementary | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$231,927 | \$0 | \$8,250 | \$4,142 | \$11,596 | \$17,679 | \$0 | 8.93 | YES |
| HS-02 | High School | Parking Lot Lighting | Allowance to cover trenching and electrical for new parking lot lighting at High School, as well as new poles per proposal. | \$140,730 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 | YES |
| MS-02 | Middle School | Auditorium Upgrades | Upgrade theatrical lighting control, lighting fixtures, sound, and audio/visual equipment per specialty consultant basis of design | \$859,219 | \$0 | \$12,500 | \$7,500 | \$42,961 | \$0 | \$0 | 13.65 | YES |
| HS-03 | High School | Auditorium Upgrades | Upgrade theatrical lighting control, lighting fixtures, sound, and audio/visual equipment per specialty consultant basis of design. Includes full basis of design scope including rigging and drapery | \$1,529,831 | \$0 | \$15,000 | \$10,000 | \$76,492 | \$0 | \$0 | 15.07 | YES |
| DW-01 | High School and Middle School | Project Contingency | Contingency allowance specifically for HS/MS theatrical auditorium upgrades. Any unused contingency will be unspent or returned to district upon mutually agreeable terms, less any costs applied to project by ICS. | \$215,015 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 | YES |
| TOTAL | | | | \$4,251,662 | \$0 | \$104,270 | \$45,591 | \$194,796 | \$131,992 | \$0 | 11.95 | |

Approach to Capturing Utility Rebates

ICS works proactively with any utility provider that provides service to the Richfield Public Schools to identify and maximize not only available rebates prescribed by advertised methods, but to identify if any custom rebates can be captured that are above and beyond what a simple application form would typically result in.

ICS has already been in contact with Xcel Energy's rebate administration program partner, the Center for Energy and Environment, to actually have them audit the facilities prior to our initial preliminary assessment. This resulted in identification of rebates ahead of starting the project process and helped to guide what scope of work will ultimately be the appropriate scope of work for the district, but also maximize these utility rebates.

Utility rebates are the property of the School District. ICS will act as coordinator to ensure any required forms or paperwork are submitted on behalf of Richfield Public Schools.

Project Development Fee (if any)

ICS does not have any project development fees associated with this project.

Approach to Change Orders, Open-Book Pricing, and GMAX Pricing

The ICS team has never required a single change order to execute the proposed performance contracting scope. This includes NO change orders for hidden conditions, hazardous materials, tough geothermal drilling conditions, rock excavation (in the geothermal wellfield main horizontal trenches), time extensions for weather, bare neutral wiring found, missing electrical ground wires discovered, etc. We take pride in making our projects as smooth as possible for our clients, which includes a no change order policy. This eliminates any hassle for the client and allows our projects to proceed extremely quickly. Our approach to this process is to carry a contingency in the project of the unburdened construction cost. If it is the case that all contingency is spent, our own profit is spent to pay for additional subcontractor labor, materials, equipment, etc. so that the project scope is completed with no changes on contract amount to the Owner. **Simply put, we do not have change orders.**

Our team takes a transparent, open-book approach to cost disclosure on all projects. We either competitively bid the trades labor or work directly with our clients preferred contractor. We then take the labor and material costs to develop a gmax price.

REFERENCES





Staples-Motley School District

Name: Shane Tappe
Title: Superintendent
Address: 905 4th St. NE, Staples, MN 56479
Phone Number: 218.894.5400
Email: shane.tappe@isd2170.k12.mn.us



Hill City Public Schools

Name: Adam Johnson
Title: Superintendent
Address: 500 Lone Avenue, Hill City, MN 55748
Phone Number: 218.697.2394
Email: ajohnson@isd002.org



Grand Rapids Public Schools

Name: Matt Grose
Title: Superintendent
Address: 1331 Martin Luther King Jr. St. SE, Grand Rapids, MN 49506
Phone Number: 218.327.5704
Email: mgrose@isd318.org

Premier Lighting



Project: Richfield Public Schools 2018 Referendum Projects
Name: Greg Ehrich
Address: 2885 Country Dr #135, St Paul, MN 55117
Phone Number: 651.398.7657
Email: greg@premierltg.com

ADDITIONAL QUESTIONS



ADDITIONAL QUESTIONS

Q: Has your firm ever been sued by a customer? If yes, please explain.

A: No, ICS has never been sued by a current or former customer.

Q: How long has your firm had a local presence?

A: ICS has had a presence in the Twin Cities community since 2006. Since that time, we worked with Richfield Public Schools, local school districts, and other municipalities in the Greater Minneapolis-St. Paul Metro Area.

Q: Is your firm required to utilize any product, fuel, or supplier?

A: No, ICS is not required to utilize any product, fuel, or supplier during any phase of our projects.

Q: What is your firm's warranty period? Are you able to provide extended warranties on equipment or workmanship?

A: ICS does not offer a warranty on professional services. ICS shall perform planning services that are consistent with the skill and care ordinarily provided by professional service providers in the same or similar locality under the same or similar circumstances and consistent with the orderly progress of an agreement. Estimates of cost of construction shall be only estimates and shall not constitute a representation or warranty regarding the actual cost of the construction. The cost of construction of any potential project will be determined based upon competitive bids received from construction contractors for the work at issue according to the laws in the state where the specific project is located. All applicable factory warranties shall apply with new equipment that is installed as a part of the project; where ICS will coordinate any warranty work within that stated warranty period.

Q: Is your firm owned by a parent company?

A: Yes. ICS is a member of the Legence family, and we have working relationships with over a dozen companies that can help design, engineer, install, commission, and fund projects. Legence, a Blackstone portfolio company, has a proven track record of reducing carbon emissions, implementing renewables, lowering utility costs through the concept of efficiency consumption, and making systems run better at unmatched speed and scale

ADDITIONAL QUESTIONS

Q: What do you feel differentiates your firm from competitors?

A: ICS and its employees have had a relationship with Richfield Public Schools for several years. We have spent countless hours working with the district to establish this project and truly understand the need, the desired outcome, and the impact the project will have on the school district. In addition, we live and work in Minnesota and share the same values and work ethic that your district leadership has.

Q: What professional services (if any), such as engineering, project management, commissioning, etc., does your firm provide “in-house”? Is ISD #280 required to utilize those services on this project? Explain.

A: On this project, ICS plans to provide engineering, project management, and commissioning services. We feel that this is an important aspect of the overall project as we are accountable for all aspects. If and when there are issues during construction, they are ICS’s issues and we benefit by resolving them quickly and efficiently.

Q: What trades (if any), such as electrical, plumbing, etc., does your firm provide “in-house”? Is ISD #280 required to utilize those services on this project? Explain.

A: ICS does not have any tradespeople on staff. All installation work will be performed by properly licensed contractors. In addition, we strive to hire local firms that have a direct connection with the school to keep the taxpayer dollars within the community.

Q: Is your firm capable of benefitting and willing to share any net benefit from any tax-deduction pass-through that may be obtained as a result of completing this project? Explain.

A: If they become available and ICS is able to benefit from any resulting pass-through tax deductions after completing the work, the school district and ICS may elect to develop a mutually beneficial structure for future professional services.



ENERGY EFFICIENCY PROJECTS AGREEMENT

This Energy Efficiency Projects Agreement (this “Agreement”) is made by and between Richfield Public Schools (“Client”), with an office at 401 70th Street West, Richfield, Minnesota, 55423, and ICS Consulting, LLC., a Minnesota corporation (“ICS”), with its principal place of business at 1331 Tyler Street NE, Suite 101, Minneapolis, MN 55413. Client and ICS may be referred to as “Party” or collectively as “Parties.” Capitalized terms used in this Agreement without definition shall have the meanings assigned to them in Schedule 1, attached.

RECITALS

- A. Client desires to retain ICS to perform the Work set forth in the scope of work set forth in Exhibit C attached to this Agreement, which relates to facility alterations, services and programs designed to reduce energy consumption, operating costs, long-term operating costs, at one or more buildings and other locations that collectively comprise Client’s “Facility” as described in Exhibit A to this Agreement; and
- B. Client is authorized under Section 123B.65, Minnesota Statutes (the “Statute”) to enter into agreements with qualified providers for the purpose of implementing comprehensive energy, operating, and long-term operating cost-savings measures to improve the efficiency of the Facility provided the cost of implementing the measures will not exceed the amount to be saved in energy, operating, and long-term operating costs over a term of 15 years, and;
- C. ICS is a “qualified provider” as that term is defined in the Statute.
- D. Client has received a report from ICS containing recommendations (the “Recommendations”), as to the amounts Client should spend on energy and facility improvement measures, including estimates of energy, operating, and long-term operating cost savings within the Facility (the “Savings”) and estimates of costs of installation, modifications or remodeling within the Facility (the “Project Costs”). Client has reviewed the ICS methodology of calculating savings and is in agreement; and
- E. Client has reviewed the estimated Project Costs and Savings and has confirmed that the estimated Savings exceed the estimated Project Costs and believes such estimates to be reasonable and accurate; and
- F. Client has published the notice required by the Statute, and held a meeting on December 4, 2023 in which it proposed to award a contract to implement the Recommendations, the names of the parties to the proposed performance contract, and the contract’s purpose.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual benefits and obligations set forth herein, the parties hereto agree as follows:

1. **Exhibits & Schedules.** The following Schedule and Exhibits are attached to and part of this Agreement:

- Exhibit A: Facility Description
- Exhibit B: Project Table with Costs and Savings
- Exhibit C: Scope of Work
- Exhibit D: Energy, Operating, and Long-Term Operating Savings
- Exhibit E: Project Schedule
- Exhibit F: Schedule of Payments
- Exhibit G: Certificate of Substantial Completion for Warranty
- Exhibit H: Certificate of Completion and Acceptance
- Exhibit I: Client Responsibilities
- Exhibit J: General Requirements
- Exhibit K: Site-Specific Requirements
- Exhibit L: Insurance
- Exhibit M: Bond Coverage

2. **Term of Agreement; Notice to Proceed.**

2.1. Effective Date. The Effective Date of this Agreement shall be the date all signatures required have been obtained. ICS shall not begin work under this Agreement until this Agreement is fully executed.

2.2. Term. Unless otherwise canceled or terminated, this Agreement shall expire one (1) year after the Substantial Completion Date.

- 2.3. Notice to Proceed.

If this is checked, Client will not be financing payment for the Work with funds other than its own and will use its own funds to pay for the Work. Accordingly, upon execution of this Agreement by ICS, Client's execution of this Agreement shall constitute the Notice to Proceed to ICS.

___If this box is checked, Client intends to finance payment for the Work with funds other than its own. Accordingly, ICS can elect not to perform, nor be required to perform, any of the Work until and unless Client has closed on its financing of this Agreement as evidenced by a written representation from the lender that financing in a sum not less than Client's total obligation in Section 8 of this Agreement and funding of any escrow account provided for by the financing documents has been made. **ICS may elect to begin or continue work without financing in place upon discussion and agreement with the Client.**

3. **Contract Administration.**

ICS shall employ, and specifically assign to the Work performed pursuant to this Agreement, a Project Manager experienced in work of the character required by the Scope of Work. The Project Manager shall be delegated authority to act on behalf of ICS and shall be, to the extent possible, the point of contact and communication for the Client and any subcontractors to facilitate efficient, timely, and cost-effective completion of the Work. The Parties shall cooperate with each other and with any ICS subcontractors to assure successful completion of the Work and help to quickly resolve any problems that arise.

For the purpose of administration of this Agreement, the following individuals will be the contact personnel authorized to speak on behalf of the respective parties.

3.1. Client Contact: **Craig Holje, Chief Human Resources & Administration Officer, Richfield Public Schools** (hereafter "Client Contact").

3.2. ICS Contact: **Andy Faulkner, President, ICS** (hereafter "ICS Contact").

Either Party may designate a new contact by providing advance written notice to the other Party.

4. **Scope of Work; ICS Duties.**

4.1. Equipment and Materials. ICS shall provide all materials and equipment necessary to perform the Scope of Work in this Agreement, as more specifically described in Exhibit C. ICS shall provide Client with specifications, drawings, cut sheets, and other information required by Client regarding the materials and equipment for review, acceptance and approval pursuant to Section 5 prior to implementation of the Work.

ICS must be in compliance with all specifications and any drawings provided in this Agreement. Any reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. When specific manufacturer and model numbers are shown, they are used to establish a design, type of construction, quality, functional capability and/or performance level desired. When alternates are identified, they shall be identified by manufacturer, stock number, and such other information necessary to establish equivalency.

4.2. Installation Services. ICS shall install, replace and refurbish equipment and energy systems components at the Facilities, as more specifically described in Exhibits A, B, and C.

ICS shall use reasonable efforts to meet the estimated Project Schedule, and provide the installation, replacement and refurbishment services with minimum interruption to the normal business of the Facility.

4.3. Project Schedule. ICS shall use reasonable efforts to perform all Work under this Agreement according to the Project Schedule set forth in Exhibit H. However, unless this Agreement expressly provides otherwise, the Parties recognize that the Project Schedule is only an estimate and is subject to modification prior to implementation of the Work. ICS shall not be liable or subject to damages solely for deviations from the Project Schedule or for delays beyond its reasonable control in completing the Work in accordance with the Project Schedule, including delays due to a Force Majeure Event, or due to the acts and omissions of Client or third parties.

Client shall have the right to postpone or reschedule any date or time for the performance of any part of the Work that may interfere with the operation of any portion of the Facility or any tenants or invitees thereof. Client shall undertake best efforts to provide ICS with reasonable notice prior to postponing or rescheduling any date or time. ICS shall, upon Client's request, reschedule any portion of the Work affecting operation of a portion of the Facility during hours when the Facility or portion thereof are not in operation. To the extent that any postponement, rescheduling, or performance of the Work under this Section results in ICS incurring damages or additional costs or delays in time to timely complete the Project Schedule, ICS shall be provided a reasonable extension of the time for completion of the Work and an equitable increase in the compensation payable to ICS under this Agreement if (i) the performance of the Work was properly scheduled by ICS in compliance with the requirements of this Agreement, and (ii) such rescheduling or postponement is required for the convenience of Client.

In addition to Client's right to direct a postponement or rescheduling under the preceding paragraph, if Client orders ICS for any cause other than an Event of Default by ICS to suspend, delay or interrupt the Work in whole or in part, the compensation payable to ICS under this Agreement and the Project Schedule shall be mutually adjusted for reasonable increases in the cost and time caused by such suspension, delay or interruption. Adjustment of the compensation payable to ICS under this Agreement shall include profit.

4.4. Damaged Facilities to be Restored. Where ICS, its subcontractors or any of its agents, cause damage to any part of the Facility during the Work, ICS shall restore or replace the damaged part to its original condition or to the reasonable satisfaction of Client as determined by the Client Contact.

4.5. Personnel. ICS shall secure, at its own expense, all personnel required in the performance of this Agreement. Such personnel shall not be deemed employees of Client for any purposes whatsoever. ICS further represents that all of the services required hereunder will be performed by ICS or under its supervision, all personnel so engaged shall be fully qualified and authorized under applicable law to perform such services, and that ICS is responsible for all Work of its subcontractors and agents.

4.6. Cleanup. ICS shall keep the Facility and the surrounding area free from accumulation of waste materials or rubbish caused by the Work and, upon completion of the Work, ICS shall remove all waste materials, rubbish, tools, construction equipment, machinery, and surplus materials.

4.7. Safety. ICS shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Work. ICS shall comply with all applicable laws, ordinances, rules, regulations, and lawful orders of public authorities related to safety of persons or property.

All materials, equipment, and supplies provided to Client must comply with applicable safety requirements as set forth by the State of Minnesota and all applicable OSHA Standards.

If any item(s) on order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, ICS shall provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy to Client Contact.

4.8. Disposal Manifests. ICS shall provide to the Client Contact copies of all records (e.g., manifests, disposal facility receipt, etc.) which indicate that ICS has disposed of any and all equipment, including lamps, and ballasts.

4.9. Training by ICS. ICS shall provide training for Client within thirty (30) days of the Completion Date using final operation and maintenance data, and shall demonstrate operation of systems and equipment, and review with Client set points, operating parameters, control sequences and routine maintenance procedures.

4.10. Certificate of Substantial Completion for Warranty. After ICS has performed all Work, ICS shall submit a written Certificate of Substantial Completion for Warranty to the Facility's Client Contact as described in Exhibit I.

4.11. Compliance. ICS shall ensure that all Work complies with applicable local, state, and federal construction and environmental codes and regulations. However, ICS shall not be

obligated to provide any change to or improvement of the Facility or any portion thereof required under any applicable building, fire, safety, sprinkler or other applicable code, standard, law regulation, ordinance or other requirement unless the same expressly regulates the installation of the Work. Without limiting the foregoing, ICS obligations with respect to the Work do not include any compliance matters for changes or improvements not directly related to the installation of the Work or any governmental reviewing authority.

5. **Acceptance.**

5.1. Authority. The Client Contact shall have final authority on behalf of Client to review and approve specifications, drawings, and related documents concerning the Work (“Construction Documents”), to approve and accept all equipment, materials and services, and to approve ICS invoices for payment. No approval by Client will act as a waiver of Client’s rights or relieve ICS of its obligations under this Agreement.

5.2. Construction Documents. During the construction period, ICS shall keep copies of Construction Documents at the Facility for review by Client at all reasonable hours and shall provide a complete set to the Client upon completion of the Work as applicable for actual system design changes.

5.3. Satisfactory Performance. Within fifteen (15) days of receipt of an invoice, Client shall have the right to review the Work performed by ICS at the Facility, for purposes of determining whether the Work is deemed satisfactory. Where Client finds the Work performed by ICS unsatisfactory, the Client Contact shall provide ICS with a written notice of unsatisfactory Work within fifteen (15) days of its receipt of ICS’s invoice. ICS shall provide to the Client Contact a reasonable satisfactory remediation plan for the Work within fifteen (15) days after receiving the Client Contact’s notice of unsatisfactory Work. When the invoiced Work has been completed to the satisfaction of the Client Contact, the Client Contact shall approve the invoice for payment. See Exhibit G for the schedule of payments.

5.4. Work Completion. Upon receipt of the written Certificate of Substantial Completion for Warranty and project completion documents by ICS (as described in Exhibit G), the Client Contact shall review all Work and all project completion documents within fifteen (15) days. Upon approval of all Work and project completion documents, the Client Contact shall send the dated Certificate of Completion and Acceptance (Exhibit H) to all Parties. In the event the Client reasonably determines that additional work is required to complete the project, it shall promptly inform ICS, and ICS shall perform the additional work in accordance with a mutually agreed upon schedule.

5.5. Substantial Completion. Prior to final completion, ICS may provide written notice to Client that all or portions of the Work are Substantially Complete. Within ten (10) days of the date Client receives notice that a portion of the Work is Substantially Complete, Client shall inspect that portion of the Work and determine whether the same appears to have been performed in accordance with this Agreement; provided, however, a determination that the Work is Substantially Complete does not waive any warranty or contract claims. If the Work (or applicable portion thereof) appears to be complete and performed in accordance

with the Agreement, ICS and Client shall execute a Certificate of Substantial Completion for Warranty in the form attached hereto as Exhibit G, subject to minor work remaining as may be specified on a punch-list attached to the Certificate of Substantial Completion, the substance of which shall be mutually agreed to by the Parties. ICS shall complete and correct items on the punch-list before submitting the Notice of Work Completion to Client. If an item on the punch-list is Substantially Complete, the punch-list shall be amended to remove such item from the list of incomplete items and such items shall be re-inspected to confirm completion during the final inspection. Warranties required by this Agreement shall commence on the date of Substantial Completion of the Work or designated portion thereon or, if the Work is equipment for which start up is required, on the date of initial start-up. The Certificate of Substantial Completion shall identify the date of Substantial Completion for each portion of the Work and such date shall be the date the warranties commence for such Work or portion thereof.

5.6. Final Completion. After all the Work is substantially complete and all punch-list items have been completed, ICS shall provide written notice to Client that the Work has been finally completed. Upon Client's receipt of such notice from ICS, Client and ICS shall inspect the Work and determine whether it appears to have been completed in accordance with this Agreement. If the Work appears to be complete and performed in accordance with this Agreement, ICS shall issue a Certificate of Completion and Acceptance, substantially in the form attached as Exhibit H, which shall be executed by both Parties. The Certificate of Completion and Acceptance shall identify the date of Final Completion for any portions of the Work whose initial start occurred after the date of Substantial Completion and that is the date the warranties shall commence for such portions of the Work.

Final payment shall be due upon Final Completion. The making of final payment shall constitute a waiver of claims by Client except those arising from (i) any uncured breach of this Agreement by ICS for which Client has notified ICS prior to such payment that remains unsettled; and (ii) any warranties made by ICS regarding the Work.

6. General and Site-Specific Requirements.

In order to minimize disruption of the use of the buildings, the parties agree to the "General Requirements" and "Site Specific Requirements" as set forth in Exhibits J and K, respectively, attached hereto and made a part hereof.

7. Change and Extra Work.

Amendments of Agreement and Exhibits. Prior to the Completion Date, the parties may mutually agree in writing to a Change or Extra Work and any corresponding change in the schedule and payment to ICS for the Change or Extra Work. The Parties also recognize that the correct interpretation and administration of this Agreement depends in large part on the accuracy of all of the exhibits attached hereto, which may need to be amended according to the type of Change or Extra Work mutually agreed upon by the Parties. The Parties agree to amend this Agreement or the exhibits hereto as appropriate to reflect the agreed upon Change or Extra Work. Any "Change" or "Extra Work" providing for price or project schedule adjustments or relief will be made in accordance with the procedures established herein.

7.1. Client Initiated. Client, at any time prior to the Completion Date, may propose "Changes"

or “Extra Work” in writing. ICS shall respond by submitting to Client a proposed written proposal containing the initial cost, annual energy, operating, and long-term operating savings, payback period, and a schedule for completion of the Change or Extra Work within fifteen (15) days of Client’s request. ICS shall perform the Changes or Extra Work only upon receipt of Client’s approval of the written proposal and after execution of an amendment to this Agreement as required for performance of the Extra Work or Changes. Any Change or Extra Work performed by ICS which is not approved by Client’s Contact in writing shall not be approved for payment and will not be included in the final scope of Work. The Parties will amend any exhibit affected by the Change and/or Extra Work.

7.2. ICS Initiated. ICS, at any time prior to the Completion Date, may propose “Changes” or “Extra Work” in writing. ICS shall submit to Client a written proposal that explains the circumstances for the change, initial cost, annual energy, operating, and long-term operating cost savings, payback calculations and a schedule for completion of the Change or Extra Work. Client may accept or reject the request within ten (10) days. Failure by Client to respond within ten (10) days to the proposed change order shall be deemed a rejection by Client. ICS shall perform the Changes or Extra Work only upon receipt of Client’s approval of the written proposal and after execution of an amendment to this Agreement as required for performance of the Extra Work or Change. The Parties will amend any exhibit which will be affected by the Change and/or Extra Work.

8. **Consideration and Payment.**

8.1. Total Obligation. As payment for ICS’s performance of the Work, the Client shall pay or cause to be paid to ICS the sum of **\$4,251,662.00** (the “Contract Price”). ICS agrees that Client’s total obligation to ICS under this Agreement, including compensation for goods, services, and reimbursable expenses, shall not exceed the Contract Price without the prior written approval of the Client.

Compensation for ICS is structured as a guaranteed maximum price for this project. As competitive quotes from select subcontractors have been solicited during the development phase of this project, those prices, along with ICS experience with pricing similar projects, were used to derive the guaranteed maximum price which includes all project cost, including design, engineering, testing, permits, and insurance, warranty, and risk. Any If additional subcontractor bidding that results in a change of scope or lower price, those changes will result in a lower price to the customer. Project management staff will work with Client administration on an ongoing basis to track project costs, billing, and the result of any changes in scope of work and bidding. Overall project cost, and any potential savings, will be reconciled with the owner when the project is substantially complete. Any exposed line item contingencies will be used as necessary and mutually agreed upon between Client and ICS, and will be subject to ICS fees consistent with the project cost breakdown.

The guaranteed maximum price of structure also provides that there will be no change orders on the scope of work that has been proposed. If there are customer driven changes in the scope of work, change orders may be agreed to mutually by the Client and ICS.

8.2. Initial Payment. ICS shall receive an initial payment of **\$850,332.40 [20%]** of Total

Obligation, for its engineering, drafting, mobilization, and other upfront costs, and other costs ICS incurred prior to execution of this Agreement by submitting an invoice upon the execution of this Agreement.

8.3. Invoice & Payment. Client will pay ICS after ICS presents and invoice for the work completed and the Client Contact accepts the invoice. Invoices must be submitted timely and substantially in accordance with the anticipated billing schedule contained in Exhibit G. Payment shall be made within thirty (30) days following the receipt of a correct and proper invoice for the completed delivery of the product or services. If the invoice is incorrect,

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defective, or otherwise improper, Client will notify ICS within five (5) business days of Client's receipt of the invoice. Unless Client notifies ICS within five (5) business days after receipt of an invoice that the invoice is incorrect, defective or otherwise improper, such invoice shall be deemed to be correct and proper. If Client disputes any portion of any invoice submitted by ICS, Client shall pay the undisputed portion of the invoice on or before its due date and Client and ICS shall meet promptly to discuss Client's concerns about the remaining portion of the invoice.

8.4. Interest on Unpaid Invoices. Except for a properly disputed portion of an invoice, Client shall pay to ICS for any invoice not paid by its due date interest at the lesser of the maximum allowable legal interest rate or 1.5% of the unpaid principal amount due at the end of each month (the "Default Rate").

8.5. Energy Incentives. ICS will make reasonable efforts to obtain for the benefit of Client utility and other credits, incentives, rebates, rewards, awards or other incentives (collectively, "Energy Incentives") that may be available to reduce the cost of the Work. ICS will cooperate in good faith with Client to submit all paperwork associated with such Energy Incentives and Client agrees that it will cooperate in good faith with ICS to the same end. Client recognizes that the availability of such Energy Incentives are dependent upon circumstances beyond the reasonable control of ICS, including, without limitation, the circumstances of the various governmental, utility and other programs under which they arise, including timing and program utilization. Client agrees to use all rebate money for either the completion of additional work under this Contract or to cover costs associated with the Contract. Client agrees that the figure in Exhibit B for "Total Incentive Amount" and any other estimates by ICS of the value of such Energy Incentives set forth in this Agreement or in the Energy Assessment Report are not a guarantee that such amount of Energy Incentives will be available or provided to Client.

8.6. Assumptions Underlying Contract Price and Savings. ICS has disclosed to Client and Client acknowledges that ICS's ability to deliver the work for the Contract Price on the proposed completion timeline and its ability to deliver the estimated energy, operating, and long-term operating savings as defined in Section 9 of this Agreement is dependent upon the assumed conditions set forth in this Agreement, including without limitation, the following:

- Client executing and issuing ICS a written notice to proceed with the Work no later than November 30, 2023;
- ICS allocated a portion of the Federal tax incentive Section 179D deduction or other similar deductions as more particularly set forth in Section 10.5 of this Agreement;
- Client promptly performing Client's Responsibilities set forth in Section 10 of this Agreement;
- Client maintaining the operating parameters for the completed work as set forth in Exhibit D;
- The absence of material changes in the use of any facility or equipment that contributes to the projected energy, operating, and long-term operating savings; and
- The absence of asbestos or other hazardous materials that must be removed or remediated for the Work to be completed.

Client agrees that in the event any of the foregoing assumed conditions is not satisfied or there

are material departures from Client's assumed performance that are not primarily due to the acts or omissions of ICS, then ICS shall be entitled to a reasonable adjustment in the Contract Price, Project completion date and/or total energy, operating, or long-term operating savings, as applicable, to reflect the difference between the assumed and actual conditions.

9. Energy, Operating and Long-Term Operating Savings

9.1. Total Savings. ICS provides that the aggregate amount to be saved at the entire Facility in utility, operation and maintenance costs over the term of this Agreement shall be at least the savings as set forth in Exhibit D (the "Energy, Operating, and Long-Term Operating Savings").

10. **Client Responsibilities.** Client agrees to perform the following tasks in addition to those set out in Exhibit I of this Agreement:

10.1. Daily Operations. After acceptance by Client of the Work performed by ICS according to Section 5, Client shall be responsible for all routine maintenance as set out in the original equipment manufacturer's documentation provided by ICS to the Client. ICS will provide a set of operating parameters that need to be maintained to obtain the energy, operating, and long-term operating savings outlined in Exhibit D.

10.2. Automatic Functions. To protect public health and safety, or Client property, Client may manually override any automatic function provided by ICS's equipment furnished hereunder, or make changes in operating procedures specified. In that event, the Parties shall make the necessary changes to the established baseline.

10.3. Access. Client shall grant ICS reasonable access to the Facility to perform ICS's Responsibilities described in Exhibit I.

10.4. Energy Management System. Client shall provide standard energy management system reports and access to the Building Automation System to ICS for monitoring when requested by the Client or ICS.

10.5. Allocation of Section 179D Deductions. In the event that the federal tax deduction for energy-efficient commercial buildings previously referred to as the Section 179D deduction is reinstated, extended or renewed or is replaced by a similar federal or state tax deduction Client hereby acknowledges that ICS is the "designer", i.e. the architect, engineer or other professional who created the technical specifications that incorporated energy efficiency into the Work or qualifies as the analogous professional under any successor federal or state tax deduction or tax credit program and entitled to claim the full deduction or credit, as applicable. Client will execute any documents or take any action reasonably requested by ICS to enable ICS to claim and apply for this tax benefit.

10.6. Equipment Location and Access. Client shall provide, without charge, a mutually satisfactory location or locations for the installation and operation of the equipment and the performance of the installation work, including sufficient areas for staging, mobilization and storage. Subject to Client's reasonable limitations on access related to the operations at the Facility, Client shall provide reasonable access to the Facility for ICS and its subcontractors

during regular business hours, or such other hours as may be requested by ICS and acceptable to Client, to install, adjust, inspect, and correct the installation work provided as part of the Work. ICS's access to correct any emergency condition shall not be restricted by Client, provided that advance notice has been given to Client Contact.

10.7. Utilities During Construction. At no cost to ICS, Client shall provide and pay for water, heat, and utilities consumed by ICS during performance of the Work hereunder.

11. **Insurance**. ICS shall maintain in full force and effect, at its expense, property, casualty, workers' compensation and liability insurance as specifically described in Exhibit M. .

12. Asbestos/Hazardous Materials/Concealed & Unknown Conditions.

12.1. Asbestos/Hazardous Materials. Client and ICS agree that the Work does not include the removal or remediation of asbestos or any hazardous material and ICS shall have no obligation to remove asbestos or other hazardous materials encountered during the Work. The obligation and cost of such removal or remediation shall be the sole responsibility of Client. In the event ICS encounters asbestos or other hazardous material, ICS shall stop all Work immediately and shall notify Client at once to determine the appropriate action. Any delay in completion of the Work according to the Project Schedule in Exhibit E caused by ICS's encounter with asbestos or other hazardous material and Client's determination of appropriate action to correct the situation shall not constitute an Event of Default. The parties agree to meet in good faith to discuss any Change to the work, Contract Price, completion date and/or scheduling of Work necessitated by a delay under this section.

12.2. Concealed and Unknown Conditions. If ICS is delayed in the commencement, performance, or completion of the Work and/or Post-Completion Services by causes beyond its control and without its fault, including, but not limited to, inability to access the Facility, concealed or hidden conditions encountered at the Premises (including the presence of Asbestos or other Hazardous Materials), a Force Majeure Event (defined below), failure by Client to perform its obligations under this Agreement, or failure by Client to cooperate with ICS in the timely completion of the Work, ICS shall provide prompt verbal and written notice of such condition to the Client, and the parties shall promptly agree upon a solution to the condition. ICS shall be entitled to an equitable increase in the compensation payable under this Agreement or Project Schedule necessitated by delay under this section.

13. **Indemnification**. ICS shall indemnify and hold harmless Client, its agents and employees, from and against any and all claims, demands, or causes of action, and damages, including reasonable attorney's fees incurred by Client, arising out of the performance of this Agreement but only to the extent caused by the proven fault of ICS or ICS agents, employees, or subcontractors. Following the Completion Date, Client assumes all risk and liability for the use operation and storage of the equipment installed as part of the Work, and for injuries or death to persons or damage to property arising out of the use, operation or storage of the Equipment, except for any injuries or death to persons or property caused

by the proven negligence of ICS, its employees or agents. Client shall indemnify and hold ICS, its employees and agents harmless against all claims, demands, causes of action, and damages, including reasonable attorney's fees, but only to the extent caused by any proven negligent, intentional or wrongful act, error or omission of Client in the performance of this Agreement. This section shall not be construed to bar either Party from exercising any legal remedies it may otherwise have under this Agreement for the other Party's failure to fulfill its obligations pursuant to this Agreement.

14. Performance and Payment Bonds. ICS shall furnish labor and material payment and bonds (the "Bonds"), in an amount equal to the Cost of the Work. The Bonds shall cover completion of the physical work per the approved design and shall not cover any design obligation or any warranty of efficiency or system performance. The Bonds shall not cover any obligation of ICS to ensure that the Work as constructed will result in any level of energy savings. To the extent permitted by law, any claim on the Bonds must be brought within one (1) year after substantial completion as defined in the contract. Payment Bond is intended for the use and benefit of all persons furnishing labor and materials who are engaged by ICS. Performance Bond is intended for the use and benefit of the Client to complete the Work as described in Exhibit C. These bonds shall be released within forty-five (45) days of the Completion Date. The surety for each such bond shall be an insurance company or corporate surety licensed to do business in the state of Minnesota. The Bonds shall contain a provision requiring reasonable advance notice to Client in the event that ICS is in default of any obligation in relation to the Bonds. An example of the Payment and Performance Bond required by this Section 14 is contained in Exhibit M, attached hereto and incorporated herein by reference.

15. Representations and Warranties.

15.1. ICS warrants and represents to Client as follows:

- A. ICS has all requisite power, authority, licenses, and permits to execute and deliver this Agreement and perform its obligations hereunder.
- B. ICS execution, delivery, and performance of this Agreement have been duly authorized and constitute a legal, valid and binding obligation on ICS.
- C. ICS execution, delivery, and performance of this Agreement will not result in a breach or violation of, or constitute a default under, any agreement, lease or instrument to which ICS is a party or by which ICS or its properties may be bound or affected.
- D. ICS has not received any notice, nor to the best of its knowledge is there pending or threatened any notice of any violation of any applicable laws, ordinances, regulations, rules, decrees, awards, permits or orders which would materially adversely affect its

ability to perform hereunder.

- E. ICS has made secure provisions for promptly paying all its suppliers and subcontractors in connection with this Agreement.
- F. ICS has prepared the Recommendations in good faith based on generally accepted engineering practices and mathematical formulas.
- G. ICS has all right, title and interest in, or appropriate licenses to use, any intellectual property required by this Agreement to be installed, employed, or modified.

15.2. ICS Warranty/Assignment of Manufacturer's Warranty. ICS expressly warrants to Client that the services performed under this Agreement will be of professional standards and quality comparable in the energy efficiency industry and will comply with all applicable laws, codes and regulations. ICS further warrants that all equipment (including the material supplied by ICS) installed as part of this Agreement are new, in good and proper working condition and shall be free from material defects and protected by appropriate written manufacturers warranties covering all parts and equipment performance. ICS agrees to deliver all warranty documentation to the Client Contact as required in Section 4.10. ICS agrees that Client will pursue rights and remedies against manufacturer for equipment under warranties in the event of equipment malfunction or improper or defective function, and defect in parts, workmanship and performance. ICS agrees to reasonably cooperate with Client in enforcing warranties.

ICS shall use reasonable efforts in its negotiations with manufacturers to ensure that all manufacturers' warranties shall be transferable and extend to Client. The warranties shall specify that only new and non-re-conditioned parts may be used and installed when repair is necessitated by malfunction. All warranties required hereunder shall be in force for a minimum of one year from the date of installation.

15.3. Obligation to Correct Non-Conforming Services. ICS will promptly correct any nonconforming services within the Work for no charge, as long as Client provides written notice to ICS within one (1) year following the commencement of the warranty for the Work at issue ("Warranty Period"). If Client fails to reasonably notify ICS and provide ICS an opportunity to undertake the correction during the Warranty Period, Client waives the rights to require correction by ICS and to any claim for breach of warranty. The remedies set forth in this Section 15.3 with respect to the services within the Work, together with any remedy provided by goods or equipment manufacturers, shall be Client's sole and exclusive remedies for warranty claims. These warranties do not extend to any Work that has been abused, altered, misused, or repaired by Client or third parties without the supervision or prior written approval of ICS. ICS shall not be considered a merchant or vendor of goods or equipment within the Work. **NO OTHER WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED, IS MADE WITH RESPECT TO THE WORK AND ALL IMPLIED WARRANTIES ARE DISCLAIMED.**

15.4 No Representations or Warranties with Respect to Client Financing or Taxes. ICS does not make any representation or warranty to Client with respect to matters not expressly addressed by this Section, including, but not limited to:

- A. Client's ability to obtain any financing or pay for the Work; and
- B. The necessity of Client to raise taxes or seek additional funding for any purpose.

Client is solely responsible for its obligations and determinations with respect to the foregoing matters.

16. Event of Default.

16.1. Default by Client. Each of the following events or conditions shall constitute an "Event of Default" by Client:

- A. Failure to make payments in accordance with Sections 5 and 8 of this Agreement.
- B. Any other material failure to perform or comply with the terms and conditions of this Agreement, including breach of any covenant or duty contained herein, provided that such failure continues for thirty (30) days after written notice to Client to cure such failure to perform. In the event the default is cured within said period, this Agreement shall remain in full force and effect.

16.2. Default by ICS. Each of the following events or conditions shall constitute an "Event of Default" by ICS:

- A. The installation of the materials and equipment is not completed in a satisfactory manner, according to the terms of this Agreement, within (30) days from receipt of written notice to ICS to cure said default. In the event the default is cured within said period, this Agreement shall remain in full force and effect.
- B. Any representation or warranty furnished by ICS in this Agreement, which is knowingly false or misleading in any material respect when made.
- C. Any other material failure by ICS to perform or comply with the terms and conditions of this Agreement, including breach of any covenant or duty contained herein, provided that such failure continues for thirty (30) days after written notice to ICS to cure such failure.

17. Remedies Upon Default.

17.1. Default by Client. Upon the occurrence of an Event of Default by Client, ICS may elect to enforce one or more of the following remedies:

- A. Terminate this Agreement by delivery of a notice declaring termination, whereupon ICS may enter the premises on which the Work is being performed and remove ICS property, which shall include equipment not paid for by the Client.
- B. Seek damages in the amount of all payments, then or thereafter owing from Client to ICS pursuant to this Agreement, together with all costs and expenses reasonably

- incurred in exercise of its remedies (including reasonable attorneys' fees and court costs) in seeking and enforcing any or all of the remedies provided in this section;
- C. Seek specific performance of the terms and conditions of this Agreement to the extent permitted by law, including without limitation injunctive relief where appropriate; and/or
 - D. Suspend further provision of the Work. If delivery of the Work has been suspended as a result of Client's default and Client and ICS agree to arrange for the reinstatement of the performance of the Work, Client shall pay to ICS a performance reinstatement fee in such amount or amounts, and payable on such date or dates as shall be reasonably acceptable to ICS, as will reimburse ICS for its actual costs (including overhead and interest at the Default Rate) to be incurred in reinstating performance of the Work; provided, however, that nothing herein shall obligate ICS to reinstate the performance of the Work.
 - E. If the performance of Work is stopped for a period of sixty (60) consecutive days through no act or fault of ICS, its subcontractors or employees because Client has repeatedly failed to fulfill Client's obligations under this Agreement with respect to matters important to the progress of the Work, ICS may, upon seven additional days' written notice to Client, terminate this Agreement and recover from Client payment for Work performed and a proven loss with respect to materials, equipment, tools and construction equipment and machinery, including reasonable overhead, profit and damages based on the Work completed to date.

17.2. Default by ICS. Upon the occurrence of an Event of Default by ICS, Client shall have the right to:

- A. Seek specific performance of the terms and conditions of this Agreement to the extent permitted by law, including without limitation injunctive relief where appropriate;
- B. Terminate the Agreement by delivering a notice declaring termination (permitting ICS to enter the Premises and remove all of its Property), including equipment not paid for by Client); and/or
- C. Seek damages.

18. **Termination.**

18.1 For Uncured Breach. Either party may terminate this Agreement thirty (30) days after written notice to the other party of any material breach of this Agreement by such party that has not been cured within such thirty (30) day period (an "Event of Default"). The notice must set forth the nature of the breach with reasonable specificity. In the event of a termination initiated by the Client and after equipment has been installed, ICS shall not be responsible for performance arising after the date of such termination. Additionally, ICS shall be entitled to payment, calculated on a pro rata or other equitable basis for work or services satisfactorily performed and for reasonably unavoidable cancellation, demobilization and/or restocking

charges incurred for materials and/or equipment. Notwithstanding the foregoing, ICS shall have the right to terminate this Agreement if Client fails to pay any amounts due hereunder within five (5) days after written notice.

18.2 Bankruptcy. In addition to Section 18.1 and any other rights it may have at law or in equity, either party may terminate and without liability suspend all activity related to this Agreement immediately if the other party is adjudicated bankrupt, ceases to do business as a going concern, makes an assignment for the benefit of creditors, permits the appointment of a receiver, or otherwise avails itself of or becomes subject to any bankruptcy or insolvency statute.

18.3. Non-Appropriation. Client reserves the right to terminate this Agreement without penalty due to non-appropriation of funds.

19. General Provisions

19.1. Governing Law, Jurisdiction and Venue, Arbitration and Litigation. This Agreement is governed by the laws of the State of Minnesota. The venue for any dispute resolution proceedings is agreed to be in Hennepin County, State of Minnesota, and the Parties consent to such jurisdiction. The Parties shall proceed as follows with respect to any dispute, claim or controversy (a 'Dispute') arising under this Agreement:

- A. First, the Parties shall attempt to resolve the Dispute informally by discussion and negotiation in good faith between the ICS Contact and the Client Contact.
- B. If such informal dispute resolution effort is not successful, then either Party shall have the right to seek resolution of a Dispute by providing written notice of the Dispute to the President of ICS and Client Contact, which notice shall be deemed sufficient notice to each Party. Within three (3) Business Days of such notice, the President and Client Contact and/or their designees with authority to resolve the Dispute shall meet, review such relevant information as they may determine and render their decision within three (3) business days of such meeting (or such other timeline to which they mutually agree).
- C. If the President and the Client Contact cannot arrive at a mutually agreeable decision within the three (3) Business Day period provided, either Party may proceed to arbitration in accordance with the Construction Industry Arbitration Rules of the American

Arbitration Association in effect on the date of this Agreement. Such unresolved Disputes shall be subject to arbitration upon written demand of either party. The parties shall agree upon an arbitrator within 45 days of the written request for arbitration, or the arbitrator shall be selected by the Hennepin County District Court, Minnesota. The Parties shall cooperate in good faith to reach agreement upon undisputed facts, and to agree upon reasonable time periods, discovery limits and other limits to apply to the arbitration proceeding, so that its scope, duration and expense is proportionate to the Dispute and issues involved. A judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Notwithstanding the foregoing, if any Dispute exceeds \$100,000 either Party, at its sole option, may provide written notice to litigate the matter either before it receives a notice of arbitration or within ten (10) days after receipt of such notice. Such notice shall be binding on the Parties and the entire Dispute shall be resolved through litigation in Hennepin County District Court.

- D. For Disputes governed by arbitration, either ICS or Client, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent. ICS and Client grant to any person or entity made a party to an arbitration conducted under this Section, whether by joinder or consolidation, the same rights of joinder and consolidation as ICS and Client under this Agreement.

19.2. Conditions Beyond Control of Parties. Neither party will be responsible for any failure to comply with, or for any delay in performance of, the terms of this Agreement where the failure or delay is due to acts of God or the public enemy, war, riot, embargo, fire, explosion, sabotage, flood, strikes, labor disputes, defective equipment not owned or controlled by that party, default of subcontractors, accident; or, without limiting the foregoing, any circumstances of like or different character beyond its control (collectively, "Force Majeure Event"). If either party is unable to perform under this Agreement for more than sixty (60) due to a Force Majeure Event, then the other party may terminate this Agreement upon fifteen (15) days' written notice.

19.3. Notices and Changes of Address.

All notices to be given by either party to the other shall be in writing and must be either delivered in person or mailed by registered or certified mail, return receipt requested, addressed as follows:

To ICS:

Andy Faulkner, President
1331 Tyler Street NE, Suite 101
Minneapolis, MN 55413
Office: 763-354-2670

To Client:

Craig Holje, Chief Human Resources and Administration Officer, Richfield Public Schools
401 70th Street West
Richfield, MN 55423
Office: 612-798-6000

Or such other addresses as either party may hereinafter designate by a written notice.

19.4. Successors and Assigns. ICS binds itself jointly and severally, its successors, executors, and administrators to Client in respect to all covenants of this Agreement. ICS shall not assign or transfer any part of its interest in this Agreement or any right or duty under this Agreement in whole or in part of without prior written consent of Client.

19.5. Permits. ICS shall be responsible for obtaining all governmental permits, consents, and authorizations as may be required to perform its obligations hereunder.

19.6. Compliance by ICS Subcontractors and Consultants. ICS shall provide and require in all of its contracts or subcontracts with other parties who provide services in regard to performance of this Agreement that such subcontractors, consultants, or other parties contracting with ICS with regard to performance of this Agreement shall comply with those requirements of Minnesota law specified herein and otherwise required of persons performing work for the Client of the type contemplated under this Agreement.

19.7. No Waiver. The failure of ICS or Client to insist upon the strict performance of the terms and conditions hereof shall not constitute or be construed as a waiver or relinquishment of either party's right to thereafter enforce the same in accordance with this Agreement in the event of a continuing or subsequent default on the part of ICS or Client. The waiver of any default by either party shall not be deemed a continuing waiver but shall apply only to the instance to which such a waiver is directed.

19.8. Complete Agreement. This Agreement, when executed, together with all exhibits attached hereto as provided for by this Agreement, shall constitute the entire agreement between both parties and shall take precedence over any prior communication between the Parties, including different or additional terms and conditions that either of them may have included in any documents that were not incorporated into this Agreement or the attached exhibits. Any handwritten changes on the face of this document shall be ignored and have no legal effect unless initialed by both parties.

19.9. Severability. In the event that any clause or provision of this Agreement or any part thereof shall be declared invalid, void or unenforceable by any court having jurisdiction, such invalidity shall not affect the validity or enforceability of the remaining portions of this Agreement unless the result would be manifestly inequitable or unconscionable.

19.10. Recitals. The background recitals set forth at the beginning of this Agreement are expressly incorporated into and made an integral part of the body of this Agreement and the terms of the Recitals fix the obligations of the parties and are binding upon them in the same way and to the same extent as all other provisions of this Agreement.

19.11. Headings. The headings of all provisions are for ease of reference only. The headings in no way define, limit or describe the scope, intent or obligations of the provisions of this Agreement and therefore are not to be used in construing this Agreement.

19.12. Amendments. Amendments to this Agreement shall be valid only if they are in writing and are signed by the same parties, or their successors in office, who signed the original Agreement.

19.13. Limitation on Liability. Except as otherwise provided in this Agreement, in no event shall the Parties be liable to one another for any indirect, consequential, incidental, lost profits or like expectancy damages.

- A. Client's Liability. The Client's maximum obligation under this Agreement shall not exceed the amount set forth in Section 8.1, subject to adjustments for changes or claims for extra work, and other adjustments or increases expressly permitted under this Agreement.
- B. ICS Liability. The total liability of ICS to Client for any and all claims arising out of this Agreement, whether caused by negligence, errors, omissions, strict liability, breach of contract or contribution, or indemnity claims based on third party claims, shall not exceed the compensation paid to ICS under this Agreement.

Ownership of Works and Intellectual Property Rights. For the purposes of this paragraph, the term "Works" includes creative writings, research data and reports, writings, sound recordings, pictorial reproductions, drawings, film and video recordings, and other graphical representations, software, business methods, inventions, improvements, and discoveries, and works of any similar nature (whether or not eligible for copyright, trademark, patent or other proprietary rights), which are to be prepared for the Client and delivered under this Agreement. It does not include any of ICS's background intellectual property. Ownership of the Works and all copyrights, trademarks, patents and other proprietary rights in the Works shall be owned exclusively by ICS. Notwithstanding the foregoing, the Client shall have a license to utilize the Works to maintain its equipment or to complete the Work in the event of a termination of ICS for cause. The Client shall not have a license to use the Works for any other project.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

RICHFIELD PUBLIC SCHOOLS

By _____

Its: _____

Date: _____

ICS CONSULTING, LLC.

By _____

Its: _____

Date: _____

DRAFT COPY FOR REVIEW

EXHIBIT A: FACILITIES DESCRIPTION

Projects under this agreement will be completed at these locations:

| Facility | Address | Facility Phone # |
|----------------------------------|--|-------------------------|
| Centennial Elementary School | 7315 Bloomington Ave S, Richfield, MN 55423 | 612-798-6000 |
| Central Education Center | 7145 Harriet Ave S, Richfield, MN 55423 | 612-798-6000 |
| Richfield High School | 7001 Harriet Ave S, Richfield, MN 55423 | 612-798-6000 |
| Richfield Middle School | 7461 Oliver Ave S, Richfield, MN 55423 | 612-798-6000 |
| Sheridan Hills Elementary School | 6400 Sheridan Ave S, Richfield, MN 55423 | 612-798-6000 |
| Richfield STEM School | 7020 12th Ave S, Richfield, MN 55423 | 612-798-6000 |

EXHIBIT B: PROJECT TABLE WITH COSTS AND ESTIMATED SAVINGS

Projects to be completed are listed in the table below along with the project cost, estimated annual energy savings, estimated operating savings, and estimated long-term operating savings.

| Project ID | Facility | Project Name | Project Description | Project Budget | Other Project Costs | Annual Est Utility Savings | Annual Est Operating Savings | Annualized Long Term Operational Savings | Utility Rebate | Other Incentive | SPP |
|--------------|-------------------------------|---------------------------|--|--------------------|---------------------|----------------------------|------------------------------|--|------------------|-----------------|--------------|
| HS-01 | High School | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$605,665 | \$0 | \$40,349 | \$11,647 | \$30,283 | \$63,203 | \$0 | 6.59 |
| MS-01 | Middle School | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$148,968 | \$0 | \$6,737 | \$2,865 | \$7,448 | \$10,119 | \$0 | 8.14 |
| STEM-01 | STEM School | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$152,826 | \$0 | \$6,374 | \$2,729 | \$7,641 | \$14,762 | \$0 | 8.25 |
| CEN-01 | Centennial Elementary | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$106,484 | \$0 | \$5,754 | \$2,048 | \$5,324 | \$11,818 | \$0 | 7.21 |
| CEC-01 | Central Education Center | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$260,997 | \$0 | \$9,306 | \$4,661 | \$13,050 | \$14,410 | \$0 | 9.13 |
| SHE-01 | Sheridan Hills Elementary | Interior Lighting Upgrade | Upgrade remaining T-8 Fluorescent fixtures and lamps to LED solution. Includes mixture of new fixtures, retrofit kits to match existing LED lighting. Includes sensors where applicable. | \$231,927 | \$0 | \$8,250 | \$4,142 | \$11,596 | \$17,679 | \$0 | 8.93 |
| HS-02 | High School | Parking Lot Lighting | Allowance to cover trenching and electrical for new parking lot lighting at High School, as well as new poles per proposal. | \$140,730 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| MS-02 | Middle School | Auditorium Upgrades | Upgrade theatrical lighting control, lighting fixtures, sound, and audio/visual equipment per specialty consultant basis of design. | \$859,219 | \$0 | \$12,500 | \$7,500 | \$42,961 | \$0 | \$0 | 13.65 |
| HS-03 | High School | Auditorium Upgrades | Upgrade theatrical lighting control, lighting fixtures, sound, and audio/visual equipment per specialty consultant basis of design. Includes full basis of design scope including rigging and drapery. | \$1,529,831 | \$0 | \$15,000 | \$10,000 | \$76,492 | \$0 | \$0 | 15.07 |
| DW-01 | High School and Middle School | Project Contingency | Contingency allowance specifically for HS/MS theatrical auditorium upgrades. Any unused contingency will be unspent or returned to district upon mutually agreeable terms, less any costs applied to project by ICS. | \$215,015 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | 0.00 |
| TOTAL | | | | \$4,251,662 | \$0 | \$104,270 | \$45,591 | \$194,796 | \$131,992 | \$0 | 11.95 |

Notes on the above table:

1. Project budget is a fixed amount
2. Project costs will not go up or down by the exact amount shown with changes in scope of work since soft costs such as project management, design, permitting, auditing, etc. are distributed among all projects.
3. ICS will coordinate ACM removal if encountered with specialty contractors as necessary, however ACM removal costs will be the responsibility of the owner.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting
Monday, December 4, 2023

SUBJECT: AUTHORIZATION FOR PURCHASE OF A MAINTENANCE VEHICLE

Recommended by the superintendent that the board of education authorize the business office to enter into an agreement for the purchase of a district maintenance vehicle.

Background Information

We plan to purchase a district maintenance vehicle through capital funds with an estimated budget of \$90,000. 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 vehicle before year-end. New vehicles are now taking over one year for delivery for this type of van. This vehicle is in stock, ready for delivery at a discounted price. Our existing 2008 Chevrolet Express van will be sold on the district online auction.

The following vehicle will be replaced:

- 2008 Chevrolet Express Service Van Vin#1GBHG31K381229587 Mileage 51031

The following equipment will be purchased:

- 2023 Ford Transit T-350 Service Van \$72,500.00

The new equipment details are listed in the board packet.

(Prepared by Dan Kretsinger & Craig Holje)



A division of MGX Equipment Services, LLC

CORPORATE HEADQUARTERS: 9150 Pillsbury Avenue South, Bloomington, MN 55420-3686 - Phone: (952) 888-2525 · Fax: (952) 656-7159 · Website: www.aspenequipment.com

Cust Name: Richfield Schools
Contact: Dan Kretsinger
Phone: 612-363-5787
Fax:
Dealership:
Contact:

Configuration #: EQT001836_v1

Proposal Date: 10/27/2023

E-Mail:

Aspen Equipment, LLC. is pleased to offer the following proposal for your consideration

Table with 4 columns: Qty, Part/Spec Number, Description, Price. Row 1: 1, Non-Standard Item #, Reading Transit Van (with detailed specifications), \$72,500.00

Continued On Next Page

Submitted by,

Aaron Carlson
612-719-2009

* Equipment Specifications subject to change.

** Manufacture's Surcharges may be added to this proposal.

*** Chassis modifications including, but not limited to alterations or relocation of components related to fuel tanks, air tanks, brakes, exhaust systems, battery boxes, protrusions above and below the frame rails, shortening or lengthening frame rails and the like will be added to the selling price.

Exhaust Systems: With the new EPA mandated diesel exhaust systems for 2007 and newer many changes are taking place. Manufacturers are often unable to depict accurately how the exhaust systems are configured and have difficulty stipulating whether certain components (i.e. PTOs and pumps) may fit in the confined spaces beneath the truck. 2007 EPA COMPLIANT DIESEL EXHAUST SYSTEMS CANNOT BE MODIFIED, RELOCATED OR REPLACED BY ASPEN EQUIPMENT, LLC. Due to evolving designs, Aspen Equipment, LLC. can not maintain expertise on every chassis/engine/transmission/exhaust configuration possible, regardless of who orders or specifies it. Nor can Aspen Equipment, LLC. guarantee that a chassis ordered today will not change in design prior to delivery from the factory. Therefore, Aspen Equipment, LLC. does not warrant that proposed products can be installed on a chassis without modifications to the chassis or products installed. As such, Aspen Equipment, LLC. will not be responsible for the cost of modifications due to exhaust systems conflicting with the installation of proposed products. Aspen Equipment, LLC. will make every reasonable effort to ensure that installations are completed without additional charges to the customer.



A division of MGX Equipment Services, LLC

CORPORATE HEADQUARTERS: 9150 Pillsbury Avenue South, Bloomington, MN 55420-3686 - Phone: (952)888-2525 - Fax: (952)656-7157 - Website: www.aspenequipment.com

Cust Name: Richfield Schools
Contact: Dan Kretsinger
Phone: 612-363-5787
Fax:

Configuration #:
EQT001836_v1

Proposal Date: 10/27/2023

Dealership:
Contact:

Aspen Equipment, LLC. is pleased to offer the following proposal for your consideration

| <u>Qty</u> | <u>Part/Spec Number</u> | <u>Description</u> | <u>Price</u> |
|------------|-------------------------|---|--------------|
| | | 10-Spd Automatic w/OD & SelectShift 3.73 Limited-Slip Axle Ratio 9,950 lbs GVWR Tow package w/ brake controller 1FDBF8ZGXPKA82125 | |

Applicable sales tax and/or FET estimates will be confirmed and added to the final invoice

| | | |
|--------------------------------------|--|--------------------|
| Submitted by, | Budgetary Sub Total: | \$72,500.00 |
| Aaron Carlson 612-719-2009 | <i>Does not include Applicable Taxes</i> | |
| | Budgetary Total: | \$72,500.00 |

* Equipment Specifications subject to change.

** Manufacture's Surcharges may be added to this proposal.

*** Chassis modifications including, but not limited to alterations or relocation of components related to fuel tanks, air tanks, brakes, exhaust systems, battery boxes, protrusions above and below the frame rails, shortening or lengthening frame rails and the like will be added to the selling price.

Exhaust Systems: With the new EPA mandated diesel exhaust systems for 2007 and newer many changes are taking place. Manufacturers are often unable to depict accurately how the exhaust systems are configured and have difficulty stipulating whether certain components (i.e. PTOs and pumps) may fit in the confined spaces beneath the truck. 2007 EPA COMPLIANT DIESEL EXHAUST SYSTEMS CANNOT BE MODIFIED, RELOCATED OR REPLACED BY ASPEN EQUIPMENT, LLC. Due to evolving designs, Aspen Equipment, LLC. can not maintain expertise on every chassis/engine/transmission/exhaust configuration possible, regardless of who orders or specifies it. Nor can Aspen Equipment, LLC. guarantee that a chassis ordered today will not change in design prior to delivery from the factory. Therefore, Aspen Equipment, LLC. does not warrant that proposed products can be installed on a chassis without modifications to the chassis or products installed. As such, Aspen Equipment, LLC. will not be responsible for the cost of modifications due to exhaust systems conflicting with the installation of proposed products. Aspen Equipment, LLC. will make every reasonable effort to ensure that installations are completed without additional charges to the customer.

VEHICLE REPAIR LIST VEHICLE # T-11

| PM | PM | PM | PM | BRAKES | FRONT BRAKES | REAR BRAKES |
|--|---|----|----|-------------------------------------|--------------|-------------|
| 9/16/2009 LOF / INSPECTION 1,240 | 5/4/2018 LOF / INSPECTION 29,710 / 1112 | | | 5/8/2009 TRAILER BRK. CONTROLLER | | |
| 7/2/2010 LOF / INSPECTION | 3/12/2019 LOF / INSPECTION 32,700 / 1220 | | | | | |
| 2/4/2011 LOF / INSPECTION 4,565 | 3/11/2020 LOF / INSPECTION 36,140 / 1354 | | | | | |
| 3/16/2012 LOF / INSPECTION 8,155 / 309 | 12/28/2020 LOF / INSPECTION 39,325 / 1504 | | | | | |
| 10/23/2012 LOF / INSPECTION 10,325 / 387 | 9/7/2022 LOF / INSPECTION | | | | | |
| 5/23/2013 LOF / INSPECTION 12,215 / 457 | 5/16/2023 LOF / INSPECTION 48,215 / 1915 | | | | | |
| 1/20/2014 LOF / INSPECTION 14,465 / 554 | | | | | | |
| 9/4/2014 LOF / INSPECTION 16,860 / 640 | | | | | | |
| 1/23/2015 LOF / INSPECTION 18,335 / 696 | | | | | | |
| 9/8/2015 LOF / INSPECTION 20,845 / 786 | | | | | | |
| 1/27/2016 ENGINE-LUPIENT 22151 / | | | | | | |
| 10/17/2016 LOF / INSPECTION 24,750 / 925 | | | | | | |
| 4/20/2017 ENGINE-LUPIENT 26092 / | | | | | | |
| 8/16/2017 LOF / INSPECTION 27,415 / 1028 | | | | | | |

Sourcing Summary

General Information

| | | | |
|-----------------------|--|--------------------|-----------------------|
| Client: | ISD#280 – Richfield Public Schools | Date: | 11/01/2023 |
| Purchase Type: | Capital Purchase (Service Utility Van) | Department: | Building & Facilities |

Process Notes

| | |
|------------------------------|--|
| Process used | <ul style="list-style-type: none"> Request for Quote (RFQ) |
| Vendors participating | <ul style="list-style-type: none"> Aspen Hiller Ford Tom Marsano Ford |

Company Information

| Data Point | Aspen | Hiller Ford | Tom Masano Ford |
|---------------|--------------------------------|------------------------|-------------------------|
| Contact Name | Aaron Carlson | Pat Lietzke | Mike Whitney |
| Contact Phone | 612-719-2009 | 414-588-6390 | 484-339-1048 |
| Contact Email | Aaron.Carlson@mgxequipment.com | PLietzke@Hillerfor.com | Mike.Whitney@Masano.com |
| City/State | Bloomington, MN | Franklin, WI | Shillington, PA |

Quoted Vehicle

| Specifications | Aspen | Hiller Ford | Tom Masano Ford |
|---------------------|---|--|--|
| Year/Make/Model | 2023 Ford Transit 350 Cab Reading Service Utility Van | 2023 Ford Transit 350 Cab Reading Service Utility Van | 2023 Ford Transit 350 Cab Reading Service Utility Van |
| VIN | 1FDBF8ZGXPKA82125 | 1FDBF8PG3PKA67498 | 1FDBF8PG1PKB62769 |
| Vehicle Warranty | <ul style="list-style-type: none"> 3 year/36,000 Bump-to-Bump 5 year/60,000 Powertrain | <ul style="list-style-type: none"> 3 year/36,000 Bump-to-Bump 5 year/60,000 Powertrain | <ul style="list-style-type: none"> 3 year/36,000 Bump-to-Bump 5 year/60,000 Powertrain |
| Truck Body Warranty | <ul style="list-style-type: none"> 3-year Powder Coat warranty 5-year structural warranty | <ul style="list-style-type: none"> 3 year/36,000 Miles | <ul style="list-style-type: none"> 10 years |
| Availability Date | Immediately | 11/4/2023 | 11/15/2023 |

Quoted Price

| Type | Aspen | Hiller Ford | Tom Masano Ford |
|-------------------|--------------------|--------------------|--------------------|
| Proposed Vehicle | \$72,500.00 | \$82,763.00 | \$82,506.00 |
| Delivery Fee | N/A | Included | \$2,400.00 |
| Document Fee | N/A | \$349.00 | \$379.00 |
| Temporary Tag Fee | N/A | N/A | \$38.00 |
| Total | \$72,500.00 | \$83,112.00 | \$85,323.00 |

Request and Opportunity Overview

Richfield Public Schools (ISD 280) is seeking quotes for a service van with a Reading 72" TSV service body (or equivalent). The

Submission Process

Your organization must be eligible to do business with Minnesota Public School Districts to be participate.

All quotes must be valid for a minimum of 30-days.

To participate, submit an email no later than NOON (CST) on 11/3/2023 to LSieber@CatalystSourcing.com with the following files/documents:

- Your completed Quote Worksheet (provided in this document)
- A specifications sheet of your proposed vehicle

Award Criteria

| Evaluation Description | Weight (%) |
|---|------------|
| Total acquisition cost: | 60% |
| Ability to meet specifications described below: | 20% |
| Delivery timeline/availability: | 20% |

Specifications

| Component | Specification Description |
|-------------------------------|---|
| Vehicle Type: | <ul style="list-style-type: none"> • Full-size Service Van with a Reading 72" TSV service body (or equivalent) |
| Condition: | <ul style="list-style-type: none"> • New |
| Drivetrain: | <ul style="list-style-type: none"> • AWD/4WD |
| GVWR: | <ul style="list-style-type: none"> • 9,950 lbs. or less |
| Fuel Type: | <ul style="list-style-type: none"> • Gasoline |
| Transmission: | <ul style="list-style-type: none"> • Automatic |
| Towing Kit/Capability: | <ul style="list-style-type: none"> • Minimum 7,500 lbs. towing capacity • Galvanized 2" receiver hitch • 7-way flat pin trailer socket • Brake controller |
| Service Body: | <ul style="list-style-type: none"> • All-aluminum service body • Interior cargo lights • Remote locking compartments • Rear backup camera (relocate Ford OEM camera if necessary) |



Quote Worksheet

Your Company Information

| | | | |
|------------------|--|----------------|--|
| Dealership Name: | | Contact Name: | |
| Contact Phone #: | | Contact Email: | |

Vehicle Proposed

| Component | Your Response: |
|----------------------------------|----------------|
| Year: | |
| Make/Model: | |
| VIN: | |
| Engine: | |
| Transmission (Type/# of Speeds): | |
| Drivetrain: | |
| GVWR: | |
| Truck Body (Make/Model/Model #): | |
| Vehicle Warranty: | |
| Truck body Warranty: | |
| Vehicle Location: | |
| Earliest Delivery Date: | |

Quote

| Component | Your Response: |
|--|----------------|
| Proposed Vehicle: | |
| Delivery Fee: | |
| Document Fee: | |
| Please describe and propose any other additional charges/fees to be considered in the quote below: | |
| | |
| | |
| | |
| | |
| | |
| | |



Cust Name: Richfield Schools
Contact: Dan Kretsinger
Phone: 612-363-5787
Fax:
Dealership:
Contact:

Configuration #: EQT001836_v1

Proposal Date: 10/27/2023

E-Mail:

Aspen Equipment, LLC. is pleased to offer the following proposal for your consideration

Table with 4 columns: Qty, Part/Spec Number, Description, Price. Row 1: 1, Non-Standard Item #, Reading Transit Van (detailed description), \$72,500.00

Continued On Next Page

Submitted by,

Aaron Carlson
612-719-2009

* Equipment Specifications subject to change.

** Manufacture's Surcharges may be added to this proposal.

*** Chassis modifications including, but not limited to alterations or relocation of components related to fuel tanks, air tanks, brakes, exhaust systems, battery boxes, protrusions above and below the frame rails, shortening or lengthening frame rails and the like will be added to the selling price.

Exhaust Systems: With the new EPA mandated diesel exhaust systems for 2007 and newer many changes are taking place. Manufacturers are often unable to depict accurately how the exhaust systems are configured and have difficulty stipulating whether certain components (i.e. PTOs and pumps) may fit in the confined spaces beneath the truck. 2007 EPA COMPLIANT DIESEL EXHAUST SYSTEMS CANNOT BE MODIFIED, RELOCATED OR REPLACED BY ASPEN EQUIPMENT, LLC. Due to evolving designs, Aspen Equipment, LLC. can not maintain expertise on every chassis/engine/transmission/exhaust configuration possible, regardless of who orders or specifies it. Nor can Aspen Equipment, LLC. guarantee that a chassis ordered today will not change in design prior to delivery from the factory. Therefore, Aspen Equipment, LLC. does not warrant that proposed products can be installed on a chassis without modifications to the chassis or products installed. As such, Aspen Equipment, LLC. will not be responsible for the cost of modifications due to exhaust systems conflicting with the installation of proposed products. Aspen Equipment, LLC. will make every reasonable effort to ensure that installations are completed without additional charges to the customer.



A division of MGX Equipment Services, LLC

CORPORATE HEADQUARTERS: 9150 Pillsbury Avenue South, Bloomington, MN 55420-3686 - Phone: (952)888-2525 - Fax: (952)656-7157 - Website: www.aspenequipment.com

Cust Name: Richfield Schools
Contact: Dan Kretsinger
Phone: 612-363-5787
Fax:
Dealership:
Contact:

Configuration #:
EQT001836_v1

Proposal Date: 10/27/2023

Aspen Equipment, LLC. is pleased to offer the following proposal for your consideration

Table with 4 columns: Qty, Part/Spec Number, Description, Price. Description includes: 10-Spd Automatic w/OD & SelectShift, 3.73 Limited-Slip Axle Ratio, 9,950 lbs GVWR, Tow package w/ brake controller, 1FDBF8ZGXPKA82125

Applicable sales tax and/or FET estimates will be confirmed and added to the final invoice

Summary table with Budgetary Sub Total: \$72,500.00 and Budgetary Total: \$72,500.00. Includes Submitted by: Aaron Carlson, 612-719-2009. Note: Does not include Applicable Taxes

- * Equipment Specifications subject to change.
** Manufacture's Surcharges may be added to this proposal.
*** Chassis modifications including, but not limited to alterations or relocation of components related to fuel tanks, air tanks, brakes, exhaust systems, battery boxes, protrusions above and below the frame rails, shortening or lengthening frame rails and the like will be added to the selling price.

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FOR SALE



A division of MGX Equipment Services, LLC



Ford Transit T-350 Service Van AEC# 4051584

Ford Transit T-350 Cab Chassis DW

- All-wheel drive
- 9,950 lbs GVWR
- 3.5L EcoBoost V6 engine
- 10-speed automatic transmission
- Oxford white

Reading 72" TSV

- All-aluminum service body
- 11' body with interior cargo lights
- Remote locking compartments
- Rear backup camera
- 7K hitch with 7-way RV socket



CONTACT US

ASPENEQUIPMENT.COM

952-888-2525

Request and Opportunity Overview

Richfield Public Schools (ISD 280) is seeking quotes for a service van with a Reading 72" TSV service body (or equivalent). The

Submission Process

Your organization must be eligible to do business with Minnesota Public School Districts to be participate.

All quotes must be valid for a minimum of 30-days.

To participate, submit an email no later than NOON (CST) on 11/3/2023 to LSieber@CatalystSourcing.com with the following files/documents:

- Your completed Quote Worksheet (provided in this document)
- A specifications sheet of your proposed vehicle

Award Criteria

| Evaluation Description | Weight (%) |
|---|------------|
| Total acquisition cost: | 60% |
| Ability to meet specifications described below: | 20% |
| Delivery timeline/availability: | 20% |

Specifications

| Component | Specification Description |
|-------------------------------|---|
| Vehicle Type: | <ul style="list-style-type: none"> • Full-size Service Van with a Reading 72" TSV service body (or equivalent) |
| Condition: | <ul style="list-style-type: none"> • New |
| Drivetrain: | <ul style="list-style-type: none"> • AWD/4WD |
| GVWR: | <ul style="list-style-type: none"> • 9,950 lbs. or less |
| Fuel Type: | <ul style="list-style-type: none"> • Gasoline |
| Transmission: | <ul style="list-style-type: none"> • Automatic |
| Towing Kit/Capability: | <ul style="list-style-type: none"> • Minimum 7,500 lbs. towing capacity • Galvanized 2" receiver hitch • 7-way flat pin trailer socket • Brake controller |
| Service Body: | <ul style="list-style-type: none"> • All-aluminum service body • Interior cargo lights • Remote locking compartments • Rear backup camera (relocate Ford OEM camera if necessary) |



Quote Worksheet

Your Company Information

| | | | |
|-------------------------|---------------------------------------|-----------------------|-------------------------|
| Dealership Name: | HILLER FORD INC | Contact Name: | PAT LIETZKE |
| Contact Phone #: | 414-425-1000 OFFICE 414-588-6390 CELL | Contact Email: | PLIETZKE@HILLERFORD.COM |

Vehicle Proposed

| Component | Your Response: |
|----------------------------------|---|
| Year: | 2023 |
| Make/Model: | FORD |
| VIN: | 1FDBF8PG3PKA67498 |
| Engine: | 3.5L V6 GAS |
| Transmission (Type/# of Speeds): | AUTO |
| Drivetrain: | AWD |
| GVWR: | 9950 |
| Truck Body (Make/Model/Model #): | READING CSV 72" DRW PER SPEC |
| Vehicle Warranty: | 3 YEAR 36,000 MILES BUMPER TO BUMPER 5 YEAR 60,000 MILES POWERTRAIN |
| Truck body Warranty: | 3 YEAR 36,000 MILES |
| Vehicle Location: | FRANKLIN, WI |
| Earliest Delivery Date: | 11/4/23 |

Quote

| Component | Your Response: |
|---|----------------|
| Proposed Vehicle: | \$82,763.00 |
| Delivery Fee: | included |
| Document Fee: | 349.00 |
| Please describe and propose any other additional charges/fees to be considered in the quote below: | |
| | |
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Request and Opportunity Overview

Richfield Public Schools (ISD 280) is seeking quotes for a service van with a Reading 72" TSV service body (or equivalent). The

Submission Process

Your organization must be eligible to do business with Minnesota Public School Districts to be participate.

All quotes must be valid for a minimum of 30-days.

To participate, submit an email no later than NOON (CST) on 11/3/2023 to LSieber@CatalystSourcing.com with the following files/documents:

- Your completed Quote Worksheet (provided in this document)
- A specifications sheet of your proposed vehicle

Award Criteria

| Evaluation Description | Weight (%) |
|---|------------|
| Total acquisition cost: | 60% |
| Ability to meet specifications described below: | 20% |
| Delivery timeline/availability: | 20% |

Specifications

| Component | Specification Description |
|-------------------------------|---|
| Vehicle Type: | <ul style="list-style-type: none"> • Full-size Service Van with a Reading 72" TSV service body (or equivalent) |
| Condition: | <ul style="list-style-type: none"> • New |
| Drivetrain: | <ul style="list-style-type: none"> • AWD/4WD |
| GVWR: | <ul style="list-style-type: none"> • 9,950 lbs. or less |
| Fuel Type: | <ul style="list-style-type: none"> • Gasoline |
| Transmission: | <ul style="list-style-type: none"> • Automatic |
| Towing Kit/Capability: | <ul style="list-style-type: none"> • Minimum 7,500 lbs. towing capacity • Galvanized 2" receiver hitch • 7-way flat pin trailer socket • Brake controller |
| Service Body: | <ul style="list-style-type: none"> • All-aluminum service body • Interior cargo lights • Remote locking compartments • Rear backup camera (relocate Ford OEM camera if necessary) |



Quote Worksheet

Your Company Information

| | | | |
|-------------------------|-----------------|-----------------------|-------------------------|
| Dealership Name: | Tom Masano Ford | Contact Name: | Mike Whitney |
| Contact Phone #: | 484-339-1048 | Contact Email: | Mike.Whitney@Masano.com |

Vehicle Proposed

| Component | Your Response: |
|----------------------------------|---|
| Year: | 2023 |
| Make/Model: | Ford Transit 350 Cutaway |
| VIN: | 1FDBF8PG1PKB62769 |
| Engine: | 3.5L Ecoboost |
| Transmission (Type/# of Speeds): | 10 - Speed |
| Drivetrain: | All-Wheel Drive |
| GVWR: | 9950 |
| Truck Body (Make/Model/Model #): | READING TRANSIT MODEL ALTSV72-132APDW. ALUMINUM DUAL WHEEL ENCLOSED BODY. CSV |
| Vehicle Warranty: | 3 year/36,000 Comprehensive – 5 year / 60,000 Powertrain |
| Truck body Warranty: | 10 year |
| Vehicle Location: | Tom Masano Ford Shillington, PA 19607 |
| Earliest Delivery Date: | 11/15/2023 (if shipping needed) Immediately available if no shipping needed |

Quote

| Component | Your Response: |
|---|---|
| Proposed Vehicle: | \$82,506 |
| Delivery Fee: | (Transportation Cost to Minnesota if needed) \$2400 |
| Document Fee: | \$379 |
| Please describe and propose any other additional charges/fees to be considered in the quote below: | |
| Temporary Tag Fee: | \$38 |
| | |
| | |
| | |
| | |



KIRK BEERS
 kbeers@Readingtruck.com
 484-239-0116
 Fax 610-838-6963

QUOTATION ID: **KRB11224**

DATE: 6/22/2023

Page 1 of 4

Bill To: **TOM MASANO FORD**

Description: TSV72SW LMP

End User: **STOCK**

Customer #: 13625
 1600 LANCASTER AVENUE
 READING, PA 19607

Ship To: TOM MASANO FORD
 1600 LANCASTER AVENUE
 READING, PA 19607

Total Units: 1
Quote valid until: 8/21/2023
Entered By: KIRK BEERS
Upfit Branch: BOWMANVILLE, PA
Lead Time: 29-33 WEEKS
Customer PO:
Chassis Location: DEALER DROP SHIP
Dealer Code: F16223

Contact:
 Phone: 610-777-1371
 Fax:
 Email:
 Terms: N10

Contact: CHRIS KARR
 Phone: 610-777-1371

RFQ/Spec#: Ship Via: DELIVER - LOCAL

CUSTOMER SUPPLIED CHASSIS: ANY MODIFICATION(S) REQUIRED DUE TO UNSPECIFIED EQUIPMENT, OPTIONS OR CONFIGURATIONS ORDERED FROM THE OEM AND NOT PROVIDED TO RTE AT THE TIME OF ORDER WILL BE THE FINANCIAL RESPONSIBILITY OF THE CUSTOMER AND MAY RESULT IN INCREASED LEAD TIME.

| | | | |
|-----------------------|----------------------------------|-------------------|-------------------------|
| Make: FORD | Vehicle Code: F8P-T350-83 | CA: 83.0 | Engine Type: GAS |
| Model: TRANSIT | Cab Type: CUT | WB: 138.0 | Engine Model: |
| Year: 2023 | Single/Dual RW: DRW | Drive: AWD | Fuel Tanks: |
| GVWR: 9950 | Paint Code/Color: | Desc: | Bed Length: |
| VIN: | | FO: | |

| ITEM | QUANT/UOM | DESCRIPTION | PRICE EACH | AMOUNT |
|------|-----------|--|------------|--------|
| 1 | 1 EA | FURNISH AND INSTALL | | |
| 1 | 1 EA | DUE TO SUPPLY CHAIN VOLATILITY, READING RESERVES THE RIGHT TO ADJUST PRICING TO COVER SUPPLIER INCREASES & COMMODITY SURCHARGES THAT MAY OCCUR AFER THE RECEIPT OF A PURCHASE ORDER & BEFORE FINAL DELIVERY. IF THE VEHICLE INCLUDED IN THE QUOTE IS NOT ON GROUND/AVAILABLE ON RECEIPT OF AN ORDER, A REQUOTE MAY BE REQUIRED WHEN THE VEHICLE IS ASSIGNED A BUILD DATE. | | |
| 1 | 1 EA | READING TRANSIT MODEL ALTSV72-132APDW. ALUMINUM DUAL WHEEL ENCLOSED BODY. 132" L X 85.5" W (OD), 120" L X 48.5" W (ID). "A" COMPARTMENT LAYOUT - R/S & C/S. (2) PLAIN ADJ SHELVES - FRT VERT COMPTS. (1) SLOTTED ADJ SHELF - ALL OTHER COMPTS. MASTERLOCKING - SIDE COMPARTMENTS. LATCHMATIC KEYLESS LOCKING, ALL DOORS (EXCEPT REAR DROP ACCESS DOORS), COMPARTMENT LIGHTING AND AUDIBLE ALARM. STRAIGHT SMOOTH SIDES - 72" INSIDE HEIGHT. SLIDING FRONT CAB ACCESS DOOR. SOLID REAR CARGO DOORS - (NO WINDOWS). REAR DOOR OPENING - 48 1/2" X 69.5". (2) REAR DROP DOWN ACCESS DOORS. (2) DOME LIGHTS IN CARGO AREA. (1) GRAB HANDLE AT REAR. FLOOR - 44" BETWEEN WHEEL BOXES. SS ROTARY LATCHES - HIDDEN HINGES. LED COMBO REAR LIGHTS. E-COAT IMMERSION PRIMER. PC WHITE - INTERIOR/EXTERIOR FINISH. | | |



KIRK BEERS
 kbeers@Readingtruck.com
 484-239-0116
 Fax 610-838-6963

QUOTATION ID: **KRB11224**

DATE: 6/22/2023

Page 2 of 4

| ITEM | QUANT/UOM | DESCRIPTION | PRICE EACH | AMOUNT |
|------|-----------|--|------------|--------|
| | | DO NOT TRANSPORT VOLATILE FUELS IN A BODY EQUIPPED WITH LATCHMATIC. | | |
| 1 | 1 EA | POOCHED BUMPER - STEEL - POWDER COAT WHITE. | | |
| 1 | 1 EA | BUYER'S #1801225 - CLASS III HITCH FOR TRANSIT CHASSIS.INCLUDES 2" RECEIVER - 7500# WC, 750# TW. REFER TO CHASSIS MANUFACTURER FOR TOWING RECOMMENDATIONS. | | |
| 1 | 1 EA | HOPPY #40959, 7/4 WAY TRAILER RECEPTACLE. | | |
| 1 | 1 EA | READING (3) BAR ROOF MOUNT LADDER RACK. ALUMINUM, 67.5" L - FIXED MOUNT - PC WHITE. | | |
| 1 | 1 EA | REAR MOUNTED ACCESS LADDER - ALUMINUM - PC WHITE. TO BE INSTALLED ON HIGH ROOF ENCLOSED BODY. (WILL BLOCK REAR ACCESS DROP DOWN DOORS IF INCLUDED WITH BODY) | | |
| 1 | 1 EA | INSTALL OEM BACK UP CAMERA. TEST TO FMVSS111 REQUIREMENTS. | | |
| 1 | 1 PR | ONE (1) PAIR 24" X 14" PLAIN BLACK MUDFLAPS. | | |
| 1 | 1 EA | GENERATE CERTIFICATION/ALTERATION LABEL AND/OR COMPLETE THE MSO WHEN APPLICABLE. | | |
| 1 | 1 EA | GENERATE A WEIGHT SLIP FOR COMPLETED UNIT. | | |
| 1 | 1 EA | ALL REQUIRED DOCUMENTATION FOR THE FINISHED UNIT IS TO BE SHIPPED TO CUSTOMER WITH VEHICLE. | | |
| 1 | 1 EA | DELIVER COMPLETED UNIT VIA LOCAL TRANSPORT. | | |
| | | A FUEL SURCHARGE HAS BEEN ADDED TO THE QUOTED COST. | | |

The following items are optional:

Be sure to check the options desired when signing the quotation to include them with the order.

| ITEM | QUANT/UOM | DESCRIPTION | PRICE EACH | AMOUNT | Add to Order |
|------|-----------|-------------|------------|--------|--------------------------|
| 2 | | | | | <input type="checkbox"/> |

Notes:

KAN-000535 PA

9-NORMAL, NB, 200535, PJ062

16143

120230914 0803 BLEND

JULI CERT CERT TRD RAMP BUMP CAMP BOOK EXF L FOTA

016014 805/3874

1FDBF8PCL PKB62769 NB BU09

VEHICLE DESCRIPTION

TRANSIT

2023 350 HD LR CUTAWAY AWD
138" WHEELBASE
3.5L ECOBOOST V6 (GAS)
10-SPEED TRANSMISSION

PK B62769

EXTERIOR OXFORD WHITE
INTERIOR DARK PALAZZO GRAY CLOTH

EPA Fuel Economy and Environment

FUEL ECONOMY RATINGS NOT REQUIRED ON THIS VEHICLE

INCLUDED ON THIS VEHICLE

- PREFERRED EQUIPMENT PKG.501A
- 3.5L ECOBOOST V6 (GAS)
- 3.73 LIMITED SLIP AXLE
- FRONT LICENSE PLATE BRACKET
- EXTERIOR UP-GRADE PKG - DRW
- FRONT FOG LAMPS
- WIPER ACTIVATED HEADLAMPS
- AUTO START STOP REMOVAL
- WIFI 4G LTE HOTSPOT DELETE
- 9950# GVWR PACKAGE
- 50 STATE EMISSIONS
- INTERIOR UP PACKAGE - CA/CC
- 2-WAY DRV/PASS PALAZZO CLOTH
- RADIO - SYNC3, 4" SCN
- CRUISE CONTROL
- ILLUMINATED SUN VISORS
- TOW/HAUL W/ TRAILER MIRRORS
- LONG-ARM PWR HEAT MIRRORS
- REAR VIEW CAMERA & PREP KIT
- BLACK HALOGEN HEADLAMPS
- FRONT OVERHEAD SHELF
- UPFITTER PACKAGE
- DUAL BATTERIES (70 AMP-HR)
- LARGE CENTER CONSOLE
- AUXILIARY FUSE PANEL
- TRAILER BRAKE CONTROLLER
- 2 ADDITIONAL KEYS
- REARVIEW MIRROR
- POWER OUTLET (110V/400W)

(MSRP)

- 1,775.00
- NO CHARGE
- NO CHARGE
- 450.00
- NO CHARGE
- 50.00
- 20.00
- NO CHARGE
- NO CHARGE
- 730.00
- 295.00
- 400.00
- 225.00
- 455.00
- 75.00
- 610.00
- 230.00
- 75.00
- 215.00

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

- EXTERIOR**
 - AUXILIARY FUEL PORT
 - BUMPERS - CARBON BLACK
 - HEADLAMP COURTESY DELAY
 - WIPERS - RAIN-SENSING
- INTERIOR**
 - AIR CONDITIONING
 - ASSIST HANDLES - A-PILLAR
 - CENTER CONSOLE
 - LOCKING GLOVE BOX
 - POWERPOINT - 12V (FRONT)
 - STEERING - TILT/TELESCOPIC
 - TACHOMETER
- FUNCTIONAL**
 - AUTO HIGH-BEAM HEADLAMPS
 - ELECTRONIC PWR ASST STEER
 - FORWARD COLLISION WARNING
 - HILL START ASSIST
 - LANE-KEEPING SYSTEM
 - POST-COLLISION BRAKING
 - SELECTABLE DRIVE MODES
 - SIDE-WIND STABILIZATION
 - SUSPENSION - HEAVY DUTY FRONT AXLE
- SAFETY/SECURITY**
 - 3 POINT SAFETY BELTS
 - ADVANCED TRAC™ WITH RSC®
 - AIRBAGS (FRONT, SIDE AND SAFETY CANOPY) SYSTEM
 - BRAKES - 4WHEEL DISC W/ABS
 - SECURLOCK® ANTI-THEFT SYS
 - SOS POST-CRASH ALERT SYS™
 - TIRE PRESSURE MONIT SYS
- WARRANTY**
 - 3YR/36,000 BUMPER / BUMPER
 - 5YR/60,000 POWERTRAIN
 - 5YR/60,000 ROADSIDE ASSIST

PRICE INFORMATION

BASE PRICE \$46,080.00
 TOTAL OPTIONS/OTHER 4,605.00
 TOTAL VEHICLE & OPTIONS/OTHER DESTINATION & DELIVERY 50,685.00
 1,895.00

(MSRP)

\$46,080.00
 4,605.00
 50,685.00
 1,895.00

PRICE INFORMATION

BASE PRICE \$46,080.00
 TOTAL OPTIONS/OTHER 4,605.00
 TOTAL VEHICLE & OPTIONS/OTHER DESTINATION & DELIVERY 50,685.00
 1,895.00

(MSRP)

\$46,080.00
 4,605.00
 50,685.00
 1,895.00

RAMP ONE

CU2G

RAMP TWO

CONVOY

ITEM #: 16-2041 O/T 1

TOTAL MSRP \$52,580.00

Whether you decide to lease or finance your vehicle, you'll find the choices that are right for you. See your dealer for details or visit Ford Credit: www.ford.com/finance.

This label is affixed pursuant to the Federal Automobile Information Disclosure Act, Gasoline, License, and Title Fees, State and Local taxes are not included. Dealer installed options or accessories are not included unless listed above.

SPECIAL ORDER
 PJ062 N RB 2X 365 000535 09 06 23

fuelconomy.gov

Calculate personalized estimates and compare vehicles



FordPass Connect™

Download the FordPass™ app* and you can:

- Access Vehicle Control Features
 - Remotely start, lock and unlock your vehicle.
 - Locate your vehicle and check approximate fuel range.
 - Receive vehicle health alerts.
- Activate 4G LTE Wi-Fi Hotspot
 - New vehicles include a 3-month or 3GB data (whichever comes first) Wi-Fi trial.
 - Connect up to ten Wi-Fi-equipped devices.

*New vehicles with 4G LTE connectivity are required to have the FordPass™ app installed and activated. Coverage is subject to carrier availability and restrictions. Coverage not available in all areas. See your dealer for details.

The FordPass Connect™ modem is active and sending vehicle data (e.g., diagnostics) to Ford. See in-vehicle Settings for connectivity options.



Innis on Ford Protect! The only extended service plan fully backed by Ford and honored at every Ford dealership in the U.S., Canada and Mexico. See your Ford dealer or visit www.FordOwner.com.

SCAN OR TEXT 1FDBF8PCL PKB62769 TO 48688



Get a data history report. Text HELP for help.

www.ford.com/help/fordpass-verify

WARNING: Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.

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1202309140803

10/30/2023

NEW BUSINESS – FOR ACTION

Agenda Item VI.D.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 4, 2023

Subject: Student Dress and Appearance

(Recommended by the superintendent)

Passage upon a single read of Policy 547: Student Dress and Appearance. Suggested changes have been included to allow hats with brims to be worn during the school day as long as it does not impede students' ability to engage in learning.

This policy is still scheduled to complete a full board review next school year. Only this single change is recommended for the current year.

Attachments:

Policy 547: Student Dress and Appearance - redlined

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RICHFIELD PUBLIC SCHOOLS

STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming related to educational goals and community standards. This policy includes after school and community education programs for students unless uniforms are required for the program.

II. DEFINITIONS

~~A. Hats for the purposes of this policy are defined as headgear that contains a brim.~~

~~B.A.~~ Headgear is defined as anything worn on the head ~~that does not have a brim.~~ Headgear includes but is not limited to hats, scarfs, hoodies, bandanas, and other forms of headwear.

III. GENERAL STATEMENT OF POLICY

A. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

B. Appropriate clothing includes, but is not limited to, the following:

1. Clothing that covers all undergarments and/or covers all private parts. Tops, bottoms, and shoes are required to be worn. Clothing worn for medical, cultural, or religious observances are allowed.
2. Headgear is allowed provided it does not impede the student's ability to engage in learning. ~~The Principal and/or designee is allowed discretion to grant exceptions that allow students to wear hats. Exceptions are expected to be shared informationally with the Superintendent for review.~~
3. Clothing that does not create a health or safety hazard.
4. Clothing appropriate for the activity (i.e., physical education or the classroom).

C. Inappropriate clothing includes, but is not limited to, the following:

1. Clothing that does not cover all undergarments and/or does not cover all private parts.

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Apparel promoting products or activities that are illegal for use by minors.

Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in School Board Policy 103 pertaining to “Racial, Religious and Sexual Harassment and Violence.”

- i. Any apparel or footwear that could damage school property.
- ii. ~~Hats as defined in this policy are not allowed to be worn during the school day.~~—Any headgear and/or hair accessories ~~must not~~that block the face; and/or create a barrier to the student’s ability to hear and/or engage in learning.
- iii. It is not the intention of this policy to infringe on the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, do not advocate violence or harassment against others or do not create a substantial disruption of the learning environment.

IV. UNIFORM DRESS

- A. The Superintendent may authorize uniform dress guidelines for an individual school or program, provided that the guidelines reflect involvement of the school community, take into consideration the financial ability of students to purchase uniforms, and allow for exemptions upon parent request.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. An organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

V. SANCTIONS

When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school

Students page 3
 98 activities, or poses a threat to the health or safety of the student or others, the student
 99 will be directed to make modifications. Parents/guardians will be notified.

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104 **Legal References:** U. S. Const., amend. I
 105 *Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct.
 106 733, 21 L.Ed.2d 731 (1969)
 107 *Stephenson v. Davenport Community School District*, 110 F.3d
 108 1303 (8th Cir. 1997)
 109 *Harper v. Poway Unified Sch. Dist.*, 445 F.3d 1166 (9th Cir.
 110 2006)
 111 *Hicks v. Halifax County Board of Educ.*, 93 F.Supp.2d 649
 112 (E.D.N.C. 1999)
 113 *McIntire v. Bethel School, I.S.D. No. 3*, 804 F.Supp. 1415, 78
 114 Educ. L.Rep. 828 (W.D. Okla. 1992)
 115 *Olesen v. Board of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820,
 116 44 Educ. L. Rep. 205 (N.D. Ill. 1987)

117
 118 **Cross References:** Policy 103 (Racial, Religious, Sexual Harassment and Violence)
 119 Policy 541 (Student Behavior)

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123 ADOPTED BY THE BOARD OF EDUCATION: August 20, 2007

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REVISIED BY THE BOARD OF EDUCATION: July 15, 2019

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 4, 2023

Subject: Polling Places for 2024

(Recommended by the superintendent)

That the board of education approve the resolution designating polling places for 2024. The board is required to approve polling places annually in December for the following year. No changes are recommended to the 2023 designated polling locations. Future changes to 2024 polling locations can be made by board resolution at least 90 days before the election if needed.

Though there is no school district election planned for 2024, this designation of polling places is required by statute just in case a special election needs to be called at any point next year.

Attachments:

Resolution Designating Polling Places for 2024

RESOLUTION DESIGNATING POLLING PLACES FOR 2024

WHEREAS, Minnesota Statute 204B.16, subd.1 requires Richfield Public Schools, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, Richfield Public Schools hereby designates the following polling places for elections conducted in the city as well as residents in non-Richfield precincts in 2024;

| | |
|--|--|
| <u>Precinct No. 1</u> <u>Edina Precincts 8, 9, 15, 16</u> | Church of Peace 6345 Xerxes Ave. |
| <u>Precinct No. 2</u> <u>Edina Precinct 14</u> | St. Richard's Catholic Church 7540 Penn Avenue |
| <u>Precinct No. 3</u> | Woodlake Lutheran Church 2120 W. 76 th St. |
| <u>Precinct No. 4</u> | St. Peter's Catholic Church 6730 Nicollet Ave. |
| <u>Precinct No. 5</u> | Richfield Community Center 7000 Nicollet Ave. |
| <u>Precinct No. 6</u> | Bethel's Rock Church 7601 Girard Ave. |
| <u>Precinct No. 7</u> <u>Fort Snelling Precinct 1</u> | Mt. Calvary Education Building 6541 16 th Ave. |
| <u>Precinct No. 8</u> | Hope Presbyterian Education Facility 7132 Portland Ave. |
| <u>Precinct No. 9</u> | Church of the Assumption 305 E. 77 th St. |

NOW, THEREFORE, BE IT RESOLVED by Richfield Public Schools that the nine locations listed above are the designated 2024 polling locations in Richfield.

Approved by Richfield Public Schools this 4th day of December, 2023.

ATTEST:

Crystal Brakke, Board Clerk

Paula Cole, Board Chair