

**BRECKENRIDGE SCHOOL BOARD MEETING  
INDEPENDENT SCHOOL DISTRICT #846  
WEDNESDAY, MAY 15, 2024  
REGULAR MEETING - 4:00 PM  
ELEMENTARY CONFERENCE ROOM #233  
810 BEEDE AVENUE  
BRECKENRIDGE, MN 56520**

**AGENDA**

- 1. Call the Meeting to Order**
  - A. Pledge of Allegiance
  - B. School Happenings
- 2. Approval of Agenda**
- 3. Public Input**
- 4. Approval of Consent Agenda**
  - A. Minutes

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**The Regular Meeting of the Board of Education, Independent School District No. 846, Breckenridge, Minnesota met Wednesday, April 17, 2024, at 4:00 PM in the Elementary School, conference room #233.**

UNOFFICIAL MINUTES UNTIL APPROVED AT THE NEXT BOARD MEETING

**Members Present:** Arnhalt, Ernst, Hasbargen, Johnson, Mikkelson, and Roberts

**Ex-officio Member Present:** Boesen

Chairperson Johnson called the regular meeting to order at 4:00 PM with the Pledge of Allegiance recited.

School Happenings shared:

- The National Guard conducted sessions for our sophomores and juniors. Sophomores received training on thermal and night vision goggles while juniors participated in a mock draft where they learned marching techniques, grenade handling, and stretcher-carrying for injured soldiers. Thank you Mr. Brenden for coordinating this opportunity for our students.
- Emily Christensen coordinated a trip for our High School Pep Band to perform at a Timberwolves Game and participate in a rehearsal workshop with St. Michael-Albertville's high school band. They all had a wonderful time.
- On Saturday, March 23rd ECFE held their annual Easter Egg Extravaganza. They had a great turn out with over 420 attendees. Members of the BHS National Honor Society helped with the event; NHS members encouraged children to find candy-filled eggs and assisted with an inflatable bouncy house. Thank you to our wonderful ECFE staff for putting together this wonderful event.

**Motion** by Roberts, seconded by Mikkelson to approve the amended agenda adding Resignations: Jessica Erickson, Social Studies Teacher, Stan Goldade, Head Boys Golf Coach, Stan Goldade, Mathletes Coach, Stan Goldade, Knowledge Bowl Coach, Stan Goldade, National Honor Society Advisor, Liz Sundquist, Junior Class Advisor and New Business Item 7.G Wilkin County Public Health Contract 6-0

**CONSENT AGENDA:**

**Motion** by Arnhalt, seconded by Hasbargen to approve the consent agenda. 6-0

Previous month's minutes – March 20, 2024

Financial reports as presented including:

General Ledger Debits: March 2024

General Fund: \$750,783.66—Food Service: \$52,594.74—Community Service: \$11,882.50—Debt Redemption: \$0.00—Trust Fund: \$0.00—Student Activities: \$6,182.16

Accounts Payable/Wires & Checks: 03/15/2024-04/12/2024

Total: \$821,443.06

Resignations: Rikki Fischer, Elementary School Counselor, Rikki Fischer, Junior Class Advisor, Sandra Morgan, Special Ed Para-Educator, Samantha Anderson, Special Education Teacher (declined offer), Jessica Erickson, Social Studies Teacher, Stan Goldade, Head Boys Golf Coach, Stan Goldade, Mathletes Coach, Stan Goldade, Knowledge Bowl Coach, Stan Goldade, National Honor Society Advisor, Liz Sundquist, Junior Class Advisor

Retirements: Stan Goldade, Math Teacher; Linda Hillestad, Phy Ed Teacher

**COMMUNICATIONS:**

Ex-Officio Student Representatives - Spencer Boesen

◊Middle School Dance for students 6th-8th on May 19th◊Mrs. Dahlgren is taking students to an Entrepreneurship Event at NDSCS on May 26th◊Spring Fling Week is next week, lots of activities and dress up days. Bonfire scheduled instead of a dance for grades 9th-12

Deans of Students– Jordan Christensen and Kelly Leiseth–No Report Shared

K-12 Principal – Corrina Erickson

◊Thank you Lindsay Eggiman for your work on Title grants this year◊Thank you to Mr. Ekren for leading the JH Student Council in preparations for 7th & 8th Test Fest◊Our first FLEX learning day of the went smoothly, thank you to all staff for completing your reports◊Elementary students attended “The Little Mermaid” at NDSCS◊Drive your Tractor to School Day◊RISE Up expectations and signage, will be implementing this next year◊ACT is complete! Thank you Mr. Brenden for all your hard work coordinating the ACT◊MCA's are in progress◊E-Hall Pass pilot in the afternoons for 7th and 8th grade◊Staffing at Elementary School: two sections across grades K-6. Will be doing some shifting within staff to cover vacancies at Elementary◊Staffing at the High School: SpEd position, reposting positions for those on Tier 1 licenses (done annually), looking to fill retirement positions◊Graduation preparations are underway.

Facilities Manager – Jerry Rosenthal

◊Still waiting on final report for the Elementary basement wall◊2 roof leaks found in the high school, working to patch these

◊Utilities costs down from last year

Business Manager – Dessica Komestakes

◊Shared visual from MSBA where state funds are allocated, showing categorical vs. discretionary funds◊Budgeting for unemployment costs during the summer◊Working on health insurance, was informed that it will be staying relatively the same vs past years where we have had increases

Superintendent – Kristie Sullivan

◊Continued work on grants, Full Service Community Schools Grants and School-Based Mental Health services grant. If awarded, the District would look to hire an additional social worker, a mental health counselor, and a chemical dependency counselor ◊Looking to next year's district calendar, surveying K-6 about Wednesday morning childcare options◊Working on budget projections and collaborating with municipal advisors for future K-12 programming◊Finalized contract with Teachers Union, continued work on individual contracts. Bus Driver and MSEA negotiations are next◊Waiting on legislature to finalize curriculum needs for various subjects and to finalize language specific to READ Act regarding who needs the training, adjusted timelines, etc. ◊Looking forward, once Lindsay Eggiman completes training, she will serve as an onsite trainer for future staff.

**OLD BUSINESS:**

Second Reading Policies 410; 415

**NEW BUSINESS:**

**Motion** by Arnhalt to adopt the RESOLUTION ACCEPTING DONATIONS for the following:

*March donations received: \$2,489.80*

James M Anderson, LTD \$100.00; MinKota Ag \$250.00; Lies, Bullis, and Hatting \$50.00; Essentia Health \$50.00; Miller Reaily \$50.00; Headwaters Lions Club \$25.00; Breckenridge Fire Department \$300.00; Red River Communications \$50.00; Bell Bank \$50.00; Vaderstad \$50.00 (ECFE Easter Egg Hunt) West Central Initiative \$184.80 (Music/Band Posture Chairs S/H) Gate City Bank \$1,330.00 (Custom Card Donation)

Ernst seconded the motion. 6-0

**Motion** by Mikkelson, seconded by Roberts to open negotiations with the MSEA Union for a contract for 2024/2025 and 2025/2026. 6-0

**Motion** by Hasbargen, seconded by Arnhalt to approve the K-12 Principal contract settlement. 6-0

**Motion** by Arnhalt, seconded by Ernst to approve contract settlements for Miriam Tobola and Tom Thielen. 6-0

**Motion** by Roberts, seconded by Arnhalt to approve awarding of the graduation diplomas to the Class of 2024 pending final administrative approval. 6-0

**Motion** by Hasbargen, seconded by Ernst to move June Regular Board Meeting date from June 19th, 2024, at 7:00AM to June 12th, 2024, at 7:00AM. 6-0

**Motion** by Mikkelson, seconded by Roberts to approve the contract with Wilkin County Public Health to provide services in regard to hearing, vision, and scoliosis screening along with assisting early childhood screening for 2024/2025 at a cost of \$45 per hour. 6-0

**Motion** by Arnhalt, seconded by Hasbargen to adjourn at 4:42PM. 6-0

Next regular meeting date is Wednesday, May 15th, 2024, at 4:00 PM.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Clerk

## B. Financials

### 1. Financial Report & Bills

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**Reconciliation of Ledger Balances with Bank Statement  
Independent School District NO. 846  
Breckenridge, Minnesota**

Date of Report: May 10th, 2024

For the Month of April 2024

**General Ledger Balances**

FUNDS	Balance Beg. of Month	Debits	Credits	Balance End of Month
General Fund	\$2,072,852.86	1,974,183.59	966,905.61	\$3,080,130.84
Food Service	118,423.82	65,156.06	53,598.69	\$129,981.19
Comm. Serv.	87,019.64	63,749.30	23,458.19	\$127,310.75
Debt. Redemption	106,353.92	0.00	0.00	\$106,353.92
Trust Fund	3,356.73	1,000.00	0.00	\$4,356.73
Student Activities	59,954.60	1,875.50	9,418.39	\$52,411.71
TOTALS:	\$2,447,961.57	\$2,105,964.45	\$1,053,380.88	\$3,500,545.14

**Bank Balances**

Description	Balance Per Bank	Outstanding Checks and Wires	Deposits in Transit	Balance
Bremer	\$319,036.15	11,075.46	0.00	\$307,960.69
The 'Barn" Cash Box				50.00
Bank of the West (Contingent)				8,000.00
Petty Cash				400.00
TOTALS:				\$316,410.69

**Investments**

Minn. School District Liquid Asset Fund	5.1800%	\$ 545,847.20	
Minn. School District "MAX" Fund	5.2700%	\$2,538,048.68	
Bremer Money Market	4.0000%	\$108,688.57	
TOTALS:		\$	3,192,584.45
			-----
TOTAL CASH AND INVESTMENTS:			\$3,508,995.14
			=====

# Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
FAB		44882		Wire	1 00055		BRECKENRIDGE PUBLIC UTILITIES		No	Yes	No	04/15/2024	12,309.35
FAB		44883		Wire	1 00193		GREAT PLAINS NATURAL GAS		No	Yes	No	04/15/2024	8,258.60
FAB		44884		Wire	1 03359		WALMART STORE		No	Yes	No	04/15/2024	136.04
FAB		44885		Wire	1 03359	Remit	WALMART - CAPITAL ONE		No	Yes	No	04/15/2024	1,130.57
FAB		44886		EL	1 01719		ECONO FOODS		No	Yes	No	04/15/2024	113.94
FAB		44887		EL	1 02274	REMIT	APPLE COMPUTER, INC.		No	Yes	No	04/15/2024	11.75
FAB		44888		EL	1 1885		DECKER, INC		No	Yes	No	04/15/2024	39.40
FAB		44889		EL	1 2178		PEARSON ASSESSMENTS		No	Yes	No	04/15/2024	129.75
FAB		44890		EL	1 2901		DOLLAR TREE STORES INC.		No	Yes	No	04/15/2024	15.00
FAB		44891		EL	1 3732		ELAN CREDIT CARD		No	Yes	No	04/15/2024	1,148.20
FAB		44892		AE	1 00314		MASBO		No	Yes	No	04/15/2024	350.00
FAB		44893		AE	1 2727		AMERICAN EXPRESS		No	Yes	No	04/15/2024	5,698.65
FAB		44894		AE	1 3073		SKYZONE		No	Yes	No	04/15/2024	325.00
FAB		44915		Wire	1 00172		CASH-WA DISTRIBUTING		No	Yes	No	04/25/2024	27,819.92
FAB		44925		Wire	1 00014		ND STATE TAX COMMISSIONER		No	Yes	No	04/30/2024	401.76
FAB		44926		Wire	1 00039		MN DEPT OF REVENUE (EFT)		No	Yes	No	04/30/2024	6,396.14
FAB		44927		Wire	1 00599		P.E.R.A.		No	Yes	No	04/30/2024	10,671.30
FAB		44928		Wire	1 00600		TEACHERS RETIREMENT ASSN.		No	Yes	No	04/30/2024	24,500.53
FAB		44929		Wire	1 01052		AMERICAN FAM. LIFE ASSURANCE		No	Yes	No	04/30/2024	148.90
FAB		44930		Wire	1 01233		EFTPS		No	Yes	No	04/30/2024	51,660.80
FAB		44931		Wire	1 2251		FURTHER (FSA/ HSA)		No	Yes	No	04/30/2024	8,845.56
FAB		44932		Wire	1 2277		EDUCATORS BENEFIT ACH		No	Yes	No	04/30/2024	8,474.38
FAB		44933		Wire	1 3459		AMERITAS LIFE INSURANCE		No	Yes	No	04/30/2024	221.52
FAB		44934		Wire	1 3702		REVTRAK		No	Yes	No	04/30/2024	389.18
FAB		44935		Wire	1 3703		SCHOOL PAY		No	Yes	No	04/30/2024	413.56
FAB		44936		Wire	1 00600		TEACHERS RETIREMENT ASSN.		No	Yes	No	04/30/2024	24,553.21
FAB		44937		Wire	1 01233		EFTPS		No	Yes	No	04/30/2024	50,978.90
FAB		44938		Wire	1 00599		P.E.R.A.		No	Yes	No	04/30/2024	12,580.99
FAB		44939		Wire	1 00039		MN DEPT OF REVENUE (EFT)		No	No	No	04/30/2024	6,308.15
FAB		44940		Wire	1 2251		FURTHER (FSA/ HSA)		No	No	No	04/30/2024	5,474.49
FAB		44941		Wire	1 2277		EDUCATORS BENEFIT ACH		No	No	No	04/30/2024	8,529.38
FAB		44833	128611	Check	1 00138	1099	ALBERTSON, SCOTT		Yes	Yes	No	04/15/2024	595.00
FAB		44853	128612	Check	1 1129	Remit2	AMAZON CAPITAL SERVICES		Yes	Yes	No	04/15/2024	1,513.33
FAB		44876	128613	Check	1 3697		A-OX WELDING SUPPLY COMPANY INC		Yes	Yes	No	04/15/2024	87.12
FAB		44867	128614	Check	1 2567		Big John's / Carpro Inc		Yes	Yes	No	04/15/2024	112.00
FAB		44874	128615	Check	1 3593		BLUE CROSS BLUE SHIELD OF MN		Yes	Yes	No	04/15/2024	49,628.97
FAB		44878	128616	Check	1 3773		BOGENREIF, BRITTANY		Yes	Yes	No	04/15/2024	300.00
FAB		44845	128617	Check	1 01837		BOLD PRINT		Yes	Yes	No	04/15/2024	218.00
FAB		44869	128618	Check	1 2933		BUSTA, STACY		Yes	Yes	No	04/15/2024	10.00

# Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
FAB		44839	128619	Check	1	00545	CONTINGENT FUND		Yes	Yes	No	04/15/2024	775.81
FAB		44832	128620	Check	1	00111	CULINEX		Yes	Yes	No	04/15/2024	22.93
FAB		44863	128621	Check	1	2265	EDUCATORS BENEFIT CONSULTANTS-		Yes	Yes	No	04/15/2024	138.40
FAB		44847	128622	Check	1	01994	FARM CITY SUPPLY		Yes	Yes	No	04/15/2024	315.36
FAB		44834	128623	Check	1	00153	FARMERS UNION OIL CO		Yes	Yes	No	04/15/2024	6,918.99
FAB		44870	128624	Check	1	3175	FREDERICKSEN, CHAD		Yes	Yes	No	04/15/2024	457.68
FAB		44862	128625	Check	1	2238	FURTHER		Yes	Yes	No	04/15/2024	52.40
FAB		44844	128626	Check	1	01666	GERRELLS SPORTS CENTER, INC.		Yes	Yes	No	04/15/2024	179.99
FAB		44872	128627	Check	1	3476	GOLDADE, STANLEY		Yes	Yes	No	04/15/2024	163.88
FAB		44856	128628	Check	1	1499	GOPHER STATE ONE-CALL		Yes	No	No	04/15/2024	2.70
FAB		44855	128629	Check	1	1432	GRIPPERS SPORTS TROPHYS		Yes	Yes	No	04/15/2024	529.00
FAB		44842	128630	Check	1	01529	HILLYARD /HUTCHINSON		Yes	Yes	No	04/15/2024	1,177.73
FAB		44864	128631	Check	1	2522	HOBART SALES AND SERVICE		Yes	Yes	No	04/15/2024	292.25
FAB		44875	128632	Check	1	3666	INSTRUMENTALIST AWARDS LLC		Yes	Yes	No	04/15/2024	233.00
FAB		44859	128633	Check	1	1900	INTERQUEST DETECTION CANINES		Yes	Yes	No	04/15/2024	340.00
FAB		44879	128634	Check	1	3779	I-STATE TRUCK CENTERS		Yes	Yes	No	04/15/2024	86.73
FAB		44849	128635	Check	1	02325	JOHN DEERE FINANCIAL		Yes	Yes	No	04/15/2024	5,214.71
FAB		44866	128636	Check	1	2556	JW PEPPER		Yes	Yes	No	04/15/2024	591.42
FAB		44852	128637	Check	1	1086	KBMW 1450		Yes	No	No	04/15/2024	320.00
FAB		44838	128638	Check	1	00518	LAKES COUNTRY SERVICE COOP		Yes	Yes	No	04/15/2024	50.00
FAB		44858	128639	Check	1	1827	LUXURY LIMO BUS		Yes	Yes	No	04/15/2024	2,015.10
FAB		44871	128640	Check	1	3328	MARCO TECHNOLOGIES, LLC		Yes	Yes	No	04/15/2024	2,166.94
FAB		44880	128641	Check	1	3851	MINNESOTA INDIAN EDUCATION ASS. (		Yes	No	No	04/15/2024	450.00
FAB		44868	128642	Check	1	2718	MN STATE COMMUNITY AND TECHNICAL		Yes	Yes	No	04/15/2024	34,456.71
FAB		44835	128643	Check	1	00360	NDSCS		Yes	Yes	No	04/15/2024	7,929.36
FAB		44841	128644	Check	1	00927	NW LINKS		Yes	Yes	No	04/15/2024	1,612.43
FAB		44848	128645	Check	1	02104	OK TIRE STORES		Yes	Yes	No	04/15/2024	35.00
FAB		44877	128646	Check	1	3769	ONTRACK OVERHEAD DOOR		Yes	Yes	No	04/15/2024	655.00
FAB		44850	128647	Check	1	03157	OTTERTAIL/ MINN-DAKOTA COACHES		Yes	Yes	No	04/15/2024	4,985.10
FAB		44851	128648	Check	1	03366	POPP BINDING & LAMINATING INC.		Yes	Yes	No	04/15/2024	632.80
FAB		44873	128649	Check	1	3572	RED RIVER TELEPHONE ASSN		Yes	Yes	No	04/15/2024	761.15
FAB		44836	128650	Check	1	00411	REGION I COMPUTER SERVICES		Yes	Yes	No	04/15/2024	4,648.33
FAB		44846	128651	Check	1	01941	SCHMITT MUSIC CENTERS		Yes	Yes	No	04/15/2024	494.39
FAB		44865	128652	Check	1	2524	ST. FRANCIS MEDICAL CENTER		Yes	No	No	04/15/2024	2,858.81
FAB		44843	128653	Check	1	01553	SUMMERVILLE ELECTRIC, INC.		Yes	Yes	No	04/15/2024	368.00
FAB		44861	128654	Check	1	2131	SUMMIT FIRE PROTECTION		Yes	Yes	No	04/15/2024	457.50
FAB		44881	128655	Check	1	3853	CHRISTENSEN,KYLE		Yes	No	Yes	04/15/2024	649.98
FAB		44881	128655	Check	1	3853	CHRISTENSEN,KYLE		Yes	No	Yes	04/25/2024	(649.98)
FAB		44854	128656	Check	1	1242	THE MINNESOTA CHEMICAL CO.		Yes	Yes	No	04/15/2024	253.24

## Breckenridge Public School Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
FAB		44857	128657	Check	1	1774	Viking COCA-COLA BOTTLING CO.		Yes	Yes	No	04/15/2024	2.20
FAB		44860	128658	Check	1	1945	WAHPETON ACE HARDWARE		Yes	Yes	No	04/15/2024	63.98
FAB		44837	128659	Check	1	00509	WAHPETON GLASS & PAINT		Yes	Yes	No	04/15/2024	2,438.00
FAB		44840	128660	Check	1	00688	WILKIN COUNTY TREASURER		Yes	Yes	No	04/15/2024	510.00
FAB		44898	128661	Check	1	3708	ADELMAN, KEITH		Yes	Yes	No	04/19/2024	180.00
FAB		44903	128662	Check	1	3858	BARCLAY, ROBERT J	Ind/Sole Proprietor	Yes	Yes	No	04/19/2024	125.00
FAB		44900	128663	Check	1	3821	CHRISTIANSON, GAVEN		Yes	Yes	No	04/19/2024	100.00
FAB		44897	128664	Check	1	3685	FORMANECK, CASEY	Ind/Sole Proprietor	Yes	Yes	No	04/19/2024	160.00
FAB		44896	128665	Check	1	3539	GUARDIAN		Yes	Yes	No	04/19/2024	1,826.31
FAB		44902	128666	Check	1	3857	JONES, PATRICK	Ind/Sole Proprietor	Yes	Yes	No	04/19/2024	240.00
FAB		44895	128667	Check	1	3489	MN FFA STATE ASSOCIATION		Yes	No	No	04/19/2024	1,955.00
FAB		44901	128668	Check	1	3831	RELIANCE STANDARD LIFE INSURANC		Yes	Yes	No	04/19/2024	1,383.81
FAB		44899	128669	Check	1	3786	SULLIVAN, KRISTIE		Yes	No	No	04/19/2024	1,063.29
FAB		44905	128670	Check	1	00604	AFSCME COUNCIL 65		Yes	Yes	No	04/23/2024	24.99
FAB		44912	128671	Check	1	3852	BABCOCK, SWAIN	Ind/Sole Proprietor	Yes	No	No	04/23/2024	160.00
FAB		44904	128672	Check	1	00603	BRECKENRIDGE ED LOCAL 1299		Yes	Yes	No	04/23/2024	2,275.34
FAB		44911	128673	Check	1	3685	FORMANECK, CASEY	Ind/Sole Proprietor	Yes	Yes	No	04/23/2024	80.00
FAB		44914	128674	Check	1	3857	JONES, PATRICK	Ind/Sole Proprietor	Yes	Yes	No	04/23/2024	80.00
FAB		44910	128675	Check	1	3018	MARTINSON, RICK S		Yes	No	No	04/23/2024	120.00
FAB		44906	128676	Check	1	01184	MN SCHOOL EMPLOYEES ASSOC		Yes	Yes	No	04/23/2024	814.63
FAB		44907	128677	Check	1	01779	NCPEERS GROUP LIFE INS		Yes	No	No	04/23/2024	32.00
FAB		44909	128678	Check	1	1292	ND CHILD SUPPORT DIVISION		Yes	Yes	No	04/23/2024	457.50
FAB		44908	128679	Check	1	03157	OTTERTAIL/MINN-DAKOTA COACHES		Yes	Yes	No	04/23/2024	1,178.60
FAB		44913	128680	Check	1	3855	PETERSON, CRAIG		Yes	No	No	04/23/2024	180.00
FAB		44917	128681	Check	1	2635	BRECKENRIDGE SCHOOL FOOD SERV		Yes	No	No	04/26/2024	230.00
FAB		44924	128682	Check	1	3853	CHRISTENSEN, KYLE		Yes	No	No	04/26/2024	694.66
FAB		44919	128683	Check	1	3685	FORMANECK, CASEY	Ind/Sole Proprietor	Yes	Yes	No	04/26/2024	160.00
FAB		44920	128684	Check	1	3857	JONES, PATRICK	Ind/Sole Proprietor	Yes	No	No	04/26/2024	160.00
FAB		44918	128685	Check	1	2824	KING, ROY M.		Yes	No	No	04/26/2024	180.00
FAB		44921	128686	Check	1	3859	KRESSIN, ANTHONY	Ind/Sole Proprietor	Yes	No	No	04/26/2024	100.00
FAB		44923	128687	Check	1	2040	LAKES REGION BABE RUTH		Yes	No	No	04/26/2024	1,300.00
FAB		44916	128688	Check	1	1569	WAHPETON AUTO VALUE		Yes	Yes	No	04/26/2024	57.99
FAB		44922	128689	Check	1	1569	WAHPETON AUTO VALUE		Yes	Yes	No	04/26/2024	357.96

Bank Total: \$431,833.44

Report Total: \$431,833.44

**Breckenridge Public School  
Student Activity Guideline  
Period Ending April 30, 2024**

Sequence: Group-Sub, Crs

										<b>B24</b>						
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202410	Year To Date	% YTD Encumbrances	+ Enc	% YTD	Remaining Balance
00 Assets																
B	21	101	000				100	00	Student Activities Cash	0.00	(7,542.89)	52,411.71	0.00	0.00	0%	(52,411.71)
00 Assets																
923																
B	21	401	923				400	923	Class of 2023	0.00	0.00	(1,718.31)	0.00	0.00	0%	1,718.31
E	21	005	298	301	401	923	401	923	Class of 2023 Supplies	0.00	0.00	1,718.31	0.00	0.00	0%	(1,718.31)
923																
924																
B	21	401	924				400	924	Class of 2024	0.00	0.00	(4,653.81)	0.00	0.00	0%	4,653.81
E	21	005	298	301	401	924	401	924	Class of 2024 Supplies	10,000.00	0.00	0.00	0.00	0.00	0%	10,000.00
R	21	005	298	301	099	924	401	924	Class of 2024 Revenue	(15,000.00)	0.00	(1,718.31)	0.00	0.00	11%	(13,281.69)
924 Class of 2024																
925																
Class of 2025																
R	21	005	298	301	099	925	401	925	Class of 2025 Revenue	0.00	0.00	(8,416.00)	0.00	0.00	0%	8,416.00
E	21	005	298	301	401	925	401	925	Class of 2025 Supplies	0.00	0.00	4,516.50	0.00	0.00	0%	(4,516.50)
925 Class of 2025																
978																
National Honor Society																
B	21	401	978				400	978	National Honor Society	0.00	0.00	(505.62)	0.00	0.00	0%	505.62
E	21	005	298	301	401	978	401	978	National Honor Society Suppl	1,300.00	0.00	286.47	0.00	0.00	22%	1,013.53
R	21	005	298	301	099	978	401	978	National Honor Society Reven	(500.00)	0.00	0.00	0.00	0.00	0%	(500.00)
978 National Honor Society																
979																
High School Student Council																
B	21	401	979				400	979	High School Student Council	0.00	0.00	(7,356.72)	0.00	0.00	0%	7,356.72
R	21	005	298	301	099	979	401	979	High School Student Council I	(2,500.00)	(1,110.00)	(4,192.83)	0.00	0.00	168%	1,692.83
E	21	005	298	301	401	979	401	979	High School Student Council I	3,600.00	948.00	2,903.09	0.00	0.00	81%	696.91
979 High School Student Council																
980																
Letterclub																
B	21	401	980				400	980	Letterclub	0.00	0.00	(4,768.49)	0.00	0.00	0%	4,768.49
E	21	005	298	301	401	980	401	980	Letterclub Supplies	1,000.00	11.75	94.00	0.00	0.00	9%	906.00
R	21	005	298	301	099	980	401	980	Letterclub Revenue	(1,000.00)	0.00	0.00	0.00	0.00	0%	(1,000.00)
980 Letterclub																
981																
Mathletes																
B	21	401	981				400	981	Mathletes	0.00	0.00	(6.21)	0.00	0.00	0%	6.21
R	21	005	298	301	099	981	401	981	Mathletes Revenue	(500.00)	0.00	0.00	0.00	0.00	0%	(500.00)

**Breckenridge Public School  
Student Activity Guideline  
Period Ending April 30, 2024**

Sequence: Group-Sub, Crs

										B24								
L	Fd	Org	Pro	Fin	O/S	Crs	Class	Sub	Description	Annual Budget	Period 202410	Year To Date	% YTD	Encumbrances	+ Enc	% YTD	Remaining Balance	
981 Mathletes																		
E	21	005	298	301	401	981	401	981	Mathletes Supplies	500.00	12.95	12.95	3%	0.00	0.00	3%	487.05	
981 Mathletes										0.00	12.95	6.74	0%	0.00	0.00	0%	(6.74)	
982 HS Band										0.00	0.00	(6,065.42)	0%	0.00	0.00	0%	6,065.42	
B	21	401	982				400	982	HS Band	0.00	0.00	16,793.49	67%	0.00	0.00	67%	8,206.51	
E	21	005	298	301	401	982	401	982	HS Band Supplies	25,000.00	5,371.04	(14,075.74)	94%	0.00	0.00	94%	(924.26)	
R	21	005	298	301	099	982	401	982	HS Band Revenue	(15,000.00)	(410.00)	(3,347.67)	(33%)	0.00	0.00	(33%)	13,347.67	
982 HS Band										10,000.00	4,961.04	(3,347.67)	(33%)	0.00	0.00	(33%)	13,347.67	
983 Boys Golf										0.00	0.00	(205.54)	0%	0.00	0.00	0%	205.54	
B	21	401	983				400	983	Boys Golf	0.00	0.00	0.00	0%	0.00	0.00	0%	(500.00)	
R	21	005	298	301	099	983	401	983	Boys Golf Revenue	(500.00)	0.00	0.00	0%	0.00	0.00	0%	500.00	
E	21	005	298	301	401	983	401	983	Boys Golf Supplies	500.00	0.00	0.00	0%	0.00	0.00	0%	500.00	
983 Boys Golf										0.00	0.00	(205.54)	0%	0.00	0.00	0%	205.54	
984 HS Choir										0.00	0.00	(5,301.80)	0%	0.00	0.00	0%	5,301.80	
B	21	401	984				400	984	HS Choir	0.00	0.00	12.50	3%	0.00	0.00	3%	487.50	
E	21	005	298	301	401	984	401	984	HS Choir Supplies	500.00	0.00	0.00	0%	0.00	0.00	0%	(500.00)	
R	21	005	298	301	099	984	401	984	HS Choir Revenue	(500.00)	0.00	0.00	0%	0.00	0.00	0%	500.00	
984 HS Choir										0.00	0.00	(5,289.30)	0%	0.00	0.00	0%	5,289.30	
986 FFA										0.00	0.00	(5,358.78)	0%	0.00	0.00	0%	5,358.78	
B	21	401	986				400	986	FFA	0.00	0.00	(1,072.21)	21%	0.00	0.00	21%	(3,927.79)	
R	21	005	298	301	099	986	401	986	FFA Revenue	(5,000.00)	0.00	0.00	0%	0.00	0.00	0%	7,000.00	
E	21	005	298	301	401	986	401	986	FFA Supplies	7,000.00	0.00	0.00	0%	0.00	0.00	0%	7,000.00	
986 FFA										2,000.00	0.00	(6,430.99)	(322%)	0.00	0.00	(322%)	8,430.99	
987 Close Up										0.00	0.00	(1,620.79)	0%	0.00	0.00	0%	1,620.79	
B	21	401	987				400	987	Close Up	0.00	0.00	(1,620.79)	0%	0.00	0.00	0%	1,620.79	
987 Close Up										0.00	0.00	(1,620.79)	0%	0.00	0.00	0%	1,620.79	
988 Speech										0.00	0.00	(4,251.89)	0%	0.00	0.00	0%	4,251.89	
B	21	401	988				400	988	Speech	0.00	0.00	0.00	0%	0.00	0.00	0%	(500.00)	
R	21	005	298	301	099	988	401	988	Speech Revenue	(500.00)	0.00	0.00	0%	0.00	0.00	0%	895.56	
E	21	005	298	301	401	988	401	988	Speech Supplies	1,000.00	32.44	104.44	10%	0.00	0.00	10%	895.56	
988 Speech										500.00	32.44	(4,147.45)	(829%)	0.00	0.00	(829%)	4,647.45	
989 Drama Club										0.00	0.00	(2,267.90)	0%	0.00	0.00	0%	2,267.90	
B	21	401	989				400	989	Drama Club	0.00	0.00	(2,267.90)	0%	0.00	0.00	0%	2,267.90	
E	21	005	298	301	401	989	401	989	Drama Club Supplies	750.00	0.00	1,915.61	255%	0.00	0.00	255%	(1,165.61)	



# Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
9385	0846	FAB	16315	Credit	A	04/02/24		Check	1	1004							
										ELEM GENERAL FUND DE							
			0846	R	01	201	258	000	621	102					55.00	0.00	
			0846	R	01	005	000	000	099	000					21.00	0.00	
			0846	R	04	005	582	344	040	000					760.00	0.00	
			0846	R	02	005	770	701	601	000					310.40	0.00	
			0846	R	01	299	249	000	040	000					325.00	0.00	
										Drivers Ed Tuition					\$1,471.40	\$0.00	
															<b>\$1,471.40</b>	<b>\$0.00</b>	
9390	0846	FAB	16320	Credit	A	04/01/24		Wire	1	1002							
										STATE OF MINNESOTA							
			0846	R	01	005	005	000	211	000					451,809.44	0.00	
										Gen Ed Aid Rev					\$451,809.44	\$0.00	
															<b>\$451,809.44</b>	<b>\$0.00</b>	
9394	0846	FAB	16324	Credit	A	04/10/24		Check	1	1061							
										VIKING COCA-COLA BOT							
			0846	E	01	300	792	000	490	000					330.50	0.00	
			0846	R	21	005	298	301	099	990					25.50	0.00	
										DECA Revenue					\$356.00	\$0.00	
Amy Beasley			16325	Credit	A	04/10/24		Check	1	C1							
										Misc							
			0846	B	01	215	024			Flexible Benefits					105.00	0.00	
															\$105.00	\$0.00	
2024 Pymt #1			16326	Credit	A	04/10/24		Check	1	1122							
										CITY OF BRECKENRIDGE							
			0846	R	04	005	591	000	115	000					25,000.00	0.00	
										City of Breckenridge Funds					\$25,000.00	\$0.00	
custom card donation			16327	Credit	A	04/10/24		Check	1	1192							
										BELL BANK							
			0846	R	01	005	000	000	099	000					55.00	0.00	
										Misc. Revenue					\$55.00	\$0.00	
Easter Egg Donation			16328	Credit	A	04/10/24		Check	1	1009							
										COMMUNITY EDUCATION							
			0846	R	04	005	505	321	098	000					50.00	0.00	
										Comm Ed Easter Egg Hunt D					\$50.00	\$0.00	
Speech Meet			16329	Credit	A	04/10/24		Check	1	1294							
										BRECKENRIDGE PUBLIC							
			0846	R	01	300	291	000	060	288					168.00	0.00	
										HS Speech Revenue							

## Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9394	0846	FAB														
Speech Meet			16329	Credit A	04/10/24	0846 R 01 300 291 000	060 288	Check 1	1294	BRECKENRIDGE PUBLIC HS Speech Revenue					32.00	0.00
														Receipt Total:	\$200.00	\$0.00
			16330	Credit A	04/10/24	0846 B 01 115 000		Check 1	1048	ISD 544 - FERGUS FALLS	1448	02/29/24	Invoice	9,135.19	9,135.19	0.00
														Receipt Total:	\$9,135.19	\$0.00
			16331	Credit A	04/10/24	0846 B 01 115 000		Check 1	1299	OSAKIS PUBLIC SCHOOL	1450	02/29/24	Invoice	3,249.43	3,249.43	0.00
														Receipt Total:	\$3,249.43	\$0.00
			16332	Credit A	04/10/24	0846 B 01 115 000		Check 1	1090	ISD 2753	1449	02/29/24	Invoice	10,116.15	10,116.15	0.00
														Receipt Total:	\$10,116.15	\$0.00
			16333	Credit A	04/10/24	0846 B 01 115 000		Check 1	1298	Perham Dent Public School	1446	02/29/24	Invoice	3,617.29	3,617.29	0.00
														Receipt Total:	\$3,617.29	\$0.00
			16334	Credit A	04/10/24	0846 R 01 005 000	000 099 000	Check 1	1067	REGION 6A Misc. Revenue					437.82	0.00
														Receipt Total:	\$437.82	\$0.00
			16335	Credit A	04/10/24	0846 E 08 005 960 340	898 000	Check 1	1151	WEST CENTRAL INITIATI <sup>n</sup> Scholarships					1,000.00	0.00
														Receipt Total:	\$1,000.00	\$0.00
			16336	Credit A	04/10/24	0846 R 01 005 000	000 093 000	Check 1	C1	Misc Rent					180.00	0.00
														Receipt Total:	\$180.00	\$0.00
			16354	Credit A	04/10/24	0846 B 01 215 027		Check 1	1291	Lindberg Brad Life & Disability Payable					13.00	0.00
						0846 B 01 215 025				Group Health Payable				1,238.62	0.00	
														Receipt Total:	\$1,251.62	\$0.00
			16355	Credit A	04/10/24	0846 B 01 215 027		Check 1	1284	REINERTSON, PERRY Life & Disability Payable					2.60	0.00
						0846 B 01 215 025				Group Health Payable				548.68	0.00	
														Receipt Total:	\$551.28	\$0.00



# Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount	
9399	0846	FAB	16358	Credit	A	04/30/24		Wire	1	1002							
						0846	R 02 005 770	701 471	000	Federal Lunch Aid					2,884.00	0.00	
						0846	R 02 005 770	701 471	000	Federal Lunch Aid					576.80	0.00	
						0846	R 02 005 770	701 472	000	Free/ Reduced Lunch					13,874.70	0.00	
						0846	R 02 005 770	705 476	000	Breakfast Program					10,528.27	0.00	
						0846	R 02 005 770	701 300	000	School Lunch State Aid					14,785.04	0.00	
						0846	R 02 005 770	703 300	000	Special Milk Program State Aid					109.40	0.00	
						0846	R 02 005 770	705 300	000	Breakfast State Aid					8,242.65	0.00	
														Receipt Total:	\$51,000.86	\$0.00	
														Deposit Total:	\$51,000.86	\$0.00	
9400	0846	FAB	16359	Credit	A	04/30/24		Wire	1	1002							
						0846	R 02 005 770	705 300	000	Breakfast State Aid					7,773.65	0.00	
														Receipt Total:	\$7,773.65	\$0.00	
YST			16360	Credit	A	04/30/24		Wire	1	C1							
						0846	R 01 005 211	000 405	117	Youth Skills Training Revenue					6,036.43	0.00	
														Receipt Total:	\$6,036.43	\$0.00	
														Deposit Total:	\$13,810.08	\$0.00	
9401	0846	FAB	16361	Credit	A	04/30/24		Wire	1	1002							
						0846	R 01 005 000	160 400	012	ESSER III-90% Alloc Federal					202,839.24	0.00	
														Receipt Total:	\$202,839.24	\$0.00	
														Deposit Total:	\$202,839.24	\$0.00	
9402	0846	FAB	16362	Credit	A	04/30/24		Check	1	1002							
						0846	R 01 005 000	161 400	012	ESSER III-90% Learning Loss					77,721.43	0.00	
														Receipt Total:	\$77,721.43	\$0.00	
														Deposit Total:	\$77,721.43	\$0.00	

# Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount		
9403	0846	FAB	16363	Credit A	04/30/24	0846	R 01 005 000 169 400 012	Wire	1 1002	STATE OF MINNESOTA Federal Aid				10,000.00		0.00		
														Receipt Total:	\$10,000.00	\$0.00		
														Deposit Total:	\$10,000.00	\$0.00		
9404	0846	FAB	16364	Credit A	04/30/24	0846	R 01 005 000 000 092 000	Wire	1 C1	Misc Interest Income				10,045.18		0.00		
														Receipt Total:	\$10,045.18	\$0.00		
														Deposit Total:	\$10,045.18	\$0.00		
9405	0846	FAB	16365	Credit A	04/30/24	0846	R 01 005 005 000 211 000	Wire	1 1002	STATE OF MINNESOTA Gen Ed Aid Rev				301,206.29		0.00		
														Receipt Total:	\$301,206.29	\$0.00		
														Deposit Total:	\$301,206.29	\$0.00		
9406	0846	FAB	16366	Credit A	04/30/24	0846	R 01 005 005 000 211 000	Wire	1 1002	STATE OF MINNESOTA Gen Ed Aid Rev				564,596.02		0.00		
														Receipt Total:	\$564,596.02	\$0.00		
														Deposit Total:	\$564,596.02	\$0.00		
9407	0846	FAB	16367	Credit A	04/30/24	0846	R 01 201 258 000 050 000	Wire	1 C1	Misc MS Music Fees				90.00		0.00		
														0846	R 01 299 249 000 040 000	Drivers Ed Tuition	1,300.00	0.00
														0846	R 01 300 258 000 050 000	HS Music Fees	65.00	0.00
														0846	R 01 300 292 000 050 000	General Athletics Fees	325.00	0.00
														0846	R 02 005 770 701 601 000	Student Lunch Sales	5,256.15	0.00
														0846	R 01 100 791 000 052 000	Elem Yearbook Sales	286.00	0.00
														0846	R 01 005 000 000 051 000	Tablet Protection Plan Fee	10.00	0.00
														Receipt Total:	\$7,332.15	\$0.00		
														Deposit Total:	\$7,332.15	\$0.00		

# Breckenridge Public School Receipt Listing Report with Detail by Deposit

Deposit Co	Bank	Batch	Rct No	Receipt Type	Receipt St	Date	Check No	Pmt Type	Grp Code	Customer	Inv No	Inv Date	Inv Type	Invoice Amount	Applied Amount	Unapplied Amount
9408	0846	FAB	16368	Credit A	04/30/24			Wire	1	1009						
						0846	R 04 005 505 321 040 000			COMMUNITY EDUCATION					1,605.00	0.00
						0846	R 04 005 570 321 040 000			Comm Ed Tuition					3,131.50	0.00
						0846	R 04 005 580 325 040 000			School Age Care Tuition from ECFE Tuition					25.00	0.00
						0846	R 04 005 591 000 050 200			Twin Town Baseball League Fees					715.00	0.00
						0846	R 04 005 591 000 050 201			Youth Baseball Fees					2,900.00	0.00
						0846	R 04 005 591 000 050 202			Youth Basketball Fees					4,440.00	0.00
						0846	R 04 005 591 000 050 203			Youth Softball Fees					550.00	0.00
						0846	R 04 005 591 000 050 204			Youth Football Fees					405.00	0.00
						0846	R 04 005 591 000 050 208			Summer Youth Enrichment Fees					2,769.00	0.00
						0846	R 04 005 591 000 050 210			Youth Track Fees					1,075.00	0.00
						0846	R 04 005 591 000 050 211			Youth Volleyball Fees					1,200.00	0.00
						0846	R 04 005 591 000 050 212			Youth Wrestling Fees					200.00	0.00
						0846	R 04 005 591 000 050 217			Speed and Strength Fees					2,010.00	0.00
						0846	R 04 005 591 000 050 218			Youth Archery Fees					150.00	0.00
						0846	R 04 005 591 000 050 285			Youth Summer Theatre Fees					420.00	0.00
															<b>Receipt Total:</b>	\$21,595.50
															<b>Deposit Total:</b>	\$21,595.50
9409	0846	FAB	16369	Credit A	04/30/24			Wire	1	C1						
REAP						0846	R 01 100 000 514 500 000			Misc Elem REAP					37,518.00	0.00
															<b>Receipt Total:</b>	\$37,518.00
															<b>Deposit Total:</b>	\$37,518.00
															<b>Report Total:</b>	\$1,825,799.69



**Breckenridge Public School-Contingent Account**  
**Account Summary**  
 April 2024

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	Apr 24
<b>Ordinary Income/Expense</b>	
<b>Expense</b>	
01100712320366000 Ntve Am Travl	144.45
01201294000319202 Boys Basketba	150.00
01201296000319202 Girls Basketb	30.00
01300291000369255 Choir Ety Fee	210.00
01300291000369288 Spch Entry Fe	392.00
01300292000402216 BB Reimburse	300.00
01300294000319202 BoyBskt Ofcal	170.00
01300294000367210 Boys Track In	150.00
01300296000319202 Gri Bktbl Off	38.00
01300296000367210 Girls Track I	150.00
04005570321369000 SACC EntryFee	60.00
04005591000142211 ELM VB Coach	-259.50
04005591000369201 Bbe Rth Entry	675.00
	2,209.95
<b>Total Expense</b>	2,209.95
<b>Net Ordinary Income</b>	-2,209.95
<b>Net Income</b>	-2,209.95

**Breckenridge Public School-Contingent Account  
Transaction List by Date  
April 2024**

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<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Apr 24</b>				
04/04/2024	27095	Morris Baseball Association	Eye of the Tiger	-375.00
04/04/2024	27096	Morris Baseball Association	VOID: Eye of the Tiger GJE, RGJE...	0.00
04/04/2024	27097	Section 6A	Solo Ensemble Sub Sections	-210.00
04/04/2024	5	Morris Baseball Association	For CHK 27096 voided on 04/05/20...	-375.00
04/05/2024	5R	Morris Baseball Association	Reverse of GJE 5 -- For CHK 2709...	375.00
04/05/2024	27098	DGF Baseball	16U Babe Ruth Baseball Tournam...	-300.00
04/05/2024	27099	Brittany Jaehning	State Basketball	-300.00
04/05/2024	27100	Breckin Anderson		-388.00
04/05/2024	27101	Brianna Davis	IHSL Regional Meeting	-144.45
04/05/2024	27102	Battle Lake Public School	3.23.24 Meet	-63.00
04/05/2024	27103	Perham Public School	3.2.24 Speech Meet	-64.00
04/05/2024	27104	Browerville High School Speech	2.17.24 Speech Meet	-77.00
04/05/2024	27105	Underwood Public School	3.23.24	-188.00
04/05/2024	27106	Fergus Falls Public Schools	Harrington Early Bird Invite	-300.00
04/12/2024			Deposit	1,889.00
04/17/2024	27107	Three Rivers Gymnastics	Early Out 4.17.24	-60.00
04/17/2024			Deposit	775.81
04/30/2024	6R	Dominique Richels	Reverse of GJE 6 -- For CHK 2698...	259.50
<b>Apr 24</b>				

**Breckenridge Public School-Contingent Account  
Transaction List by Date-Contingent Book  
April 2024**

Type	Date	Num	Name	Memo	Split	Amount
<b>Apr 24</b>						
Check	04/04/2024	27095	Morris Baseball Assoc...	Eye of the Tiger	04005591000369201 Bbe Rth Entry	-375.00
Check	04/04/2024	27096	Morris Baseball Assoc...	VOID: Eye of the Tiger...	04005591000369201 Bbe Rth Entry	0.00
Check	04/04/2024	27097	Section 6A	Solo Ensemble Sub S...	01300291000369255 Choir Ety Fee	-210.00
Gene...	04/04/2024	5	Morris Baseball Assoc...	For CHK 27096 voide...	04005591000369201 Bbe Rth Entry	-375.00
Gene...	04/05/2024	5R	Morris Baseball Assoc...	Reverse of GJE 5 -- F...	04005591000369201 Bbe Rth Entry	375.00
Check	04/05/2024	27098	DGF Baseball	16U Babe Ruth Baseb...	04005591000369201 Bbe Rth Entry	-300.00
Check	04/05/2024	27099	Brittany Jaehning	State Basketball	01300292000402216 BB Reimburse	-300.00
Check	04/05/2024	27100	Breckin Anderson		-SPLIT-	-388.00
Check	04/05/2024	27101	Brianna Davis	IHSL Regional Meeting	01100712320366000 Ntve Am Travl	-144.45
Check	04/05/2024	27102	Battle Lake Public Sch...	3.23.24 Meet	01300291000369288 Spch Entry Fe	-63.00
Check	04/05/2024	27103	Perham Public School	3.2.24 Speech Meet	01300291000369288 Spch Entry Fe	-64.00
Check	04/05/2024	27104	Browerville High Scho...	2.17.24 Speech Meet	01300291000369288 Spch Entry Fe	-77.00
Check	04/05/2024	27105	Underwood Public Sc...	3.23.24	01300291000369288 Spch Entry Fe	-188.00
Check	04/05/2024	27106	Fergus Falls Public Sc...	Harrington Early Bird I...	-SPLIT-	-300.00
Deposit	04/12/2024			Deposit	Breckenridge School District #8	1,889.00
Check	04/17/2024	27107	Three Rivers Gymnast...	Early Out 4.17.24	04005570321369000 SACC Entry...	-60.00
Deposit	04/17/2024			Deposit	Breckenridge School District #8	775.81
Gene...	04/30/2024	6R	Dominique Richels	Reverse of GJE 6 -- F...	04005591000142211 ELM VB Coa...	259.50
<b>Apr 24</b>						

C. Hires

1. Dan Fedderson, Custodian
2. Bernard Rhoden, Math Teacher
3. Courtney Diestler, Junior Class Advisor

D. Resignations

1. Stephanie Beyer, Food Service Director
2. Sharon Klemm, Assistant Cook
3. Henry Peck, Bus Driver

E. Extra Curricular Contracts

F. Enrollment

23

## 2023-2024 Enrollment Numbers

175	August	September	October	November	December	January	February	March	April	May	June '23							
K	40	42	42	43	43	44	40	40	40	40	39							
1	37	34	34	33	34	34	33	33	33	34	46							
2	45	44	44	45	45	46	45	45	46	46	45							
3	43	42	42	44	45	45	44	45	46	46	34							
4	28	29	29	28	28	30	29	29	31	31	30							
5	29	28	28	26	26	27	27	27	28	28	42							
6	41	37	36	38	38	36	36	36	37	37	40							
7	51	44	47	47	46	49	45	45	44	45	56							
8	56	56	55	54	54	56	55	55	55	56	62							
9	59	62	64	67	68	66	63	64	63	63	66							
10	65	57	64	62	63	63	64	64	66	67	50							
11	45	53	51	54	50	52	53	51	52	52	53							
12	51	55	53	53	53	53	51	51	51	51	63	Graduated 64 Seniors Class of '23 (We had a "super, super Senior" that finished their last credit in September & walked in Spring)						
											626							
ALP only		0	0	0	0	0	0	0	0	0	2							
Total	590	588	589	594	593	601	585	585	592	596	655							
Pre-School	50	61	61	61	61	61	61	59	59	59	40							
Grand Total											695							
																		23
PSEO		5	5	5	5	5	5	5	6	6	2							
VL		6	6	12	12	12	12	12	11	12	9							
MS St. Mary's		12	12	12	12	12	12	12	12	12	16							
El. St. Mary's		20	29	29	29	30	30	30	29	28	13							
Homeschool		11	28	27	27	27	27	27	27	27	42							

## **5. Communications**

### A. Curriculum Presentation

25



# Northern Lights Renewal



## About the Curriculum

- Meets ALL 6th grade Social Studies standards
- The school has been using it since before I came here!
- Created and approved by content experts, historians, and teachers
- Interactive (maps, videos, audio, links, etc.)
- Digital student workbook
- We use it daily when working on social studies PBLs
- <https://www.mnhs.org/northernlights>



# Pricing

Best Deal-

7 year deal- \$10 per year per student so \$70 per student for 7 years and \$80 for teacher

We would have to commit to a “set” number

At most is 45 students which would be **\$3,150/ 7 years**

Additional logins can be purchased.

Year by Year \$15 pricing

24/25- 27 students= \$405

25/26- 29 students= \$435

26/27- 45 students = \$675

27/28- 45 students= \$675

28/29- 33 students = \$495

29/30- 40 students = \$600

30/31- estimate 40 students = \$600

Total= **\$3,885/ 7 years**



## New Standards

- The state K-12 academic standards for social studies were revised in 2021 and adopted into law March 11, 2024. We are in the early stages of a *Northern Lights* print and digital revision to ensure *Northern Lights* addresses the required benchmarks, with an estimated summer 2026 release, in time for the 2026-27 school year implementation deadline. There is no planned cost increase at this time, but we anticipate that being needed in the not-so-distant future. Consider locking in long-term *Interactive eBook* access now for the best deal!
- Digital version ensures we won't need to keep 'buying' new textbooks

# Social Studies Resources

## Studio 5

## New Minnesota ELA Standards:

5.1.3.1 Choose and read texts that address the purpose (e.g., personal interest, enjoyment, academic tasks), representing perspectives and identities of historical and contemporary Dakota and Anishinaabe people.

5.1.6.1 Compare and contrast a firsthand and secondhand account, including those by Dakota and Anishinaabe authors, of the same event or topic; describe the differences in focus and the information provided.

These ELA standards are linked to a new social studies project which we are in the process of writing.

## Resources suggested by *Understand Native Minnesota*:

[https://www.understandnativemn.org/wp-content/uploads/2024/01/2024\\_-\\_Native\\_American\\_Teaching\\_Resources\\_Guide.pdf](https://www.understandnativemn.org/wp-content/uploads/2024/01/2024_-_Native_American_Teaching_Resources_Guide.pdf)

We have not yet identified any resources we could use. We expect to purchase multiple texts (as stated in the benchmarks) for a cost of up to \$500.

B. Ex-officio Student Representatives  
C. Dean of Students

33

## Elementary Referral Data February - May 2024

February 5th - 15th Referral Data		Notes
<p>K = 5 1 = 8 2 = 3 3 = 7 4 = 0 5 = 2 6 = 0 Total = 25 referrals</p>	<p>46% physical contact 37% disruption 10% disrespect 7% inappropriate language</p>	<p>Significant physical behaviors in K - 1</p>
March 5th - 15th Referral Data		
<p>K = 4 1 = 5 2 = 3 3 = 11 4 = 4 5 = 8 6 = 1 Total = 36 referrals</p>	<p>34% physical contact 15% disrespect 16% inappropriate language 14% technology 9% elopement 8% theft 4% disruption</p>	<p>Focused heavy attention on K &amp; 1 for the significant behaviors, number of referrals decreased</p> <p>Saw increase in 3rd &amp; 5th for disrespect and inappropriate language</p> <p>With team members, created and implemented individual student support plans</p>
April 5th - 15th Referral Data		
<p>K = 2 1 = 4 2 = 1 3 = 5 4 = 3 5 = 6 6 = 0 Total = 21 referrals</p>	<p>50% physical contact 25% disruption 16% disrespect 9% elopement</p>	<p>Honed in on patterned difficult times and areas to provide additional support</p> <p>Implemented individual student sessions</p> <p>Focused on strategies to reduce the increase in physical contact in 3rd grade</p>
May 5th - 15th Referral Data		
<p>May 5th - 15th Referral Data K = 3 1 = 2 2 = 2 3 = 7 4 = 0 5 = 2 6 = 3 Total = 19 referrals</p>	<p>63% physical contact 15% disrespect 10% refusal 6% theft 6% inappropriate language</p>	<p>Reduced behaviors in kinder - biting was an issue though</p> <p>1st grade behaviors significantly reduced</p> <p>Continuing to struggle with 3rd grade behaviors, have exhausted almost all resources</p>

D. K-12 Principal  
E. Facilities Manager

35

## Repair Recommendations

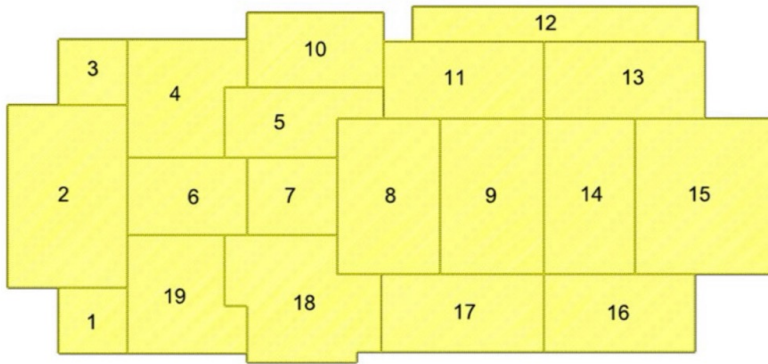


Hole observed in Stucco façade. Surface patching is recommended at all gaps / cracks over ¼". Surface coating may be recommended to improve watertightness.



Failed joint sealant observed. Inspect gym for failed joint sealants.

(1)



## High School Overview

High School

(2)



Roof #1 Overview

(3)



Roof #2 Overview

(4)



Clean and seal pipe penetration.

(5)



**Roof #3 Overview**

(6)



Cleaning seal open counter, flashing detail.

(7)



### Roof #4 Overview

(8)



Clean and seal open scupper, flashing detail.

(9)



Repair open counter, flashing detail by either sealing the opening or attempting to move the counter flashing up under the existing through wall reglet.

(10)



Clean and seal 2- 5' open control joint on wall.

(11)



**Roof #5 Overview**

(12)



Clean and seal open joint on counter flashing/ coping metal transition joint

(13)



Cleaning and seal 1- 5' open wall control joint.

(14)



**Roof #6 Overview**

(15)



**Roof #7 Overview**

(16)



### Roof #8 Overview

(17)



Recommend new drain lead flashing to permanently repair drain that has been temped.

(18)



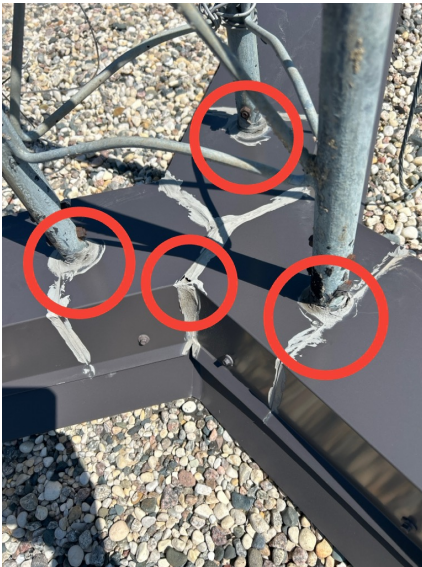
Remove Aggregate and reinforce deteriorated scupper flashing material.

(19)



### Roof #9 Overview

(20)



Cleaning & seal base of antenna protrusion .

(21)



### Roof #10 Overview

(22)



3 course open overflow scupper flashing.

(23)



Recommend removing loose parts of obsolete equipment.

(24)



Clean and seal 10 pitch pan bonnets.

- (25) Clean and seal open 2 storm collar on hot pipe with high temp sealant.



- (26) Tap out and replace missing drain ring bolt.



- (27) **Roof #11 Overview**



(28)



### Roof #12 Overview

(29)



Repair open Epdm wall flashing lap.

(30)



Repair open overflow scupper flashing detail.

(31)



### Roof #13 Overview

(32)



Repair open counter flashing detail by either attempting to move it up under the through wall reglet or sealing it.

(33)



Broken drain ring. Not sure if you can find replacement drain ring for this style drain.

(34)



### Roof #14 Overview

(35)



Repair stucco on Gym wall.

(36)



Repair 30' of open counter flashing detail by either attempting to move it up under the through wall reglet or sealing it.

(37)



## Roof #15 Overview

(38)



Recommend replacing drain lead and attempting to locate a new drain ring to repair permanently. Additionally, unable to discern if bolt is just missing or if it needs to be tapped out.

(39)



Lead and Oakham drain detail. Recommend just replacing entire drain bowl and installing new drain lead and plies.

(40)



Remove debris from roof.

(41)



**Roof #16 Overview**

(42)



Seal hole in copper fascia metal.

(43)



Move surface mounted counter flashing up and seal to close open gap exposing top of roof membrane.

(44)



Seal crack in 14' crenellation.

(45)



**Roof #17 Overview**

(46)



Clean and seal open storm collar on dryer vent detail.

(47)



**Roof #18 Overview**

(48)



Repair open counter flashing detail by either attempting to move it up under the through wall reglet or sealing it.

(49)



Repair open counter flashing detail by either attempting to move it up under the through wall reglet an adding a longer fastener or sealing it.

(50)



**Roof #18a Overview.**

Small ballasted Epdm not shown on Roof overview.

(51)



**Roof #19 Overview**

(52)



Clean and seal 1- 5' open control joint on wall.

(53)

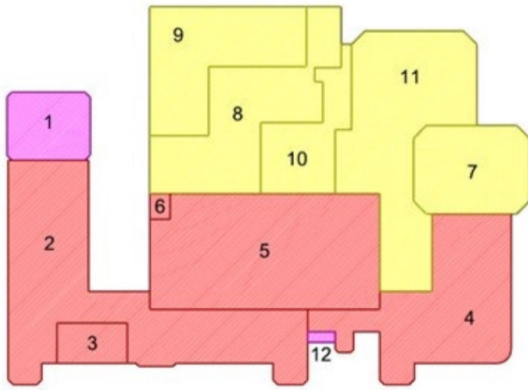


### Roof #19a Overview

Small BUR roof not on Roof overview.

(1)

### Breckenridge Elementary Overview



Elementary School

(2)

### Roof #1 Overview



(3)

### Moderate/readhere & Strip In Top

2'x 60' Cut & Relax w/Term bar



(4)



Severely damaged 8"x 4' limestone capstone.

(5)



**Roof #2 Overview**

(6)



**Roof #2 Overview**

(7)



Repair hole in Epdm flashing.

(8)



Repair hole in roof hatch curb corner.

(9)



Repair weak power vent curb flashing.

(10)



Repair hole in obsolete curb corner.

(11)



Repair open corner on obsolete curb.

(12)



Repair open conduit curb corner flashing.

(13)



Reinforce 2 thin core cut repairs.

(14)



Repair open vent curb corner flashing.

(15)



Seal 3 open scuppers.

(16)



**Moderate/readhere & Strip In Top**

2'x 45' Cut & Relax w/Term bar

(17)



**Moderate/readhere & Strip In Top**

2'x 32' Cut & Relax w/term bar and open through wall scupper. it is imperative that the scupper at least be reflashed regardless of determination of C&R work.

(18)



**Minor To Moderate/readhere And Strip In Top**

2'x 30' Cut & Relax

(19)



### Roof #3 Overview

(20)



Reflash hole in 2 scupper flashings and seal opening on outside of scupper.

(21)



Reflash open elevator shaft scupper.

(22)



**Minor/readhere & Strip In Top**

2'x 40' Cut & Relax w/Term bar

(23)



**Roof #4 Overview**

(24)



**Roof #4 Overview**

(25)



**Moderate/readhere & Strip In Top**

2'x 25' Cut & Relax in corner w/scupper that needs to be reflashed.

(26)



Seal 1 open scupper flashing.

(27)



Cut & Relax 7' sleeper flashing.

(28)



Cut & Relax 7' on vent curb side.

(29)



Repair cracked vent curb corner.

(30)



Reinforce 2 thin core cut repairs.

(31)



**Roof #5 Overview**

(32)



**Moderate/readhere & Strip In Top**

2'x 10' Cut & Relax

(33)



**Roof #6 Overview**

(34)



### Roof #7 Overview

(35)



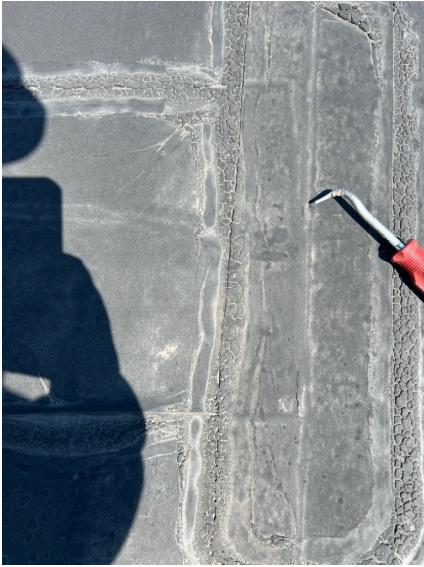
Repair hole in Epdm membrane.

(36)



Repair open cracked T-Lap flashing on Epdm membrane.

(37)



Repair open cracked T-Lap flashing on Epdm membrane.

(38)



Repair open cracked T-Lap flashing on Epdm membrane.

(39)



Repair open wall lap flashing.

(40)



**Minor/readhere & Strip In Top**

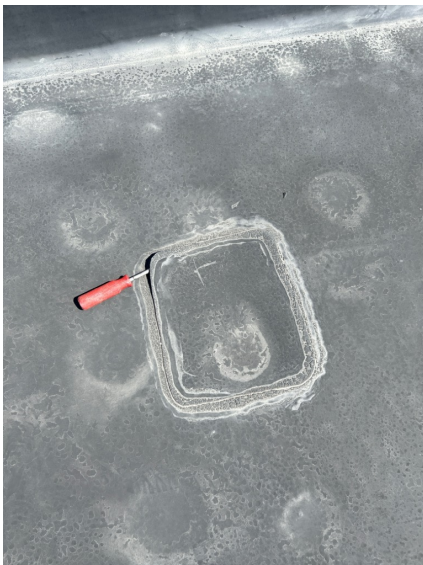
2'x 10' Cut & Relax.

(41)



Reinforce 2 thin core cut repairs.

(42)



Repair open repair on Epdm membrane.

(43)



Repair open scupper flashing.

(44)



Repair open wall lap flashing.

(45)



**Roof #8 Overview**

(46)



**Roof #8 Overview**

(47)



Move 2 cover plates back into place and seal.

(48)



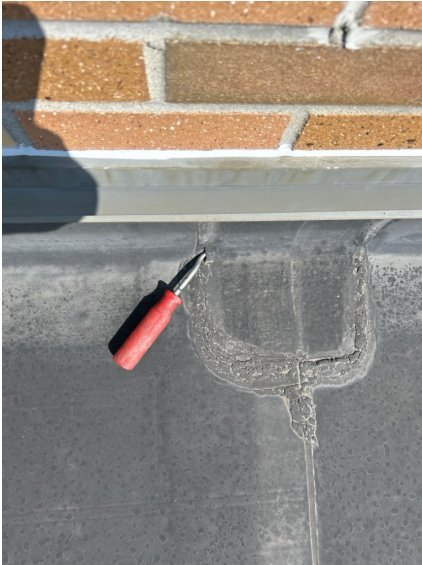
**Roof #9 Overview.**

(49)



### Roof #10 Overview

(50)



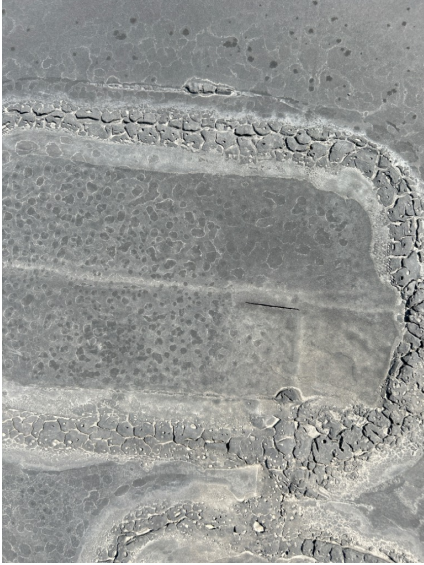
Repair open wall lap flashing.

(51)



Repair open wall lap flashing.

(52)



Repair cracked T-Lap flashing.

(53)



Repair open wall lap flashing.

(54)



Repair open wall lap flashing.

(55)



Repair open vent curb flashing.

(56)



Repair open vent curb flashing.

(57)



Repair open power vent curb flashing.

(58)



Repair open repair on Epdm membrane.

(59)



**Roof #11 Overview**

(60)



Repair cracked T-Lap flashing.

(61) Repair open power vent curb corner flashing.



(62) Repair open power vent curb flashing.



(63) Repair open soil stack flashing.



(64)



Repair cracked T-Lap flashing.

(65)



Repair cracked T-Lap flashing.

(66)



Reinforce 2 thin core cut repairs.

(67)



Repair open old repair on Epdm member.

(68)



Repair open wall corner flashing.

(69)



Strip in 8' open seam.

(70)



Strip in 12" open seam.

## FACILITY SUMMARY REPORT

# B

**Breckenridge Schools**  
Breckenridge Elementary  
810 Beede Avenue, Breckenridge, MN 56520

**Facility Roof Audit Performed On:**

Apr 11, 2024



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*Please note that the financial figures provided in this report reflect opinions of probable costs based on current pricing. However, conditions may change with time, and market fluctuations in raw material pricing are common. As such, financial figures should be considered initial budget estimates derived from current roof information. In addition, the identification of roof system components is based on test cut sampling and/or information from the owner's records. However, in some cases actual roof system components may vary from those reported here.*

OVERALL FACILITY DRAWING



**A OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	44
<b>Attachment</b>	Adhered
<b>Install Date</b>	05/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown

**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	RAP: 34	0-1 Year	**ERSL: 7-9 Years
Membrane Base Flashings	5	4	3	2	1	0				2-3 Years	
Insulation & Decking	5	4	3	2	1	0	-5	16-20	4-6 Years		
Drainage Condition	5	4	3	2	1	0	0	21-30	7-9 Years		
Roof Top Traffic	5	4	3	2	1	0		31-40	10+ Years		
Leak Status	5	4	3	2	1	0					
Roof Age	5	4	3	2	1	0					
Interior Sensitivity	5	4	3	2	1	0	0				
Current Repair Status	5	4	3	2	1	0	-5	41-50			
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>34</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**B OVERVIEW**
**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	10
<b>Attachment</b>	Adhered
<b>Install Date</b>	05/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown

**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	RAP: 31	0-1 Year	**ERSL: 7-9 Years
Membrane Base Flashings	5	4	3	2	1	0				2-3 Years	
Insulation & Decking	5	4	3	2	1	0	-5	16-20			
Drainage Condition	5	4	3	2	1	0		21-30			
Roof Top Traffic	5	4	3	2	1	0		31-40			
Leak Status	5	4	3	2	1	0		41-50			
Roof Age	5	4	3	2	1	0					
Interior Sensitivity	5	4	3	2	1	0					
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>31</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. **The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.**

**C OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	5,079
<b>Attachment</b>	Adhered
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
---------------	---------	--------	----------

Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	<b>RAP: 15</b>	<b>0-15</b>	<b>0-1 Year</b>	<b>**ERSL: 0-1 Year</b>
Membrane Base Flashings	5	4	3	2	1	0					
Insulation & Decking	5	4	3	2	1	0	-5				
Drainage Condition	5	4	3	2	1	0					
Roof Top Traffic	5	4	3	2	1	0					
Leak Status	5	4	3	2	1	0					
Roof Age	5	4	3	2	1	0					
Interior Sensitivity	5	4	3	2	1	0					
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>15</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**C PENDING REPAIRS**
**Repair #1:**

The membrane will be re-secured at the perimeter using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-04 - Perimeter Membrane Securement Defective  
**Section:** C  
**Status:** Pending  
**Priority:** C - Life-Extending  
**Category:** Roof Repair  
**Quantity:** 45 LF  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0


**Repair #2:**

Unbonded membrane laps will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-03 - Membrane Lap Unbonded  
**Section:** C  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0


**Repair #3:**

Unbonded membrane laps will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-03 - Membrane Lap Unbonded  
**Section:** C  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**C** DEFICIENCY MAP



**D OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	23,436
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15 16-20 21-30 31-40 41-50	RAP: 20	0-1 Year 2-3 Years 4-6 Years 7-9 Years 10+ Years	**ERSL: 2-3 Years
Membrane Base Flashings	5	4	3	2	1	0					
Insulation & Decking	5	4	3	2	1	0	-5				
Drainage Condition	5	4	3	2	1	0					
Roof Top Traffic	5	4	3	2	1	0					
Leak Status	5	4	3	2	1	0					
Roof Age	5	4	3	2	1	0					
Interior Sensitivity	5	4	3	2	1	0					
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>20</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**D PENDING REPAIRS**
**Repair #1:**

Membrane punctures will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-01 - Membrane Puncture(s)  
**Section:** D  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0


**Repair #2:**

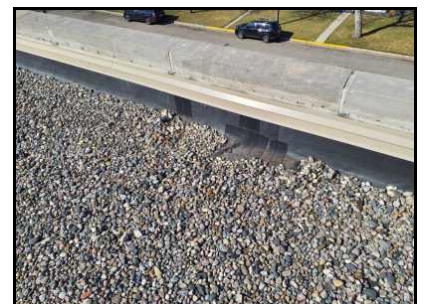
The membrane will be re-secured at the perimeter using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-04 - Perimeter Membrane Securement Defective  
**Section:** D  
**Status:** Pending  
**Priority:** C - Life-Extending  
**Category:** Roof Repair  
**Quantity:** 60 LF  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0


**Repair #3:**

Membrane punctures will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-01 - Membrane Puncture(s)  
**Section:** D  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**Repair #4:**

The membrane will be re-secured at the perimeter using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-04 - Perimeter Membrane Securement Defective  
**Section:** D  
**Status:** Pending  
**Priority:** C - Life-Extending  
**Category:** Roof Repair  
**Quantity:** 93 LF  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0


**Repair #5:**

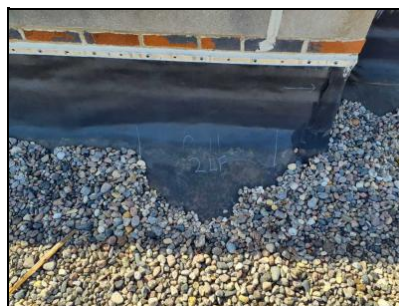
The membrane will be re-secured at the perimeter using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-04 - Perimeter Membrane Securement Defective  
**Section:** D  
**Status:** Pending  
**Priority:** C - Life-Extending  
**Category:** Roof Repair  
**Quantity:** 112 LF  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0


**Repair #6:**

The membrane will be re-secured at the perimeter using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-04 - Perimeter Membrane Securement Defective  
**Section:** D  
**Status:** Pending  
**Priority:** C - Life-Extending  
**Category:** Roof Repair  
**Quantity:** 10 LF  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**Repair #7:**

Other Single Ply Repair - See Repair Notes

**Problem:** SP-03 - Membrane Lap Unbonded  
**Section:** D  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 LF  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0


**Repair #8:**

Membrane punctures will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-01 - Membrane Puncture(s)  
**Section:** D  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0

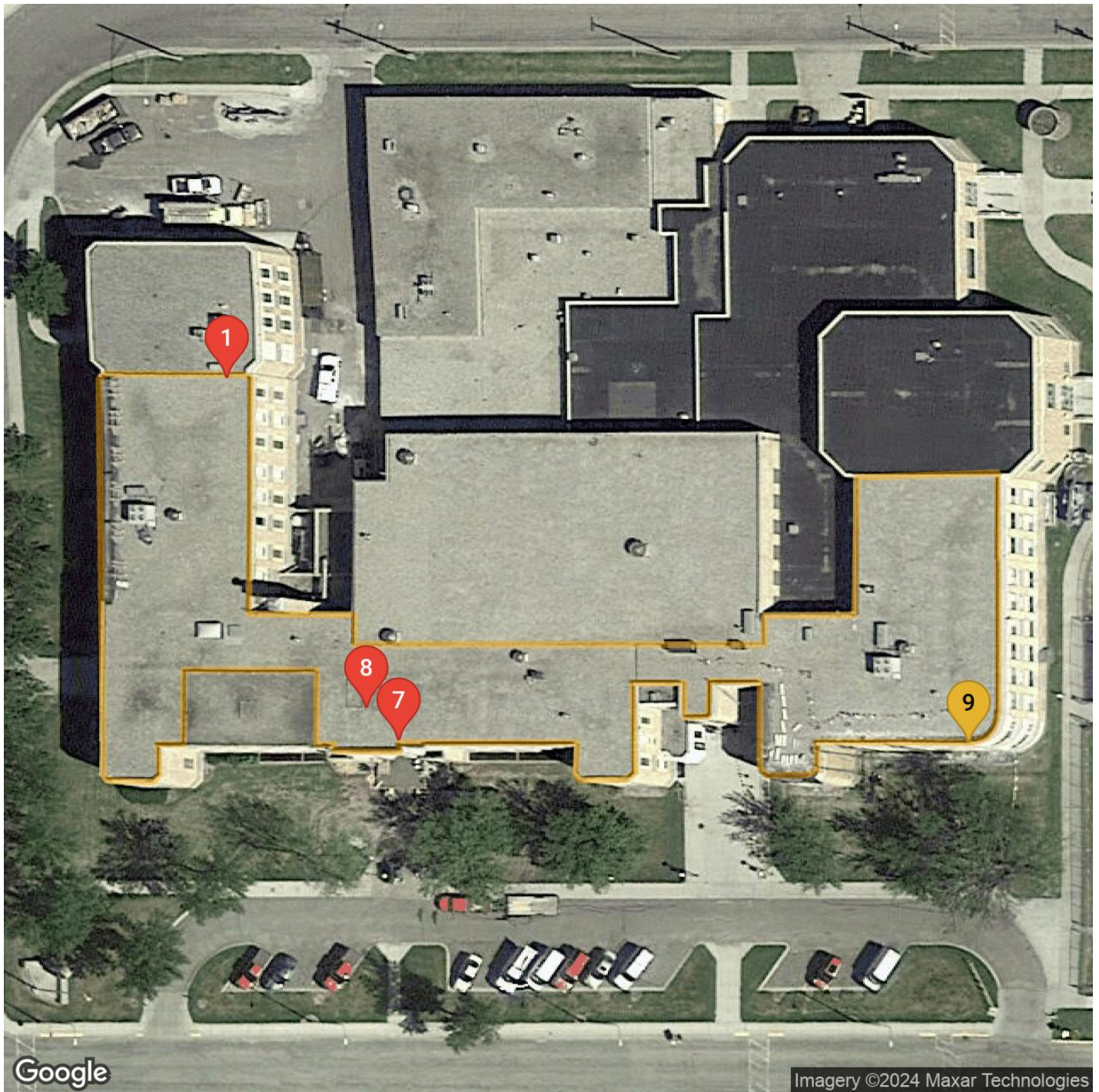

**Repair #9:**

The membrane will be re-secured at the perimeter using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-04 - Perimeter Membrane Securement Defective  
**Section:** D  
**Status:** Pending  
**Priority:** C - Life-Extending  
**Category:** Roof Repair  
**Quantity:** 2 LF  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**D** DEFICIENCY MAP



**DD OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	1,592
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
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Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	RAP: 19	0-1 Year	**ERSL: 2-3 Years
Membrane Base Flashings	5	4	3	2	1	0	-5				
Insulation & Decking	5	4	3	2	1	0	-5	16-20	2-3 Years		
Drainage Condition	5	4	3	2	1	0	-5				
Roof Top Traffic	5	4	3	2	1	0	-5	21-30	4-6 Years		
Leak Status	5	4	3	2	1	0	-5				
Roof Age	5	4	3	2	1	0	-5	31-40	7-9 Years		
Interior Sensitivity	5	4	3	2	1	0	-5				
Current Repair Status	5	4	3	2	1	0	-5	41-50	10+ Years		
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>19</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**DD PENDING REPAIRS**
**Repair #1:**

Membrane punctures will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-01 - Membrane Puncture(s)  
**Section:** DD  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0

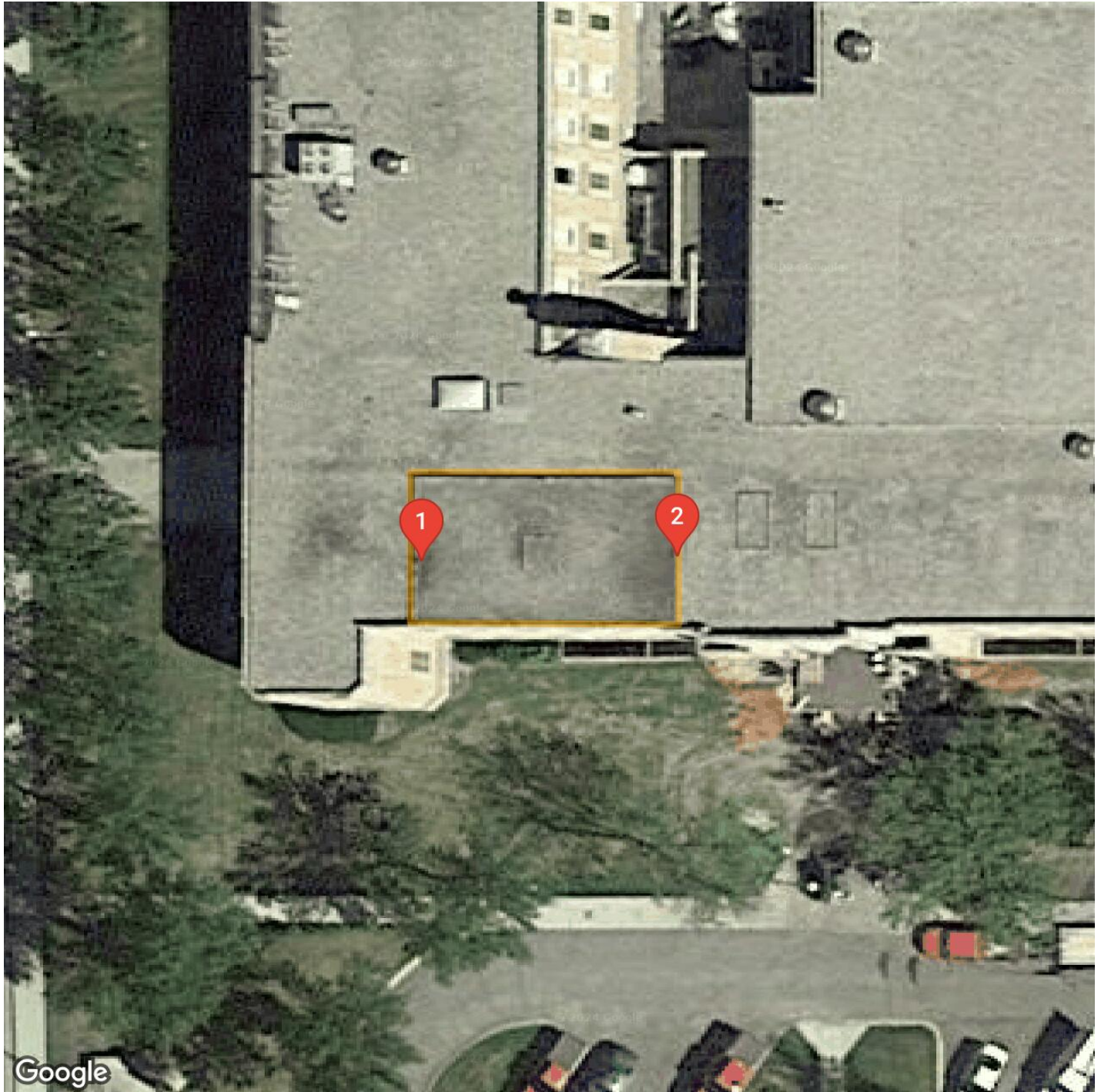

**Repair #2:**

Membrane punctures will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-01 - Membrane Puncture(s)  
**Section:** DD  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 2 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**DD** DEFICIENCY MAP



**E OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	3,304
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points	Estimated Remaining Service Life
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	0-1 Year
Membrane Base Flashings	5	4	3	2	1	0			
Insulation & Decking	5	4	3	2	1	0	-5	16-20	2-3 Years
Drainage Condition	5	4	3	2	1	0			
Roof Top Traffic	5	4	3	2	1	0		21-30	4-6 Years
Leak Status	5	4	3	2	1	0			
Roof Age	5	4	3	2	1	0		31-40	7-9 Years
Interior Sensitivity	5	4	3	2	1	0			
Current Repair Status	5	4	3	2	1	0	-5	41-50	10+ Years
Overall Assessment	5	4	3	2	1	0	-5		
<b>Total Points</b>	<b>20</b>							<b>RAP: 20</b>	<b>**ERSL: 2-3 Years</b>

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**E PENDING REPAIRS**
**Repair #1:**

The membrane will be re-secured at the perimeter using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-04 - Perimeter Membrane Securement Defective  
**Section:** E  
**Status:** Pending  
**Priority:** C - Life-Extending  
**Category:** Roof Repair  
**Quantity:** 60 LF  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**E** DEFICIENCY MAP



**F OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	13,356
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
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Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	RAP: 35	0-1 Year	**ERSL: 7-9 Years
Membrane Base Flashings	5	4	3	2	1	0					
Insulation & Decking	5	4	3	2	1	0	-5	16-20	2-3 Years		
Drainage Condition	5	4	3	2	1	0	21-30	4-6 Years			
Roof Top Traffic	5	4	3	2	1	0	31-40	7-9 Years			
Leak Status	5	4	3	2	1	0	41-50	10+ Years			
Roof Age	5	4	3	2	1	0					
Interior Sensitivity	5	4	3	2	1	0	0				
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>35</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

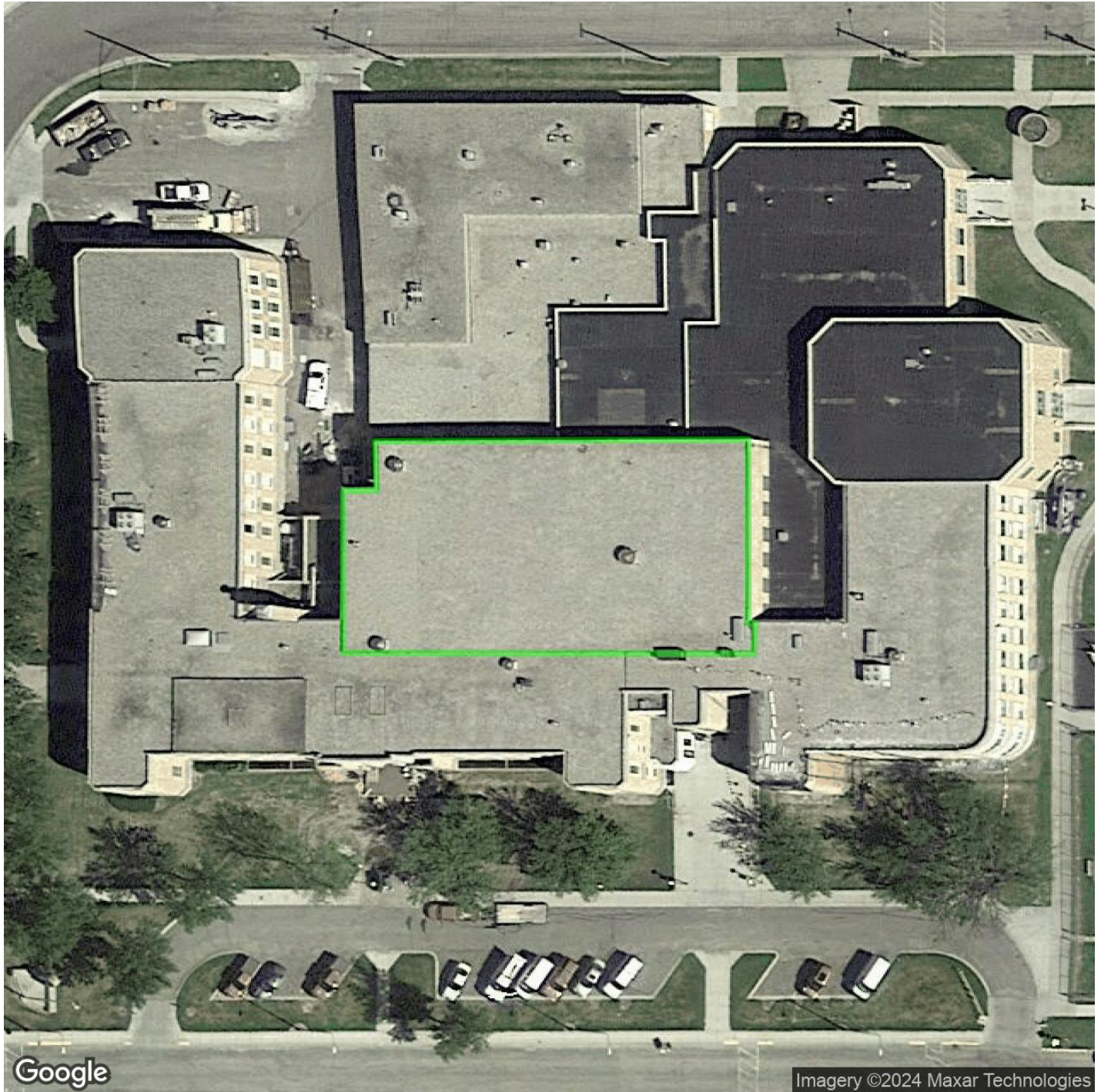
**F PENDING REPAIRS**
**Repair #1:**

The membrane will be re-secured at the perimeter using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-04 - Perimeter Membrane Securement Defective  
**Section:** F  
**Status:** Pending  
**Priority:** C - Life-Extending  
**Category:** Roof Repair  
**Quantity:** 150 LF  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**F** DEFICIENCY MAP



**G OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	167
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	RAP: 31	0-1 Year	**ERSL: 7-9 Years
Membrane Base Flashings	5	4	3	2	1	0	2-3 Years				
Insulation & Decking	5	4	3	2	1	0	-5	16-20	4-6 Years		
Drainage Condition	5	4	3	2	1	0	21-30	7-9 Years			
Roof Top Traffic	5	4	3	2	1	0	31-40	10+ Years			
Leak Status	5	4	3	2	1	0	41-50				
Roof Age	5	4	3	2	1	0	0				
Interior Sensitivity	5	4	3	2	1	0	0				
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>31</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**G** PENDING REPAIRS

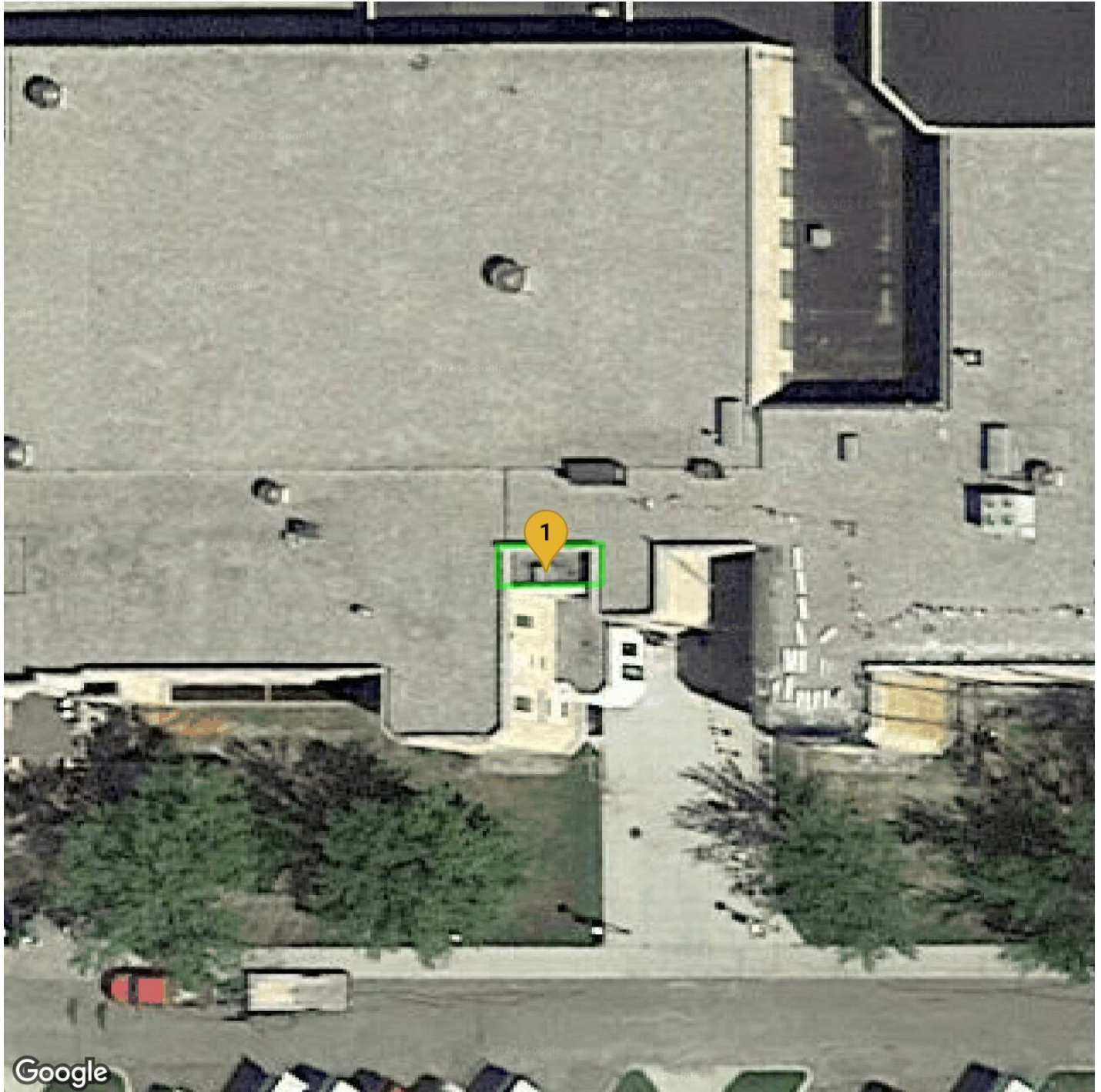
**Repair #1:**

Deteriorated walk pavers will be removed from the roof and new high quality pavers will be installed.

**Problem:** C-09 - Deteriorated Concrete Pavers  
**Section:** G  
**Status:** Pending  
**Priority:** C - Life-Extending  
**Category:** PM  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**G** DEFICIENCY MAP



**H OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	49
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
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Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points	Estimated Remaining Service Life
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	0-1 Year
Membrane Base Flashings	5	4	3	2	1	0			
Insulation & Decking	5	4	3	2	1	0	-5	16-20	2-3 Years
Drainage Condition	5	4	3	2	1	0			
Roof Top Traffic	5	4	3	2	1	0		21-30	4-6 Years
Leak Status	5	4	3	2	1	0			
Roof Age	5	4	3	2	1	0		31-40	7-9 Years
Interior Sensitivity	5	4	3	2	1	0			
Current Repair Status	5	4	3	2	1	0	-5	41-50	10+ Years
Overall Assessment	5	4	3	2	1	0	-5		
<b>Total Points</b>	<b>32</b>							<b>RAP: 32</b>	<b>**ERSL: 7-9 Years</b>

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

I OVERVIEW

SYSTEM INFORMATION

<b>System Type</b>	EPDM
<b>Sq Ft</b>	235
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



NOTES

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

PENDING REPAIRS\*

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

COATING/RESTORATION

*There is no Coating/Restoration project proposed for this roof section*

PROPOSED CAPITAL PROJECT

*There is no capital project proposed for this roof section*

SAFETY IMPROVEMENTS

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

ROOF ASSESSMENT PROFILE\* 04/11/2024

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	<b>RAP: 31</b>	<b>0-15</b>	<b>0-1 Year</b>	<b>**ERSL: 7-9 Years</b>
Membrane Base Flashings	5	4	3	2	1	0					
Insulation & Decking	5	4	3	2	1	0	-5				
Drainage Condition	5	4	3	2	1	0					
Roof Top Traffic	5	4	3	2	1	0					
Leak Status	5	4	3	2	1	0					
Roof Age	5	4	3	2	1	0					
Interior Sensitivity	5	4	3	2	1	0					
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>31</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. **The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.**

**J OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	23
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	RAP: 1	0-1 Year	**ERSL: 0-1 Year
Membrane Base Flashings	5	4	3	2	1	0	0				
Insulation & Decking	5	4	3	2	1	0	-5				
Drainage Condition	5	4	3	2	1	0	0				
Roof Top Traffic	5	4	3	2	1	0	0				
Leak Status	5	4	3	2	1	0	0				
Roof Age	5	4	3	2	1	0	0				
Interior Sensitivity	5	4	3	2	1	0	0				
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>1</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**J** PENDING REPAIRS**Repair #1:**

Other Recommended Repair - See Repair Notes

**Problem:** C-06 - Ponding Water  
**Section:** J  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 10 SF  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**J** DEFICIENCY MAP



**K OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	20
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points	Estimated Remaining Service Life
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	0-1 Year
Membrane Base Flashings	5	4	3	2	1	0			
Insulation & Decking	5	4	3	2	1	0	-5	16-20	2-3 Years
Drainage Condition	5	4	3	2	1	0			
Roof Top Traffic	5	4	3	2	1	0		21-30	4-6 Years
Leak Status	5	4	3	2	1	0			
Roof Age	5	4	3	2	1	0		31-40	7-9 Years
Interior Sensitivity	5	4	3	2	1	0			
Current Repair Status	5	4	3	2	1	0	-5	41-50	10+ Years
Overall Assessment	5	4	3	2	1	0	-5		
<b>Total Points</b>	<b>29</b>							<b>RAP: 29</b>	<b>**ERSL: 4-6 Years</b>

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**L OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	431
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown

**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	RAP: 35	0-1 Year	**ERSL: 7-9 Years
Membrane Base Flashings	5	4	3	2	1	0				2-3 Years	
Insulation & Decking	5	4	3	2	1	0	-5	16-20	4-6 Years		
Drainage Condition	5	4	3	2	1	0		21-30	7-9 Years		
Roof Top Traffic	5	4	3	2	1	0		31-40	10+ Years		
Leak Status	5	4	3	2	1	0		41-50			
Roof Age	5	4	3	2	1	0					
Interior Sensitivity	5	4	3	2	1	0	0				
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>35</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**M OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	1,305
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown

**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	RAP: 32	0-1 Year	**ERSL: 7-9 Years
Membrane Base Flashings	5	4	3	2	1	0	2-3 Years				
Insulation & Decking	5	4	3	2	1	0	-5	16-20			
Drainage Condition	5	4	3	2	1	0	21-30	4-6 Years			
Roof Top Traffic	5	4	3	2	1	0	31-40	7-9 Years			
Leak Status	5	4	3	2	1	0	41-50	10+ Years			
Roof Age	5	4	3	2	1	0					
Interior Sensitivity	5	4	3	2	1	0	0				
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>32</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**N OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	273
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
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Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15	RAP: 16	0-1 Year	**ERSL: 2-3 Years
Membrane Base Flashings	5	4	3	2	1	0					
Insulation & Decking	5	4	3	2	1	0	-5	16-20	2-3 Years		
Drainage Condition	5	4	3	2	1	0					
Roof Top Traffic	5	4	3	2	1	0		21-30	4-6 Years		
Leak Status	5	4	3	2	1	0					
Roof Age	5	4	3	2	1	0		31-40	7-9 Years		
Interior Sensitivity	5	4	3	2	1	0					
Current Repair Status	5	4	3	2	1	0	-5	41-50	10+ Years		
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>16</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**O OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	7,165
<b>Attachment</b>	Ballasted
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
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Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	0-15 16-20 21-30 31-40 41-50	RAP: 20	0-1 Year 2-3 Years 4-6 Years 7-9 Years 10+ Years	**ERSL: 2-3 Years
Membrane Base Flashings	5	4	3	2	1	0					
Insulation & Decking	5	4	3	2	1	0	-5				
Drainage Condition	5	4	3	2	1	0					
Roof Top Traffic	5	4	3	2	1	0					
Leak Status	5	4	3	2	1	0					
Roof Age	5	4	3	2	1	0					
Interior Sensitivity	5	4	3	2	1	0					
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>20</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**O PENDING REPAIRS**

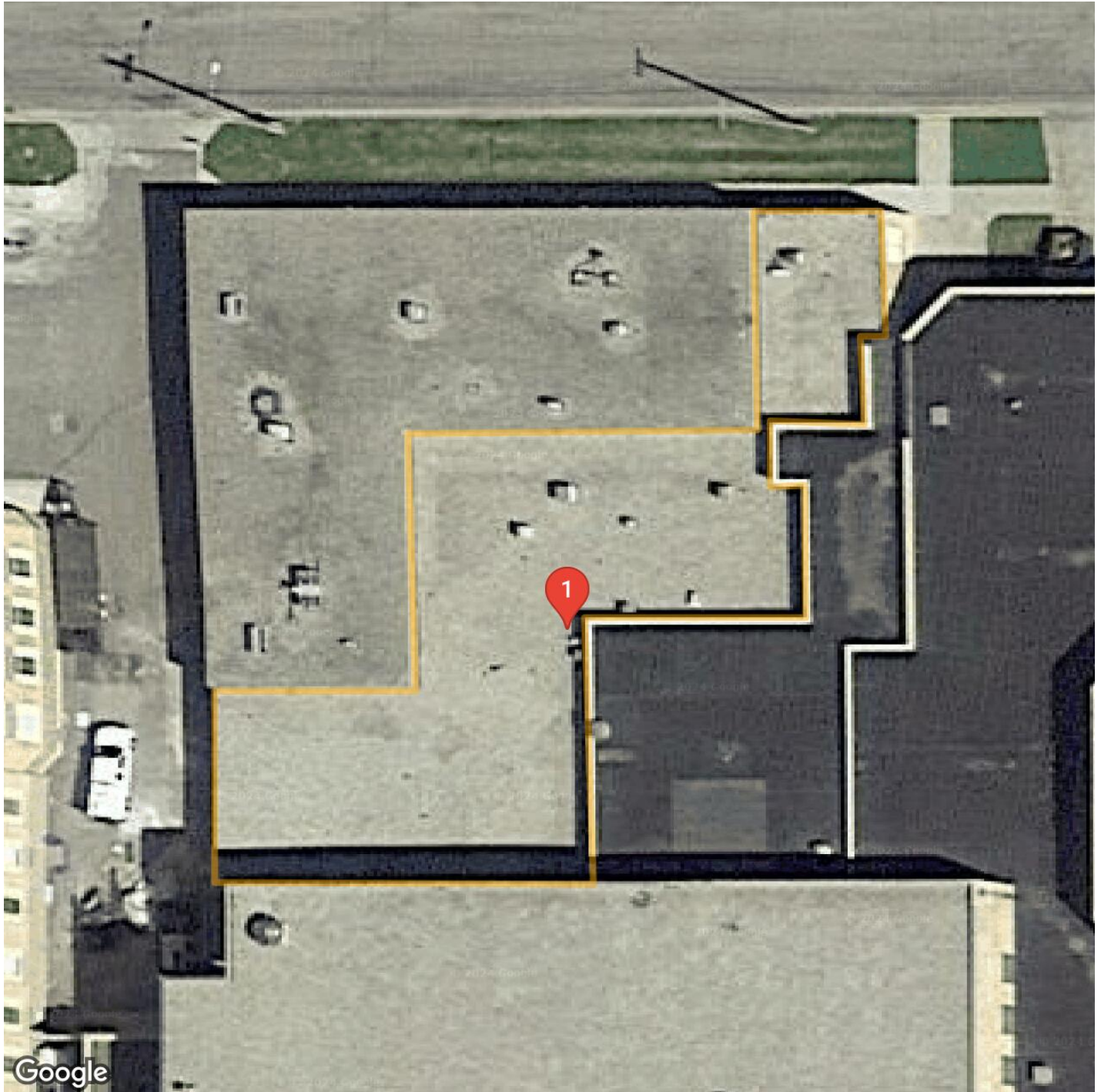
**Repair #1:**

Membrane punctures will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-01 - Membrane Puncture(s)  
**Section:** O  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**O** DEFICIENCY MAP



**P OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	3,398
<b>Attachment</b>	Adhered
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
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Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	<b>RAP: 14</b>	<b>0-15</b>	<b>0-1 Year</b>	<b>**ERSL: 0-1 Year</b>
Membrane Base Flashings	5	4	3	2	1	0					
Insulation & Decking	5	4	3	2	1	0	-5				
Drainage Condition	5	4	3	2	1	0					
Roof Top Traffic	5	4	3	2	1	0					
Leak Status	5	4	3	2	1	0					
Roof Age	5	4	3	2	1	0					
Interior Sensitivity	5	4	3	2	1	0					
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>14</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**P PENDING REPAIRS**
**Repair #1:**

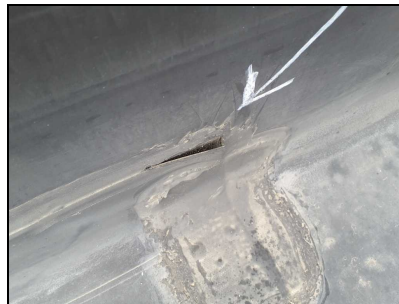
Unbonded membrane laps will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-03 - Membrane Lap Unbonded  
**Section:** P  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0


**Repair #2:**

Unbonded membrane laps will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-03 - Membrane Lap Unbonded  
**Section:** P  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0

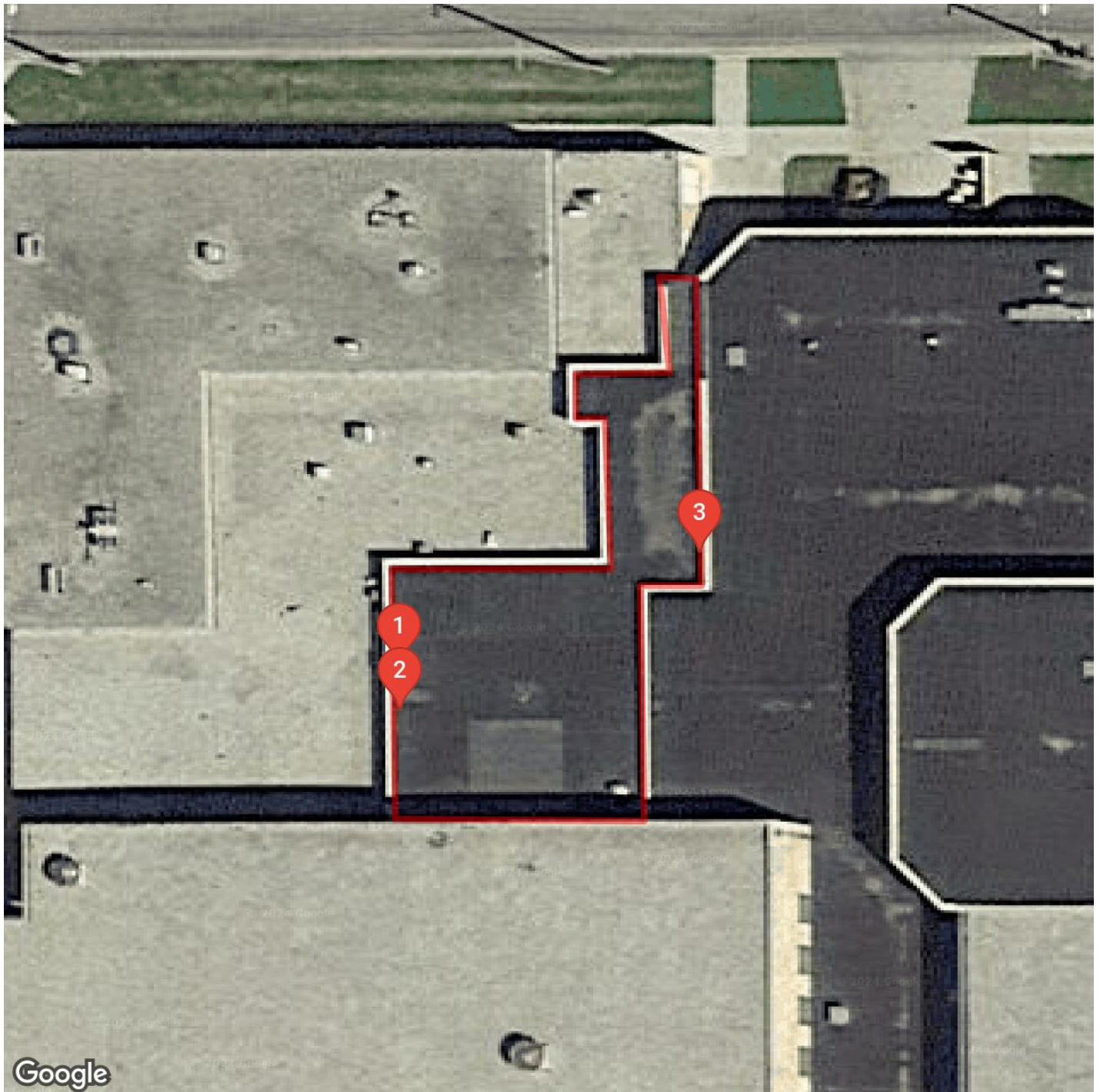

**Repair #3:**

Unbonded membrane laps will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-03 - Membrane Lap Unbonded  
**Section:** P  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**P** DEFICIENCY MAP



**Q OVERVIEW**

**SYSTEM INFORMATION**

<b>System Type</b>	EPDM
<b>Sq Ft</b>	10,172
<b>Attachment</b>	Adhered
<b>Install Date</b>	01/01/2016 (approx)
<b>Manufacturer</b>	Unknown
<b>Installed By</b>	Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

<b>Priority A</b>	\$0
<b>Priority B</b>	\$0
<b>Priority C</b>	\$0
<b>Total Pending</b>	\$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life	
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	<b>RAP: 15</b>	<b>0-15</b>	<b>0-1 Year</b>	<b>**ERSL: 0-1 Year</b>
Membrane Base Flashings	5	4	3	2	1	0					
Insulation & Decking	5	4	3	2	1	0	-5				
Drainage Condition	5	4	3	2	1	0					
Roof Top Traffic	5	4	3	2	1	0					
Leak Status	5	4	3	2	1	0					
Roof Age	5	4	3	2	1	0					
Interior Sensitivity	5	4	3	2	1	0					
Current Repair Status	5	4	3	2	1	0	-5				
Overall Assessment	5	4	3	2	1	0	-5				
<b>Total Points</b>	<b>15</b>										

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

**Q PENDING REPAIRS**
**Repair #1:**

Unbonded membrane laps will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-03 - Membrane Lap Unbonded  
**Section:** Q  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0


**Repair #2:**

Unbonded membrane laps will be repaired using compatible Single-Ply materials and repair procedures in compliance with membrane manufacturer's recommendations and/or current industry standards.

**Problem:** SP-03 - Membrane Lap Unbonded  
**Section:** Q  
**Status:** Pending  
**Priority:** A - Urgent  
**Category:** Roof Repair  
**Quantity:** 1 EA  
**Life Safety:** No  
**Monitor Only:** No  
**Estimated Cost:** \$0



**Q** DEFICIENCY MAP



**R OVERVIEW**

**SYSTEM INFORMATION**

**System Type** EPDM  
**Sq Ft** 7,058  
**Attachment** Ballasted  
**Install Date** 01/01/2016 (approx)  
**Manufacturer** Unknown  
**Installed By** Unknown



**NOTES**

WARRANTY TYPE	COMPANY	NUMBER	EXP DATE
Contractor	Unknown		
Manufacturer	Unknown		

**PENDING REPAIRS\***

**Priority A** \$0  
**Priority B** \$0  
**Priority C** \$0  
**Total Pending** \$0

**COATING/RESTORATION**

*There is no Coating/Restoration project proposed for this roof section*

**PROPOSED CAPITAL PROJECT**

*There is no capital project proposed for this roof section*

**SAFETY IMPROVEMENTS**

**\$0**

\* If a Coating/Restoration and Capital Expenditure estimate number is provided, this indicates that there is an option to restore or replace your roof system.

**ROOF ASSESSMENT PROFILE\* 04/11/2024**

Assessment Categories	Roof Assessment Points							Roof Assessor Points		Estimated Remaining Service Life			
Membrane, Seams & Surfacing	5	4	3	2	1	0	-5	RAP: 33	0-15	0-1 Year	**ERSL: 7-9 Years		
Membrane Base Flashings	5	4	3	2	1	0							
Insulation & Decking	5	4	3	2	1	0	-5					16-20	2-3 Years
Drainage Condition	5	4	3	2	1	0	21-30					4-6 Years	
Roof Top Traffic	5	4	3	2	1	0	31-40					7-9 Years	
Leak Status	5	4	3	2	1	0	41-50					10+ Years	
Roof Age	5	4	3	2	1	0							
Interior Sensitivity	5	4	3	2	1	0							
Current Repair Status	5	4	3	2	1	0	-5						
Overall Assessment	5	4	3	2	1	0	-5						
<b>Total Points</b>	<b>33</b>												

\*Repair pricing is for budget purposes, and may not reflect travel charges or additional project costs. Actual project repair costs depend on the scope of work selected. Please request a proposal for final pricing.

\*\*This table suggests the Estimated Remaining Service Life of this roof section based on ten key categories of assessment. Remaining service life depends on regular maintenance, timely completion of additional recommended repairs, environmental conditions & risk factors, roof system type and overall design specifications and certain non-roofing components of the building envelope. The estimated service life provided is based purely on subjective statistical estimates, and is to be used as an estimate only. Tecta shall not be liable for any inaccuracies in estimating service life.

- F. Business Manager
- G. Superintendent
- H. Committee Reports

**6. Old Business**

- A. Adopt Policies 410, 415

123

*Adopted: 07/13/2004*

*Breckenridge ISD 846 Policy 410*

*Orig. 1995*

*Revised: 5/15/2024*

*Rev. 2023*

## **410 FAMILY AND MEDICAL LEAVE POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

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

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

### **III. DEFINITIONS**

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school

district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
  
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
  
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
  - 1. a military medical treatment facility as an outpatient; or
  - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
  
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:

1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
  2. to attend military events and related activities of a covered military member;
  3. to address issues related to childcare and school activities of a covered military member's child;
  4. to address financial and legal arrangements for a covered military member;
  5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
  6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
  7. to attend post-deployment activities related to a covered military member;
  8. to address care needs of a covered military member's parent who is incapable of self-care; and
  9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
  2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.

J. “Veteran” has the meaning given in 38 United States Code section 101.

#### IV. LEAVE ENTITLEMENT

##### A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee’s child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
  - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or
  - e. any qualifying exigency arising from the employee’s spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, “year” is defined as a rolling 12-month period measured backward from the date an employee’s leave is to commence.
3. An employee’s entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A “serious health condition” typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A “serious injury or illness,” in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the

beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and

b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

(1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or

(2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

(3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

(4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child

with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.

7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to

provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does not exceed 12 weeks,

unless agreed by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave

under this section within 15 days from the date of the request or as soon as practicable under the circumstances.

7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

## **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
  1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.

4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

## **VI. OTHER**

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

## **VII. DISSEMINATION OF POLICY**

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

***Legal References:*** Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)  
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)  
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)  
29 C.F.R. Part 825 (Family and Medical Leave Act)

***Cross References:***

## **415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS**

### **I. PURPOSE**

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

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

- A. The policy of the school district is to comply fully with Minnesota Statutes section 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

### **III. DEFINITIONS**

- A. "Abuse" means:
  - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
  - 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of

repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.

3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.
4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another.

Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform

services against the vulnerable adult's will for the profit or advantage of another.

- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Mandated reporter" means a professional or professional's delegate while engaged in education.
- G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.
- J. "School personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. "Vulnerable adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

#### **IV. REPORTING PROCEDURES**

- A. A mandated reporter as defined herein shall immediately report the suspected

maltreatment to the common entry point responsible for receiving reports.

- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data*, as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

## **V. INVESTIGATION**

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

## **VI. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy should appear in school personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.

- C. This policy should be reviewed at least annually for compliance with state law.

**Legal References:** Minn. Stat. § 13.02 (Government Data Practices; Definitions)  
Minn. Stat. Ch. 245A (Human Services Licensing)  
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)  
Minn. Stat. §§ 609.221-609.224 (Assault)  
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)  
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)  
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)  
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)  
Minn. Stat. § 626.5572 (Definitions)  
*In re Kleven*, 736 N.W.2d 707 (Minn. App. 2007)

**Cross References:** Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)  
Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
Policy 406 (Public and Private Personnel Data)  
Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Policy 515 (Protection and Privacy of Pupil Records)

**7. New Business**

A. Resolution Accepting Donations

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Gifts and Donations

Date Received	Received From	Amount	Requested Purpose
4.12.24	Sanford Health	\$50.00	ECFE Easter Egg Donation
4.12.24	Bell Bank	\$55.00	Custom Card Donation
	<b>Total for April Donations</b>	<b>\$105.00</b>	



## 2023-24 Budget

	2020-21 Final Actual	2021-22 Final Actual	2022-23 Final Budget	2023-24 Approved Budget	2023-2024 Revised Budget	2023-2024 Revised April Budget
<b>REVENUE</b>						
General Fund	\$ 8,160,979.37	\$ 8,376,534.05	\$ 8,660,170.00	\$ 9,073,810.62	\$ 9,675,798.00	\$ 10,022,541.00
Food Service Fund	531,990.65	635,587.00	499,783.00	499,783.00	499,783.00	499,783.00
Community Service Fund	363,125.14	380,291.83	396,668.00	396,668.00	396,668.00	407,918.00
<b>TOTAL REVENUE - Operating Funds</b>	<b>\$ 9,056,095.16</b>	<b>\$ 9,392,412.88</b>	<b>\$ 9,556,621.00</b>	<b>\$ 9,970,261.62</b>	<b>\$ 10,572,249.00</b>	<b>\$ 10,930,242.00</b>
Capital Outlay Fund	\$ (48,441.39)	\$ 57,134.68	\$ 77,909.00	\$ -	\$ -	\$ -
Construction Fund	-	-	-	-	-	-
Debt Service Fund	765,856.21	745,780.46	758,130.00	814,976.87	814,976.87	813,727.00
Trust Fund	14,862.14	19,506.06	29,550.00	30,000.00	30,000.00	30,000.00
Student Activity Fund	26,866.86	56,632.00	47,500.00	61,852.00	61,852.00	46,500.00
<b>TOTAL REVENUE - All Funds</b>	<b>\$ 9,815,238.98</b>	<b>\$ 10,271,466.08</b>	<b>\$ 10,469,710.00</b>	<b>\$ 10,877,090.49</b>	<b>\$ 11,479,077.87</b>	<b>\$ 11,820,469.00</b>
<b>EXPENDITURES</b>						
General Fund	\$ 8,002,685.98	\$ 8,552,055.72	\$ 8,596,837.00	\$ 9,027,712.59	\$ 9,360,238.00	\$ 9,508,131.00
Food Service Fund	453,984.95	590,678.07	549,405.00	549,405.00	549,405.00	549,405.00
Community Service Fund	344,273.94	404,605.79	403,969.00	403,969.00	403,969.00	403,969.00
<b>TOTAL EXPENDITURES - Operating Funds</b>	<b>\$ 8,800,944.87</b>	<b>\$ 9,547,339.58</b>	<b>\$ 9,550,211.00</b>	<b>\$ 9,981,086.59</b>	<b>\$ 10,313,612.00</b>	<b>\$ 10,461,505.00</b>
Capital Outlay Fund	\$ 81,288.67	\$ 67,305.93	\$ 162,150.00	\$ -	\$ -	\$ -
Construction Fund	-	-	-	-	-	-
Debt Service Fund	765,325.00	761,825.00	763,125.00	763,125.00	763,125.00	763,125.00
Trust Fund	15,850.00	17,900.00	30,000.00	30,000.00	30,000.00	30,000.00
Student Activity Fund	20,569.14	50,137.01	61,852.00	61,852.00	61,852.00	59,150.00
<b>TOTAL EXPENDITURES - All Funds</b>	<b>\$ 9,683,977.68</b>	<b>\$ 10,444,507.52</b>	<b>\$ 10,567,338.00</b>	<b>\$ 10,836,063.59</b>	<b>\$ 11,168,589.00</b>	<b>\$ 11,313,780.00</b>
				\$ 41,026.90	\$ 310,488.87	\$ 506,689.00

	2023-2024 Revised Budget	2023-2024 Revised April Budget
	\$ 9,675,798.00	\$ 10,022,541.00
	499,783.00	499,783.00
	396,668.00	407,918.00
	\$ 10,572,249.00	\$ 10,930,242.00
	\$ -	\$ -
	-	-
	814,976.87	813,727.00
	30,000.00	30,000.00
	61,852.00	46,500.00
<b>Revenue</b>	<b>\$ 11,479,077.87</b>	<b>\$ 11,820,469.00</b>
	\$ 9,360,238.00	\$ 9,508,131.00
	549,405.00	549,405.00
	403,969.00	403,969.00
	\$ 10,313,612.00	\$ 10,461,505.00
	\$ -	\$ -
	-	-
	763,125.00	763,125.00
	30,000.00	30,000.00
	61,852.00	59,150.00
<b>Expenses</b>	<b>\$ 11,168,589.00</b>	<b>\$ 11,313,780.00</b>
	\$ 310,488.87	\$ 506,689.00

<b>Paraprofessional Aid</b>	<b>\$39,490.00</b>
General Education Revenue	\$307,253.00
<b>Total</b>	<b>\$346,743.00</b>

<b>Negotiated Contracts</b>	<b>\$147,893.00</b>
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<b>Revised Over/(Under)</b>	<b>\$506,689.00</b>
Capital Projects in FY 24	\$225,000.00
Student Support Personnel Aid	\$34,721.00
Compensatory Review Reduction	\$48,000.00
Fund 02 Food Service	\$50,000.00 +
Balance	\$148,968.00

ADM Adjusted was low in the Fall which will affect when final General Education Funding comes in for FY 24. The final reconciliation will be in FY 25.

C. ~~Bus Purchase~~

D. Contract Settlements

E. Health Insurance Transparency Act Bid Process

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## BRECKENRIDGE SCHOOLS

### Effective July 1, 2024

	\$2,000 - 25% Rx Non-Embedded	\$6,500 - 25% HSA Embedded	\$8,050 - 0% HSA Embedded
	BCBS	BCBS	BCBS
	Aware	Aware	High Value
<b>Network</b>			
<b>Current Rates</b>			
Single	\$836.23	\$619.31	\$548.68
Family	\$2,232.77	\$1,653.58	\$1,464.98
<b>Current Enrollment</b>			
Single	8	16	16
Family	1	9	6
<b>Renewal Rates</b>			
Single	\$839.18	\$613.50	\$554.96
Family	\$2,240.64	\$1,638.06	\$1,481.77
<b>% Change to Current</b>	+0.4%	-0.9%	+1.1%
<b>Deductible</b>	\$2,000 \$4,000	\$6,500 \$13,000	\$8,050 \$16,100
<b>Lifetime Max</b>	UNLIMITED	UNLIMITED	UNLIMITED
<b>Preventive</b>	100%	100%	100%
<b>Physician Services</b>	25% after deductible	25% after deductible	0% after deductible
<b>Inpatient Hospital Copay</b>	25% after deductible	25% after deductible	0% after deductible
<b>Outpatient Hospital Copay</b>	25% after deductible	25% after deductible	0% after deductible
<b>Lab &amp; Pathology</b>	25% after deductible	25% after deductible	0% after deductible
<b>Emergency Care</b>	25% after deductible	25% after deductible	0% after deductible
<b>Behavioral Health</b> Mental / Chemical	25% after deductible	25% after deductible	0% after deductible
<b>Bariatric / Infertility</b>	No Coverage	No Coverage	No Coverage
<b>Max Out of Pocket</b>	\$3,000 \$6,000	\$8,050 \$16,100	\$8,050 \$16,100
<b>Rx Copays</b>			
Tier 1 - Preferred Generics			
Tier 2 - Non-Preferred Generics	25% after deductible	25% after deductible	0% after deductible
Tier 3 - Preferred Brands			
Tier 4 - Non-Preferred Brands			

F. Reduce Local Health Credit Requirement  
G. Flexible Learning Day Plan

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# Breckenridge Public Schools Flexible Learning Days (FLD) Plan

Board Approved 05/17/2023

	Breckenridge ES Grades K-6	Breckenridge HS Grades 7-12
<p><b>Vision</b></p>	<p>We envision that on days when school is canceled due to inclement weather, students and teachers will utilize developmentally appropriate resources to communicate and engage in flexible learning experiences that are related to current classroom curriculum goals and skills.</p>	
<p><b>TEACHERS</b></p> <p>K-6 GRADE-LEVELS 7-12 SUBJECT AREAS K-12 SPECIALISTS K-12 SPECIAL EDUCATION</p>	<p><b>On a flexible learning day, teachers will:</b></p> <ul style="list-style-type: none"> <li>● post learning goals and activity directions and reminders to the teachers’ website by 10 AM</li> <li>● submit flexible learning day work plans (for students and yourself) to administrators by 10 AM</li> <li>● monitor email and other digital communications to answer questions and provide feedback to students and parents between 10 AM and 3 PM</li> <li>● communicate activity guidelines and expectations for flexible learning day activities to parents and students</li> </ul> <p><b>In advance, teachers will:</b></p> <ul style="list-style-type: none"> <li>● design flexible learning day activities that include options with the assumption that students do not have Internet access</li> <li>● design flexible activities that provide multiple options and choices for students to complete while utilizing the resources available to them at home</li> <li>● design activities that address current standards and enhance appropriate grade level curriculum</li> <li>● collaborate to develop options that incorporate appropriate accommodations for students</li> </ul>	<p><b>On a flexible learning day, teachers will:</b></p> <ul style="list-style-type: none"> <li>● post learning goals, activities and assignments in the appropriate Google Classroom by 9 AM</li> <li>● post overview of assignments to teacher website or Synergy</li> <li>● submit flexible learning day work plans (for students and yourself) to administrators by 9 AM</li> <li>● monitor email and other digital communications to answer questions and provide feedback to students between 9 AM and 3 PM</li> <li>● communicate activity guidelines and expectations for flexible learning day activities to parents</li> </ul> <p><b>In advance, teachers will:</b></p> <ul style="list-style-type: none"> <li>● communicate pertinent and timely information regarding learning goals, activities and assignments to students prior to anticipated flexible learning days, when appropriate.</li> <li>● collaborate with specialists and other staff who will have access to grade level teacher’s Google Classroom to assist and provide accommodations for students</li> <li>● design flexible learning day assignments with realistic expectations, timelines and consideration regarding students’ accessibility and workload</li> <li>● design flexible learning day assignments that address and enhance the course standards and benchmarks that are currently being covered in class</li> <li>● design flexible learning day assignments that encourage collaboration and communication, and may</li> </ul>

	<p><b>After, teachers will:</b></p> <ul style="list-style-type: none"> <li>● communicate by the end of the third school day after FLD with office staff to report absent students (those not completing work by due time)</li> <li>● reflect on their accomplishments for the day and communicate via email to their respective principal after 2 PM that day</li> </ul>	<p>involve formative assessments, as appropriate</p> <ul style="list-style-type: none"> <li>● design flexible learning day assignments with the expectation that students will be able to complete all assigned tasks for the day</li> <li>● work individually with families without Internet access to make appropriate accommodations for work completion</li> </ul> <p><b>After, teachers will:</b></p> <ul style="list-style-type: none"> <li>● Communicate by 4 PM on FLD with office staff to report absent students (those not completing work by due time)</li> <li>● Reflect on their accomplishments for the day and communicate via email to their respective principal after 2 PM that day</li> </ul>
<p><b>OTHER EMPLOYEES</b></p> <p>SOCIAL WORKERS GUIDANCE COUNSELORS</p> <p>TECHNOLOGY</p> <p>PARA-EDUCATORS KITCHEN STAFF BUS DRIVERS</p>	<p><b>On a flexible learning day, employees will:</b></p> <ul style="list-style-type: none"> <li>● develop an action plan for the day</li> <li>● communicate their action plan to their respective principal or supervisor by 10 AM</li> <li>● post overview of action plan to website</li> <li>● reflect on their accomplishments for the day and communicate via email to their respective principal or supervisor after 2 PM</li> <li>● utilize digital communication tools to conduct virtual meetings, as appropriate</li> </ul> <ul style="list-style-type: none"> <li>● provide district-wide support to employees</li> <li>● check in with supervisor</li> <li>● work with students one on one through Google Meet</li> <li>● complete Infinitek online trainings, as approved by supervisor</li> </ul>	<p>148</p>

	Breckenridge ES Grades K-6	Breckenridge HS Grades 7-12
<b>STUDENTS</b>	<p><b>On a flexible learning day, students will:</b></p> <ul style="list-style-type: none"> <li>● complete assigned activities from activity options</li> <li>● sign and return activity sheet to their teacher due the next day school is in session in the building</li> </ul> <p><b>In advance, students will:</b></p> <ul style="list-style-type: none"> <li>● know where to access and be prepared to complete flexible learning day activities</li> </ul>	<p><b>On a flexible learning day, students will:</b></p> <ul style="list-style-type: none"> <li>● access their Google Classrooms for each instructor</li> <li>● complete flexible learning day assignments due at 3:30 PM that day</li> <li>● participate in flexible learning day activities</li> <li>● communicate questions for teachers via email or other appropriate digital medium</li> </ul> <p><b>In advance, students will:</b></p> <ul style="list-style-type: none"> <li>● know where to access and be able to log in to their Google Classrooms</li> </ul>
<b>PARENTS</b>	<p><b>On a flexible learning day, parents will:</b></p> <ul style="list-style-type: none"> <li>● monitor student progress on flexible learning day activities</li> <li>● communicate questions for teachers via email or other digital medium if needed</li> <li>● sign and return activity sheet with student to school on the next school day is in session in the building</li> </ul>	<p><b>On a flexible learning day, parents will:</b></p> <ul style="list-style-type: none"> <li>● monitor student progress on flexible learning day activities, as appropriate</li> <li>● communicate questions for teachers via email or other appropriate digital medium if needed</li> <li>● communicate with teachers and high school office regarding internet accessibility issues</li> </ul>
<b>CONDITIONS</b>  TIMELINES FLEXIBILITY PLATFORMS MATERIALS	<p><b>Flexible learning days activities will:</b></p> <ul style="list-style-type: none"> <li>● utilize a subject strand activity guide sheet that provides multiple options for students and parents</li> <li>● consist of activities that are best suited to the resources that are available for students when at home</li> <li>● prepare activities to be sent home with students in advance of the dates of flexible learning days</li> <li>● post activities and instructions on the teacher website</li> </ul>	<p><b>Flexible learning days activities will:</b></p> <ul style="list-style-type: none"> <li>● utilize Google Classroom for students</li> <li>● provide flexible options and due dates to accommodate for students who do not have Internet access outside of school</li> <li>● utilize multiple types of material formats, that may include online videos, online articles, Google Docs, and other collaborative media and communication formats</li> <li>● use teacher discretion for flexible time with individual students</li> </ul>

	Breckenridge ES Grades K-6	Breckenridge HS Grades 7-12
<b>COMMUNICATION</b>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>● Ensure teacher website is up and running</li> <li>● Communicate plan and instructions to parents</li> <li>● Prepare an information and activity packet that will be sent home with students</li> </ul> <p><b>BUILDING:</b></p> <ul style="list-style-type: none"> <li>● Make sure all staff have a teacher website</li> </ul> <p><b>DISTRICT:</b></p> <ul style="list-style-type: none"> <li>● FLD information will be posted on school website</li> <li>● Communicate FLD plan at the beginning of the school year through the district's back to school mailing</li> <li>● Communicate via district emergency contact system (SchoolMessenger) on the day of flexible learning days</li> <li>● Utilize social media on the day of flexible learning days</li> </ul>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>● Ensure Google Classroom is up and running</li> <li>● Classroom teachers add appropriate specialist and/or learning provider to Google Classroom</li> <li>● Teachers share FLD virtual office hours with students (office hours are 10 AM - 3 PM)</li> <li>● Deadlines for elearning work will be added to class syllabi</li> </ul> <p><b>BUILDING:</b></p> <ul style="list-style-type: none"> <li>● Make sure all staff have a Google Classroom</li> </ul> <p><b>DISTRICT:</b></p> <ul style="list-style-type: none"> <li>● FLD information will be posted on school website</li> <li>● Communicate FLD plan at the beginning of the school year through the district's back to school mailing</li> <li>● Communicate via district emergency contact system (SchoolMessenger) on the day of flexible learning days</li> <li>● Utilize social media on the day of flexible learning days</li> </ul>
<b>ACTION PLAN</b>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>● Teach expectations for FLD to students</li> <li>● Create the packets that will be sent home</li> <li>● Determine the materials list for packets</li> <li>● Gather and send materials home</li> </ul> <p><b>BUILDING:</b></p> <ul style="list-style-type: none"> <li>● Review FLD packets on teacher websites</li> </ul>	<p><b>CLASSROOM:</b></p> <ul style="list-style-type: none"> <li>● Teachers will communicate digital citizenship expectations to students</li> <li>● Teachers should identify students who potentially will not be able to access Google Classroom (no Internet, device, etc.)</li> <li>● Students who are not able to complete the FLD work during the flexible day should communicate with the teachers; teachers will use their discretion in providing flexible time for assignment completion</li> </ul> <p><b>BUILDING:</b></p> <ul style="list-style-type: none"> <li>● In the event of a two-hour late start that then becomes closed, teachers should post by 10 AM (or asap)</li> </ul>

H. Schedule Work Session

I. Audit Proposal

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May 13, 2024

Breckenridge Public Schools

To Whom it May Concern,

The following is our proposal to conduct an audit of the Breckenridge Public Schools for the year ending June 30, 2024.

Our audit will be conducted in accordance with Generally Accepted Auditing Standards, and the standards for financial audits contained in Governmental Auditing Standards, issued by the Comptroller General of the United States. Audit tests will include accounting records of the Breckenridge Public Schools, and other procedures we consider necessary to enable us to express an opinion that the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America.

As we plan the audit, we will be requesting additional documentation related to your accounting systems and company operations. As part of this process, we will visit your office to interview individuals throughout the organization and do “walk-throughs” in which we review and test the documentation of the system of internal controls. Additionally, if we identify significant or material weaknesses in the design or effectiveness of internal controls, we will bring these to your attention.

These changes will require increases in the time we spend on the audits as well as some changes in the timing of audit procedures. We will work closely with you and your accounting personnel to coordinate our implementation of these additional procedures.

We are submitting a bid of \$17,500 for the year ending June 30, 2024.

The above bid is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If we determine that additional time above what was estimated in our bid is necessary, we will inform the City prior to beginning the audit.

The following personnel would be assigned to this project:

Nadine Julson – Certified Public Accountant  
Daniel Julson – Certified Public Accountant

Governmental Auditing Standards also require that individuals responsible for planning, directing, conducting, or reporting on government audits should complete, every 2 years, at least 80 hours of continuing education and training which contributes to the auditor’s professional proficiency. Nadine Julson and Daniel Julson have met this requirement.

We appreciate your government giving us the opportunity to present this proposal.

Sincerely,

*Nadine Julson, LLC*

Nadine Julson, LLC





# Tri-Valley

Opportunity Council, Inc.

*Head Start, Child & Family Programs*

810 Beede Avenue ~ Breckenridge, MN 56520

Phone: 1-866-677-3656 ~ Fax: 800-471-6902 ~ Telecommunication Relay Services: 711

[www.tvoc.org](http://www.tvoc.org)

advocacy,  
quality,  
mission,  
& impact



Principal Erickson,

Please review the attached contract for your services. Return the signed contract, ~~signed Code of Conduct~~, Certificate of Liability, and W-9 form to:

Bethany Higdem  
1417 Ave A  
Wahpeton, ND 58075

If questions please contact me at 701-640-5665 or email

[beth@tvoc.org](mailto:beth@tvoc.org)

Sincerely,

Bethany Higdem, Center Manager

Parent  
Aware

A Rating Tool for Selecting High Quality  
Child Care and Early Education

The mission of Tri-Valley is to provide opportunities to improve the quality of life for people and communities.

The mission of Tri-Valley Head Start is to cultivate life-long learning in children and families.

Equal Opportunity Employer

## COMPLEX SERVICE CONTRACT

Instructions: The Complex Service Contract is used when working with Agencies/Business/Companies/School Districts. This form needs to be completed for every Complex Service Contract. Follow the Contracted Services - Required Process.

Company Name: Breckenridge Public Schools DBA Name: \_\_\_\_\_  
 Tri-Valley Representative: Bethany Higdem Facility Located At: 810 Beede Ave Breckenridge, MN 56520

<input checked="" type="checkbox"/> Tri-Valley Supervisor Reviewed and Verbal Approval on:	Date: <u>4/17/2024</u>
<input type="checkbox"/> If applicable: Contractor is aware of Davis Bacon wage reporting requirements and has included this in any quotes/bids with projects including labor over \$2,000.	
<input checked="" type="checkbox"/> Scan/Email contract to Fiscal Generalist for pre-approval Approval Date: <u>4/17/2024</u>	
<input type="checkbox"/> Attach Certificate of Liability Insurance AND <input type="checkbox"/> Attach W-9 form	
<input checked="" type="checkbox"/> HS only: Attach Code of Conduct & Ethics <input checked="" type="checkbox"/> on file	(Date completed (within the last 5 years): <u>5/10/2022</u> <input checked="" type="checkbox"/> attached
<input type="checkbox"/> HS only: Attach Child Care Centers Background Study Worksheet – Is a background study required? form <input type="checkbox"/> on file	(Date completed (within the last 5 years): Enter date <input type="checkbox"/> attached
<input checked="" type="checkbox"/> HS only: Attach Contractor Interview & References <input checked="" type="checkbox"/> on file	(Date completed (within the last 5 years): <u>4/12/2023</u> <input checked="" type="checkbox"/> attached

**Tri-Valley Billing Address:** PO Box 607 / 107 North Broadway, Ste 200 / Crookston, MN 56716  
 218-281-5832 / 800-584-7020 / Fax: 800-471-6902 / 711 Relay / [www.tvoc.org](http://www.tvoc.org)

Enters contract with: Contact Name: Breckenridge Public Schools  
 Address, City, State, Zip: 810 Beede Ave Breckenridge, MN 56520  
 Federal ID#: 41-6004655 Phone Number: 218-643-6822

In consideration for the completion of the following services:  
 Facility use for the Breckenridge Migrant and Seasonal Head Start. Contracted movers will move items into the Breckenridge Elementary on June 3, 2024. Facility will be utilized Monday – Friday from June 3, 2024 – August 2, 2024 to operate the Breckenridge Migrant and Seasonal Head Start program. TVOC items will be moved out of the utilized rooms on August 2, 2024.

Breckenridge Public School will provide Tri-Valley access to network cabling in the space utilized for internet access. Tri-Valley IT department and Breckenridge School Technology department will collaborate to ensure Internet is accessible in all rooms.

Tri-Valley will make payment at completion of program services as soon as an invoice is received. The Breckenridge Public School will be required to present Tri-Valley with a bill/invoice for any requested payment. Billing will be sent to Tri-Valley Opportunity Council ATTN: Kristen Waechter 107 North Broadway Suite 200 Crookston, MN 56716

- TRI-VALLEY OBLIGATIONS:** Tri-Valley will be obligated for the following:
- All daily, ongoing custodial services;
  - General custodial services and maintenance associated with the operation of the Head Start program;
  - Repair and/or replacement (at equal value) of any and all damage associated with/resulting from Head Start program operation. This may include professional carpet cleaning and/or other professional cleaning services deemed necessary to restore an area to the condition present at the inception of services;
  - Adequate insurance coverage for liability, property, child accidents, and worker's compensation. The school will be named as an "added insured" on Tri-Valley's policy, and Tri-Valley will provide the school with a copy of the current insurance policy/binder;
  - Tri-Valley will be responsible for all persons on the premises related to their program. This will include any/all other professional or service personnel coming into the building to provide services to Tri-Valley. Tri-Valley further agrees to indemnify, defend, and hold harmless the school and its agents from any claims arising from the actions by Tri-Valley staff, their clients, or their agents;
  - Tri-Valley will provide all appropriate furniture, equipment, and materials necessary to operate the Head Start program; unless it is agreed by both parties to use the school's property.
  - Provide food service for Head Start and walk-ins through the summer food service program;
  - Reimburse the Breckenridge School a total of **\$1,300** for Utilities (Garbage, Electricity, Water/Sewer) used during Migrant Head Start services;
  - Reimburse the Breckenridge School for the cost of custodial supplies

- Reimburse the Breckenridge School for actual number of copies made under code 9934 at the rate of 6.5 cents a copy

**Breckenridge School OBLIGATIONS:** The Breckenridge School shall be responsible for the following:

- Assign a representative to serve as a liaison with the Tri-Valley Center Manager to address any ongoing concerns and planning related to this agreement and the use of the school facilities;
- Assign a technology representative that can be available during technology set up
- Provide two keys for the facility to the Tri-Valley Center Manager;
- Provide school contact(s) information for emergency purposes;
- Submit all relevant invoices to Tri-Valley no later than December 1, 2024.
- Contact Center Manager to set up a time after center has closed to complete an agreement for use document including any materials the district wants to borrow for the school year

The Complex Contractor will determine the method, details, and means of completing the above described services as well as provide all equipment/supplies needed to complete the services under this agreement. Additionally, Complex Contractor agrees to provide certificate of liability insurance in the amount of \$300,000 and workers compensation coverage if they will be using their employees to complete and/or assist in completing services.

And will continue for a period of June 3, 2024-August 2, 2024.

This Contract is effective: 5/1/2024

Other

One calendar year; end date: Enter date  One time completion of services

**Head Start Only**-If attending the Head Start center or providing direct service to children, **Contractor agrees to:** Follow all mitigation strategies including frequent handwashing and masking (when COVID-19 community levels are medium or high).

**Tri-Valley agrees to:** Pay the amount of **\$ 1300 + copies and cost of custodial supplies.** Related and reasonable expenses are included in the above compensation. Contractor agrees to invoice Tri-Valley Opportunity Council, Inc. within 30 days after completion of services, or by December 1, 2024, the program/funding source deadline, when applicable, whichever date comes first. Tri-Valley agrees to provide prompt payment of complete and accurate invoices, upon inspection. Tri-Valley has the authority to withhold payment if services are not satisfactorily completed. A completed W-9 form and Certificate of Liability Insurance must be on file prior to payment.

**Liability:** Complex Contractor is not an employee of Tri-Valley Opportunity Council, Inc. and is not covered under workers compensation or other liability insurances of the Corporation. Contractor is fully responsible for tax requirements as well as negligent acts committed during the completion of services under this contract and agrees to hold Tri-Valley Opportunity Council, Inc. free and harmless from any and all claims arising from negligent acts, omissions, or accidents.

**Contract Changes:** Any desired changes to this contract by either party shall require prior notice in writing and mutual agreement to the proposed changes.

**Termination of Contract:** This contract may be terminated without cause by either party with a 30 day written notice. This contract may be immediately terminated for reasonable cause by either party by giving written notice. Cause may include contract violation or exposing the other to liability such as financial, personal, or public harm.

**Agreed By:**

Final Approval by Supervisor: Date: Enter date

Tri-Valley Representative Signature: Bethany Higdem Date: 4-24-24

Contractor Signature: [Signature] Date: 4/30/24

If needed: Tri-Valley Head Start, Child & Family Programs Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If needed: Tri-Valley Chief Executive Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## UTILIZED SPACE FOR HEAD START SERVICES

Center: Breckenridge

Name of Facility  
Owner:

Breckenridge Public School

Space Definition (i.e. school, church, HS building, etc.)	Space Use (i.e. preschool, office, gym, cafeteria, etc.)	Head Start Use Only	Shared Use/ Common Space	Dimensions	Area (square feet)
Room 268	Preschool	X	<input type="checkbox"/>		
Bathroom 267	Boys Bathroom	<input type="checkbox"/>	X		
Bathroom 265,266	Girls & Staff Bathroom	<input type="checkbox"/>	X		
Room 264	Office	X	<input type="checkbox"/>		
Room 263	Infant	X	<input type="checkbox"/>		
Room 296	Office	X	<input type="checkbox"/>		
Room 295	Storage	<input type="checkbox"/>	X		
Room 285	Laundry	<input type="checkbox"/>	X		
288, 288A, 287, 289	Kitchen	<input type="checkbox"/>	X		
Outdoors	Infant/Toddler Playground, Preschool Playground, Cement Slab	<input type="checkbox"/>	X		
Room 291	Toddler Classroom	<input checked="" type="checkbox"/>			

## 8. Adjournment