

Regular Meeting

Monday, October 16, 2023 6:00 PM

Wrenshall School Library Media Center, 207 Pioneer Drive, Wrenshall, MN 55797

1. Call to Order	Speaker (s) : Chairperson
2. Pledge of Allegiance	Speaker (s) : Chairperson
3. Roll Call	Speaker (s) : Chairperson
4. Adoption of Agenda	Speaker (s) : Chairperson
5. Recognition of Visitors	Speaker (s) : Chairperson
5.a. Public Comment	Speaker (s) : Chairperson
6. Regular Business	Speaker (s) : Chairperson
6.a. Approval of Minutes	Speaker (s) : Chairperson
6.b. Accept Business Office Report	Speaker (s) : Jeff Pesta
6.c. Approval of Consent Agenda	Speaker (s) : Jeff Pesta
7. Informational Items	Speaker (s) : Chairperson
7.a. Principal's Report	Speaker (s) : Michelle Blanchard
7.b. Activities Director's Report	Speaker (s) : Luke Wargin
7.c. Community Education Report	Speaker (s) : Ashley Laveau
7.d. Enrollment Report	Speaker (s) : Jeff Pesta
7.e. Superintendent's Report	Speaker (s) : Jeff Pesta
7.f. Outdoor Scoreboard Status and Possible Fundraising	Speaker (s) : Ben Johnson
7.g. Board Director or Committee Reports	Speaker (s) : Chairperson
7.g.1. Building and Grounds Committee Report	Speaker (s) : Eric Ankrum
7.g.2. Ad-Hoc Committee Assigned to Review First Grade Class Size Options Report	Speaker (s) : Chairperson
7.h. Response to Invitation to Meet with Carlton School Board	Speaker (s) : Chair
8. Action Items	Speaker (s) : Chairperson
8.a. Policy Review Cycle	Speaker (s) : Mary Carlson
8.a.1. Preview Draft Addendum to Policy 206 - Public Participation in School Board Meetings	Speaker (s) : Jeff Pesta
8.b. Raptor Sports Cooperative Agreement	Speaker (s) : Chairperson
8.c. Approve Wrenshall Branding Strategy	Speaker (s) : Jeff Pesta

8.d. Approve School Cancellation Guidelines	Speaker (s) : Jeff Pesta
8.e. Approve Northern Lights Membership Renewal	Speaker (s) : Jeff Pesta
8.f. Correction to Substitute Pay Rates for Fiscal Year 2024	Speaker (s) : Jeff Pesta
8.g. Acceptance of Donations	Speaker (s) : Chairperson
8.h. Hiring Requests	Speaker (s) : Jeff Pesta
9. Future Meetings	Speaker (s) : Chairperson
9.a. Confirm November Meeting Times	Speaker (s) : Chairperson
9.b. Set Truth and Taxation Meeting for 6:00 p.m. to comply with statute.	Speaker (s) : Chair
9.c. Set Start Time for Regular Meeting of December 18	Speaker (s) : Chairperson
9.d. Set Budget Committee Meeting Date	
10. Adjournment	Speaker (s) : Chairperson

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Adoption of Agenda**
5. **Recognition of Visitors**
 - a. Public Comment
6. **Regular Business**
 - a. Approval of Minutes
 - b. Accept Business Office Report
 - c. Approval of Consent Agenda
7. **Informational Items**
 - a. Principal's Report
 - b. Activities Director's Report
 - c. Community Education Report
 - d. Enrollment Report
 - e. Superintendent's Report
 - f. Outdoor Scoreboard Status and Possible Fundraising
 - g. Board Director or Committee Reports
 1. Building and Grounds Committee Report
 2. Ad-Hoc Committee Assigned to Review First Grade Class Size Options Report
 - h. Response to Invitation to Meet with Carlton School Board
8. **Action Items**
 - a. Policy Review Cycle
 1. Preview Draft Addendum to Policy 206 - Public Participation in School Board Meetings
 - b. Raptor Sports Cooperative Agreement
 - c. Approve Wrenshall Branding Strategy
 - d. Approve School Cancellation Guidelines
 - e. Approve Northern Lights Membership Renewal
 - f. Set Substitute Pay Rates for Fiscal Year 2024
 - g. Acceptance of Donations
 - h. Hiring Requests
9. **Future Meetings**
 - a. Set Truth and Taxation Meeting for 6:00 p.m. to comply with statute.
 - b. Set Start Time for Regular Meeting of December 18
 - c. Set Budget Committee Meeting Date
10. **Adjournment**

Wrenshall Board of Education
Monday, September 11, 2023 6:00 PM Central

Wrenshall School Library Media Center
207 Pioneer Drive
Wrenshall, MN 55797

Eric Ankrum: Present
Misty Bergman: Present
Mary Carlson: Present
Ben Johnson: Present
Alice Kloepfer: Present
Nicole Krisak: Present

Present: 6.

All directors present at roll call

1. Call to Order

Meeting called to order by Chair Krisak at 6:00 p.m.

2. Pledge of Allegiance

3. Roll Call

4. Adoption of Agenda

Motion to approve agenda with addition of Items 8.l. & 8.m. This motion, made by Mary Carlson and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

Additional agenda items 4.a. & 4.b. were added to the action agenda as items 8.l. and 8.m.

5. Recognition of Visitors

5.a. Public Comment

Residents Tony Sheda and Jack Eudy addressed the board.

6. Regular Business

6.a. Approval of Minutes

Motion to approve. This motion, made by Alice Kloepfer and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

6.b. Accept Business Office Report

Motion to accept business report as presented. This motion, made by Misty Bergman and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice

Kloepfer: Yea, Nicole Krisak: Yea
Yea: 6, Nay: 0

The FY23 audit is scheduled to begin on September 18.

6.c. Approval of Consent Agenda

Motion to approve. This motion, made by Ben Johnson and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea
Yea: 6, Nay: 0

7. Informational Items

7.a. Principal's Report

No report provided.

7.b. Activities Director's Report

No report provided.

7.c. Revisions to Raptor Sports Cooperative Agreement

A director from each district Mary Carlson (Wrenshall) and Laura Nilsen (Carlton) were appointed by the Raptor Cooperative Committee to make edits to a final draft for review at the September 27 meeting. That product is intended to be considered for final approval by both school boards.

7.d. Community Education Report

No report provided.

7.e. Enrollment Report

Motion to add formation of an ad-hoc committee on first grade class size to the action agenda as Item 8.n. This motion, made by Mary Carlson and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea
Yea: 6, Nay: 0

Principal Michelle Blanchard and Denise North (President of Ed MN - Wrenshall) have been invited to the meeting as resource guests to analyze current staffing ratios. The superintendent is recommending that an ad-hoc committee be appointed by the Chair to consider the large first grade class size and develop a recommendation for the full board.

7.f. Superintendent's Report

Review of class sizes and update on the implementation of BoardBook for meeting organization and public access.

7.g. Preview Draft Addendum to Policy 206 - Public Participation in School Board Meetings

The goal of the board is to clarify the procedures for participating in public comment prior to the start of regular meetings. The draft will be moved forward to a second reading on October 16.

7.h. Outdoor Scoreboard Status and Possible Fundraising

Motion to add action item to agenda as Item 8.o. This motion, made by Mary Carlson and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

Consideration of continued scoreboard fundraising to include the Wrenshall home football field.

7.i. Board Director or Committee Reports

Director Bergman shared a progress report on the pollinator garden installation.

8. Action Items

8.a. Approve Student Handbooks and Co-Curricular/Extra Curricular Transportation Waiver for 2023-2024 School Year

Motion to approve both handbooks and transportation waiver document. This motion, made by Eric Ankrum and seconded by Mary Carlson, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

The handbooks were revised to reflect changes in statutes and correlating policies. Additional edits in the handbooks will be brought back to the board for approval as individual action items.

8.b. Policy Review Cycle

The policy committee has completed the summer phase of updates. There are no scheduled policy readings at this time.

8.c. Response to Invitation to Meet with Carlton School Board

Motion to approve official correspondence. This motion, made by Mary Carlson and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

An official correspondence was approved and signed by all six board directors.

8.d. Acceptance of Donations

No donations presented for approval at this time.

8.e. Approve Part-Time Superintendent Goals

Motion to approve. This motion, made by Eric Ankrum and seconded by Ben Johnson, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

The board will need to assign responsibility for selecting a format and completing a superintendent evaluation prior to December 1st per contract.

8.f. Speech Therapy and School Psychologist Purchased Services

Motion to approve service contracts. This motion, made by Mary Carlson and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

Presence Learning is our preferred provider for school psychologist services. Speech Partners is our preferred contractor to provide therapy and associated documentation for eligible students that exceed the capacity of our primary provider, Jolee Wiediger of Wiedeger Speech and Language Services. That FY24 contract was approved in June.

8.g. Set Substitute Pay Rates for Fiscal Year 2024

Motion to approve. This motion, made by Alice Kloepfer and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

8.h. Approve Meal Prices

Motion to approve. This motion, made by Misty Bergman and seconded by Ben Johnson, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

8.i. Jump Start 4 Kindergarten Agreement

Motion to approve. This motion, made by Mary Carlson and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

8.j. Approve School Cancellation Guidelines

Motion to table definitely to the October 16 regular meeting. This motion, made by Nicole Krisak and seconded by Mary Carlson, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

8.k. Consideration of Additional Separation Compensation for Former Employee

Motion to approve and enable discussion prior to a vote for the record. This motion, made by Mary Carlson and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

Motion to approve additional separation compensation for unused sick leave not obligated by the at-will agreement with Angela Lind. This motion, made by Mary Carlson and seconded by Eric Ankrum, Failed.

Eric Ankrum: Nay, Misty Bergman: Nay, Mary Carlson: Nay, Ben Johnson: Nay, Alice

Kloepfer: Nay, Nicole Krisak: Nay
Yea: 0, Nay: 6

There was extensive discussion regarding the lack of clarity on procedure and intent during the budget approval process of June 26, 2023. There was consensus among the board that a roll call vote for the record was necessary to provide a clear record of the district's obligation and process regarding the non-renewal of the at-will agreement with business manager Angela Lind.

8.l. Certify the Maximum Proposed Levy for 2023 Payable 2024

Motion to certify the maximum proposed levy. This motion, made by Mary Carlson and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea
Yea: 6, Nay: 0

8.m. Hiring Request

Motion to approve. This motion, made by Misty Bergman and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea
Yea: 6, Nay: 0

8.n. Ad-Hoc Committee Assigned to Review First Grade Class Size Options

Motion to appoint an ad-hoc committee. This motion, made by Mary Carlson and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea
Yea: 6, Nay: 0

Chair Nicole Krisak was appointed to lead the ad-hoc committee and will invite Ms. Blanchard, Ms. Cass, and other individuals as needed.

8.o. Extension of the Scoreboard Fundraising Effort

Motion to approve an extension of the scoreboard fundraiser to include replacement at the football field. This motion, made by Mary Carlson and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea
Yea: 6, Nay: 0

The consensus of the board is that this was a reasonable extension of the previously approved fundraiser and not considered a new fundraising event.

8.p. Authorization to Replace Ductwork Damaged by Snow

Motion to approve replacement of the ductwork and shared cost for addition of a protective structure. This motion, made by Mary Carlson and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea
Yea: 6, Nay: 0

The board consensus is that a full replacement was practical, considering that it will be covered by insurance. Furthermore, the board is in favor of sharing the cost of adding a protective structure with ARI.

8.q. Final Payment to ARI for Construction Management Services

Motion to approve final payment to ARI for construction management services. This motion, made by Mary Carlson and seconded by Eric Ankrum, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice

Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

After considering partial payments for completion of the remaining construction punch list items, the consensus of the board is to accept the recommendation to make full payment at this time to enable the final close out process for the construction project.

9. Future Meetings

9.a. Set World's Best Workforce Hearing

The World's Best Workforce Report and Public Hearing will be set for 5:45 p.m. on December 18.

9.b. Set Truth and Taxation Meeting

The hearing will be scheduled for 5:30 p.m. on December 18.

9.c. Next Regular Meeting

The board work session will be moved to October 12 at 5:30 p.m. to enable in-person participation by all six directors. The next regular meeting is confirmed for October 16 at 6:00 p.m.

10. Adjournment

Motion to adjourn. This motion, made by Eric Ankrum and seconded by Misty Bergman, Carried.

Eric Ankrum: Yea, Misty Bergman: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Alice Kloepfer: Yea, Nicole Krisak: Yea

Yea: 6, Nay: 0

The meeting was adjourned at 7:50 p.m.

Work Session
Thursday, October 12, 2023 5:30 PM Central

Wrenshall School Library Media Center
207 Pioneer Drive
Wrenshall, MN 55797

1. Call to Order

The meeting was called to order at 5:34 p.m. by Chair Krisak. Directors Ankrum, Bergman, Carlson and Kloepfer were present. Director Johnson arrived at 5:38 p.m.

2. Preview of Agenda for October 16 Regular Meeting

3. Strategic Planning

4. Adjournment

The meeting was adjourned at 8:40 p.m.

September 2023 EXPENSE SUMMARY

Check No.	Vendor	Amount	Date	Description
55216	CENTURY LINK	\$289.68	9/8/2023 0:00	Communication Srvc-Telephone
55217	CLOQUET SANITARY SERVICE	\$826.08	9/8/2023 0:00	Contr Svc-Maintenance
55218	COMO OIL AND PROPANE	\$385.39	9/8/2023 0:00	Fuel For Vehicles
55219	ESC SYSTEMS	\$150.00	9/8/2023 0:00	Repairs & Maint Serv
55220	ESC SYSTEMS	\$674.85	9/8/2023 0:00	Repairs & Maint Serv
55221	ESC SYSTEMS	\$678.00	9/8/2023 0:00	Prof & Tech Services-FIRE SAFETY
55222	HARMONI PRICE	\$121.83	9/8/2023 0:00	Spec Ed Tran-Contract/Pub
55223	IMAGINE LEARNING LLC	\$8,070.80	9/8/2023 0:00	ODYSSEYWARE K-12
55224	JASON POLLEY	\$114.97	9/8/2023 0:00	Supplies-Operations & Maintenance
55225	JOSTENS INC	\$2,507.14	9/8/2023 0:00	Annual Yearbook-Supplies
55226	KARLSBURGER FOODS INC	\$129.60	9/8/2023 0:00	Food-Lunch
55227	MN TELECOMMUNICATIONS	\$403.00	9/8/2023 0:00	Svc Purch from MN Joint-Powers
55228	NORTHERN LIGHTS ACADEMY	\$1,002.12	9/8/2023 0:00	Princ LT Bld/Land Leases
55229	NORTHLAND FIRE & SAFETY	\$1,788.00	9/8/2023 0:00	Prof & Tech Services-FIRE SAFETY
55230	NORTHLAND FIRE & SAFETY	\$1,297.60	9/8/2023 0:00	Prof & Tech Services-FIRE SAFETY
55231	SCHOLASTIC INC	\$1,201.86	9/8/2023 0:00	Textbooks
55232	SHERWIN WILLIAMS CO	\$271.09	9/8/2023 0:00	Supplies-Operations & Maintenance
55233	SHI INTERNATIONAL CORP	\$2,416.95	9/8/2023 0:00	MICROSOFT 365 A3 SUBSCRIPTION
55234	UPPER LAKES FOODS INC	\$2,892.84	9/8/2023 0:00	Food / Supplies
55235	VIA ACTUARIAL SOLUTIONS	\$1,000.00	9/8/2023 0:00	Prof & Tech Services-Admin
55237	ACME TOOLS - DULUTH	\$19.99	9/14/2023 0:00	575921 1-1/2X5-1/2 SLEEVE 60G
55238	ANTHONY E ECKLUND	\$123.82	9/14/2023 0:00	Officiating Expense - FOOTBALL
55239	BEST OIL COMPANY	\$1,210.40	9/14/2023 0:00	Fuel For Vehicles
55240	BRIAN MILLER	\$95.00	9/14/2023 0:00	Officiating Expense - FOOTBALL
55241	BUSINESS ESSENTIALS	\$3,206.25	9/14/2023 0:00	WHITE COPY PAPER
55242	COMO OIL AND PROPANE	\$126.92	9/14/2023 0:00	Fuel For Vehicles
55243	COMO OIL AND PROPANE	\$375.96	9/14/2023 0:00	Fuel For Vehicles
55244	CONTINENTAL CLAY CO	\$486.36	9/14/2023 0:00	Instru Supplies-Art
55245	DALCO	\$339.90	9/14/2023 0:00	Custodial Maintenance Supplies
55246	DALCO	\$91.80	9/14/2023 0:00	Custodial Maintenance Supplies
55247	DALCO	\$92.92	9/14/2023 0:00	Custodial Maintenance Supplies
55248	EMC INSURANCE COMPANIES	\$5,380.89	9/14/2023 0:00	Insurance
55249	FOLLETT SCHOOL SOLUTIONS INC	\$2,337.72	9/14/2023 0:00	Non-Instr Software Lic Agreeemt
55250	FRANCIS A MENSINGER	\$95.00	9/14/2023 0:00	Officiating Expense - FOOTBALL
55251	GROVER TREE EXPERTS INC	\$900.00	9/14/2023 0:00	Prof & Tech Services-PHYS HAZ
55252	GUARDIAN PEST SOLUTIONS, INC	\$60.91	9/14/2023 0:00	Fees for Svc-Food Svc
55253	HAGENS GLASS & PAINT	\$19.25	9/14/2023 0:00	Supplies-Operations & Maintenance
55254	JULIE KETCHUM	\$18.49	9/14/2023 0:00	Travel/Training-Transportation
55255	LORIE OLESIAK	\$139.99	9/14/2023 0:00	General Supplies-Food Svc
55256	MCGREGOR ISD 004	\$1,024.84	9/14/2023 0:00	Reimb to MN Dist
55257	MICHAEL PILON	\$95.00	9/14/2023 0:00	Officiating Expense - FOOTBALL
55258	MINNESOTA POWER	\$5,521.10	9/14/2023 0:00	Electricity
55259	MINNESOTA POWER	\$564.61	9/14/2023 0:00	Electricity
55260	MRI SOFTWARE	\$20.00	9/14/2023 0:00	Legal Fees
55261	ON SITE COMPANIES - AARDVARK	\$138.29	9/14/2023 0:00	Supplies-Football
55262	PER MAR SECURITY SERVICES	\$21.62	9/14/2023 0:00	Security System Fees
55263	TREVOR SUNDQUIST	\$95.00	9/14/2023 0:00	Officiating Expense - FOOTBALL
55264	UNITED TRUCK BODY CO INC	\$111.64	9/14/2023 0:00	Repairs & Maint Serv
55265	UNITED TRUCK BODY CO INC	\$309.90	9/14/2023 0:00	Repairs & Maint Serv
55266	UNITED TRUCK BODY CO INC	\$3,575.96	9/14/2023 0:00	Repairs & Maint Serv
55267	UNITED TRUCK BODY CO INC	\$360.00	9/14/2023 0:00	Repairs & Maint Serv
55268	UNITED TRUCK BODY CO INC	\$67.17	9/14/2023 0:00	Repairs & Maint Serv
55269	UNITED TRUCK BODY CO INC	\$120.00	9/14/2023 0:00	Repairs & Maint Serv
55270	WIEDIGER SPEECH & LANGUAGE SER	\$726.00	9/14/2023 0:00	To Non-Ed Agency

55271	WIEDIGER SPEECH & LANGUAGE SER	\$1,408.00	9/14/2023 0:00	To Non-Ed Agency
55272	ACME TOOLS - DULUTH	\$107.82	9/22/2023 0:00	Instru Supplies-Industrial Ed
55273	ACME TOOLS - DULUTH	\$499.00	9/22/2023 0:00	Instru Supplies-Industrial Ed
55274	ACME TOOLS - DULUTH	\$49.99	9/22/2023 0:00	Instru Supplies-Industrial Ed
55275	ACME TOOLS - DULUTH	\$271.00	9/22/2023 0:00	Instru Supplies-Industrial Ed
55276	ASHLEY LAVEAU	\$30.61	9/22/2023 0:00	General Supplies-Com Ed
55277	CARDMEMBER SERVICE	\$7,883.75	9/22/2023 0:00	Supplies - Curric - Staff Dev
55278	CHLOE SWANSON	\$273.88	9/22/2023 0:00	Supplies-Elem Media Center
55279	CHLOE SWANSON	\$971.18	9/22/2023 0:00	Library Club - Yearbook - curric
55280	CITY OF WRENSHALL	\$425.77	9/22/2023 0:00	Water & Sewage
55281	COCA-COLA BEVERAGES OF DULUTH	\$593.40	9/22/2023 0:00	Class of 2024 - Expense
55282	COLTON KOSTYNICK	\$91.37	9/22/2023 0:00	Officiating Expense - FOOTBALL
55283	COMO OIL AND PROPANE	\$426.89	9/22/2023 0:00	Fuel For Vehicles
55284	CONSTELLATION NEW ENERGY GAS C	\$324.90	9/22/2023 0:00	Fuel For Bldgs
55285	DALCO	\$23.20	9/22/2023 0:00	Maintenance Supplies
55286	DELTA DENTAL OF MINNESOTA	\$3,086.65	9/22/2023 0:00	Dental Insurance
55287	EXPLORE LEARNING	\$2,965.50	9/22/2023 0:00	REFLEX SITE LICENSE
55288	HAGENS GLASS & PAINT	\$38.50	9/22/2023 0:00	Supplies-Operations & Maintenance
55289	HALLBERG ENGINEERING	\$1,684.06	9/22/2023 0:00	Purchased Services-Bldgs & Grounds
55290	JULIE KETCHUM	\$15.98	9/22/2023 0:00	Travel/Training-Transportation
55291	LUKE WARGIN	\$94.32	9/22/2023 0:00	Meetings/Travel/Tuition-HS Staff Dev
55292	MENARDS - WEST DULUTH	\$576.63	9/22/2023 0:00	LUMBER & SUPPLIES
55293	METRO SALES INC	\$482.00	9/22/2023 0:00	Lease Principal
55294	MICHAEL SCHMIDT	\$75.00	9/22/2023 0:00	Officiating Expense - FOOTBALL
55295	MOLLY KIDD	\$37.57	9/22/2023 0:00	Art Activities-Expense
55296	NATL INSURANCE SVCS OF WI INC	\$846.33	9/22/2023 0:00	Life Insurance
55297	NOREEN A KNIGHT	\$276.00	9/22/2023 0:00	Com Ed Instructor Fee
55298	PEC SOLUTIONS LLC	\$3,642.00	9/22/2023 0:00	Consulting Fees/Serv
55299	PINE KNOT LLC	\$184.00	9/22/2023 0:00	Communication / Marketing-Board
55300	TK ELEVATOR CORP	\$614.18	9/22/2023 0:00	Prof & Tech Services-ENVIR MGMT
55301	TK ELEVATOR CORP	\$1,137.28	9/22/2023 0:00	Prof & Tech Services-ENVIR MGMT
55302	TRAFERA LLC	\$2,000.00	9/22/2023 0:00	Non-Instr Software Lic Agreeemt
55303	TRICIA HACKENSMITH	\$70.00	9/22/2023 0:00	Participation Fees - VOLLEYBALL
55304	TROY GEARY	\$91.37	9/22/2023 0:00	Officiating Expense - FOOTBALL
55305	UNITED TRUCK BODY CO INC	\$265.44	9/22/2023 0:00	Repairs & Maint Serv
55306	UPPER LAKES FOODS INC	\$4,942.21	9/22/2023 0:00	Food - Supplies
55307	AP MIDWEST LLC	\$7,000.00	9/28/2023 0:00	Building Construction
55308	BRENT KUBIS	\$75.00	9/28/2023 0:00	Officiating Expense - FOOTBALL
55309	CHRIS GUSTAFSON	\$104.80	9/28/2023 0:00	Travel-PERKINS Staff Dev
55310	COMO OIL AND PROPANE	\$408.40	9/28/2023 0:00	Fuel For Vehicles
55311	DANIEL JOHNSON	\$95.00	9/28/2023 0:00	Officiating Expense - FOOTBALL
55312	DUSTIN MCLEOD	\$73.36	9/28/2023 0:00	Travel
55313	EDUCATORS BENEFIT CONSULTANTS	\$51.30	9/28/2023 0:00	Consulting Fees/Serv-Bus Office
55314	FOOD FARM	\$87.36	9/28/2023 0:00	First Bite Food purchases
55315	GRAINGER	\$126.19	9/28/2023 0:00	Supplies-Operations & Maintenance
55316	JAMAR COMPANY	\$3,973.53	9/28/2023 0:00	Repairs & Maint Serv-PLUMBING
55317	JAYTECH INC	\$1,096.00	9/28/2023 0:00	HVAC supplies
55318	JOSEPH G FRENCH	\$40.00	9/28/2023 0:00	Postage/Printing-Images
55319	KAYLEE KROGSTAD	\$260.75	9/28/2023 0:00	Textbooks-High School
55320	KYLE GILBERTSON	\$95.00	9/28/2023 0:00	Officiating Expense - FOOTBALL
55321	MATTHEW O GILBERTSON	\$95.00	9/28/2023 0:00	Officiating Expense - FOOTBALL
55322	MICHAEL SCHMIDT	\$75.00	9/28/2023 0:00	Officiating Expense - FOOTBALL
55323	NORTHERN DOOR & HARDWARE INC	\$344.00	9/28/2023 0:00	Supplies-Operations & Maintenance
55324	PETERSEN'S DOOR SERVICE	\$106.25	9/28/2023 0:00	Repairs & Maint - BLDG ENVELOPE
55325	PITNEY BOWES GLOBAL	\$174.00	9/28/2023 0:00	Postage & Express
55326	PITNEY BOWES PURCHASE POWER	\$208.99	9/28/2023 0:00	Postage & Express
55327	RENAE HOUSE	\$200.00	9/28/2023 0:00	General Supplies-Food Svc
55328	SFM	\$325.00	9/28/2023 0:00	Payroll Taxes-Workers Comp

55329	SNA DEPOSITORY	\$59.50	9/28/2023 0:00 Dues/License-Food Svc
55330	STEVE LINDBERG	\$123.82	9/28/2023 0:00 Officiating Expense - FOOTBALL
55331	TASC	\$58.82	9/28/2023 0:00 Consulting Fees/Serv-Admin
55332	TROY GEARY	\$107.75	9/28/2023 0:00 Officiating Expense - FOOTBALL
55333	VOYAGER SOPRIS LEARNING	\$217.50	9/28/2023 0:00 ALO READING K-6 LICENSE 377246
55334	WALMART / CAPITAL ONE	\$269.14	9/28/2023 0:00 Supplies
55335	WILLIAM TAFS	\$95.00	9/28/2023 0:00 Officiating Expense - FOOTBALL
	TOTAL	<u>\$106,546.74</u>	

Wrenshall School ISD #100 Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
3481	0100		11814	Credit	1	11307	09/01/23	Check	1	1018	ISD 700 - Hermantown	Applied	1,138.71
	0100		11815	Credit	1	11308	09/01/23	Check	1	1015	ISD 704 - Proctor	Applied	1,064.90
	0100		11816	Credit	1	11309	09/01/23	Check	1	1009	ISD 099 - Esko	Applied	802.83
	0100		11817	Credit	1	1310	09/01/23	Check	1	1013	ISD #95, Cromwell	Applied	413.67
	0100		11818	Credit	1	11318	09/01/23	Check	1	1008	ISD 094 - Cloquet	Applied	340.76
	0100		11819	Credit	1	11326	09/01/23	Check	1	1110	Lunch Program	Applied	30.00
	0100		11820	Credit	1		09/01/23	Check	1	1500	Miscellaneous	Applied	8,371.17
	0100		11821	Credit	1	11313	09/01/23	Check	1	1008	ISD 094 - Cloquet	Applied	1,385.38
Deposit Control Total:												13,547.42	
3485	0100		11826	Credit	1		09/15/23	Check	1	1002	State of MN	Applied	165,841.10
Deposit Control Total:												165,841.10	
3486	0100		11827	Credit	1		09/30/23	Check	1	1002	State of MN	Applied	227,897.42
Deposit Control Total:												227,897.42	
3487	0100		11828	Credit	1	11328	09/18/23	Check	1	1015	ISD 704 - Proctor	Applied	793.19
	0100		11829	Credit	1	11376	09/18/23	Check	1	1110	Lunch Program	Applied	385.45
	0100		11830	Credit	1		09/18/23	Check	1	1500	Miscellaneous	Applied	17,190.41
Deposit Control Total:												18,369.05	
3488	0100		11831	Credit	1	11389	09/29/23	Check	1	1007	ISD 093 - Carlton	Applied	10,886.61
	0100		11832	Credit	1	11402	09/29/23	Check	1	1041	EMC	Applied	20,973.27
	0100		11833	Credit	1	11400	09/29/23	Check	1	1014	ISD 97 Moose Lake	Applied	528.53
	0100		11834	Credit	1	11409	09/29/23	Check	1	1110	Lunch Program	Applied	190.00
	0100		11835	Credit	1		09/29/23	Check	1	1500	Miscellaneous	Applied	10,524.95
Deposit Control Total:												43,103.36	
3489	0100		11836	Credit	1	0008358963	09/27/23	Check	1	1040	MN Trust	Applied	35,594.77
Deposit Control Total:												35,594.77	
3490	0100		11837	Credit	1		09/30/23	Wire	1	1037	Infinite Campus	Applied	303.75
Deposit Control Total:												303.75	
Report Total:												504,656.87	

Wrenshall School ISD #100
Exp/Rev Summary - Fd
Period Ending October 31, 2023

Sequence: L, Fd

Description		Revised24 Annual Budget	Period 202404	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
E	Expenditure							
01	General Fund	4,570,612.45	174,953.49	639,976.46	14%	56,041.60	15%	3,874,594.39
02	Food Services Fund	214,235.02	7,954.50	34,167.76	16%	297.58	16%	179,769.68
03	Transportation (Sub of 01)	424,179.00	14,005.94	63,366.21	15%	5,005.89	16%	355,806.90
04	Community Service	149,245.00	6,008.41	27,413.44	18%	0.00	18%	121,831.56
05	Capital Outlay (Sub of 01)	199,929.00	18,840.05	88,816.82	44%	10,736.51	50%	100,375.67
06	Building Fund	0.00	0.00	824.85	0%	0.00	0%	(824.85)
07	Debt Redemption Fund	945,120.00	0.00	173,310.00	18%	0.00	18%	771,810.00
21	Student Activities	0.00	0.00	12,929.77	0%	900.56	0%	(13,830.33)
E	Expenditure	6,503,320.47	221,762.39	1,040,805.31	16%	72,982.14	17%	5,389,533.02
R	Revenue							
01	General Fund	(4,913,475.35)	0.00	(917,499.89)	19%	0.00	19%	(3,995,975.46)
02	Food Services Fund	(204,147.02)	0.00	8,308.70	(4%)	0.00	(4%)	(212,455.72)
03	Transportation (Sub of 01)	(248,597.75)	0.00	0.00	0%	0.00	0%	(248,597.75)
04	Community Service	(138,156.14)	0.00	(33,760.42)	24%	0.00	24%	(104,395.72)
05	Capital Outlay (Sub of 01)	(150,979.99)	0.00	0.00	0%	0.00	0%	(150,979.99)
07	Debt Redemption Fund	(979,145.60)	0.00	(37,632.75)	4%	0.00	4%	(941,512.85)
21	Student Activities	0.00	0.00	(10,609.31)	0%	0.00	0%	10,609.31
R	Revenue	(6,634,501.85)	0.00	(991,193.67)	15%	0.00	15%	(5,643,308.18)
	Report Totals:	(131,181.38)	221,762.39	49,611.64	(38%)	72,982.14	(93%)	(253,775.16)

Run 10/13/2023

Expected Fund Balance Projection FY24 based on budget:

01 General Fund		30-Jun-23	Revenue	Expenditure	30-Jun-24	Actual to date
Operating Capital	\$	6,064.00	\$ 87,461.83	\$ 71,229.00	\$ 22,296.83	
LTFM		73,832.00	63,518.16	128,700.00	8,650.16	
Medical Assistance		38,512.00	13,053.00	750.00	50,815.00	
ALP					\$ -	
Gifted & Talented			4,919.20	4,559.00	\$ 360.20	
Learning & Development			69,002.00	88,324.00	\$ (19,322.00)	Move some staff to FIN317
Committed					\$ -	
Student Activities		40,870.00			\$ 40,870.00	
Safe Schools		(189.00)	13,099.68	16,000.00	\$ (3,089.32)	
Staff Development		34,808.00	-	4,676.00	\$ 30,132.00	
Basic Skills		52.00	416,643.62	167,645.00	\$ 249,050.62	Code more staff here
Non-spendable		4,100.00			\$ 4,100.00	
Assigned		21,271.00			\$ 21,271.00	
Unassigned		(62,960.00)	4,645,355.60	4,712,837.45	\$ (130,441.85)	Move some staff to FIN317
Total General Fund		156,360.00	5,313,053.09	5,194,720.45	274,692.64	

02 Food Service		30-Jun-23	Revenue	Expenditure	30-Jun-24
Unassigned		-			\$ -
Restricted/Non-spendable		30,171.00	204,147.02	119,447.02	\$ 114,871.00
Total food service		30,171.00	204,147.02	119,447.02	114,871.00

04 Community Service		30-Jun-23	Revenue	Expenditure	30-Jun-24
Community Education		(11,710.00)	40,499.54	50,584.00	(21,794.46)
ECFE		298.00	28,620.23	22,797.00	6,121.23
School Readiness/Pathways		26,844.00	62,454.03	69,273.00	20,025.03
					-
Restricted		3,133.00	6,582.34	6,591.00	3,124.34
Total community services	\$	18,565.00	138,156.14	149,245.00	7,476.14

07 Debt Service		30-Jun-23	Revenue	Expenditure	30-Jun-24
bond refunding	\$	-			
Restricted		122,904.00	979,145.60	945,120.00	156,929.60
Total Debt Service	\$	122,904.00	979,145.60	945,120.00	156,929.60

06 Building Construction		30-Jun-23	Revenue	Expenditure	30-Jun-24
LTFM	\$	-			-
Restricted	\$	-			-
Total Debt Service	\$	-	-	-	-



Arrowhead Regional Computing Consortium
 4884 Miller Trunk Hwy Ste 300
 Hermantown Mn 55811
 Ph 218.723.1700 Fax 218.723.1923

INVOICE

Number	Date	Page
1835	10/02/2023	Pg 1 of 1

Ext Invoice No Ref:

Bill To: ISD #100
 WRENSHALL SCHOOL DISTRICT
 207 PIONEER DRIVE
 WRENSHALL MN 55797

Email: bpeterson@isd100.org
 bank rec time

Customer	Cus Phone	Cus Fax	Terms	Due Date
1-1051			Net 30	11/01/2023
ISD #100				

No.	SKU Code/Description/Comments	U/M	Units	Rate	Total
1	bank rec time		1.50	100.00	150.00

Subtotal	\$150.00
Sales Tax	\$0.00
Invoice Total	\$150.00
Payment Received	\$0.00
Discounts Given	\$0.00
Balance Due	\$150.00



Wrenshull Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

October 16, 2023

Consent Agenda

- *Any Director may request to remove any item from this consent agenda and place it on the regular meeting agenda for individual consideration.*

At-Will Agreements:

Appointments:

1. Angela Korpela, Custodian, 1.0 FTE, Grade 4
- effective August 18, 2023
2. Dan Duncan, Van Driver
-effective September 25, 2023
3. Ashley Laveau, Van Driver
- effective September 25, 2023
4. John Johnson, Van Driver Substitute
- effective September 25, 2023
5. Allison Dillon, Special Education Teacher, 1.0 FTE, Step 9, M.A.
- effective October 23, 2023

Changes of Assignment:

1. Kenny Mattinen, Sixth Grade Teacher, Lane progression to MA,
- effective October 1, 2023

Resignations:

Terminations:



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

October 16, 2023

Principals' Report

- E-hall pass
- Curriculum committee
- AIPAC
- World's Best Workforce Plan
- Teacher Evaluations
- Crisis Management
- October 18th Professional Development Day
- Special Education teacher hire
- First Grade Teacher Anticipated Vacancy



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

October 16, 2023

Community Education Report

Community Education had a painting class through Nana's Paint Nook on Monday, September 18th we had 21 K-5th graders. They had a snack and painted Frankenstein and a kitty in a pumpkin. It was a lot of fun!

Northern Outdoor Club will be hosting a class on Pumpkins and Skeletons on Tuesday, October 24th. They will be dissecting a pumpkin and learning about the plant life of the pumpkin. Along with trying some pumpkin seeds. They will dissect an owl pellet and try to recreate the skeleton of what he had for lunch.

Piyo is being held in the commons on Monday night October 16th- December 4th 5:30-6:30.

In November we have a Community Craft Night open to everyone to come and work on crafts. On Tuesday, November 14th from 6-8 in the HomeEc Room.

Family Open Gym will be on Friday, November 17th from 5-6 in one of the gyms.

0100 WRENSHALL District207 PIONEER DRIVE, WRENSHALL, MN 55797-0068
Generated on 10/12/2023 07:08:51 AM Page 1 of 1**Student Enrollment Summary Report**

Effective Date: 10/12/2023 Enrollment Types: P, S, N

Total Race/Ethnicities: 5 of 7 Total Schools: 2

Race/Ethnicity Source: Federal Male/Female/Total: 181/156/337

Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)**Wrenshall Elementary**

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/0/1	-	-	-	-	13/9/22	0/2/2	14/11/25
02	-	-	-	-	-	5/9/14	2/1/3	7/10/17
03	-	-	-	-	-	13/12/25	-	13/12/25
04	0/1/1	-	-	-	-	9/13/22	-	9/14/23
05	-	-	-	-	-	10/10/20	1/1/2	11/11/22
06	-	1/1/2	-	-	-	13/8/21	-	14/9/23
EC	0/1/1	-	-	-	-	4/3/7	-	4/4/8
KA	1/0/1	-	-	-	-	7/11/18	1/1/2	9/12/21
All Grades	2/2/4	1/1/2	-	-	-	74/75/149	4/5/9	81/83/164

Wrenshall High School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
07	-	0/1/1	-	0/1/1	-	14/10/24	0/3/3	14/15/29
08	-	-	-	-	-	12/9/21	1/1/2	13/10/23
09	1/0/1	0/1/1	-	-	-	16/11/27	0/1/1	17/13/30
10	1/1/2	1/0/1	-	-	-	12/12/24	2/0/2	16/13/29
11	-	1/0/1	-	-	-	10/7/17	3/1/4	14/8/22
12	1/0/1	0/1/1	-	-	-	24/11/35	1/2/3	26/14/40
All Grades	3/1/4	2/3/5	-	0/1/1	-	88/60/148	7/8/15	100/73/173

Student Population Excluding White not of Hispanic Origin

School	Total	Percentage
Wrenshall Elementary	15	9.15%
Wrenshall High School	25	14.45%
Total	40	11.87%

**Wrenshall School District
NextGen Managed Services
Onboarding Plan
September 2023**



The Wrenshall School District has partnered with Citon for NextGen Managed and Cybersecurity services.

Services Accepted

Anti-virus/Anti-Malware
Enhanced Network Monitoring
Virtual Technology Advisor
MFA Standard
Security Awareness Training
Endpoint Detection & Response
Google Backups
Google Management
Windows Drive Encryption (laptops only)

Services Declined

Vulnerability Scanning
Network Detection and Response

Question:

Hosted SPAM Filtering
Security Policy

Covered Equipment / Services at 207 Pioneer Dr:

- Staff and computer lab workstations
- Server, storage and battery backup infrastructure
- Network switches and firewalls
- Wireless infrastructure
- Monitoring of existing backup solution & resolution of backup issues.
- G-Suite Support

The following information details the scope of work, project assumptions and the actual onboarding plan. After the initial kickoff meeting timelines will be added for each phase of the implementation.

SCOPE OF WORK

1. Project Management:
 - a. Project Kickoff meeting to obtain high-level overview of project, discuss timelines and review overall plans. **9/21/2023**
 - b. Discuss items needed from the District
 - i. List of all contacts, including email, phone number, and title: Scrub attached list.
 - c. Discuss how Wrenshall School District would like end users to submit tickets (end users directly, centralized person, email/phone call, etc). Dedicated email: Wrenshall@citon.com?
 - d. Discuss scheduled downtime windows for patching of firewalls and switches. Automatic update and reboot of PCs each night.

- e. Confirmation of not covered items and contacts for those issues:
 - i. Phone system – Debbie?
 - ii. Security cameras – ESC?
 - iii. Card access?
 - iv. Smartboards – Debbie?
 - v. Printers – Debbie?

2. Topics to Discuss:

- a. Discuss admin access on local workstations and risks associated.
- b. Discuss frequency of phishing campaigns and end user training
- c. Discuss official “Go Live” date of October 2, 2023.
- d. Is MFA deployed on all Google accounts?
- e. Discuss any known issues or concerns?
- f. Frequency of on-site trips – preference for day of week for on-site visits?
- g. Notes mention 3rd party Cisco managed firewall?
- h. Set dates for Security Policy and vTA meetings

3. In House tool and systems configuration: **Week of 9/18/2023**

- a. Configure Anti-virus and Anti-ransomware in support console and create installer.
- b. Configure Endpoint Detection and Response in support console and create installer.
- c. Configure Enhanced Network Monitoring and add core switch and VM Host (firewall already covered with FaaS).
- d. Configure the District in CRM, setup end users, connect to monitoring and alerting tools, and configure system to receive support requests.
- e. Setup and configure end user satisfaction surveys and tie to CRM system.
- f. Setup and configure dashboard and automated reporting tools.
- g. Prepare documentation for staff to request support.

4. Tool Deployment:

- a. Onboard machines on-site: **9/25/2023 and 9/26/2023**
 - i. Deploy RMM, AV/AR and EDR Tools.
- b. On-Site investigation: **9/25/2023 and 9/26/2023**
 - i. Gather asset information on all physical devices: make and model, serial #
 - ii. Take photos of devices, equipment locations, and any other key network components – making special note of any equipment warning lights.
 - iii. Trace/test cabling to verify network device connectivity.
 - iv. Confirm remote access and admin credentials for all supported devices
- c. Review Line of Business apps for additional MFA opportunities

5. Implement Security Awareness Training: **Timeline to be Discussed:**
 - a. Verify company setup in Knowbe4 portal
 - b. Onboard user list
 - c. Send initial baseline phishing campaign – typically runs for 1 calendar week.
 - d. Pull initial phishing report and share results
 - e. Provide security awareness training announcement email to send to all staff
 - f. Setup and send initial training campaign with 1 week deadline – providing status updates at the end of the week and training report once all employees have completed.
 - g. Setup ongoing scheduled phishing and training campaigns.

6. Final Go Live preparation: **9/27/2023**
 - a. Engineering creates configuration records and Visio diagrams of environment.
 - b. Conduct training for engineering and system support teams: 9/27/2023
 - c. Prepare end support request documentation and send to the District
 - d. Go Live: Monday, Oct 2, 2023

PROJECT ASSUMPTIONS/CLIENT RESPONSIBILITIES

- Customer responsible for providing physical location, power, cabling and all other environments consistent with best practice standards.
- Any items not detailed under deliverables will be considered out of scope and will be invoiced separately on a time and materials basis.
- Prices quoted are for standard business hours. If any of the work is to be done afterhours, standard afterhours rates will apply.
- Client is responsible for obtaining Internet services and providing static IP(s) per unit.
- A final plan will be agreed upon by both parties including, but not limited to: Date, time, and tolerance of downtime, roles and failback plan.
- Citon will have access to each device covered under support sufficient to provide services.



Invoice

10250 Valley View Road, Suite 147
Eden Prairie, MN 55344

Date	Invoice #
9/28/2023	44750

Bill To

Wrenshall School ISD 100
Accounts Payable
207 Pioneer Dr
Wrenshall, MN 55797-9000

PO Number	Rep	Terms	Due Date
3458	BSG	Net 30	10/28/2023
Quantity	Description	Price Each	Amount
1	Daktronics BB-2107-13 gymnasium scoreboard. Includes AS-5010 console, TOL, border stripe, team name and carrying case. Size 6'Hx10'Wx6"D	5,650.00	5,650.00
1	Daktronics BB-2103-13 gymnasium scoreboard. Includes AS-5010 console controller, TOL, border stripe, team name and carry case. Size 6'Hx8'Wx6"D	5,285.00	5,285.00
1	Daktronics SD-2102-13 6 player stat panel set. Includes border stripe and electronic captions kit. Size 6'Hx3'6"W	10,420.00	10,420.00
2	Wireless control (transmitter/receiver)	910.00	1,820.00
1	Daktronics BB-2115-13 dual time shot clock set with receivers. Size 2'4"Hx2'5"Wx6"D	4,605.00	4,605.00
1	Daktronics LED light strip set	2,070.00	2,070.00
1	Shipping and handling	920.00	920.00
1	Installation	2,050.00	2,050.00
1	Down payment	-9,846.00	-9,846.00
	Sales Tax	6.875%	0.00

PLUS
Parsons Electric
scoreboard
installation cost
\$3,642⁰⁰

discussion @ Oct 12
Work Session (Board)

Payments/Credits	\$0.00
Total	\$22,974.00
Balance Due	\$22,974.00

Phone: 952-941-9830

E-mail: Andreag@aimele.com



5960 Main Street NE
 Minneapolis, MN 55432
 Phone: (800) 403-4832

13087

INVOICE

PAGE 1

Acct # 6438
 To WRENSHALL SCHOOL
 RBRADLEY@ISD100.ORG
 207 PIONEER DR
 WRENSHALL, MN 55797

Performed for: Luke Wargin
 Date Performed: 09/14/2023
 Purchase Order:
 Location: 207 PIONEER DR
 WRENSHALL, MN 55797

Invoice Number: S0003539773
 Invoice Date: 09/15/2023
 Due Date: 10/15/2023
 Job/Sub Job: 837

LINE	REFERENCE/INVOICING	DESCRIPTION	QUOTED AMOUNT	SHIFT	UNITS	UNIT PRICE	RATE	AMOUNT
1		Quoted Amount			1.00		3,642.00	3,642.00
Total								3,642.00

Invoice Desc:
 Invoice Comments:

SUPPLY AND INSTALL A NEW 120 VOLT DUPLEX OUTLET FOR THE FOUR NEW BIG GYM SCOREBOARDS AND THE TWO NEW SHOOT CLOCKS FED FROM THE CLOSEST EXISTING POWER IN EACH LOCATION. SUPPLY AND INSTALL A NEW 120 VOLT DUPLEX OUTLET FOR THE RELOCATED SCOREBOARD IN THE SMALL GYM FROM THE ADJACENT EXISTING RECEPTACLE CIRCUIT WITH AN ON/OFF SWITCH AND INSTALL A CONTROL CABLE FROM THE SCOREBOARD LOCATION TO THE WEST WALL OF THE GYM ENTRY AREA WHERE THE SCORING TABLE WILL BE LOCATED. SUPPLY AND INSTALL A NEW CORD ON THE RELOCATED SCOREBOARD SO THAT IT CAN BE PLUGGED INTO THE NEWLY INSTALLED RECEPTACLE.

Invoice Total 3,642.00

REMIT TO: PO Box 860621, Minneapolis, MN 55486-0621
 Pay Invoices online at www.PECsolutions.com/pay-invoice (fees will apply)
 PHONE: (800) 403-4832
 EMAIL: AR@PECSOLUTIONS.COM



Wrenshull Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

October 12, 2023

Building and Grounds Committee Post-Meeting Progress Update

Vendor Updates

UHL – HVAC preventative maintenance agreement \$17,000 for boiler units (Fall) and condenser units (Spring) start up and maintenance through 6/30/25.

Operator maintenance training provided for B&G staff.

Systems control software training needed for B&G staff or other operators.

Minnesota Energy boiler tune up rebate applied for in the amount of \$2500.

Jamar – Service calls are not covered under any warranty. Superintendent approval is needed for future calls.

Cedar Island Communications – Cedar Island owner will make a site visit in late October. A punch list of clock and bell issues is being prepared.

Insurance Claims:

Ductwork on the Main Building: \$50K Adjusted Claim

Snow slide created damage on the duct

Water has infiltrated the lined ductwork; water was eliminated and no longer in the ductwork

Options:

Repair - \$13,200

Replace - \$22,400

Penthouse/snow shed - \$5,200

Long Term Solution

Replace with new ductwork and penthouse

- The school board authorized replacement and addition of protective structure at September 11 meeting.
- Thelen Heating and Roofing, Inc. contracted to begin project on October 19.

CTE Building Roof: \$100k Adjusted Claim

- September 5th rain event did not intrude the CTE building roof system.
- Jamar did fix infiltration points and tighten fasteners under warranty.
- One slow leak did develop along the exterior wall of the computer lab following extended heavy rain on September 25.
- The school board will consider options during work session on October 12.
- The products specs indicate that it would be too late in the season to install the roofing system.
- Director Ankrum will contact Tremco for full quote.
- Superintendent Pesta will inquire with insurance representatives to determine time limits for claim.

Options:

1. Apply silicone-based seal coating over existing roofing system – add to lower edge where ice damming is occurring - \$110,000 estimate not under warranty.
2. Patching at the areas where the holes were exposed in the area where snow and ice load were prominent.
3. Strategically add heat tape.
4. Add commercial dehumidifier in the classroom.
5. More snow rakes to maintain snow load at regular intervals.

Air Leakage Elementary Classroom:

Comamar update, sheet metal removal with caulking
ARI to schedule with Jamar for completion

Halberg Engineering Commissioning Wrap Up:

AHU #7 – has been resolved per Terry Olson, commissioning agent.
Phase 2 – fresh air intake concrete needs to be complete – Rain Leader rerouted
ARI/Thelen to provide final design to the district

Main entry stairs repair approved by the district.

ARI to provide Electrical Panel Part Number for CTE building

Substantial completion certificate has been signed by all parties.

Final payment to for construction management.

- School Board approved final payment on September 11 for ARI and Peterson Construction.

Future Committee Agenda Items:

Outside cameras at the gym – Camera map has been provided.

Wires at CTE building above doors for future access control system



Wrenshaw Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Wrenshall School ISD #100

ATTN: Accounts Payable

207 Pioneer Drive

Wrenshall MN 55797 - 9000

Phone: (218) 384-4274, EXT 1101 Fax: (218) 384-4293

Please send MSDS if required. Tax Exempt #8001752

Purchase Order

Number	Date	Page
3488	09/30/23	1 of 1

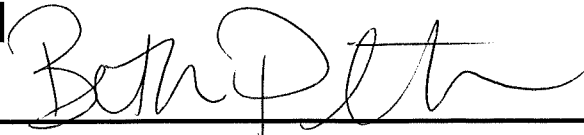
To: THELEN HEATING AND ROOFING INC
 1717 13TH STREET SOUTH EAST
 BRAINERD MN 56401

Ship Wrenshall School, ISD #100
 To: 207 Pioneer Drive
 Wrenshall MN 55797
 218 384-4274

Due Date	Terms	Ship Via	Vendor #	Category	Buyer	Ven Phone	Ven Fax
	RECEIPT		1-4909		Administration	218-829-1491	

Seq#	Item/Description/Comments	Required	Quantity	U/M	Rate	Discount	Cost
1	* DUCTWORK REPLACEMENT 0100-E-01-005-810-000-000-350 202403		1.00	EA	22,400.0000	0.00%	22,400.00
2	* PROTECTIVE STRUCTURE 0100-E-01-005-810-000-000-350 202403		1.00	EA	5,200.0000	0.00%	5,200.00

* Represents a modified line

Authorized Signature: 

Grand Total \$27,600.00

Date: 10/9/2023



Carlisle Roof Foam and Coatings Safety Data Sheet

1. Identification of Substance:

Product Name: SeamlSeal Ultra HSLV

Supplier Identification:
Carlisle Roof Foam and Coatings

Address:
100 Enterprise Dr.
Cartersville, GA 30120

Telephone:
(770) 607-0755

24-Hr. Emergency Phone Number:
CHEMTREC (800) 424-9300
INTERNATIONAL: +1-(703) 527-3887

Product Use: Silicone Roof Coating

2. Hazards Identification:

GHS Ratings:

Oral Toxicity	Acute Tox. 4	Oral>300+<=2000mg/kg
Skin sensitizer	1	Skin sensitizer
Reproductive toxin	2	Human or animal evidence possibly with other information
Aquatic toxicity	C4	Acute toxicity > 100 mg/l and lack of rapid degradability and log Kow >= 4 unless BCF < 500 and unless chronic toxicity > 1 mg/l

GHS Hazards

H302	Harmful if swallowed
H317	May cause an allergic skin reaction
H361	Suspected of damaging fertility or the unborn child
H413	May cause long lasting harmful effects to aquatic life

GHS Precautions

P201	Obtain special instructions before use
P202	Do not handle until all safety precautions have been read and understood
P261	Avoid breathing dust/fume/gas/mist/vapors/spray
P264	Wash hands thoroughly after handling
P270	Do not eat, drink or smoke when using this product
P272	Contaminated work clothing should not be allowed out of the workplace
P273	Avoid release to the environment
P280	Wear protective gloves/protective clothing/eye protection/face protection
P281	Use personal protective equipment as required
P321	Specific treatment is urgent (see Section 4 First Aid measures)
P330	Rinse mouth
P363	Wash contaminated clothing before reuse
P301+P312	IF SWALLOWED: Call a POISON CENTER or doctor/physician if you feel unwell
P302+P352	IF ON SKIN: Wash with soap and water
P308+P313	IF exposed or concerned: Get medical advice/attention
P333+P313	If skin irritation or a rash occurs: Get medical advice/attention
P405	Store locked up

Signal Word: Warning**Acute Toxicity:****Eyes:** May cause irritation & burns.**Skin:** Minor potential for irritation.**Inhalation:** Liquid may cause irritation.**Ingestion:** May cause irritation & burns.**Conditions Aggravated:** Unknown**Chronic Effects:** Possible harmful target organ effects.**3. Composition/Data on Components:**

Chemical Name	CAS number	Weight Concentration %
Siloxanes and silicones, dimethyl, hydroxy-terminated	70131-67-8	50.00% - 60.00%
Quartz	14808-60-7	20.00% - 30.00%
Titanium dioxide	13463-67-7	5.00% - 10.00%
2-Butanone, O,O',O''-(methylsilylydyne)trioxime	22984-54-9	5.00% - 10.00%
Octamethylcyclotetrasiloxane	556-67-2	1.00% - 5.00%

4. First Aid Measures:**Inhalation:** If symptoms ensue, move to fresh air. If breathing is difficult, give oxygen.**After Eye Contact:** Rinse opened eye for at least 15 minutes under running water.

Remove contact lenses if present and easy to do so, and continue rinsing.

After Skin Contact: Clean affected area with soap and plenty of water.**After Swallowing:** Consult physician.**Notes to Physician:** Treat symptomatically**5. Fire Fighting Measures:**

Flash Point: >200°F, 93°C

LEL: N/A

UEL: N/A

Upper and lower explosive limits listed if known.**Suitable Extinguishing Agents:** Water spray, CO₂, Foam, Dry chemical**Information about Protection against Explosions and Fires:** Closed containers may rupture when exposed to extreme heat.**Dangerous Products of Decomposition:** Oxides of carbon, oxides of nitrogen, oxides of silicon.

Protective Equipment: Firefighters should wear a pressure demand self-contained breathing apparatus and protective clothing.

6. Accidental Release Measures:

Person-Related Safety Precautions: Avoid contact with skin and eyes.

Measures for Environmental Protection: Cover and contain spill with absorbent material. Collect for proper disposal according to local, state, and federal regulations.

Small Spills: Absorb with earth, sand or other non-combustible material and transfer to containers for later disposal. Wipe up with absorbent material (e.g. cloth, fleece) clean surface thoroughly to remove residual contamination.

Large Spills: Stop the flow of material, if this is without risk. Dike the spilled material, where this is possible. Use a non-combustible material like vermiculite, sand or earth to soak up the product and place into a container for later disposal. Following product recovery, flush area with water.

7. Handling and Storage:

Information for Safe Handling: Avoid contact with skin or inhalation.

Storage Requirements: Store in dry, well ventilated area. Avoid contact with moisture. Keep containers tightly closed. Store between 60°F-100°F. Material may settle.

Regulatory Requirements: Store according to all local, state, and federal regulations.

8. Exposure Controls and Personal Protection:

Chemical Name / CAS No.	OSHA Exposure Limits	ACGIH Exposure Limits	Other Exposure Limits
Siloxanes and silicones, dimethyl, hydroxy-terminated 70131-67-8	Not Established	Not Established	Not Established
Quartz 14808-60-7	Not Established	0.025 mg/m ³ TWA (respirable fraction)	NIOSH: 0.05 mg/m ³ TWA (respirable dust)
Titanium dioxide 13463-67-7	15 mg/m ³ TWA (total dust)	10 mg/m ³ TWA	Not Established
2-Butanone, O,O',O''-(methylsilyldiylidene)trioxime 22984-54-9	Not Established	Not Established	Not Established
Octamethylcyclotetrasiloxane 556-67-2	Not Established	Not Established	Not Established

Engineering Controls: No special measures required.

General Protective and Hygienic Measures: Usual precautionary measures should be adhered to

when handling chemicals.

Personal Protective Equipment:

Respiratory Protection: None required if work area is properly ventilated.

Hand Protection: Protective butyl rubber or nitrile rubber gloves.

Eye Protection: Chemical safety goggles.

Body Protection: Impervious protective work clothing. Launder separately.

Contaminated Gear: Observe local requirements. Dispose of in accordance with local/state/federal regulations.

9. Physical and Chemical Properties:

Physical properties listed where known.

Appearance: Black liquid	Odor: Mild
Vapor Pressure: N/A	Odor threshold: N/A
Vapor Density: N/A	pH: N/A
Specific Gravity: 1.30	Melting point: N/A
Freezing point: N/A	Solubility: N/A
Boiling range: 2230 - 3000°C	Flash point: >200°F, 93°C
Evaporation rate: N/A	Flammability: N/A
Explosive Limits: N/A	Partition coefficient (n-octanol/water): N/A
Autoignition temperature: N/A	Decomposition temperature: N/A

10. Stability and Reactivity:

Incompatible Materials: Avoid contact with moisture, strong acids, strong bases, oxidizing and reducing agents.

Hazardous Polymerization: Not expected to occur.

Dangerous Products of Decomposition: Oxides of carbon, oxides of nitrogen, oxides of silicon, traces of HCN.

11. Toxicological Information:

Mixture Toxicity

Oral Toxicity LD50: 1,563mg/kg

Inhalation Toxicity LC50: 325mg/L

Component Toxicity

556-67-2 Octamethylcyclotetrasiloxane

Oral LD50: 1,540 mg/kg (Rat) Dermal LD50: 759 mg/kg (Rabbit) Inhalation LC50: 36 g/m3 (Rat)

Toxicity Values Listed if Known

Acute Toxicity:

Eyes: May cause irritation & burns.

Skin: Minor potential for irritation.

Inhalation: Liquid may cause irritation.

Ingestion: May cause irritation & burns.

Chronic Effects: Possible harmful target organ effects.

Routes of Entry: Ingestion, inhalation, skin contact, eye contact

Target Organs: Eyes, skin, respiratory system, reproductive system.

Chemicals with Known or Possible Carcinogenic Effects:

<u>CAS Number</u>	<u>Description</u>	<u>% Weight</u>	<u>Carcinogen Rating</u>
13463-67-7	Titanium dioxide	5 to 10%	Titanium dioxide: NIOSH: potential occupational carcinogen IARC: Possible human carcinogen OSHA: listed
14808-60-7	Quartz	20 to 30%	Quartz: NIOSH: potential occupational carcinogen IARC: Human carcinogen OSHA: listed

12. Ecological Information:

General Information: Based on experience, no adverse effects are to be expected if correct disposal procedures have been followed as indicated in section 13.

Individual component ecotoxicity listed if known.

Component Ecotoxicity

Octamethylcyclotetrasiloxane 96 Hr LC50 Brachydanio rerio: >500 mg/L; 96 Hr LC50 Lepomis macrochirus: >1000 mg/L

13. Disposal Considerations:

Recommendation: Observe local requirements. Dispose of in accordance with local/state/federal regulations.

Empty Container Precautions: Recondition or dispose of empty container in accordance with governmental regulations. If container is to be disposed, ensure all product residues are removed and container is empty prior to disposal.

14. Transport Information:

DOT Regulated Components:

This product is not regarded as dangerous goods according to the national and international regulations on the transport of dangerous goods unless specifically cited below:

<u>Agency</u>	<u>Proper Shipping Name</u>	<u>UN Number</u>	<u>Packing Group</u>	<u>Hazard Class</u>
	None			

15. Regulatory Information:

OSHA HAZARD COMMUNICATION STANDARD: This material is classified as hazardous in accordance with OSHA 29 CFR 1910.1200.

SARA 311/312 Hazard Categories: Acute health hazard, chronic health hazard.

California Proposition 65

(Safe Drinking Water and Toxic Enforcement Act of 1986)

This product contains no substances known to the State of California to cause cancer, birth defects or other reproductive harm, at levels which would require a warning under the statute unless otherwise listed:

WARNING: This product can expose you to chemicals listed below, which are known to the State of California to cause cancer, birth defects, or reproductive harm. For more information, visit www.P65Warnings.ca.gov

Titanium dioxide 13463-67-7 5 to 10 % CARC

Quartz 14808-60-7 20 to 30 % CARC

Titanium dioxide and Quartz only require Proposition 65 notification when in dust form and particles of respirable size

Massachusetts Right To Know List:

Titanium dioxide 13463-67-7 5 to 10 %

Quartz 14808-60-7 20 to 30 %

New Jersey Right To Know List:

Titanium dioxide 13463-67-7 5 to 10 %

Quartz 14808-60-7 20 to 30 %

Pennsylvania Right To Know List:

Titanium dioxide 13463-67-7 5 to 10 %

Quartz 14808-60-7 20 to 30 %

SARA 302 Extremely Hazardous Substances:

- None

Chemicals subject to SARA 313 Reporting:

- None

<u>Country</u>	<u>Regulation</u>	<u>All Components Listed</u>
Canada	Canada DSL	Yes
US	Toxic Substances Control Act	Yes

16. Other Information:

Safety Data Sheet issued by Product Safety Department

This information is furnished without warranty, expressed or implied, except that it is accurate to the best knowledge of Carlisle Roof Foam and Coatings. The data on these sheets relates only to the specific material designated herein. Carlisle Roof Foam and Coatings assumes no legal responsibility for use or reliance upon this data. It is the user's responsibility to ensure that their activities comply with federal, state, or local laws.

Date revised: 2018-11-21
Date Prepared: 11/21/2018

Reviewer Revision 0

Carlisle Roof Foam and Coatings Restoration Coatings

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Note: In addition to information listed in this section Specifiers and Authorized applicators should reference Spec Supplement and Design Reference Sections for other pertinent information.

Carlisle Roof Foam and Coatings Restoration Coatings

January 2022

This Specification section and associated attachments represent Carlisle Roof Foam and Coatings (CRFC) requirement for restoration of various existing roofing systems with the CRFC coatings and accessories.

A thorough investigation of the existing roof must be performed by a qualified representative of the building owner. The investigation is to assess the condition of the roof and to determine any needed repairs prior to commencing the restoration work. The CRFC Authorized applicator shall assess the condition of the roof surface to determine the level of preparation and repairs needed. The contractor shall also perform various peel/adhesion testing to determine whether the use of primers will be required.

PART I GENERAL

1.01 Description

This restoration system utilizes the application of CRFC SeamlesSEAL™ ULTRA Silicone or SeamlesSEAL Acrylic coatings after thoroughly preparing the existing roof surface to receive the new coating. An initial assessment is performed by the Authorized Applicator to evaluate the condition of the roof surface and perform adhesion tests to determine the cleaning and priming requirements. After preparation of the existing roof surface, the coating is applied to achieve the desired dry film thickness and CRFC warranty requirements. Refer to the table found in paragraph 1.06 “Warranty” for the total minimum dry film thickness and the warranty duration.

1.02 Applicability

- A. The restoration coating is intended to enhance and extend the service life of an existing sound and watertight roof or those that may experience occasional minor leaks. The system is not suitable for the restoration of roofs which have exceeded or are approaching the end of their service life and require substantial repair.
- B. The assessment and examination of the existing roof surface to be restored shall be performed by the CRFC authorized roofing applicator and/or CRFC technical representative. The assessment and examinations shall focus on the condition of the roof, surface preparation required and the components to be restored.
- C. When in-depth investigation is needed to assess the entire existing roof system, a roof consultant or qualified representative shall be obtained by the building owner to conduct such investigation. The investigation will identify all necessary system repairs prior to commencing restoration work.

1.03 Quality Assurance

- A. Moisture surveys are strongly recommended for the effective repair and restoration of a roof and are common in good roofing practice. Roofs installed over vapor barriers, roofs over existing membranes and roofs which may have experienced a leak require a moisture survey to locate entrapped moisture. Entrapped moisture must be eliminated prior to new roof coating.

- B. Initial sampling and core cuts may be collected by the authorized applicator or a CRFC Authorized Applicator for moisture analysis. Detailed moisture surveys may be conducted by a qualified third-party using IR scans, nuclear scans and by taking core cuts.
 - C. For adhesion and core cut tests there is a minimum of 3 adhesion/cut test areas that are strongly recommended per 10,000 sq. ft. area with additional adhesion/cut test area recommended for every additional 10,000 sq. ft. of roofing.
 - D. During the initial roof inspection by the CRFC Authorized Applicator, adhesion tests are strongly recommended to assess the adhesion of the coating and to determine the extent of preparation work needed for the surface. The adhesion test is performed after the surface is entirely cleaned. A minimum value of 2 (pounds per linear inch) should be the target, otherwise, additional cleaning and priming may be required. Consult with a CRFC representative for additional recommendations
 - E. When inspecting an existing gravel built-up roof surface, a small sample (1/2-1") of the asphaltic surface shall be immersed in a clear glass bottle containing Isopropyl alcohol. After shaking vigorously, the liquid in the bottle should be observed for any discoloration.
 - 1. If discoloration is detected, then the sample is asphalt.
 - 2. If the liquid remains clear it indicates that the sample is coal tar.
- Note:** The coating restoration system is not intended for use on coal tar pitch roofs.
- F. When applying the coating restoration system over asphaltic roofs, modified bitumen or a cap sheet, the use of Prime-Tek Bleed Block Plus primer is strongly recommended even if an adhesion test yields acceptable value.
 - 1. For asphaltic roofs, Prime-Tek Bleed Block Plus primer will help prevent bleed through and the possible staining of the new coating.

1.04 Restrictions and Exclusions

- A. This restoration coating system is not suitable over roofs with severely ponded conditions or those which are nearing the end of their service life and require substantial repairs.
- B. Do not apply this restoration system on roofs which have become severely crazed and brittle. Widespread cracks, punctures, blistering, and tears scattered through the roof are deemed unacceptable and the roof shall not be restored using this system.
- C. Metal roofs with severe rust or panel deflections are not restorable. The severely rusted/deflective panels must be removed and replaced. Small areas of surface rust can be treated as outlined in the Attachment III "Substrate Preparations – Metal Roofing".
- D. Roofs which have sustained severe wind or hail damage cannot be restored unless thoroughly investigated by a qualified consultant, hired by the building owner, and the roofs have been repaired and returned to serviceable condition.
- E. Existing roofs with moisture entrapment or large delaminated areas must be investigated by a qualified roof consultant and the roof must be returned to a serviceable condition.
- F. Ballasted single-ply roof systems are not suitable for restoration coating systems.

1.05 Submittals

- A. When a CRFC restoration system warranty is considered, the Authorized Applicator shall contact CRFC representative for a project evaluation and submit to Carlisle Roof Foam and Coatings a completely executed “request for roofing warranty” along with:
 - 1. Project specification
 - 2. Preinstallation pictures
 - 3. Detailed roof drawing including roof penetrations, curbs, perimeter details, drains, and saddles or crickets if applicable.
 - 4. Peel adhesion test results (recommended).
- B. The restoration work must be inspected and accepted by a CRFC Field Service Representative prior to issuance of the Carlisle Roof Foam and Coatings warranty, as outlined in Paragraph 1.06 “Warranty”.
- C. A sample of the CRFC Restoration Coating warranty should be made available for review by the building owner.

1.06 Warranty

- A. A restoration system warranty that covers labor and material is available for the CRFC restoration coating system for projects on commercial buildings and applies only to **products manufactured or marketed by CRFC**. Subject to the terms, conditions and limitations listed on the warranty form, CRFC will be responsible for leak repairs resulting from material and/or workmanship deficiency, for the duration of the warranty period.
- B. The duration of the restoration system warranty may be 5, 10, 15 or 20 years of coverage, depending on the dry mil thickness of the coating.

Warranty Duration	Minimum Dry Film Mil Thickness	
	Silicone Coatings	Acrylic Coatings
10 Year	20 mils	25 mils
15 Year	25 mils	30 mils
20 Year	30 mils	40 mils

Note: Contact CRFC for other available coatings

C. Access for Warranty Service

It shall be the owner’s responsibility to expose the roof system in the event that warranty service is required when access is impaired. Such impairment includes, but is not limited to:

- 1. Design features, such as window washing systems, which require the installation of traffic surface units in excess of 80 pounds per unit.
- 2. Any equipment, ornamentation, building service units and other top surfacing materials which are not defined as part of this specification.
- 3. Photovoltaic and Mounting Systems or other Rooftop equipment that do not provide CRFC with reasonable access to the roofing system for the purposes of warranty investigation and related repairs.

CAUTION: Applications such as walking decks, terraces, patios, or areas subjected to conditions not typically found on roofing systems are **not** eligible for warranties.

- D. The formation or presence of mold or fungi in a building is dependent upon a broad range of factors including, but not limited to, the presence of spores and nutrient sources, moisture, temperatures, climatic conditions, relative humidity, and heating/ventilating systems and their maintenance and operating capabilities. These factors are beyond the control of CRFC and CRFC shall not be responsible for any claims, repairs, restoration, or damages relating to the presence of any irritants, contaminants, vapors, fumes, molds, fungi, bacteria, spores, mycotoxins, or the like in any building or in the air, land, or water serving the building.

1.07 Job Conditions

- A. Prior to application of the coating, the applicable PDS shall be referenced to identified surface temperature limitations based on coating system to be utilized. The service temperature of any surface to be coated shall not exceed 180°F (82°C).
- B. Moisture in the form of rain, fog, frost, dew may adversely affect the coating and adhesion. Do not apply coating when these conditions exist.
- C. To prevent surface contamination from coating overspray, mask areas where coating is to be terminated. With owner permission and coordination, seal/close ventilation intakes and protect surrounding equipment from potential overspray.
- D. Compatibility to chemical exposure will depend on type of coating used. CRFC should be contacted for verification of compatibility with chemicals or specific waste products that may come in contact with the roofing system.

Caution: Surface moisture and icy conditions are not easily detected on lighter color membranes (white, tan, gray, etc.) especially those located in cold regions. The roof surface may become extremely slippery, and care shall be exercised when accessing the roof in the early morning hours (dew formation), any time after rain or during the winter. The use of sunglasses is strongly recommended when reflective coatings are used as the final coat.

1.08 Product Delivery, Storage and Handling

- A. Deliver materials to the site in their original, tightly sealed containers, all clearly labeled with manufacturer's name, product identification and lot number.
- B. Safely store materials in their original containers out of the weather, keep dry and within the temperature limits specified by the manufacturer. Refer to specific product PDS for storage requirements.
- C. All materials shall be stored in compliance with applicable fire and safety requirements.
- D. Protect materials from damage during transit, handling, storage, and application.
- E. If loading materials onto the roof, the CRFC Authorized Roofing Applicator must comply with the requirements of the specifier/owner to prevent overloading and possible disturbance to the building structure.

PART II PRODUCTS

2.01 General

The product components of this Carlisle Roof Foam and Coating (CRFC) Restoration Coating System are composed of CRFC products or those accepted by CRFC as compatible with this roofing system. The installation, performance, or integrity of products by others, **when selected by the specifier and accepted as compatible**, is not the responsibility of CRFC and is expressly disclaimed by the CRFC Warranty. It is the responsibility of the Specifier to confirm regulatory requirements per municipality where products are to be installed.

2.02 Coatings

Table 1

Available Coating			
SeamlesSEAL Acrylics		SeamlesSEAL™ ULTRA Silicones	
Acronym		Acronym	
OS	Quick Skinning	LS	Low Solids
HT	High Tensile	HSLV	High Solids Low VOC
BB	Bleed Block		
FR	Fire Resistant		

Note- Contact CRFC for additional products and accessories

A. SeamlesSEAL ULTRA Silicone Coating

The silicone roof coating membrane consists of an elastomeric, liquid applied material, domestically engineered and produced. The coating can be installed in one or multiple coats. The product is suitable for application through airless spray equipment, roller, spreader bar, squeegee, or brush. Refer to table 1 for available types of coatings.

Note: Table 2 shows the physical properties for the SeamlesSEAL ULTRA HSLV and LS silicone coatings. For other silicone coatings, the applicable product data sheet should be referenced for product physical properties.

Table 2

Physical Property	Test Method	SeamlesSEAL ULTRA HSLV Silicone Coating	SeamlesSEAL ULTRA LS Silicone Coating
Volatile Organic Content (VOC), (g/l)	EPA Method 24	<50	<250
Tear Resistance, lbs/in	ASTM D 624	24	37
Tensile Strength, die C, psi	ASTM D 412 ASTM D 2370*	244* @73°F 227* @ 0°F	460 @73°F
Elongation, %	ASTM D 412 ASTM D 2370*	187* @73°F 121* @ 0°F	235 @73°F
Permeability, perms	ASTM E 96B	6.5	6.1
Solar Reflectivity (White)	ASTM C 1549	0.70 (3 year aged) 0.87 (initial)	0.66 (3 year aged) 0.85 (initial)
Emissivity (White)	ASTM C 1371	0.89 (3 year aged) 0.9 (initial)	0.9 (3 year) 0.85 (initial)
Solar Reflectance Index (SRI) (White)	ASTM E 1980	110	106
Low Temperature Flexibility	ASTM D 522 Method B	-15°F (-26°C) Pass	-15°F (-26°C) Pass
Solids Content by Weight %	ASTM D 1644	96±2	80±2
Solids Content by Volume %	ASTM D 2697	93±2	69±2
Cure Time	@100°F & 90% Humidity @40°F & 20% Humidity	Min 2hrs Max 8-12 hrs	Min 2hrs Max 8-12 hrs
Shelf Life		1 year	1 year

B. SeamlesSEAL Acrylic Coatings

1. SeamlesSEAL Acrylic

SeamlesSEAL Acrylic Coating is a 100% acrylic, single-component, water-based, premium quality elastomeric coating for spray, brush, or roller application. This product is designed to provide protection for a wide range of building surfaces such as roofs, vertical walls, masonry, and spray polyurethane foam (SPF) roofing systems. It is excellent for waterproofing and restoring existing roof systems, as well as for weather protection of SPF roofing systems. SeamlesSEAL Acrylic Coating is applied in multiple coats, with a minimum base coat and a top coat for finishing.

2. SeamlesSEAL QS

SeamlesSEAL QS Acrylic Coating is a quick-skinning, high-solids, fire resistant, thixotropic, acrylic elastomeric coating, specifically developed for protection of sprayed polyurethane foam (SPF) roof systems and tanks/vessels. It is excellent for waterproofing and restoring existing roof systems, as well as prepared masonry, metal, wood, and asphaltic surfaces with the proper primer or basecoat.

3. SeamlesSEAL HT

SeamlesSEAL HT Acrylic Coating is a 100% acrylic, single-component, water-based, high tensile strength, elastomeric coating. This product is suitable for spray, brush, or roller application and is designed to provide protection for a wide range of building surfaces, such as roofs, vertical walls, masonry, and spray polyurethane foam (SPF) roofing systems. It is excellent for waterproofing and restoring existing roof systems, as well as for weather protection of SPF roofing systems

4. SeamlSeAL BB

SeamlSeAL BB Acrylic Coating is a 100% acrylic, single-component, water-based, high-quality elastomeric coating for spray, brush, or roller application. SeamlSeAL BB is designed for use as an acrylic base coating to block bleed-through from asphaltic substrates and PVC plasticizer migration. It is excellent for waterproofing and restoring existing roof systems, as well as prepared PVC, metal, and asphaltic surfaces. Use SeamlSeAL BB with SeamlSeAL acrylic topcoats for a premium coating system.

5. SeamlSeAL FR

SeamlSeAL FR Acrylic Coating is a 100% acrylic, single-component, water-based, premium quality elastomeric coating for spray, brush, or roller application. SeamlSeAL FR Acrylic Coating is specifically developed for protection of sprayed polyurethane foam (SPF), other roof systems, and tanks/vessels. It is excellent for waterproofing and restoring existing roof systems, as well as prepared masonry, metal, wood, and asphaltic surfaces with the proper primer or basecoat.

Refer to Table 1 for available types of coatings.

Table 3

Physical Property	Test Method	SeamlSeAL FR	SeamlSeAL QS	SeamlSeAL HT	SeamlSeAL BB	SeamlSeAL Acrylic
Tensile Strength, psi (Max @ 73°F)	ASTM D 2370	279	188	475	300	273
% Elongation @ Break (73°F)	ASTM D 2370	502%	169%	580	304	262
Volume Solids, %	ASTM D 2697	55% +/-2	70% +/-2	55±2	55±2	55% ±2
Weight Solids, %	ASTM D 1644	70% +/-2	65% +/-2	65±2	69±2	68 ±2
Volatile Organic Content (VOC), (g/l)	EPA Method 24	<50g/L	<50g/L	<50	<50	<50
Tear Resistance (Die C), lb f/in	ASTM D 6694/ 624	88 lbf/in	130lbf/in	130		88 lbf/in
Permeance, perms	ASTM D 1653B			12	4	17
Low Temp Flex	ASTM D 522	Pass	Pass	Pass	Pass	Pass
Solar Reflectivity	ASTM C 1549	0.83	0.83	0.87	-	.88
Emissivity (white)	ASTM C 1371	0.89	0.88	0.88	-	.9
Solar Reflectance Index (SRI) (White)	ASTM E 1980	104	104	110	-	111
Drying Time		2 hrs. @ 100°F & 90% RH	2 hrs. @ 100°F & 90% RH	Recoat 12-24 hrs Tack Free 2-12 hrs	Recoat 12-24 hrs Tack Free 4-5 hrs	2 hrs. @ 100°F & 90% RH
Shelf Life		1 year	1 year	1 year	1 year	1 year

2.03 Primers

A. Prime-Tek Epoxy Primer (gray)

Prime-Tek Epoxy Primer is a two component, 1:1 ratio “A” is white, and part “B” is black to dark gray, the combined product is medium gray and is a water-based primer. Adheres well to most metals, organic and synthetic polymers, wood, masonry and vitreous surfaces. This primer may also be used as a masonry block filler. Do not use on non-ferrous metals. Once mixed, material has a useable pot life of 2 hours maximum at 75°F.

Table 4

Physical Property	Test Method	Prime-Tek Epoxy Primer Part A and B
Solids Content by Weight, %	ASTM D 1644	60 ±2
Solids Content by Volume, %	ASTM D 2697	42.5 ±2
Density, lbs/gal	ASTM D 1475	12.3 (A) 7.9 (B)
VOC, g/l	EPA Method 24	<50
Cure Time @ 75°F		Dry to touch 0.5-1.5 hours Full cure 12-24 hours
Shelf Life		1 yr

B. Prime-Tek Acrylic General Purpose Primer (Black)

Prime-Tek Acrylic General Purpose Primer (Black) is suitable when a fast-drying, primer is needed. This product may be used on many surfaces for effective protection: BUR, Metal, Concrete (min 30 day cured), Polyurethane Foam, Acrylic Coatings and Masonry.

Table 5

Physical Property	Test Method	Prime-Tek Acrylic General Purpose Primer
Solids Content by Weight, %	ASTM D 1644	45±2
Solids Content by Volume, %	ASTM D 2697	38±2
Density, lbs/gal	ASTM D 1475	9.4
VOC g/l	EPA Method 24	<50
Cure Time		Dry to touch @ 75°F in 0.5 -1 hours, Full cure in 2-6 hours
Shelf Life		1 yr

C. Prime-Tek Bleed Block Plus Primer (Translucent Green)

Prime-Tek Bleed Block Plus Primer (Translucent Green) is a water-based, one-part primer developed to block “bleed-through” from mod bit and other asphaltic substrates. It enhances coating adhesion and has low VOC levels. Prime-Tek Bleed Block Plus Primer is required for slightly rusted metal or those with rust spots.

Table 6

Physical Property	Test Method	Prime-Tek Bleed Block Primer
Solids Content by Volume, %	ASTM D 2697	44±2
Density per Gallon (A&B), lbs/gal	ASTM D 1475	9.3
VOC, g/l	EPA Method 24	<50
Cure Time		Dry to touch @75 F in 2-6 hours: Full cure in 12 hours
Shelf Life		1.5 yrs

D. Prime-Tek TPO III Primer (Blue)

Prime-Tek TPO III Primer is a low-VOC, solvent-based primer designed to promote optimal adhesion of SeamlesSEAL Acrylic Coating and SeamlesSEAL Ultra Silicone Coatings to new or existing TPO. The application of Prime-Tek TPO III Primer is simple, cost effective, and time efficient. Prime-Tek TPO III Primer is to be used exclusively on TPO membranes and is not compatible with EPDM or PVC membranes. PrimeTek TPO III Primer is slightly tinted blue to distinguish primed areas on bright white TPO membranes.

Table 7

Physical Property	Test Method	Prime-Tek TPO III Primer
Solids Content by Volume, %	ASTM D 5201	1 ±.5
Density per Gallon (A&B), lbs/gal	ASTM D 1475	9.5
VOC, g/l	EPA Method 24	<100
Cure Time	ASTM D1640	Dry to touch @75 F in 15 minutes: 50% relative humidity
Shelf Life		1 yr

E. Prime-Tek Tie-In Primer (Translucent Black)

Prime-Tek Tie-In Primer is a single-component, solvent-based polyurethane primer that provides outstanding adhesion to various substrates, including polyurethane and polyurea coatings. This product is translucent black in color and is ideal for use as a bonding or tie coat primer over aged polyurea and urethane coatings and can be used over other substrates such as metal, concrete, and wood.

Note: It is the responsibility of the Specifier to confirm VOC regulatory requirements per municipality where products are to be installed.

Table 8

Physical Property	Test Method	Prime-Tek Tie-In Primer
Solids Content by Volume, %	ASTM D 2697	26±2
Solids Content by Weight, %	ASTM D 1644	30±2
Density, lbs/gal	ASTM D 1475	7.7
VOC, g/l	EPA Method 24	643
Cure Time		Full @ 75°F in 2 - 4 hours
Shelf Life		1 yr

F. Prime-Tek Metal Primer (White)

Prime-Tek Metal Primer is a single-component acrylic primer that is stain resistant, permanently flexible, and very durable. It has excellent resistance over metal substrates and works very well over concrete, masonry, and wood substrates as well. It is designed to provide resistance to corrosion and excellent adhesion to steel, aluminum, and galvanized metal substrates.

Table 8

Physical Property	Test Method	Prime-Tek Metal Primer
Solids Content by Volume, %	ASTM D 2697	37 ±1
Solids Content by Weight, %	ASTM D 1644	45 ±1
Density, lbs/gal	ASTM D 1475	9.8
VOC, g/l		<100 (calculated)
Cure Time	ASTM D1640	1-24 hours @ 75°F
Shelf Life		18 months

G. Prime-Tek Membrane Cleaner (Clear-yellow)

Prime-Tek membrane cleaner is a low-viscosity, sprayable liquid used to clean existing roof surface prior to pressure washing and application of restoration coatings. This cleaner improves adhesion to roof membranes and is clear to purple in color.

Physical Property	Test Method	<i>Prime-Tek Membrane Cleaner</i>
Solids Content by Volume, %	ASTM D 2697	37 ±1
Solids Content by Weight, %	ASTM D 1644	45 ±1
Density, lbs/gal	ASTM D 1475	8.45 (1.01 Kg/L)
VOC, g/l		0
Cure Time	ASTM D1640	1-24 hours @ 75°F
Shelf Life		24 months

General Product Limitations

Protect from freezing during shipping and storage. Do not apply primer or coatings when it is raining or if the threat of rain exists. Do not apply when the dew point is less than 5°F above ambient temperature. Subsequent coats should be applied within 48 hours of prior applications to ensure full and uniform adhesion. Do not use on new concrete (less than 28 days). Refer to individual PDS and SDS for specific product application, storage and handling requirements.

General Substrate Recommendations

For additional substrates, preparation or approved primers contact CRFC.

Table 9

SeamlesSEAL ULTRA Silicone			
Roof Surface	Cleaner	Pressure Wash	Primer
New EPDM	Prime-Tek Membrane Cleaner	Yes	N/A
Aged EPDM*	Prime-Tek Membrane Cleaner	Yes	N/A
New TPO	N/A	N/A	Prime-Tek TPO III
Aged TPO*	Prime-Tek Membrane Cleaner	Yes	Prime-Tek TPO III
New PVC/KEE			
Aged PVC/KEE*	Prime-Tek Membrane Cleaner	Yes	Prime-Tek Bleed Block Plus
Hypalon®*	Prime-Tek Membrane Cleaner	Yes	N/A
New Ferrous Metal, Galvanized, or Galvalume finished*	N/A	Yes	N/A
Aged Ferrous Metal, Galvanized, or Galvalume finished*	N/A	Yes	Prime Tek Epoxy for rusted sections Prime Tek General Purpose for non-rusted sections
New Concrete	N/A	N/A	Prime-Tek General Purpose
Aged Concrete*	N/A	Yes	Prime-Tek General Purpose
New Smooth BUR	N/A	Yes	Prime-Tek Bleed Block Plus
Aged Smooth BUR*	N/A	Yes	Prime-Tek Bleed Block Plus
New APP	N/A	Yes	Prime-Tek Bleed Block Plus
Aged APP*	N/A	Yes	Prime-Tek Bleed Block Plus
New SBS - Smooth	N/A	Yes	Prime-Tek Bleed Block Plus
Aged SBS - Smooth*	N/A	Yes	Prime-Tek Bleed Block Plus
New SBS – Granulated	N/A	Yes	Prime-Tek Bleed Block Plus
Aged SBS - Granulated*	N/A	Yes	Prime-Tek Bleed Block Plus
New SPF	N/A	No	**
Repair SPF*	N/A	No	Prime-Tek General Purpose
Aged Silicone*	N/A	Yes	N/A
Aged Acrylic*	N/A	Yes	N/A

*- Field adhesion test strongly recommended (2.0pli minimum)

** - Use General Purpose between day-to-day applications or if SPF will not be coated within 24 hrs.

Table 10

SeamlesSEAL Acrylic			
Roof Surface	Cleaner	Pressure Wash	Primer
New EPDM	Prime-Tek Membrane Cleaner	Yes	N/A
Aged EPDM*	Prime-Tek Membrane Cleaner	Yes	N/A
New TPO	N/A	N/A	Prime-Tek TPO III
Aged TPO*	Prime-Tek Membrane Cleaner	Yes	Prime-Tek TPO I
New PVC/KEE			
Aged PVC/KEE*	Prime-Tek Membrane Cleaner	Yes	Prime-Tek Bleed Block Plus
Hypalon®*	Prime-Tek Membrane Cleaner	Yes	N/A
New Ferrous Metal, Galvanized, or Galvalume finished*	N/A	Yes	N/A
Aged Ferrous Metal, Galvanized, or Galvalume finished*	N/A	Yes	Prime-Tek Epoxy for rusted sections Prime-Tek General Purpose for non-rusted sections
New Concrete	N/A	N/A	Prime-Tek General Purpose
Aged Concrete*	N/A	Yes	Prime-Tek General Purpose
New Smooth BUR	N/A	Yes	Prime-Tek Bleed Block Plus
Aged Smooth BUR*	N/A	Yes	Prime-Tek Bleed Block Plus
New APP	N/A	Yes	Prime-Tek Bleed Block Plus
Aged APP*	N/A	Yes	Prime-Tek Bleed Block Plus
New SBS - Smooth	N/A	Yes	Prime-Tek Bleed Block Plus
Aged SBS - Smooth*	N/A	Yes	Prime-Tek Bleed Block Plus
New SBS – Granulated	N/A	Yes	Prime-Tek Bleed Block Plus
Aged SBS - Granulated*	N/A	Yes	Prime-Tek Bleed Block Plus
New SPF	N/A	No	**
Repair SPF*	N/A	No	Prime-Tek General Purpose
Aged Acrylic*	N/A	Yes	N/A

*- Field adhesion test strongly recommended (2.0pli minimum)

** - Use General Purpose between day-to-day applications or if SPF will not be coated within 24 hrs.

2.04 Other CRFC Products

- A. Seal-Tek Acrylic Mastic** is a single-component, acrylic, water-based mastic. This mastic is intended for use as a flashing material for most substrates and as a sealer for seams, fasteners, penetrations, and on other details as part of the restoration coating. Seal-Tek Acrylic Mastic can also be used to fill small cracks, gaps and alligatored asphaltic roof surfaces.

- B. Seal-Tek Silicone Mastic** is a single-component, high-build, silicone mastic. Upon cure, Seal-Tek Silicone Mastic forms a durable, weatherproof sealant. Designed for use with CRFC silicone restoration coating systems, this mastic can also be used to seal roof penetrations, seams, fasteners, and other roofing substrates and surfaces.

Note: Seal-Tek Silicone Mastic can only be coated with SeamlesSEAL ULTRA Silicone Coating.

- C. Seal-Tek Micro Fibers** are micro-fine, high-tensile, polyethylene fibers used as a general thickener in silicone and acrylic coatings to increase tensile strength, reduce sag, and thicken the coating into a trowel, roll-on or brushable mastic.

The thicker mixture allows for fabrication of cants and filling around irregular surfaces. The process can adapt the mastic product to the project's need and conditions. The Seal-Tek Micro Fibers can also be added to SeamlesSEAL® and SeamlesSEAL ULTRA coatings to create an excellent repair material for hail and mechanical damages to spray polyurethane foam (SPF) and coated roofing systems.

- D. Seal-Tek Reinforcing Fabric** is a stitch-bonded, 100% polyester material made specifically for use with elastomeric coatings in roof membrane construction. Seal-Tek Reinforcing Fabric has high absorption capability, allowing it to easily wet into and become encapsulated by the liquid roofing membrane, forming tough, waterproof details or overall reinforcement. Seal-Tek Reinforcing Fabric is used to reinforce detail areas such as seams, splits, drains, vents, and other penetrations through the roof surface.
- E. Seal-Tek Sure Tape** Seal-Tek Sure Tape is a 25 mil polyester fabric-backed seam sealing tape for sealing seams and other repairs on roofs prior to applying CRFC's Roof Restoration System or coatings.

2.05 Equipment

For spray equipment considerations, please refer to CRFC Technical Bulletin – Volume 5: Coating Equipment Guide or consult the spray equipment manufacturer directly. For additional recommendations, refer to CRFC specific Product Data Sheet.

2.06 Granules

Granules are optional. They may be used to enhance aesthetics, impact resistance, slip resistance or highlight walkways. Granules shall be number 11 screen size, ceramic-coated roofing granules, color to match topcoat. Quartz or silica aggregate are also acceptable. Apply at a rate of 30-40 lbs per 100 square feet.

2.07 Other Related Products

- Rollers with 1/2 – 3/4" Nap
- Brushes
- 2,500 psi rated power washer
- Squeegees
- Detergent

PART III EXECUTION

Prior to commencing with the installation of any of the SeamlesSeal Acrylic or SeamlesSeal ULTRA Silicone Restoration Systems, refer to Paragraph 1.06 "Warranty" for applicable requirements suitable for the appropriate warranty coverage.

Requirements listed in this specification are considered minimum and are intended for the sole purpose of obtaining a Carlisle Roof and Foam Coating (CRFC) Restoration Warranty. Additional requirements dictated by Regulatory Agencies, Building Insurance or Specifiers must be complied with and are beyond the scope of this specification.

3.01 General

- A. Safety Data Sheets (SDS) must always be on location during transportation, storage, and application of materials. The applicator shall follow all safety regulations as recommended by OSHA, and/or other agencies having jurisdiction.
- B. To ensure most current installation requirements are met, Product Data Sheets should be available on site.
- C. Comply with building owner requirement for onsite material storage and campus regulations. Place dumpster and other equipment in areas which have been designated by the building owner.
- D. The worksite must be kept in an organized and orderly fashion. All waste products must be removed and disposed of, in accordance with local ordinances.

3.02 Surface Inspection

The assessment and examination of the existing roof system to be restored shall be performed by the CRFC authorized roofing applicator or CRFC technical representative. The assessment and examinations shall focus on the condition of the roof surface and the components to be restored.

- A. When in-depth investigation is needed to assess the entire existing roof assembly. A roof consultant shall be obtained by the building owner to conduct such investigation. Investigation shall identify all necessary system repairs prior to commencing restoration work.
- B. If certain major repairs have been identified that required membrane removal, replacement or the addition of new insulation, such repairs must be performed by an authorized applicator trained on the specific roof system and in accordance with manufacturer guidelines to ensure the repaired section is sound and leak free.
- C. This restoration coating system is not suitable for roofs with severe ponding conditions where water accumulates on the surface of the roof for periods greater than 48 hours, in areas scattered across 20% of the roof. If a restoration system is being considered the affected areas shall be repaired to achieve positive drainage and properly sealed. Refer to appropriate attachment or product warranty for specific system repairs.

Note: Consult **Attachment I** - "Assessment and Investigation" for the applicable guidelines for assessing various roof assemblies.

3.03 Substrate Preparation

- A. Attachments II-V, included at the end of this Restoration Coating section, contain information on the appropriate substrate preparation (cleaning, priming, and repairing), categorized by the type of the existing roof membrane.

Attachment II – “Substrate Preparation – Asphaltic Roofing”

Attachment III – “Substrate Preparation – Metal Roofing”

Attachment IV – “Substrate Preparation – SPF”

Attachment V – “Substrate Preparation – Single Ply Membrane”

- B. Refer to tables 8 & 9 included in Part II for general substrate recommendations concerning cleaning and priming of the various types of roofing surfaces. Certain roofs may only require cleaning and others may require the use of cleaning and primer to enhance coating adhesion. Certain roofs may require primer in addition to cleaning to prevent staining, bleed through or inhibit the formation of surface rust. The appropriate table may be referenced as a general guide. Contact CRFC for additional recommendations.
- C. For all aged substrates, adhesion tests are strongly recommended, as outlined in the quality assurance article, to determine the extent of the surface treatment and the use of primers. Adhesion tests are strongly recommended on all new substrates to verify suitability of general substrate recommendations. Such testing is recommended at an earlier stage of the project, preferably prior to the bid, and may be performed during the initial roof inspection and surface assessment performed by the Authorized Applicator and/or CRFC representative.
- D. Do not commence with surface repairs unless all system related issues and imperfections have been addressed by the building owner and their design representative.
- E. Clean and prepare surface to receive the restoration coating. Remove all dirt, loose and flaking particles, grease, oil, laitance, pollution fallout, and other contaminants that may interfere with proper adhesion.

Note: The use of a stiff bristle (soft for SPF) push broom and pressure washing is recommended for cleaning and surface preparation. Always consult local laws and regulations.

- F. When required, clean the existing surface with applicable cleaning solution and power-wash with clean water. The appropriate attachment at the end of this section may be referenced for specific substrate preparation requirements.

3.04 Surface Repair & Detail Work

- A. Depending on the type of roof system being restored, asphaltic, metal, SPF or a single ply, vulnerable areas such as seams, flashing overlaps, expansion joints, vertical curbs, and other roof penetrations must be prepared to extend the watertight performance. In addition, other identified surface deficiencies such as blisters, minor splits, tears, cracks, surface rust and punctures must be prepared as outlined in the specific attachment.
- B. When performing surface treatments prior to coating, use acrylic mastic for acrylic coatings and silicone mastics for silicone coatings. All mastics and sealants must be allowed to fully cure before applying coating.
- C. In these repair locations, reinforcing fabric imbedded into the base coat and covered with the topcoat,

may be used to overlay deficient areas. Additionally, a mixture of Micro Fibers and coating may be used as identified in the “specific preparation attachment” as well as Seal-Tek Sure Tape. The ratio of such a mixture (roller, brush, or trowel) will vary in its concentration depending on the area to be treated. The appropriate attachment may be referenced for the specific ratio. After completing the necessary prep work using coating and reinforcing fabric, appropriate mastic or the Micro Fibers coating mixture, allow repaired area to cure. Curing time will vary based on temperature and humidity level. Refer to the CRFC PDS for the acceptable cure time.

- D. Attachments II-V, included at the end of this Restoration Coating section, contains information on the appropriate surface repair and detail work, categorized by the type of the existing roof membrane.

Attachment II – “Substrate Preparation – Asphaltic Roofing”

Attachment III – “Substrate Preparation – Metal Roofing”

Attachment IV – “Substrate Preparation – SPF”

Attachment V – “Substrate Preparation – Single Ply Membranes (EPDM, TPO and PVC)”

3.05 Coating Application

A. General

1. Do not apply coating if weather conditions will not permit complete cure before rain, dew, fog or freezing temperatures occur.
2. Using a high-pressure compressed air or an air blower, blow all dust, dirt, and other contaminants off the treated roof surfaces.
3. Apply coating when temperature is within the specified range for the specific product (consult the applicable product PDS) with no inclement weather imminent.
4. The use of brushes is recommended for delicate detail work and edges at parapets, HVAC units, stacks, skylights, penetrations, etc.
5. Sealant/mastic must be cured, clean and free of all moisture prior to application of coating.
6. Apply the coating to achieve a uniform application to equal a minimum total finished dry film thickness required in Paragraph 1.06, “Warranty”.
7. Apply approved granules at the rate of 30-40 lbs per 100 square feet to achieve the desired surface texture. When used for walkways, the granules should be used in a contrasting color so that the walkway is visible. SeamlesSEAL ULTRA Safety Yellow Silicone and Seal-Tek Safety Yellow Granules are excellent products to produce a highly visible and durable walkway. See Section 3.07 Roof Walkways.
8. Allow the topcoat to cure prior to inspecting the finished surface. Repair any defects with appropriate CRFC sealant/mastic and additional application of coating.

3.06 Clean up

Allow coating to dry before subjecting the surface to traffic. Drying conditions will vary depending on temperature and humidity levels. Consult the specific Product Data Sheets for estimated cure time.

- A. Walk the roof to ensure all tools are removed and lids, empty containers and other debris are picked up and properly disposed of.
- B. Check drains and air intake vents to ensure that they are open with no obstructions. Check roof perimeter and terminations. Make sure all terminations are properly sealed and all masking used for terminations, is removed.
- C. If spray equipment was used, ensure hoses are properly coiled and spray equipment was adequately cleaned per manufacturer's instructions.
- D. When applicable, provide owner representative with instructions on accessing the roof following the coating application.

3.07 Roof Walkways

A. Scope of Work:

- 1. Walkways are to be specified at all traffic concentration points (i.e., roof hatches, access doors, rooftop ladders, etc.), and if regular maintenance (once a month or more) is necessary to service rooftop equipment.

A. OPTION 1:

A walkway system can be formed by applying SeamlessSEAL Ultra Safety Yellow silicone coating and Seal-Tek Safety Yellow granules at the following application rates depending on need and use:

- a. Walkway areas – 20-25 mils DFT (1.5-1.7 gal/sq.) of SeamlessSEAL Ultra Safety Yellow Silicone coating seeded with ~40 lbs./sq. of Seal-Tek Safety Yellow granules.
- b. High Wear Areas – 40 mils DFT (2,5-2.7 gal/sq.) of SeamlessSEAL Ultra Safety Yellow Silicone seeded with ~60 lbs./sq. of Seal-Tek Safety Yellow Granules
- c. Installation details attached at the end of this section shall be referenced, F-25.

B. Option 2:

A weather-resistant, breathable, resilient pad composed of synthetic rubber strands or other suitable material shall be installed to create protected surface over the SPF and coating system.

- a. Walkway shall be of a different color to provide contrast against the coated surface. CRFC may be contacted for a list of walkways acceptable for use.

C. Option 3:

A walkway system can be formed by an additional layer of coating and granules. A contrasting color to the coating shall be selected so that the walkway system can easily be identified.

- D.** Walkways shall consist of a different color to provide contrast against the coated surface.

B. Walkway Limitations & Cautions:

- 1. Factory-made walkways are considered a maintenance item and are excluded from the CRFC warranty. Secondary roof coating as a walkway is included in CRFC's warranty.
- 2. Window washing equipment will require special maintenance. Runways or window washing tracks

must be segregated and separately constructed, with approved roofing or waterproofing system. When such conditions exist, it must be reviewed by CRFC.

END OF SECTION

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Restoration Coating

Attachment I Assessment and Investigation

January 2022

Information contained in this attachment is intended for use as part of Carlisle Roof Foam and Coatings (CRFC) Restoration Coating system. This attachment specifically pertains to the investigation and assessment of an existing roof surface to verify suitability for restoration. While this attachment only addresses investigation, information pertaining to substrate preparation, repairs, and cleaning are available in other attachments in this section.

GENERAL

The restoration coating is intended to enhance and extend the service life of an existing, sound, and watertight roof or one that may experience occasional minor leaks. This system is not suitable for the restoration of roofs which have exceeded or are approaching the end of their service life.

1. The assessment and examination of the existing roof surface to be restored shall be performed by the CRFC authorized roofing applicator or CRFC technical representative. The assessment and examinations shall focus on the condition of the roof surface and the components to be restored.

Note: When in-depth investigation is needed to assess the entire existing roof system, a roof consultant or qualified professional shall be obtained by the building owner to conduct such investigation. The investigation shall identify all necessary system repairs prior to commencing with the restoration work.

2. Moisture surveys are strongly recommended for the effective repair and restoration of a roof and are common in good roofing practice. On roofs installed over vapor barriers, roofs over existing membranes and roofs which may have experienced a leak it is strongly recommended to perform a moisture survey to locate entrapped moisture. Entrapped moisture must be eliminated prior to new roof coating.
3. Moisture surveys may be conducted using IR Scans, Nuclear scans or by taking core cuts. Core cuts may also be taken by the CRFC contractor and sent to a third party for moisture and adhesion analysis.

Refer to the following resources on adhesion test procedures for additional information:

- a. CRFC Technical Bulletin, Volume 1.
4. Peel adhesion tests are strongly recommended and must be coordinated in advance, to determine the extent of surface preparation/cleaning needed to ensure adequate adhesion of the coating and if priming is needed.

Caution: On Asphaltic roofing even when achieving acceptable adhesion/peel values, the use of Prime-Tek Bleed Block Plus Primer is strongly recommended to prevent bleed thru and staining of coating.

Inspection and Assessment

1. This restoration coating system is not suitable for roofs with severe ponding conditions where water accumulates on the surface for periods greater than 48 hours or in areas scattered across the roof greater than 20%. If restoration is being considered, the affected areas shall be repaired to achieve positive drainage and properly sealed. Refer to appropriate attachment for specific system repairs.
2. Assess granular embedded surfaces for loose granules that would require removal and for roughness of surface that would require additional coating to cover and seal. Granular surfaces shall be free of any loose granules. Granules that may have become loose due to surface cleaning must be removed. Aggregate (gravel) surfaces are generally not suitable for a coating.
3. Exposed and aged SPF shall be evaluated for scarifying and filling prior to coating.
4. Restoration coating of an existing Single-Ply membrane is not recommended if any of the following conditions are observed during inspection:
 - a. The Single-Ply membrane reinforcement scrim is visible or exposed, in random or multiple locations of a significant surface area.
 - b. The membrane is exhibiting brittleness and surface cracking is evident across the surface.
 - c. Attachment method has become unreliable, or membrane damage is so excessive that tear off is more appropriate.
 - d. The membrane substrate has been weakened, unattached, or fully saturated and has been deemed irreparable or unserviceable by a CCM authorized inspector.
5. Restoration coating of an existing metal roof system is not recommended, if any of the following conditions are observed during inspection:
 - a. Excessive rusting has compromised the structural integrity of the metal panels. These panels shall be replaced.
 - b. The metal panels have been bent, deformed, or fatigued due to wind or another force. These panels shall be replaced.
6. Restoration Coating of an existing coating/finish is not recommended if any of the following conditions are observed during inspection:
 - a. The existing coating/finish has well-advanced blistering or flaking.
 - b. Lack of adhesion to the substrate or poor cohesive strength as with cellular aluminum asphalt.
 - c. Application of coating washes off of the substrate. The substrate must present a suitable surface to receive and hold the new restoration coating.

- d. Reverted urethane coatings are also unacceptable.

Note: Existing roofs with silicone coating can only be coated with silicone coatings. No other coatings are suitable/compatible with the existing silicone.

- e. Existing roofs with Kynar or other fluoropolymer finishes are not compatible with other coatings and cannot be restored with this coating system.
7. Restoration Coating of an existing asphaltic/BUR surface is not recommended if any of the following conditions are observed during inspection:
- a. The surface has become alligatored, badly weathered or there is separation between asphaltic plies
 - b. Cap sheets are badly weathered and inadequate to support the addition of a restoration coating. Additional surface preparation relative to inspection and treatment of defects in the existing roofing system must be conducted in accordance with good roofing practices. The substrate must present a suitable surface to receive and hold the new restoration coating. Surface defects and deck deficiencies must be repaired. Wet insulation is required to be replaced in accordance with good roofing practices to attain a surface that is smooth, dry, clean, and free of sharp projections and depressions.
 - c. Uncured asphalt emulsions, roof cements, or mastics are present. These roofs will require evaluation, repair and / or removal of any roofing cement before the restoration work. Roofs identified as deteriorated or damaged are not to be restored until satisfactorily repaired and inspected.
8. Coal tar pitch roofs are not to be restored with this Restoration Coating system.
9. An inspection checklist should be prepared and secured for reference along with pictures of key locations where in-depth investigation was suggested.
10. For substrate preparation, cleaning, and repairs, by the CRFC applicator, the appropriate attachment (II thru V) shall be referenced. If necessary, the CRFC applicator, may solicit assistance and input from the regional CRFC representative.

Refer to the following for additional information on roof coating and substrates capable of receiving a new coating:

- a. SPFA-122 - The Renewal of Spray Polyurethane Foam and Coating Roof Systems for additional information regarding roof preparation, procedures and considerations including maintenance procedures.
- b. SPFA-138 - Guideline for Roof Assembly Evaluation for Spray Polyurethane Foam Roof System for additional information regarding roof surface assembly considerations.
- c. NRCA Coating Manual for acceptable substrate surface, criteria for reroof and tear-off.

End of Attachment I

Restoration Coating

Attachment II

Substrate Preparations – Asphaltic Roofing

January 2022

*This attachment is part of the Carlisle Roof Foam and Coatings (CRFC) coating restoration system and contains specific information on the various substrate preparations required to restore existing built-up or **asphaltic roofs**.*

As a prerequisite, the existing roof surface must be inspected, as outlined in Attachment I, to determine the suitability for restoration and the possible issuance of CRFC Warranty. To obtain a system warranty, criteria set forth by CRFC and outlined in the main specification must be complied with, along with the information contained in this attachment.

A. General

Criteria contained in this Substrate Preparation Attachment is not intended for restoration of existing coal tar pitch roofs. If such projects are encountered CRFC must be contacted for recommendations and specific application guidelines.

1. For all aged substrates, adhesion tests are strongly recommended, as outlined in the quality assurance article, to determine the extent of the surface treatment and the use of primers. Adhesion tests are strongly recommended on all new substrates to verify suitability of general substrate recommendations. Such testing is recommended at an earlier stage of the project, preferably prior to the bid, and may be performed during the initial roof inspection and surface assessment performed by the Authorized Applicator and/or CRFC representative.
2. Even with achieving acceptable adhesion values, the use of Prime-Tek Bleed Block Plus Primer is strongly recommended to prevent bleed thru and staining of the coating. SeamlesSEAL BB may also be used with SeamlesSEAL acrylic restoration coatings to prevent bleed thru and staining of the coating.

Note: As outlined in Part I of the Coating Restoration Specification, adhesion tests are strongly recommended and must be coordinated in advance, preferably, before bidding to determine the need for surface priming, to ensure adequate adhesion of the coating.

3. Substrate preparation contained in this attachment is intended for properly functioning roof systems to prolong and extend their service life.
4. The existing asphaltic roof must be investigated in accordance with the guidelines contained in **Attachment I** of this specification to determine if the existing roof is suitable for restoration.
5. Existing asphaltic roofs with large areas of scattered blistering or those with severe ponding conditions are not suitable for restoration as is. Such roofs must be closely examined to determine the extent of needed repairs prior to restoration, or possible replacement.

6. Moisture surveys are strongly recommended for the effective repair and restoration of a roof and are common in good roofing practice. On roofs installed over vapor barriers, roofs over existing membranes and roofs which may have experienced a leak it is strongly recommended to perform a moisture survey to locate entrapped moisture. Entrapped moisture must be eliminated prior to new roof coating. If moisture entrapment is suspected, Voids in the substrate must be repaired with compatible materials.
7. Inspect all surfaces to be coated to ensure they are clean, smooth, sound, properly prepared, and free of moisture, dirt, debris, or other contamination.
8. When CRFC SeamlesSEAL **Acrylic** coatings are being considered for restoration, only CRFC Seal-Tek **Acrylic** mastic can be used. Acrylic coatings are not compatible for application over silicone mastics, sealants or existing silicone coatings.
9. When CRFC SeamlesSEAL ULTRA **Silicone** coatings are being considered for restoration, the use of CRFC Seal-Tek **Silicone** mastic/sealant is recommended.
10. For additional information the latest edition of "*low slope roof manual for repairs*" by NRCA may be referenced.

B. Special Considerations

1. While it is strongly recommended to design roofs with positive drainage to prevent ponding conditions, some incidental ponding may be encountered (48 hours after a rain in a 10 ft² area, ½ inch deep) on existing roofs due to deck deflection or changes in weather patterns.
2. Do not proceed with sealant, mastic, or coating application if surface moisture is present, or if the following conditions are anticipated:
 - a. When the dew point is within 5°F of the surface temperature.
 - b. When there is a possibility of rain.
 - c. Temperatures falling below 40°F for SeamlesSEAL Ultra silicones and 50°F for SeamlesSEAL acrylics within a 24-hour period. Refer to specific PDS for additional guidance.

C. Cleaning

1. All surfaces to be restored must be clean, sound, dry and free of any dirt, grease, oil, debris, or other contaminants which would interfere with proper adhesion. Approved cleaning methods include:
 - a. Spudding/Scraping
 - b. Power brooming
 - c. Wet Vacuuming
 - d. Vacuum
 - e. Power washing
 - f. Prime-Tek Membrane Cleaner
2. In low areas where contaminants may have settled, use a brush to ensure the surface is properly cleaned.

3. The substrate must be carefully pressure washed (2,500 psi depending on roof condition) with water. All dirt, dust, chalking, loose materials, etc. must be removed without damaging the surface. Take care not to damage the roof surface or force water into the roof system.
4. Use hot water and a mild detergent to remove grease and/or oils from the roof substrate. If mildew, algae, or fungus are present, use a suitable solution to treat these areas, then pressure wash surface.
5. Rinse off the surface when detergent or cleaner is used and wash down drain according to local ordinance.

Note: Loose granules that may have shifted and accumulated should be removed and disposed of only secured granules should remain.

D. Substrate Repairs

All wet areas must be removed and repaired prior to application of coating. For all identified areas that require repairs, follow cleaning procedures outlined in paragraph C "Cleaning" to ensure the surface is properly cleaned prior to application of repair materials.

1. Any areas where BUR or MB has blistered, buckled, and is wet and/or otherwise damaged must be removed and repaired.
2. On built-up roofs with gravel, the entire roof should be spudded to achieve a relatively smooth surface. After cleaning and preparing, apply asphalt emulsion with imbedded reinforcing fabric as necessary to level off the entire surface.
3. New BUR or MB repair materials must be allowed to weather for at least 30 days and cleaned per Section C prior to application of restoration coating.
4. All areas where BUR or MB substrate surfaces is significantly crazed/cracking (gaps 1/16" or greater in width and/or depth) must be repaired with a trowel or brushable grade mixture of micro fibers and coatings, appropriate Seal-Tek mastic, Seal-Tek Sure tape or 3-course to bring the substrate to a smooth workable surface.

Note: For other types of built up roofs, apply brush grade mixture of micro fibers and coating (field blended mastic), appropriate Seal-Tek mastic, Seal-Tek Sure Tape or 3-course at all transitions/junctions and around skylights and curbs. Apply roller grade mixture of micro fibers ,appropriate Seal-Tek mastic, Seal-Tek Sure Tape, or 3-course to seams.

5. Overlay all field seams and transitional details (deck to wall junctions, curbs, skylights, penthouse, etc.) with roller grade mixture of Micro Fibers and coatings ,appropriate Seal-Tek mastic, Seal-Tek Sure Tape, or 3-course. The mixture shall be applied using a 4" wide 1/2" nap roller (centered over the leading edge). Refer to CRFC applicable details for alternative seam overlayment options.
6. Around vent pipes, pitch pockets, drains and other unusual penetrations, use a brush grade mixture of micro fibers and coating, appropriate Seal-Tek mastic, Seal-Tek Sure Tape, or 3-course. The repair shall cover an area 4" in all directions.

Note: In lieu of brush grade mixture of CRFC Micro Fibers and coating, use SPF or Seal-Tek Quick Foam to fill any gaps that may result from the removal of existing flashing material.

7. Areas where core cuts were taken, and no moisture is detected, shall be filled with a clean core or similar sized plug of compatible material, covered with CRFC Mastic and allowed to cure 24 hours. The area should then be capped with trowel grade mixture of Micro Fibers and coatings or a layer of Reinforcing Fabric imbedded in two layers of coating.

8. At raised expansion joints, if necessary, seal perpendicular joints of the expansion joint cover using at least 2 layers of Reinforcing Fabric (minimum of 4" and 8" respectively) imbedded in multiple layers of coating.
9. All blisters shall be cut, dried out, re-adhered and sealed with appropriate roof mastic. Large blister (12" or greater), after allowing mastic to dry, may require an application of Seal-Tek Reinforcing Fabric encapsulated in a base coat and a topcoat.
10. At all other locations where surface cracks or splits are evident repair using trowel grade mixture of Micro Fibers and of coating, reinforcing fabric imbedded in coating or appropriate mastic.

Note: The ratio of Micro Fibers and coating will vary based on high or low solid content of the coating. Mix according to CRFC written instructions for desired coating grade.

E. Final preparation before coating

Re-examine the roof to ensure the surface is clean and dry as described in Article C "Cleaning". If necessary, repeat the cleaning procedures and allow the surface to dry before coating.

1. Ensure all roof penetrations, curbs, skylights, cants, edge metal and other roof mounted equipment are in place and secure.
2. Coordinate work with building maintenance personnel to ensure that air intake units are temporarily sealed to prevent coating overspray and fumes from entering occupied spaces.
3. Confirm that all adjacent surfaces surrounding the work area are adequately protected from overspray and frequent construction traffic.
4. Apply primer if required.

F. Coating Application and Cleanup Work

Refer to part III of the Coating Restoration Specification.

End of Attachment II

Restoration Coating

Attachment III

Substrate Preparations – Metal Roofing

January 2022

*This attachment is part of the Carlisle Roof Foam and Coatings (CRFC) coating restoration system and contains specific information on the various substrate preparations required to restore existing **metal roofs**.*

As a prerequisite, the existing roof surface must be inspected, as outlined in Attachment I, to determine their suitability for restoration and the possible issuance of CRFC Warranty. To obtain a system warranty, criteria set forth by CRFC and outlined in the main specification must be complied with, along with the information contained in this attachment.

A. General

As outlined in Part I of the Coating Restoration Specification, adhesion tests are strongly recommended and must be coordinated in advance, preferably, before bidding to determine the need for surface priming and to ensure adequate adhesion of the coating. A minimum of three adhesion test areas per 10,000 square feet are recommended.

1. Substrate preparation contained in this attachment is intended for properly functioning roof systems in order to prolong and extend its surface life.
2. The existing metal roof must be investigated in accordance with the guidelines contained in **Attachment I** of this specification to determine if the existing roof is suitable for restoration.
3. Existing metal roofs with large areas of heavy rust (greater than 20% of roof surface) or rusted through panels are generally not candidates for successful restoration. Metal roofs must be closely examined to determine the extent of needed repairs and possible panel replacement.
4. When the CRFC SeamlesSEAL **Acrylic** coating is being considered for restoration, only CRFC Seal-Tek **Acrylic** mastic can be used. Acrylic coatings are not compatible for application over silicone mastics, sealants, or existing silicone coatings.
5. When the CRFC SeamlesSEAL ULTRA **Silicone** coating is being considered for restoration, the use of CRFC Seal-Tek **Silicone** mastic/sealant is recommended or Mastic made from Seal-Tek Micro Fibers and the coating.
6. Inspect surfaces which will receive the SeamlesSEAL ULTRA Silicone and SeamlesSEAL Acrylic coating to make sure they are clean, smooth, sound, properly prepared, and free of moisture, dirt, debris, rust or other contamination.

B. Special Considerations

1. Do not proceed with sealant, mastic, or coating application if surface moisture is present, or if the following conditions are anticipated:
 - a. When the dew point is within 5°F of the surface temperature.
 - b. When there is a possibility of precipitation.
 - c. Temperatures falling below 40°F for SeamLesSEAL Ultra silicones and 50°F for SeamLesSEAL acrylics with in a 24-hour period. Refer to specific PDS for additional guidance.
2. Remove asphaltic-based soft mastic, other deteriorated patching or flashing materials if present.
3. If the existing roof has been coated with Aluminized asphalt, contact CRFC for an appropriate procedure.

C. Cleaning

1. All surfaces to be restored must be clean, sound, dry and free of any dirt, grease, oil, debris, or other contaminants which would interfere with proper adhesion. Approved cleaning methods include:
 - a. Power washing
 - b. Scraping
 - c. Media blasting
2. In low areas where contaminants may have settled, use a stiff bristled brush to ensure the surface is properly cleaned. Any loose coating should be removed prior to application of coating.

D. Substrate Repairs

1. **Medium to heavily** rusted areas shall be wire brushed, grit blasted or mechanically abraded to remove all loose rust. Metal panels deteriorated to the point that their structural integrity is compromised shall be replaced.
2. All **lightly** rusted areas, where loose rust was mechanically removed, shall be primed with Prime-Tek Metal Primer or Prime-Tek Epoxy Primer.
3. Check all seams to ensure that they are tight and flush. Excessive gaps or deflection between panels shall be eliminated by installing additional fasteners or rivets as necessary to limit deflection to 1/4" (6mm) or less.
4. All metal surfaces shall be cleaned with minimum 2,000 psi water to remove any existing loose dirt, contaminants, paint, or coating. Heavy deposits of dirt or contamination may require agitation with a stiff bristle broom. Allow the roof to dry thoroughly.
5. Fill gaps between 1/4" and 1/2" (6-13mm) at panel seams, joints, and protrusions with CRFC approved sealant, mastic, or tape. Fill gaps larger than 1/2" (13mm) at the ridge cap, roof edge and/or interface of dissimilar materials with a polyethylene backer rod and mastic.
6. All mechanical fasteners shall be checked for integrity. Retighten or replace as necessary. "Stripped out" fasteners shall be replaced using a larger diameter fastener. All fasteners must be fully encapsulated with appropriate CRFC mastic.

7. Overlay all field seams and transitional details (deck to wall junctions, curbs, skylights, penthouse, etc.) with roller grade mixture of Micro Fibers and coatings appropriate mastic, 3-course, or Seal-Tek Seal Tape. The mixture shall be applied using a 4" wide 1/2" nap roller (centered over the leading edge). Refer to CRFC applicable details for alternative seam overlayment options.
8. Around vent pipes, pitch pockets, and other unusual penetrations, use a brush grade mixture of micro fibers and coating appropriate mastic, 3-course or Seal-Tek Sure Tape. The repair shall cover an area 4" in all directions.
9. Caulk or fill all cracks, holes, or other surface imperfections with appropriate CRFC sealant/mastic. All sealant/mastic must be thoroughly dry before application of coating.
10. Any new metal must be clean and oil-free. Prime ferrous metal with Prime-Tek Metal primer - Prime-Tek Acrylic General Purpose primer at the rate of 1/2 gallon per 100-200 square feet. For non-ferrous metals, contact CRFC.

E. Final preparation before coating

Re-examine the roof to make sure the surface is clean and dry as described in Article C "Cleaning".

1. Ensure all roof penetrations, curbs, skylights, cants, edge metal and other roof mounted equipment are in place and secure.
2. Coordinate work with building maintenance personnel to ensure that air intake units are temporarily sealed to prevent fumes from entering occupied spaces.
3. Confirm that all adjacent surfaces surrounding the work area are adequately protected from overspray.

F. Coating Application and Cleanup Work

Refer to part III of the Coating Restoration Specification.

End of Attachment III

Restoration Coating

Attachment IV

Substrate Preparations – SPF

January 2022

*This attachment is part of the Carlisle Roof Foam and Coatings (CRFC) coating restoration system and contains specific information on the various substrate preparations required to restore existing **Spray Polyurethane Foam (SPF) roofs**.*

As a prerequisite, the existing roof surface must be inspected, as outlined in Attachment I, to determine their suitability for restoration and the possible issuance of a CRFC Warranty. To obtain a system warranty, criteria set forth by CRFC and outlined in the main specification must be complied, along with the information contained in this attachment.

A. General

1. Adhesion tests are strongly recommended and must be coordinated in advance. This is for the benefit of the installer and critical to the project schedule to determine if additional surface preparation and /or cleaning may be needed, and to ensure adequate adhesion of the coating.
2. The existing SPF roof must be investigated in accordance with the guidelines contained in **Attachment I**, of this specification, to determine the existing roof is suitable for restoration.
3. For additional guidance, reference:
 - a. SPFA-122- Renewal of Spray Polyurethane Foam and Coating Roof Systems for additional guidance.
 - b. ASTM D-6705- Standard Guide for Repair and Recoat of Spray Polyurethane Foam Roofing Systems
4. Existing SPF roofs, with large areas of deteriorated coating and/or significant areas of delamination, are generally not candidates for successful restoration. Such roofs must be closely examined to determine the extent of needed repairs and/or scarfing. Any ponding areas shall be inspected and corrected for positive drainage.
5. Existing SPF roofs, with silicone coatings, must be repaired using CRFC Seal-Tek Silicone sealant, CRFC Seal-Tek Silicone mastic, and coated with CRFC SeamlesSEAL ULTRA Silicone.
6. When the CRFC SeamlesSEAL **Acrylic** coating is being considered for restoration, only CRFC Seal-Tek **Acrylic** mastic can be used for repairs. Acrylic coatings are not compatible for application over silicone mastics, sealants or existing silicone coatings.

7. Inspect surfaces, which will receive the SeamlessSEAL ULTRA Silicone and SeamlessSEAL Acrylic coating, to make sure they are clean, smooth, sound, properly prepared, and free of moisture, dirt, debris, or other contamination.

B. Special Considerations

1. While it is strongly recommended to design roofs with positive drainage, to prevent ponding conditions, some incidental ponding may be encountered on existing roofs due to deck deflection. In such cases the use of silicone coating is highly suggested due to its excellent resistance to moisture absorption.
2. Do not proceed with sealant, mastic or coating application if surface moisture is present, or if the following conditions are anticipated:
 - a. When the dew point is within 5°F of the surface temperature.
 - b. When there is a possibility of precipitation.
 - c. Temperatures falling below 40°F for SeamlessSEAL Ultra silicones and 50°F for SeamlessSEAL acrylics within a 24-hour period. Refer to specific PDS for additional guidance.

C. Cleaning

1. All surfaces, to be restored, must be clean, sound, dry and free of any dirt, grease, oil, debris or other contaminants which would interfere with proper adhesion. Approved cleaning methods include:
 - a. Power washing
 - b. High pressure air to move water and dry the roof.
2. In low areas where contaminants may have settled, use a stiff bristled brush to ensure the surface is properly cleaned. Loose coating shall be removed prior to application of coating.

D. Substrate Repairs

1. When restoring an SPF roof, start repair of large, damaged, or deteriorated areas by removing existing coating and SPF down to dry, good quality SPF. This requires close inspection to ensure the removal operation is extended both horizontally and vertically to the point where all wet, contaminated, and deteriorated SPF has been removed.
2. Any wet areas must be removed and repaired prior to application of coating.
3. Voids created as a result of core cuts may be repaired with replacement foam cores and sealant or may be filled with CRFC Mastic/Sealant and capped with CRFC Reinforcing Fabric and Mastic. As an alternative SPF can be used to fill the voids and leveled to match the surrounding surface. An additional application of CRFC coating is used to seal the patch.
4. Areas of exposed SPF must be brushed with stiff bristle broom to remove any degraded SPF prior to application of CRFC restoration coating system. Areas of eroded exposed SPF shall be repaired with compatible mastic.
5. Caulk or fill all cracks, holes, or other surface imperfections with appropriate sealant. All sealant must be thoroughly cured before application of coating. Large or deep areas of SPF removal may require the application of additional SPF prior to coating. Apply a minimum of ½" (13mm) new SPF. Do not remove an area larger than can be re-foamed and base coated in the same day. New SPF must be of same density as existing.

6. In larger areas, the damaged SPF may be removed by mechanical scarifying equipment to a minimum depth of ½" (13mm) or until good, sound SPF is achieved, whichever is greater. Areas repaired with new SPF shall receive two coats of CRFC's roof coating before coating the entire roof.

Note: Unless otherwise specified or required by CRFC, coating shall be applied with multiple coats until desired thickness is required.

7. Inspect areas adjacent to rooftop mechanical equipment and if necessary, reseal around all mechanical equipment and roof penetrations with appropriate Seal-Tek sealant.

E. Final preparation before coating

1. Re-examine the roof to make sure the surface is clean and dry as described in Article C "Cleaning".
2. Ensure all roof penetrations, curbs, skylights, cants, edge metal and other roof mounted equipment are in place and secure.
3. Coordinate work with building maintenance personnel to ensure that air intake units are temporarily sealed to prevent fumes from entering occupied spaces.
4. Confirm that all adjacent surfaces surrounding the work area are adequately protected from overspray and frequent construction traffic.

F. Coating Application and Cleanup Work

Refer to part III of the Coating Restoration Specification.

End of Attachment IV

Restoration Coating

Attachment V

Substrate Preparations – EPDM, TPO & PVC

January 2022

*This attachment is part of the Carlisle Roof Foam and Coatings (CRFC) coating restoration system and contains specific information on the various substrate preparations required to restore existing **Single Ply roofs**.*

As a prerequisite, the existing roof surface must be inspected, as outlined in Attachment I, to determine their suitability for restoration and the possible issuance of CRFC Warranty. To obtain a system warranty, criteria set forth by CRFC and outlined in the main specification must be complied with, along with the information contained in this attachment.

A. General

Substrate preparation contained in this attachment is intended for properly functioning roof systems to prolong and extend their service life.

The existing single-ply roof must be investigated in accordance with the guidelines contained in **Attachment I** of this specification to determine if the existing roof is suitable for restoration.

1. Prior to applying a restoration coating the existing membrane must type must be identified, moisture survey conducted, and method of attachment identified.
2. Adhesion tests are strongly recommended and must be coordinated in advance, to determine if additional surface preparation/cleaning may be needed, and to ensure adequate adhesion of the coating. A minimum of three adhesion test areas are required per 10,000 sq. ft area with an additional test area recommended for every additional 10,000 sq. ft.
 - a. Aged or new EPDM must be cleaned using Prime-Tek Membrane Cleaner and power washed.
 - b. It is recommended to clean aged TPO using Prime-Tek Membrane Cleaner and power wash.
 - c. New TPO must be primed with Prime-Tek TPO III primer.
 - d. It is recommended to clean aged PVC/KEE membrane with Prime-Tek Membrane Cleaner and power wash.

Note: Contact CRFC for additional cleaning and primer recommendations

3. Existing single ply roofs with large areas of delamination, those with severe ponding conditions or those with large areas of wind damage are not candidates for restoration. All roofs must be closely examined to determine the extent of needed repairs, or possible replacement.
4. Projects where the membrane has crazed and cracked in areas greater than 20% of the roof should be assessed and membrane replaced as necessary.
5. When the CRFC SeamlesSEAL **Acrylic** coating is being considered for restoration, only CRFC Seal-Tek **Acrylic** mastic can be used for repairs. Acrylic coatings are not compatible for application over silicone mastics, sealants, or existing silicone coatings.
6. When CRFC SeamlesSEAL ULTRA **Silicone** coating is being considered for restoration, the use of Seal-Tek **Silicone** mastic/sealant is recommended.
7. Inspect surfaces which will receive the SeamlesSEAL ULTRA Silicone or SeamlesSEAL Acrylic coating to make sure they are clean, smooth, sound, properly prepared, and free of moisture, dirt, debris, or other contamination.

B. Special Considerations

1. While it is strongly recommended to design roofs with positive drainage to prevent ponding conditions, some incidental ponding may be encountered on existing roofs due to deck deflection or inadequate roof drainage. If ponding remains after 48 hours tapered insulation or spray polyurethane foam (SPF) should be used to achieve positive drainage, refer to Part D "Substrate Repairs".
2. Do not proceed with sealant, mastic, or coating application if surface moisture is present, or if the following conditions are anticipated:
 - a. When the dew point is within 5°F of the surface temperature.
 - b. When there is a possibility of precipitation.
 - c. Temperatures falling below 40°F for SeamlesSEAL Ultra silicones and 50°F for SeamlesSEAL acrylics within a 24-hour period. Refer to specific PDS for additional guidance.

C. Cleaning

1. All surfaces to be restored must be clean, sound, dry and free of any dirt, grease, oil, debris, or other contaminants which would interfere with proper adhesion. Approved cleaning methods include:
 - a. Prime-Tek Membrane Cleaner – prior to pressure washing and application of new coating.
 - b. Power washing – a minimum working pressure of 2,500 psi is to be used. Care should be taken not to damage the roof surface or inject water into the substrate during washing.
 - c. In low areas where contaminants may have settled, use a stiff bristled brush to ensure the surface is properly cleaned.
 - d. Allow roof to completely dry after the cleaning process.
2. Specific recommendations are provided below based on material and condition:
 - a. It is recommended to clean aged TPO with Prime-Tek Membrane Cleaner with Prime-Tek TPO III primer.

- b. New TPO must be primed with Prime-Tek TPO II primer.
- c. New PVC membrane: CRFC must be contacted for applicable requirements.
- d. It is recommended to clean aged PVC/KEE membrane with Prime-Tek Membrane Cleaner and power wash.

D. Substrate Repairs

Prior to substrate preparation and repairs to receive the restoration coating, ensure that areas with extensive repairs (removal and replacement of wet areas, overlayment of open seams, replacement of delaminated areas, deteriorated flashing, etc.), are completed and the roof has been restored to a watertight condition.

1. At field seams that have not been repaired for the purpose of this restoration work:
 - a. Cut and remove fish mouths and loose membrane. Areas shall be filled with mastic and allowed to cure.
 - b. Partially delaminated seams with delamination of 1" or less will require the removal of loose membrane and the use of mastic/sealant to fill the void.
 - c. Overlay the seams with 4-6" wide section, centered over the seam, of Reinforcing Fabric imbedded in the base coat and encapsulated in the topcoat or use Seal-Tek Sure Tape. Refer to CRFC spec details for additional options.
2. At penetrations, field fabricated pipes, scuppers, sealant pockets, and inside and outside corners, where uncured flashing may have been used:
 - a. Encapsulate uncured flashing with a brush grade mixture of Micro Fibers and coating, appropriate mastic, or 3-course extending the application onto the deck membrane approximately 2-4".
3. Fastener Pullout Repair:
 - a. Remove existing fastener and determine fastener length required for effective securement. Loose fasteners may be either replaced with larger diameter fastener or may be relocated using original size fastener to within 1-inch from original fastener location depending on condition and serviceability of existing fastener penetration. This is intended to repair limited areas of fastener pullout and not intended for complete fastener replacement.
4. Small punctures and small tears (3" or less) shall be repaired using one of the following:
 - a. After priming/reactivating with a compatible pressure sensitive overlay extending 2" in all directions. For EPDM and TPO membranes, EPDM overlay may be used. For PVC and KEE membranes PVC pressure sensitive cover strip may be used. Seal-Tek Sure Tape or other appropriate repair method may be used.

Note: On TPO projects, repairs can be accomplished using either pressure sensitive EPDM or TPO where possible.
 - b. Use CRFC Mastic/Sealant to cover puncture areas and Reinforcing Fabric imbedded in a base coat and covered with a topcoat to seal the membrane. The repair area must extend a minimum of 2" in all directions.
 - c. Use a trowel grade mixture of Micro Fiber and coating to cover punctures or tears, extending 2" beyond the damaged area.

5. At metal edging where, flashing overlay has been used, overlay the junction of the flashing on the deck side with a 3-course or Seal-Tek Sure Tape. Use CRFC along the edge of the overlay facing the meal edge to totally encapsulate the edge of the overlay. When applicable, prime the metal with the appropriate primer before applying the mastic. The entire overlay and Reinforcing Fabric must be covered with a final topcoat.
6. At sealant pockets, after cleaning the penetration, apply generous amount of CRFC Mastic/Sealant to encapsulate existing sealant extending the mastic up the penetration approximately 1-2”
7. All expansion joints located at deck level where the membrane is used as an expansion joint cover must be overlaid with 2 layers of Reinforcing Fabric imbedded into 2 applications of base coat and covered with one topcoat. The first layer Reinforcing Fabric must extend 4” beyond the single ply flashing and the second layer must also extend 4” beyond the first layer.
8. Flashing details must be examined for loose or deteriorated flashing, cuts, tears and open inside or outside corners. Membrane and flashing terminations should be examined at perimeters, roof penetrations and drains to ensure watertight performance. Deficient terminations should be corrected in accordance with the appropriate Carlisle published detail.
9. Minor crazing, cracking, tears or punctures may be repaired using applicable single ply technology for the specific membrane type.

E. Final preparation before coating

Re-examine the roof to ensure the surface is clean and dry as described in Article C “Cleaning”. If necessary, repeat the cleaning procedures and allow the surface to dry before coating.

1. Ensure all roof penetrations, curbs, skylights, edge metal and other roof mounted equipment are in place and secure.
2. Coordinate work with building maintenance personnel to ensure that air intake units are temporarily sealed to prevent fumes from entering occupied spaces.
3. Confirm that all adjacent surfaces surrounding the work area are adequately protected from overspray and frequent construction traffic.
4. Apply primer if required.

F. Coating Application and Cleanup Work

Refer to part III of the Coating Restoration Specification.

End of Attachment V

Carlisle Foam and Roof Coatings Restoration Coating Details

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January 2022

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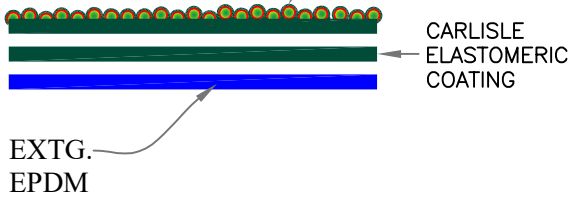
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NEW COATING ON EXISTING EPDM ROOF MEMBRANE

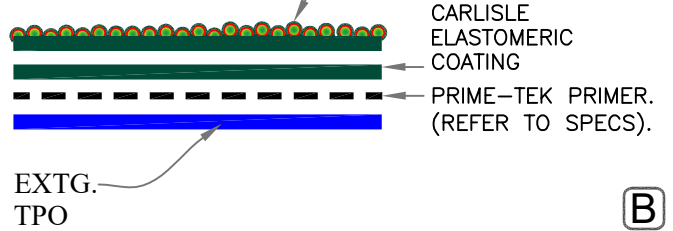
OPTIONAL COATING WITH GRANULES.
(REFER TO SPECS)



A

NEW COATING ON EXISTING TPO ROOF MEMBRANE

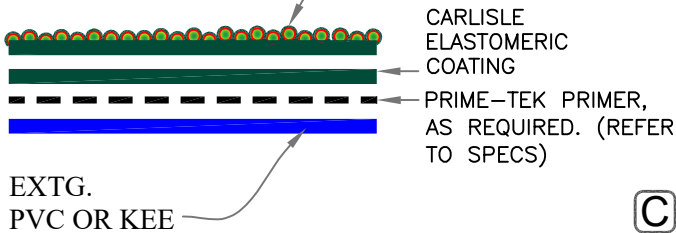
OPTIONAL COATING WITH GRANULES.
(REFER TO SPECS)



B

NEW COATING ON EXISTING PVC/KEE ROOF MEMBRANE

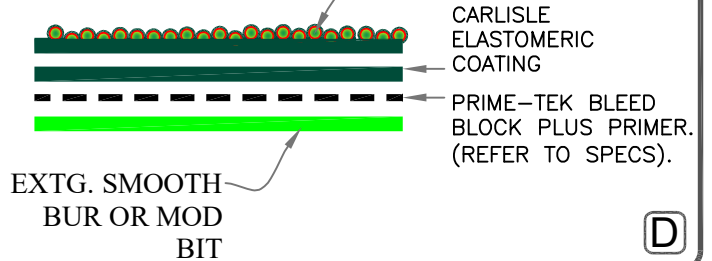
OPTIONAL COATING WITH GRANULES.
(REFER TO SPECS)



C

NEW COATING ON EXISTING BITUMINOUS ROOF

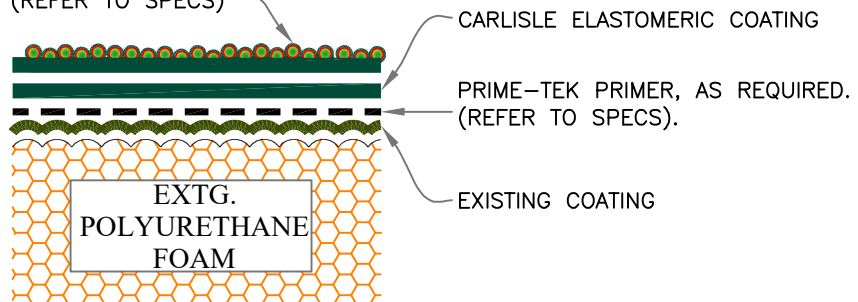
OPTIONAL COATING WITH GRANULES.
(REFER TO SPECS)



D

NEW COATING ON EXISTING POLYURETHANE FOAM ROOF

OPTIONAL COATING WITH GRANULES.
(REFER TO SPECS)



E

NEW COATING ON EXISTING LOW SLOPE ROOFS



ROOF TYPES & COATING APPLICATION

A - A

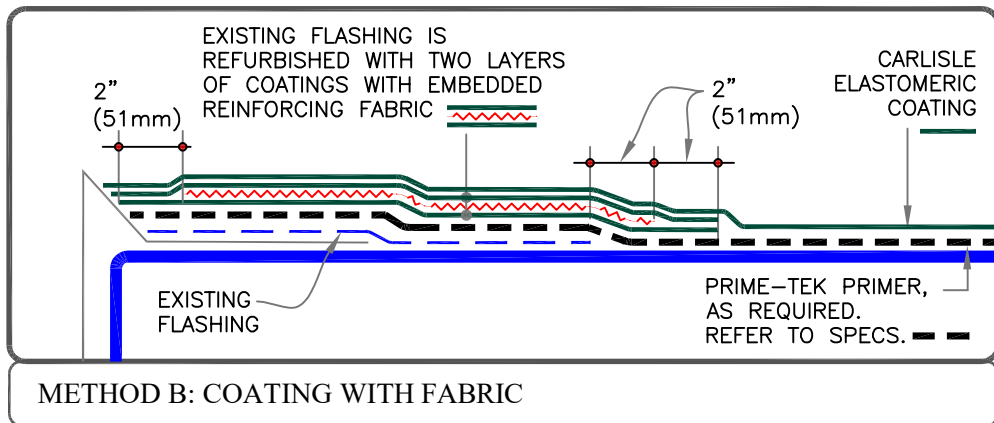
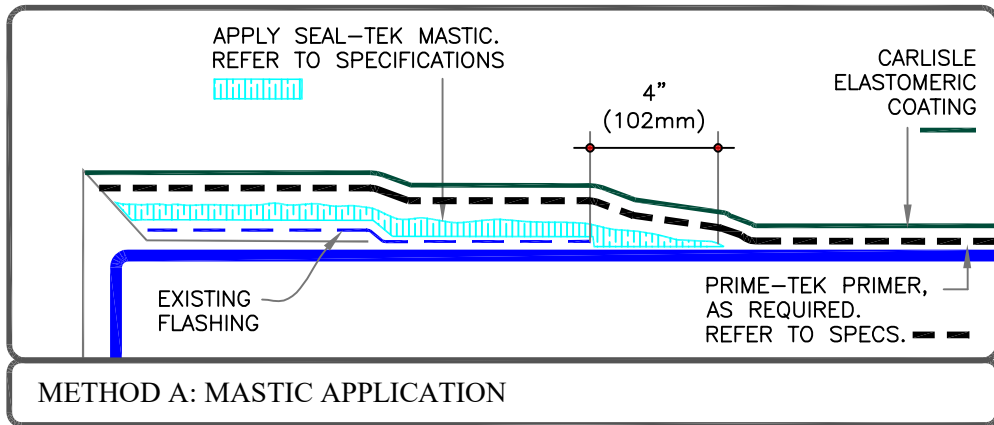
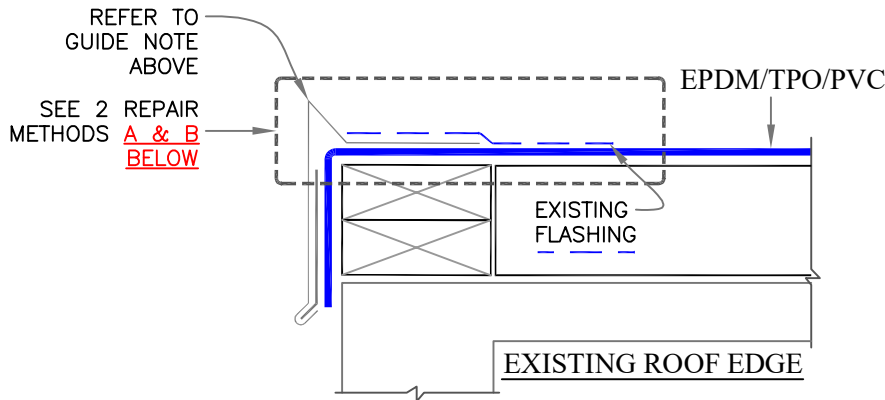
- 0 NOTE(S)
- EXISTING POLYURETHANE FOAM
- CRFC PRIMER
- CRFC COATING

For additional information, refer to Specifications

ROOF RESTORATION WITH ELASTOMERIC COATING

GUIDE
NOTE

WHERE GUTTER EXISTS, TO MAINTAIN POSITIVE DRAINAGE, USE METAL DRIP EDGE WITHOUT DAM.



NEW COATING ON EXISTING LOW SLOPE ROOFS



METAL EDGE – EPDM/TPO/PVC ROOF:
(APPLICABLE TO GUTTER EDGE ALSO)

A-1

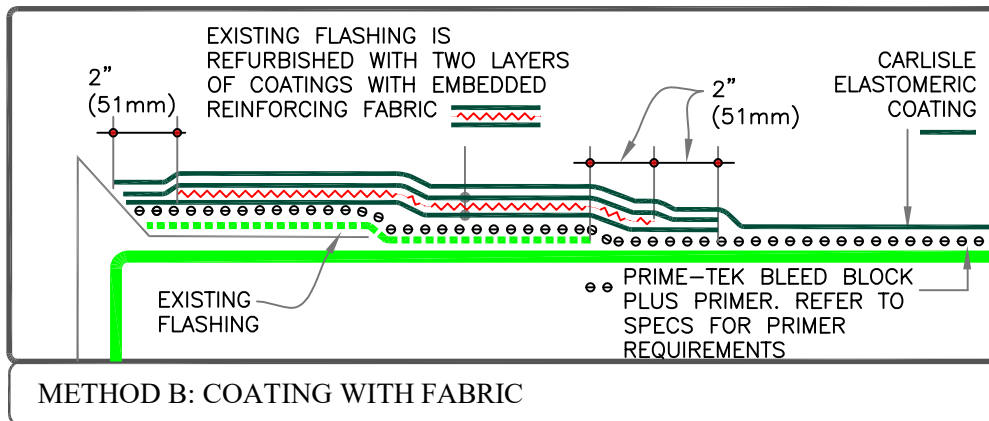
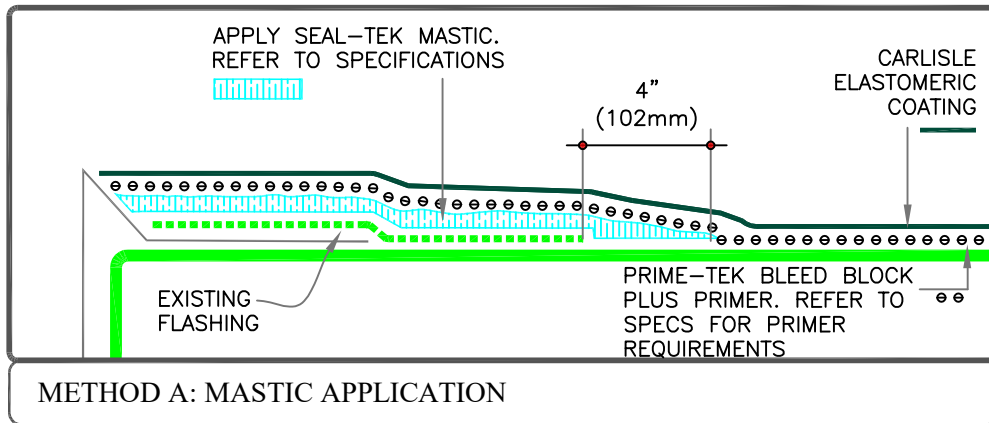
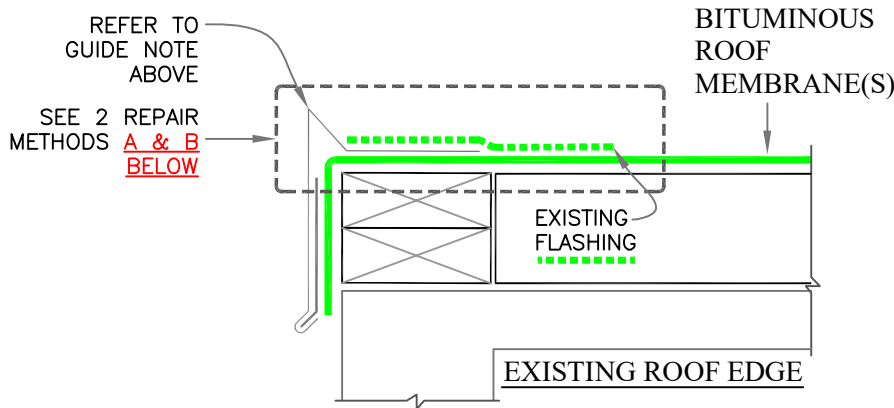
- 0 NOTE(S)
- SEAL-TEK MASTIC
- CRFC PRIMER
- CRFC COATING

For additional information, refer to Specifications

ROOF RESTORATION WITH ELASTOMERIC COATING

GUIDE
NOTE

WHERE GUTTER EXISTS, TO MAINTAIN POSITIVE DRAINAGE, USE METAL DRIP EDGE WITHOUT DAM.



NEW COATING ON EXISTING LOW SLOPE ROOFS

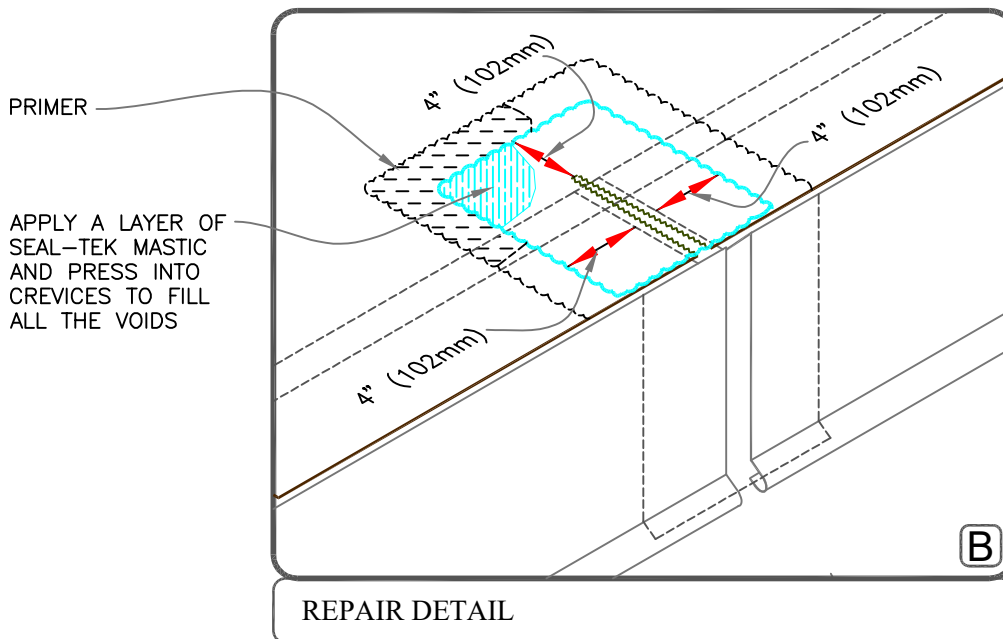
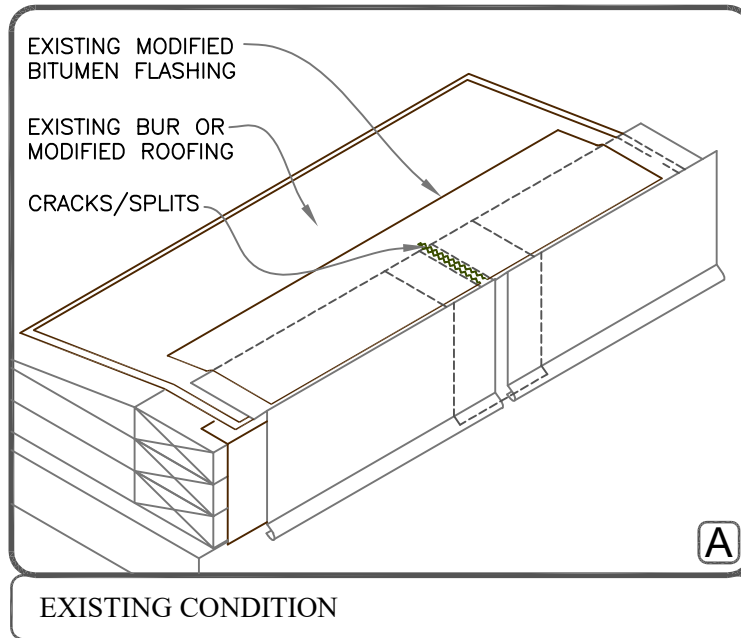


METAL EDGE – BITUMINOUS ROOF:
(APPLICABLE TO GUTTER EDGE ALSO)

A-2

- 0 NOTE(S)
- SEAL-TEK MASTIC
- CRFC PRIMER
- CRFC COATING

For additional information, refer to Specifications



NOTE:

ENSURE, THE MASTIC IS CAREFULLY APPLIED AVOIDING THE SMEARING ON THE SHEET METAL FASCIA.

NEW COATING ON EXISTING LOW SLOPE ROOFS

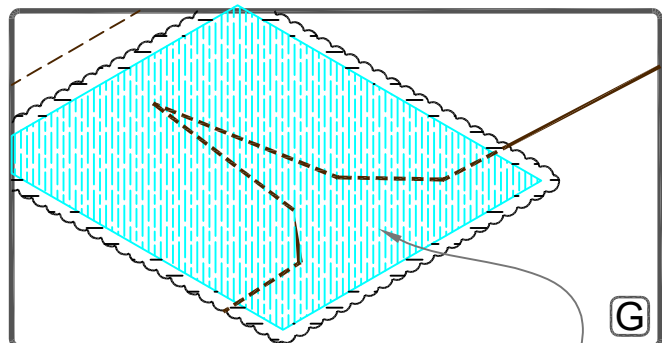
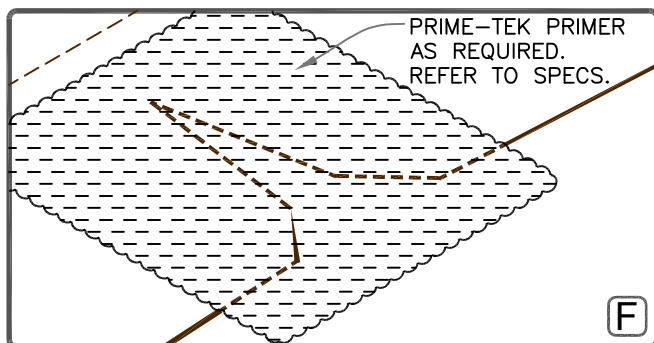
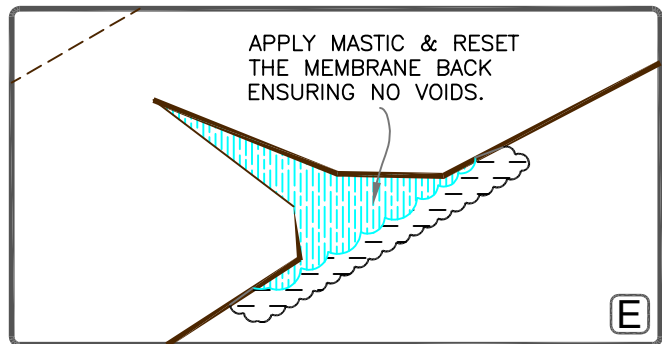
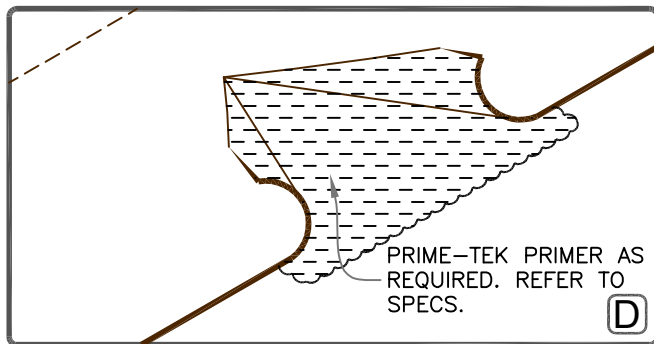
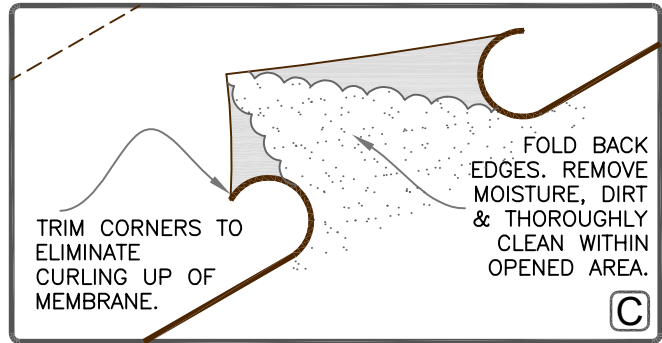
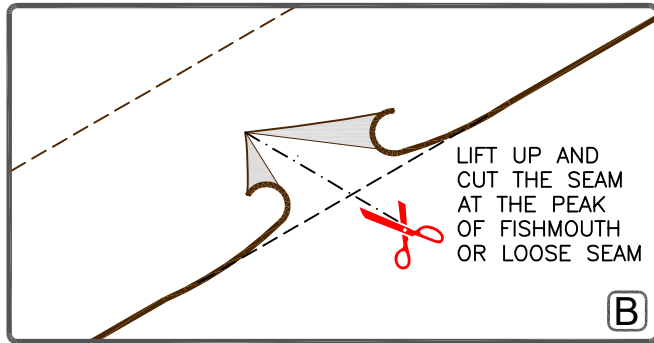
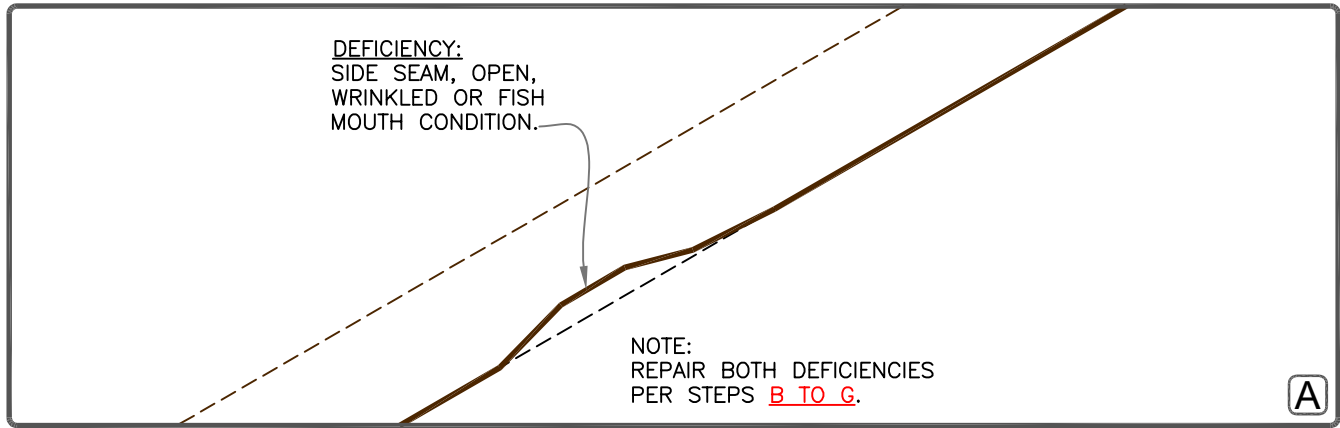


REPAIR:
SPLIT FLASHING AT METAL JOINT –
BITUMINOUS ROOFS

A-3

- 0 NOTE(S)
- SEAL-TEK MASTIC
- CRFC PRIMER
- CRFC COATING

For additional information, refer to Specifications



NEW COATING ON EXISTING LOW SLOPE ROOFS

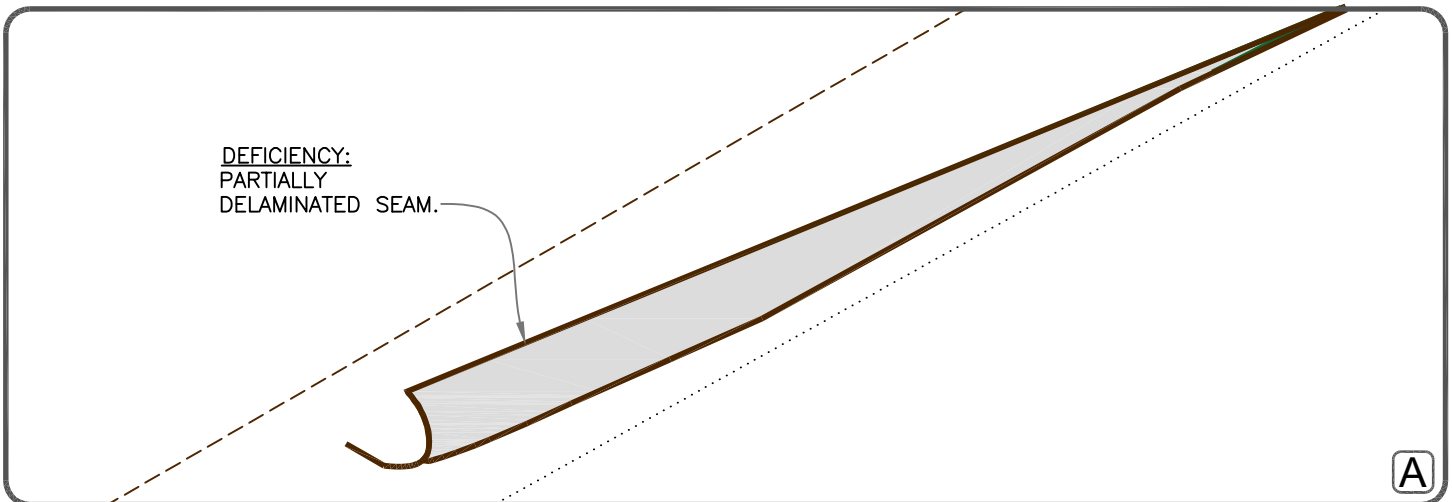


REPAIR:
SEAM GAP OR WRINKLE

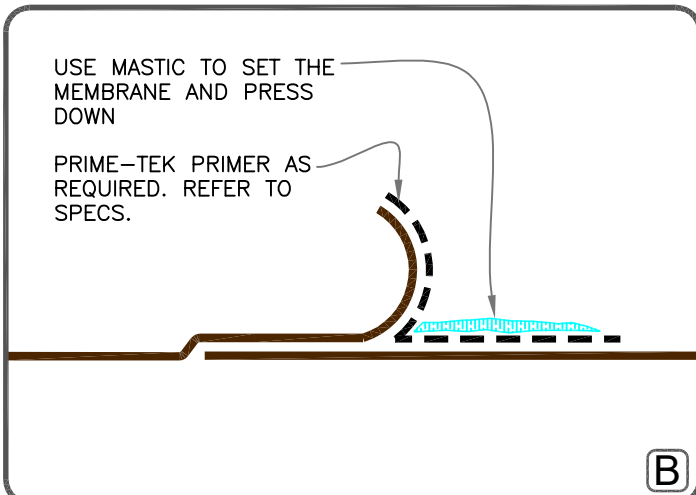
A-4

- 0 NOTE(S)
- SEAL-TEK MASTIC
- CRFC PRIMER
- CRFC COATING

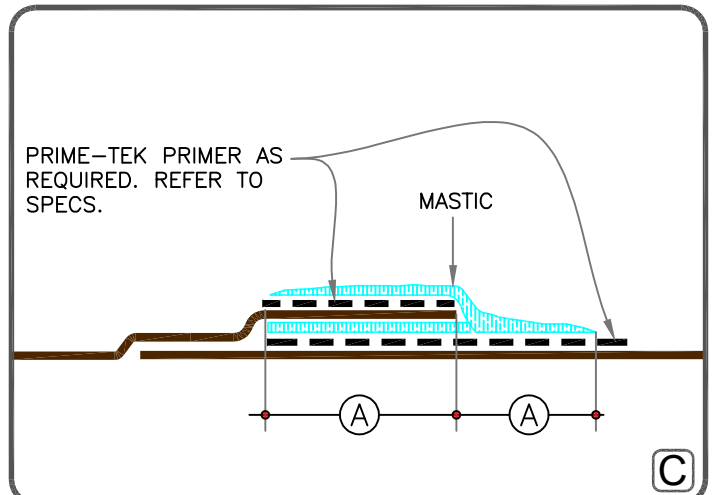
For additional information, refer to Specifications



DEFICIENT SEAM - 3D VIEW



REPAIR STEP 1



REPAIR STEP 2

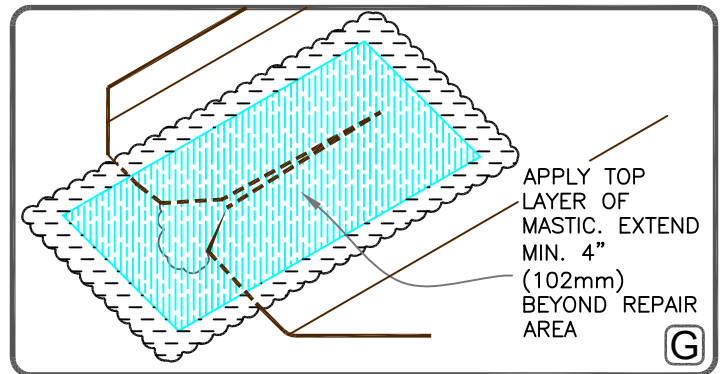
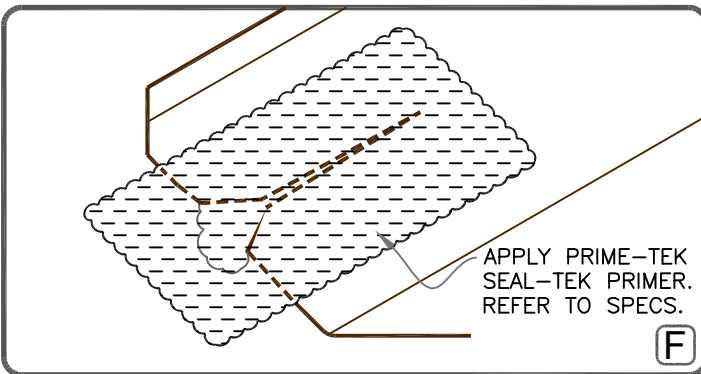
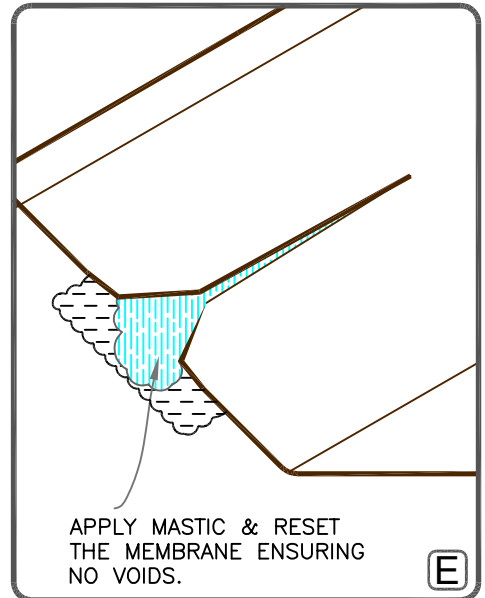
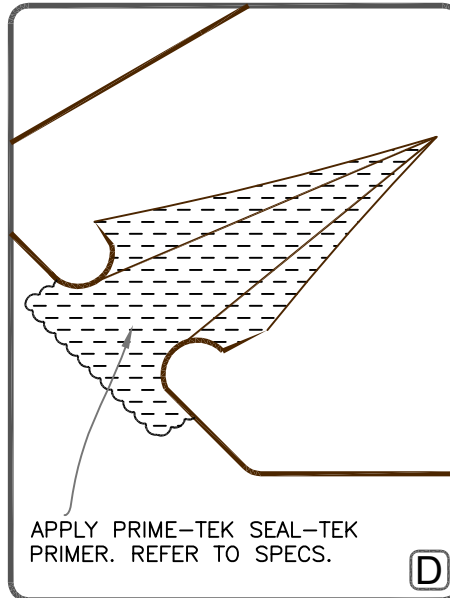
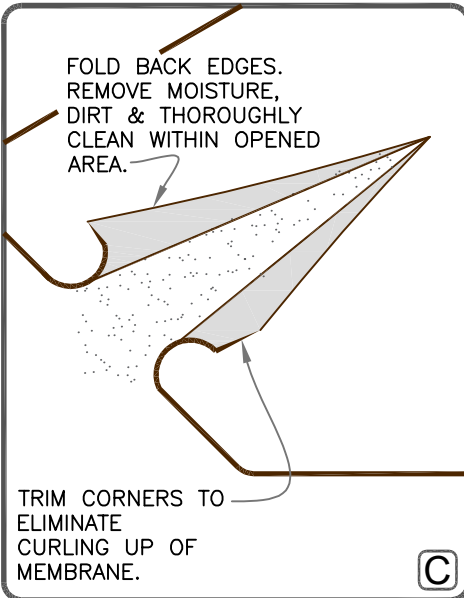
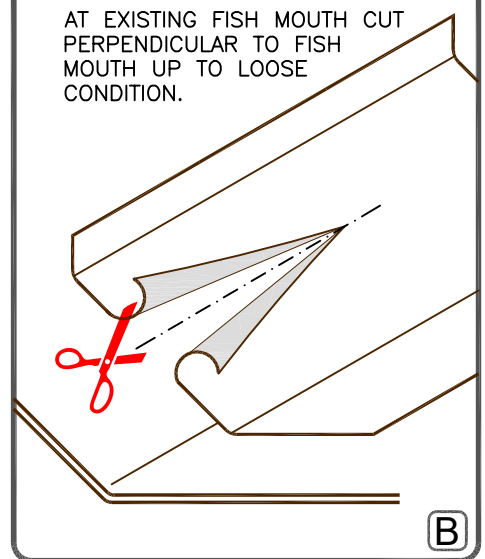
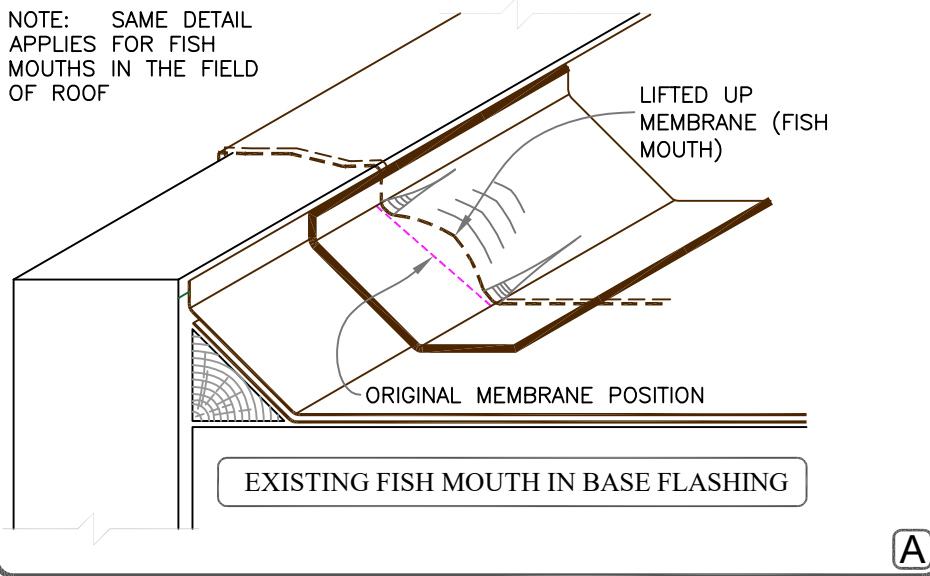
DIMENSIONS		mm	
(A)	4"	102	MIN.

NEW COATING ON EXISTING LOW SLOPE ROOFS

	REPAIR: SEAM PARTIALLY DELAMINATED	A-5
	<p>0 NOTE(S)</p> <p>SEAL-TEK MASTIC</p> <p>CRFC PRIMER</p> <p>CRFC COATING</p>	
For additional information, refer to Specifications		

ROOF RESTORATION WITH ELASTOMERIC COATING

NOTE: SAME DETAIL APPLIES FOR FISH MOUTHS IN THE FIELD OF ROOF



NEW COATING ON EXISTING LOW SLOPE ROOFS



REPAIR:
SEAM REPAIR AT DEFICIENT BASE FLASHING

A-6

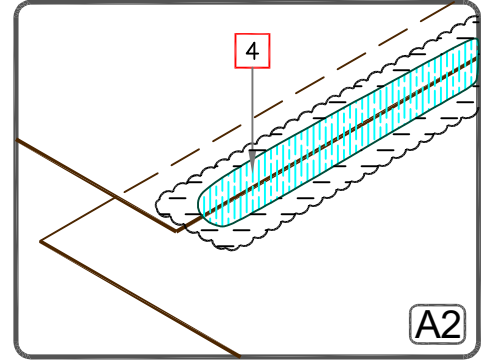
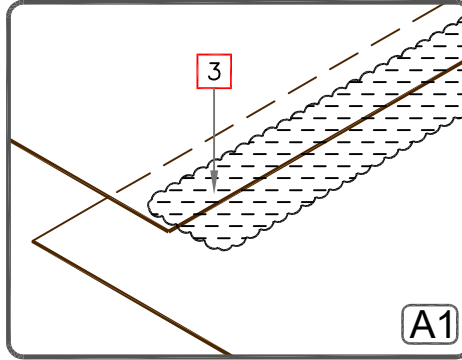
- 0 NOTE(S)
- SEAL-TEK MASTIC
- CRFC PRIMER
- CRFC COATING

For additional information, refer to Specifications

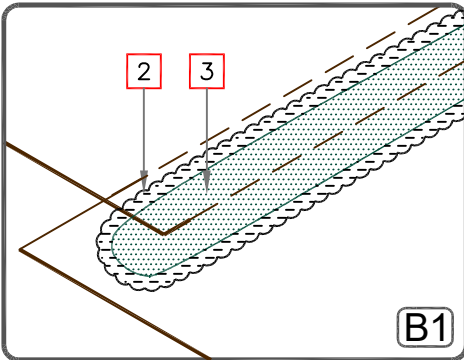
TREATMENT METHOD A

NOTES FOR A1 & A2:

1. THIS REPAIR LEVEL TO BE USED ON SEAMS WITH ACCEPTABLE CONDITIONS. FOR MORE DETERIORATED SEAMS, SEE REPAIR LEVEL 2 BELOW. THIS WILL APPLY TO ALL THE SIDE AND END LAPS.
2. THOROUGHLY CLEAN THE REPAIR AREA.
3. APPLY PRIME-TEK PRIMER AS REQUIRED. REFER TO SPECS.
4. APPLY SEAL-TEK MASTIC, EXTENDING MIN. 4" ON EACH SIDE OF SEAM.

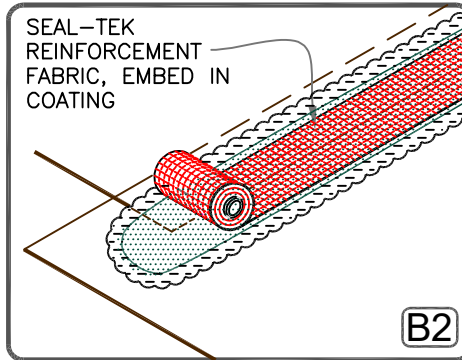


TREATMENT METHOD B



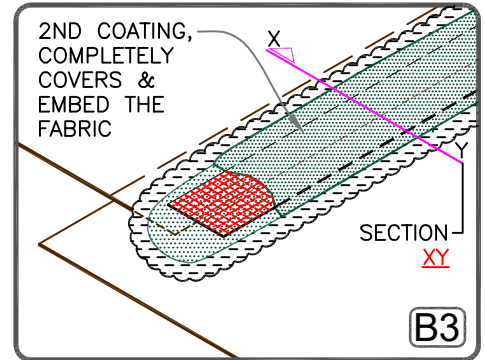
STEP B1:

1. THOROUGHLY CLEAN THE REPAIR AREA.
2. APPLY PRIME-TEK PRIMER AS REQUIRED. REFER TO SPECS.
3. APPLY LAYER OF COATING 2" (51mm) MIN. BEYOND THE WIDTH OF REINFORCING FABRIC.



STEP B2:

1. IMMEDIATELY, LAY THE SEAL-TEK REINFORCEMENT FABRIC, CENTRALLY ALIGNED AT SEAM EDGE.
2. COMPLETELY SOAK AND EMBED THE FABRIC IN COATING.



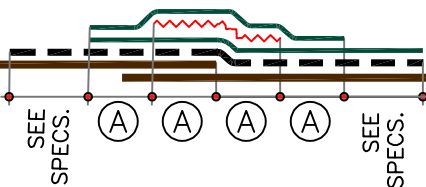
STEP B3:

1. IMMEDIATELY, APPLY A 2ND LAYER OF COATING COMPLETELY COVERING THE REINFORCEMENT FABRIC.

DIMENSIONS	mm	
(A)	2"	51 MIN.

COATING ———
 REINFORCEMENT ~~~~~
 PRIMER - - -

SECTION XY



NEW COATING ON EXISTING LOW SLOPE ROOFS



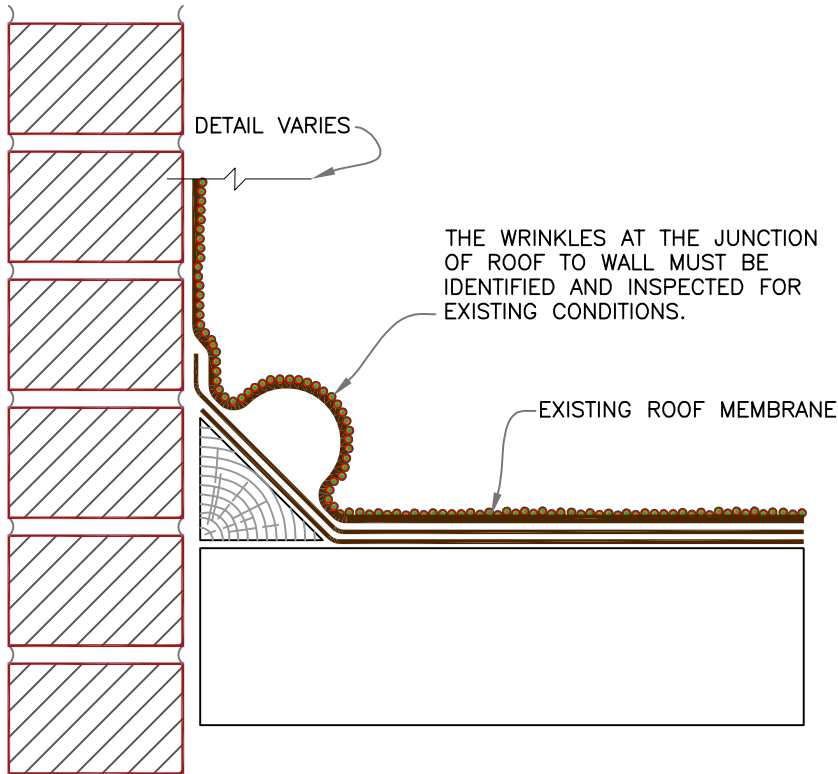
FIELD SEAM TREATMENT (METHOD A & B)

A-7

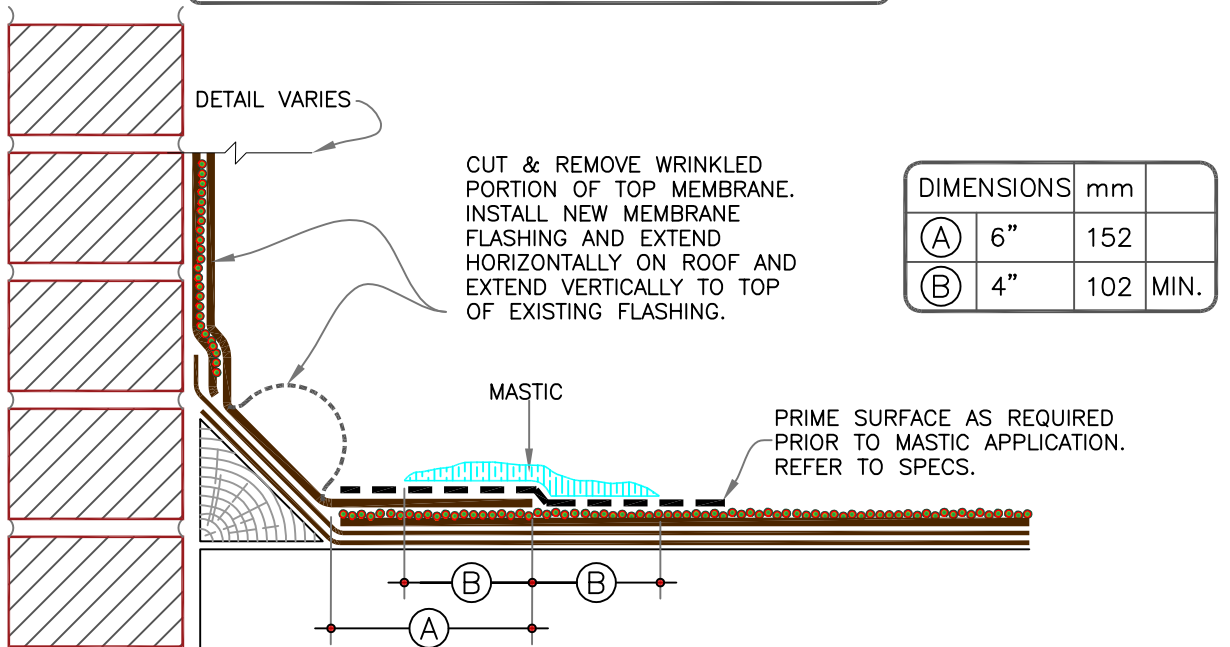
- 0 NOTE(S)
- SEAL-TEK MASTIC
- CRFC PRIMER
- CRFC COATING

For additional information, refer to Specifications

EXISTING WRINKLED BASE FLASHING REPAIR



REPAIR & COATING



NEW COATING ON EXISTING LOW SLOPE ROOFS

	<p>REPAIR: WRINKLES AT ROOF-TO-WALL JUNCTION</p>	<p>A-8</p>
<p>0 NOTE(S) SEAL-TEK MASTIC</p> <p>--- CRFC PRIMER --- CRFC COATING</p>	<p>For additional information, refer to Specifications</p>	

1. IDENTIFY BLISTERS AND WRINKLES IN THE FIELD AND MARK THEM WITH PAINT OR CRAYON.
2. MAKE A CROSS CUT WITHIN BLISTERED SURFACE & LIFT UP THE EDGES TO RELEASE THE AIR & MOISTURE. TRIM EDGES AS NEEDED.
3. REMOVE DEBRIS AND THOROUGHLY CLEAN THE BLISTERED AREA. ENSURE SURFACE IS DRY. PRIME SURFACES AS REQUIRED, REFER TO SPECS.
4. APPLY MASTIC WITHIN THE CUT AREA. PUSH MASTIC UNDER THE LIFTED EDGES AND COMPLETELY EMBED ALL FOUR EDGES.

A

RESET MEMBRANE IN MASTIC

COVER WITH TROWEL-GRADE MASTIC EXTENDING 4" (102mm) BEYOND ALL CUTS IN MEMBRANE.

B

NEW COATING ON EXISTING LOW SLOPE ROOFS

	REPAIR – METHOD A (MASTIC): BLISTERS / WRINKLES	A-9
	For additional information, refer to Specifications	
0 NOTE(S) SEAL-TEK MASTIC --- CRFC PRIMER --- CRFC COATING		

1. IDENTIFY BLISTERS AND WRINKLES IN THE FIELD AND MARK THEM WITH PAINT OR CRAYON.
2. MAKE A CROSS CUT WITHIN BLISTERED SURFACE & LIFT UP THE EDGES TO RELEASE THE AIR & MOISTURE. TRIM EDGES AS NEEDED.
3. REMOVE DEBRIS AND THOROUGHLY CLEAN THE BLISTERED AREA. ENSURE SURFACE IS DRY. PRIME SURFACES AS REQUIRED, REFER TO SPECS.
4. APPLY MASTIC WITHIN THE CUT AREA. PUSH MASTIC UNDER THE LIFTED EDGES AND COMPLETELY EMBED ALL FOUR EDGES.

A

5. RESET MEMBRANE IN MASTIC
6. CUT REINFORCEMENT FABRIC TO COVER THE AREA. FABRIC SHALL EXTEND MIN. 2" (51mm) BEYOND THE CROSS-CUT LIMITS.
7. APPLY LAYER OF COATING MIN. 2" (51mm) BEYOND THE DIMENSIONS OF PRE-CUT REINFORCEMENT FABRIC.

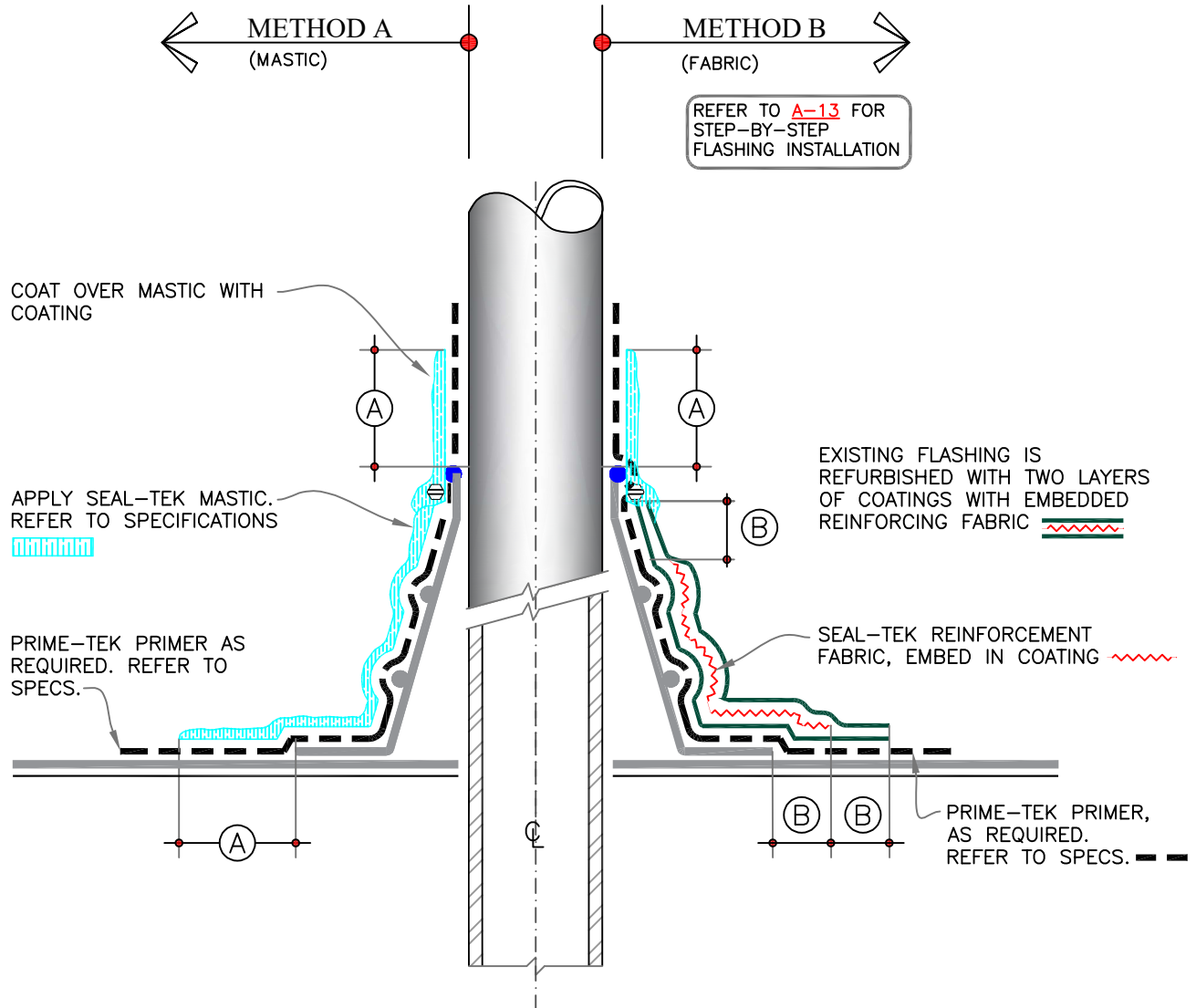
B

8. LAY THE PRE-CUT REINFORCEMENT FABRIC, CENTRALLY ALIGNED OVER BLISTER REPAIR. EMBED FABRIC IN BOTTOM COATING.
9. APPLY THE UPPER COATING A MIN. 2" (51mm) BEYOND THE WIDTH OF REINFORCING FABRIC.

C

NEW COATING ON EXISTING LOW SLOPE ROOFS

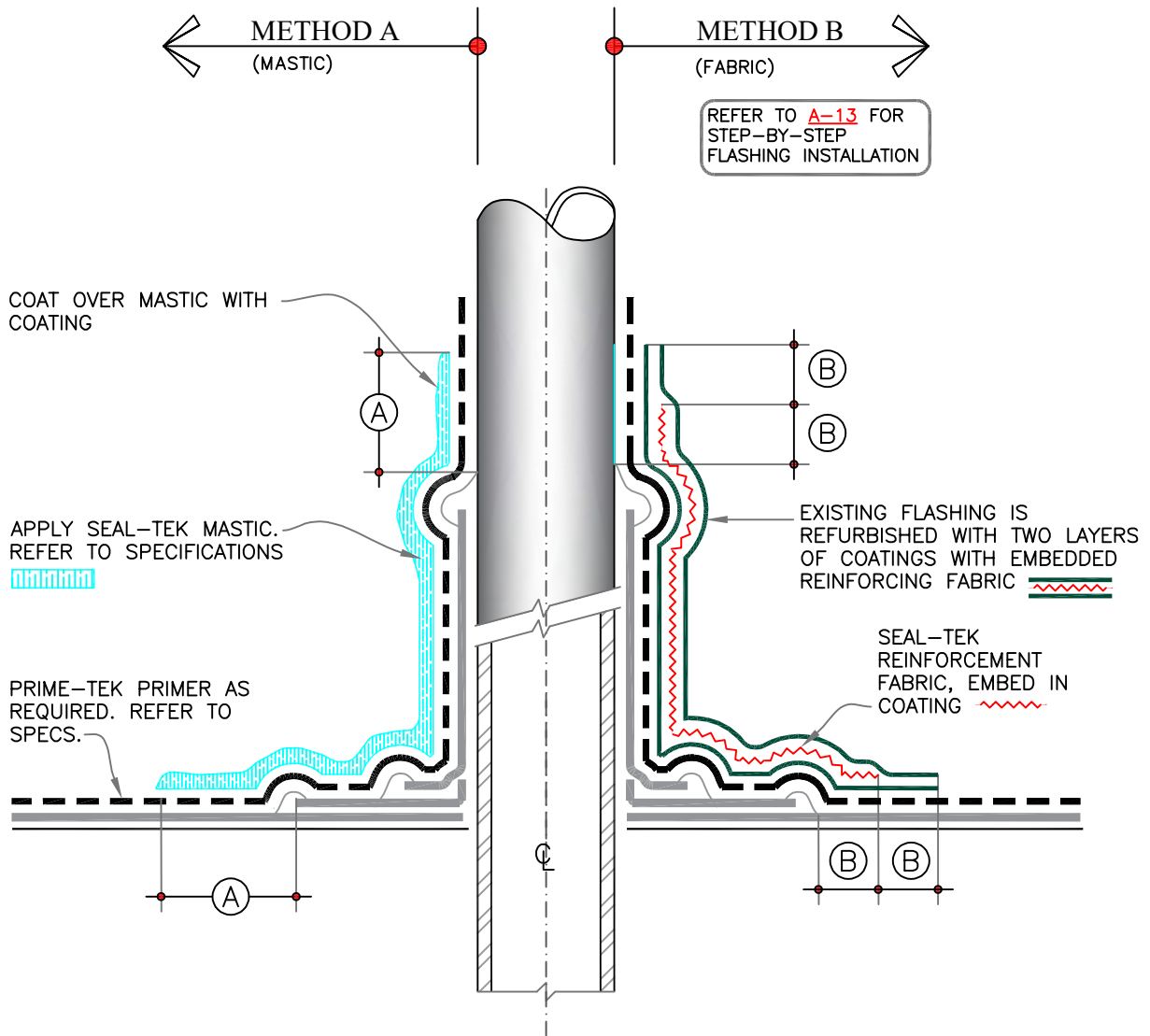
	<p>REPAIR – METHOD B: (REINFORCING FABRIC) BLISTERS/WRINKLES</p>	<p>A-10</p>
<p>0 NOTE(S) SEAL-TEK MASTIC</p> <p>--- CRFC PRIMER --- CRFC COATING</p>	<p>For additional information, refer to Specifications</p>	



DIMENSIONS		mm	
(A)	4"	102	MIN.
(B)	2"	51	MIN.

NEW COATING ON EXISTING LOW SLOPE ROOFS

	TREATMENT OF PRE-MOLDED PIPE/TUBING FLASHING	A-11
	<p>0 NOTE(S) SEAL-TEK MASTIC</p> <p>CRFC PRIMER CRFC COATING</p>	



REFER TO **A-13** FOR STEP-BY-STEP FLASHING INSTALLATION

DIMENSIONS		mm	
(A)	4"	102	MIN.
(B)	2"	51	MIN.

NEW COATING ON EXISTING LOW SLOPE ROOFS



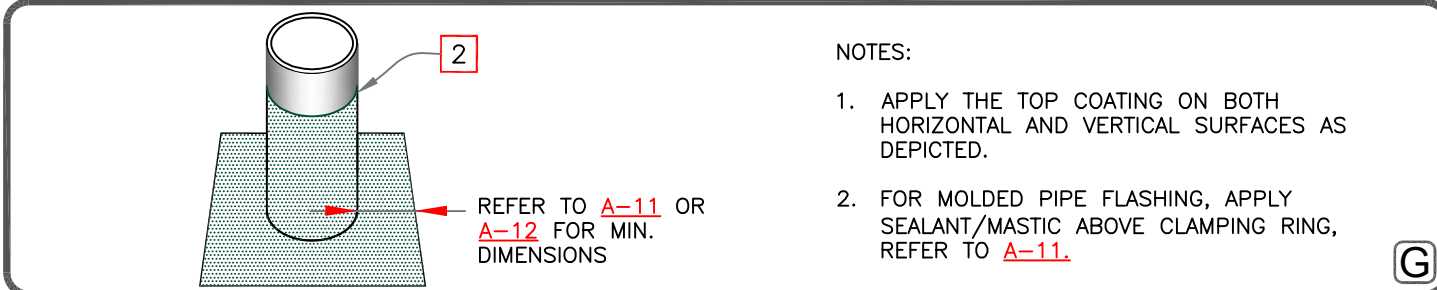
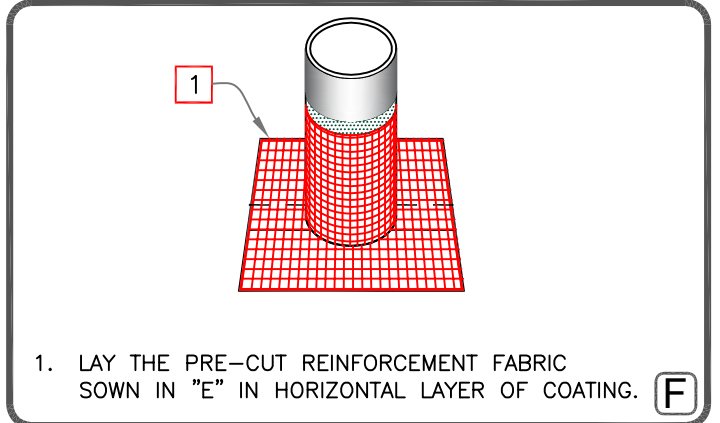
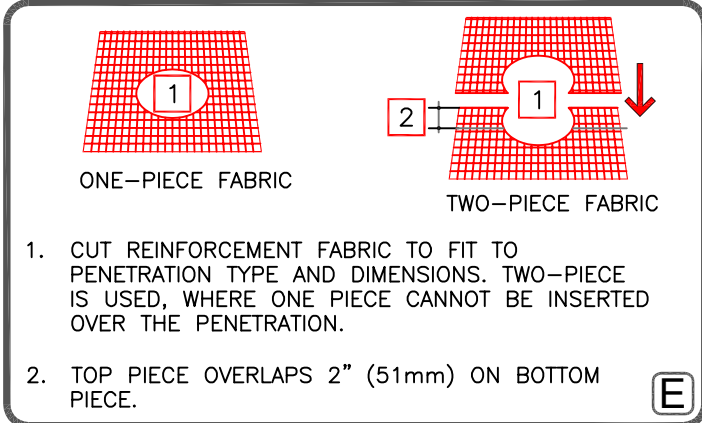
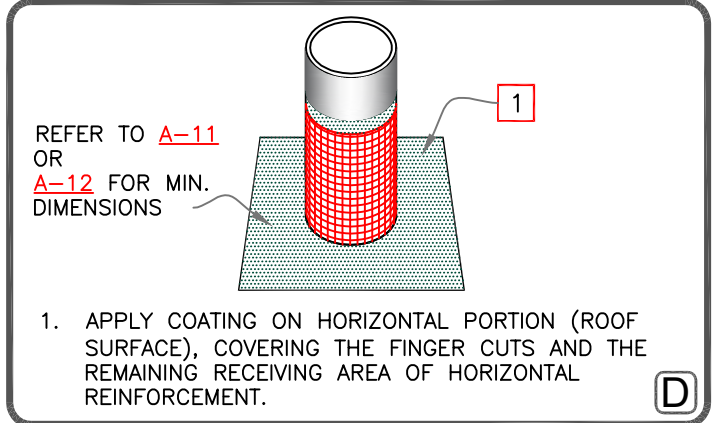
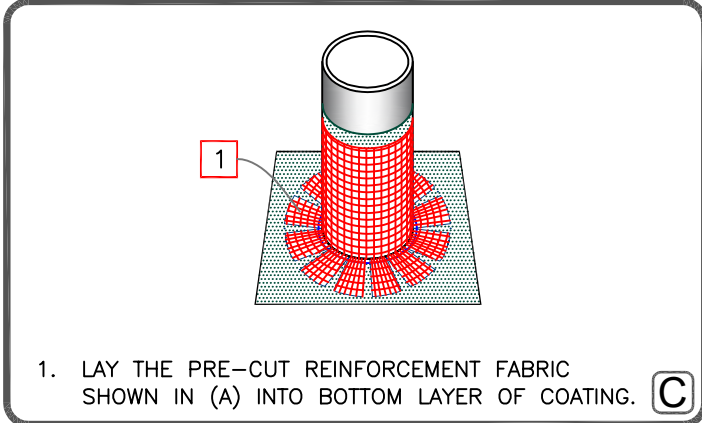
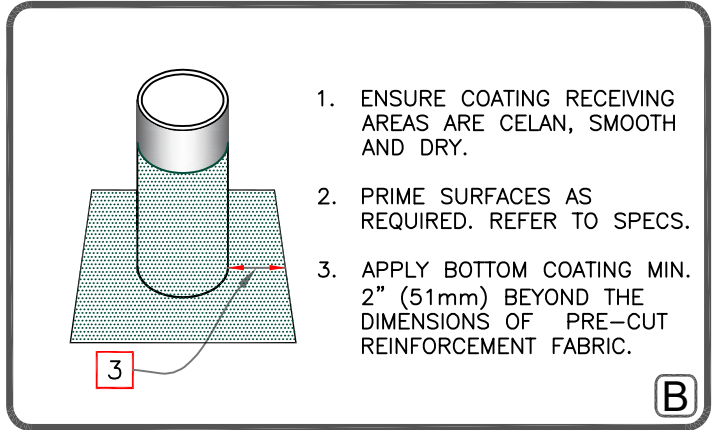
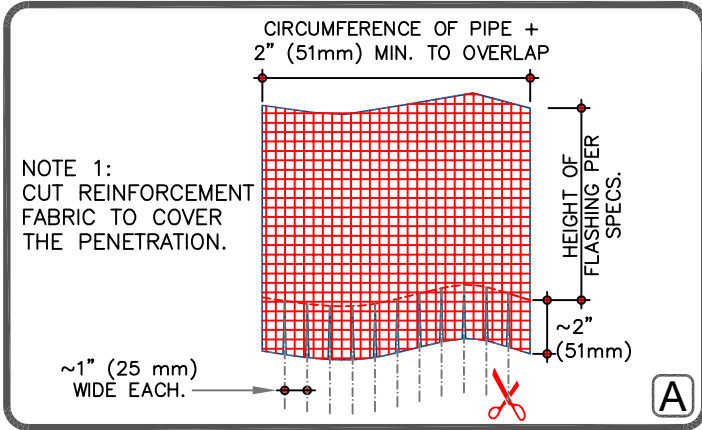
TREATMENT OF FIELD FABRICATED PIPE/TUBING FLASHING

A-12

- 0 NOTE(S)
- SEAL-TEK MASTIC
- CRFC PRIMER
- CRFC COATING

For additional information, refer to Specifications

ROOF RESTORATION WITH ELASTOMERIC COATING



NEW COATING ON EXISTING LOW SLOPE ROOFS



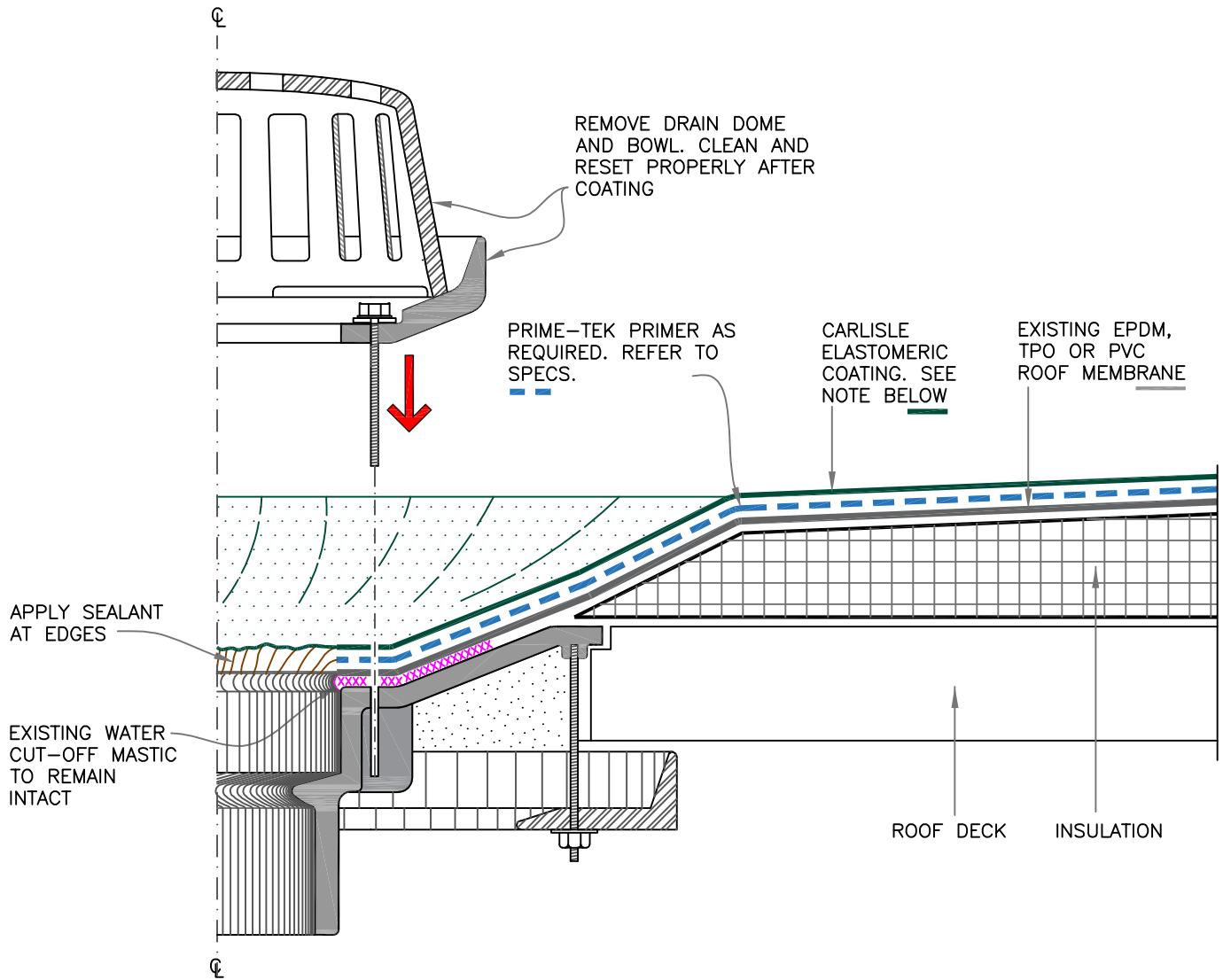
METHOD B: STEP-BY-STEP FLASHING WITH REINFORCEMENT FABRIC & COATING

A-13

0 NOTE(S)

--- CRFC PRIMER — CRFC COATING

For additional information, refer to Specifications

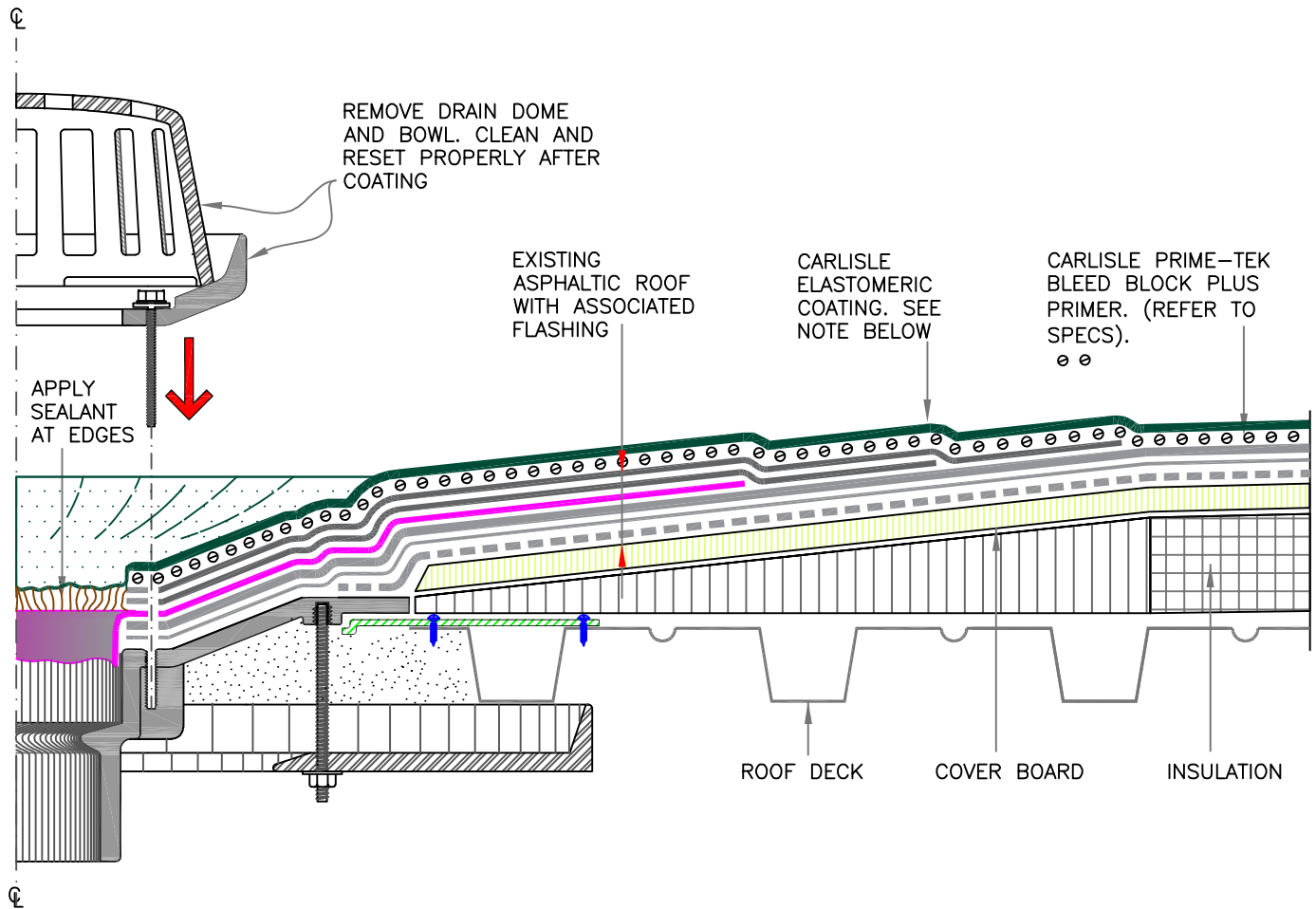


NOTE:

CARLISLE RECOMMENDS THE REINFORCEMENT AND STRENGTHENING OF THE EXISTING ROOF MEMBRANE AT EXISTING PENETRATIONS SUCH AS DRAINS, VENTS AND SCUPPERS WITH FIBER-MESH OR FIBER REINFORCED MASTIC AS THESE AREAS ARE TYPICALLY STRESSED AND ADVANCING IN DETERIORATION AT THE TIME OF RECOATING.

NEW COATING ON EXISTING LOW SLOPE ROOFS

	<p>EXISTING ROOF DRAIN – EPDM, TPO AND OR PVC ROOF MEMBRANE</p>	<p>A-14</p>
<p>0 NOTE(S)</p> <p>●●●● CRFC PRIMER — CRFC COATING</p>	<p>For additional information, refer to Specifications</p>	



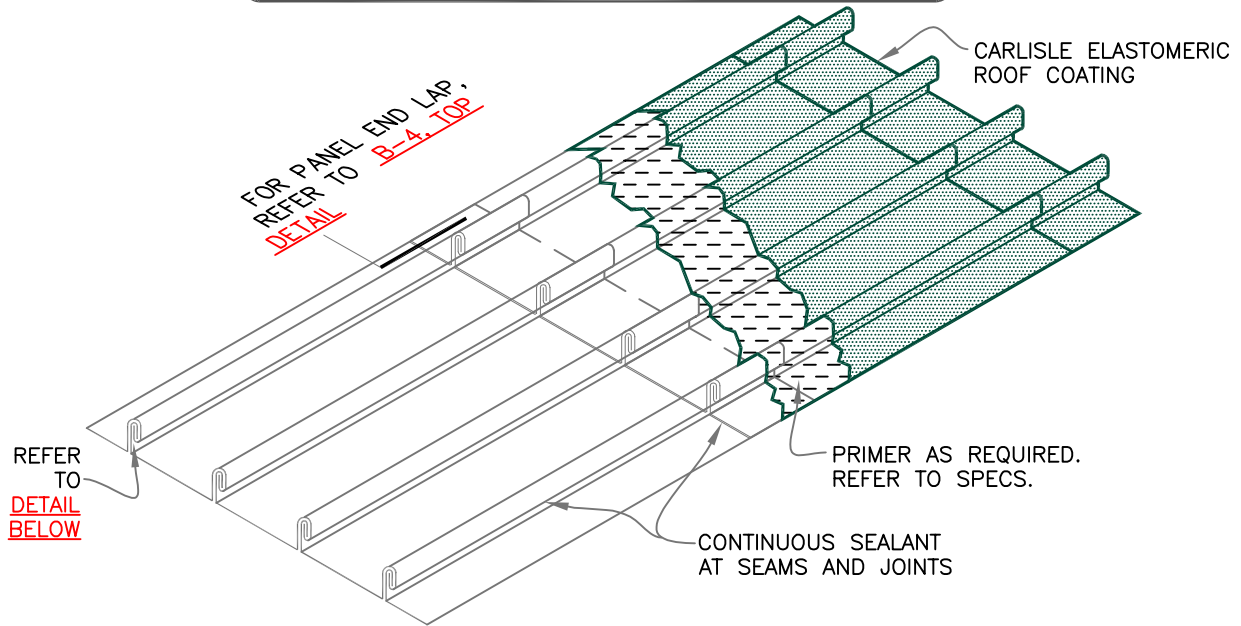
NOTE:

CARLISLE RECOMMENDS THE REINFORCEMENT AND STRENGTHENING OF THE EXISTING ROOF MEMBRANE AT EXISTING PENETRATIONS SUCH AS DRAINS, VENTS AND SCUPPERS WITH FIBER-MESH OR FIBER REINFORCED MASTIC AS THESE AREAS ARE TYPICALLY STRESSED AND ADVANCING IN DETERIORATION AT THE TIME OF RECOATING.

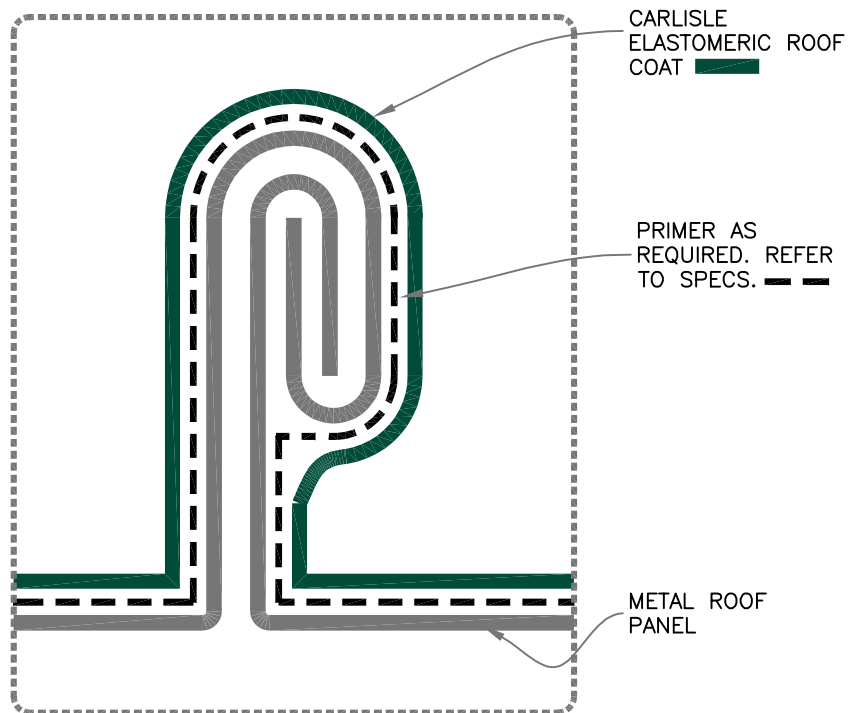
NEW COATING ON EXISTING LOW SLOPE ROOFS

	<p>EXISTING ROOF DRAIN – MODIFIED BITUMEN ROOF ASSEMBLY</p>	<p>A-15</p>
<p>0 NOTE(S)</p> <p>●●● CRFC PRIMER — CRFC COATING</p>	<p>For additional information, refer to Specifications</p>	

A: 3D VIEW OF TYPICAL METAL ROOF



B: COATING DETAIL AT STANDING SEAM



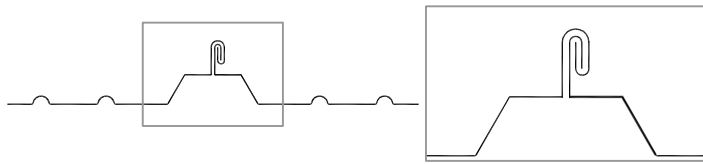
NOTE:

THIS IS A REFERENCE DETAIL DEPICTING A GENERIC STANDING SEAM OF METAL ROOF AND HOW TO TREAT IT PRIOR TO COATING PROCESS. SAME APPLIES TO OTHER SIMILAR SEAMS WITH DIFFERENT PROFILES SHOWN ON B-2

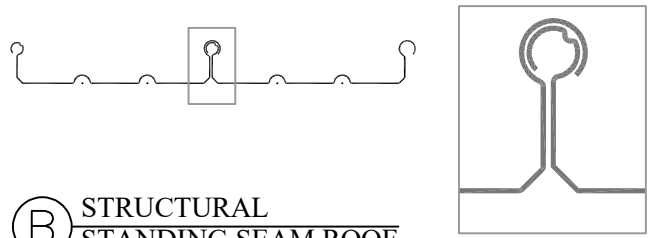
NEW COATING ON EXISTING METAL ROOFS

	<p>STANDING SEAM METAL ROOF COATING</p>	<p>B-1</p>
<p>0 NOTE(S)</p> <p>--- CRFC PRIMER — CRFC COATING</p>	<p>For additional information, refer to Specifications</p>	

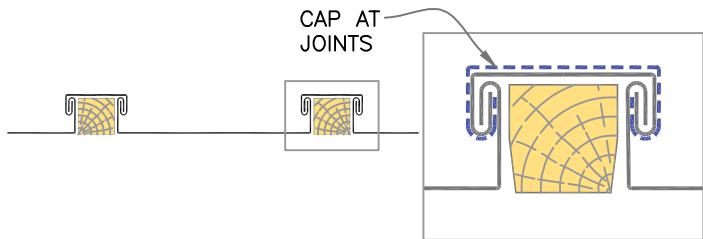
ROOF RESTORATION WITH ELASTOMERIC COATING



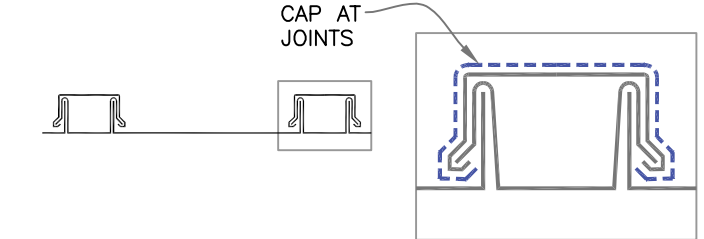
(A) TRAPEZOIDAL STANDING SEAM



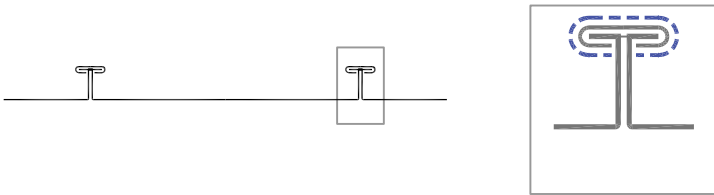
(B) STRUCTURAL STANDING SEAM ROOF



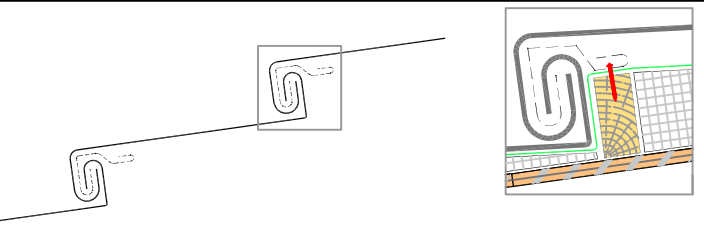
(C) WOOD BATTEN SEAM



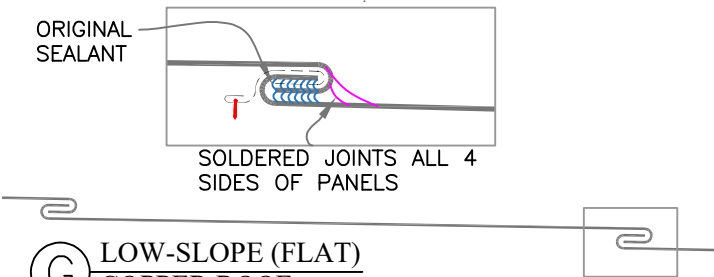
(D) APPLIED BATTEN SEAM



(E) TEE / CAPPED SEAM



(F) BERMUDA TYPE ROOF (HORIZONTAL SEAMS)



(G) LOW-SLOPE (FLAT) COPPER ROOF

NOTE:

FOR ADDITIONAL PROFILES, CONTACT CRFC (CARLISLE ROOF FOAM AND COATING)

NEW COATING ON EXISTING METAL ROOFS



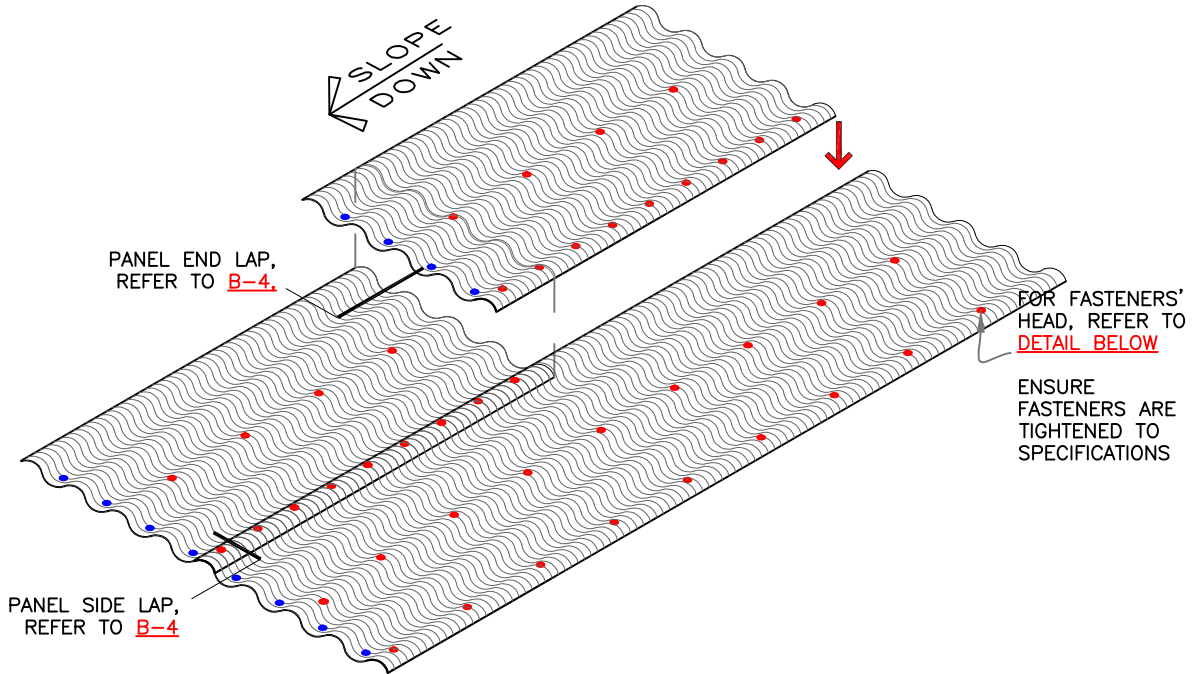
METAL ROOF: SEAM TREATMENT OF VARIOUS PROFILES

B-2

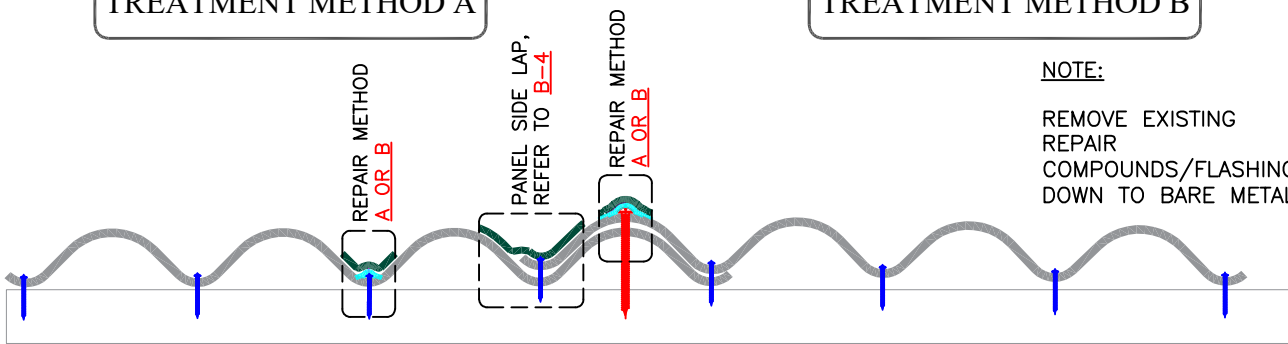
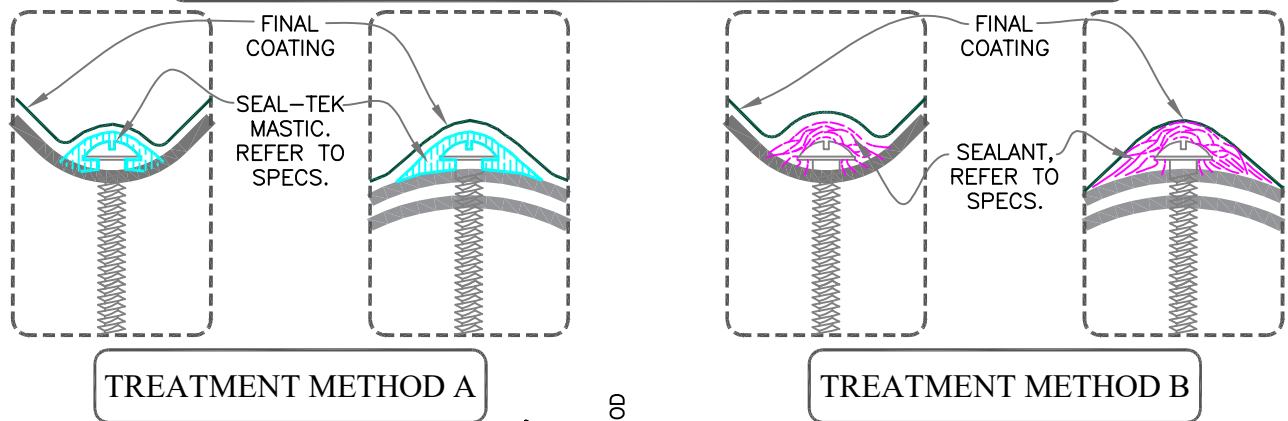
- 0 NOTE(S)
- SEAL-TEK MASTIC
- CRFC PRIMER
- CRFC COATING

For additional information, refer to Specifications

DETAIL LOCATIONS



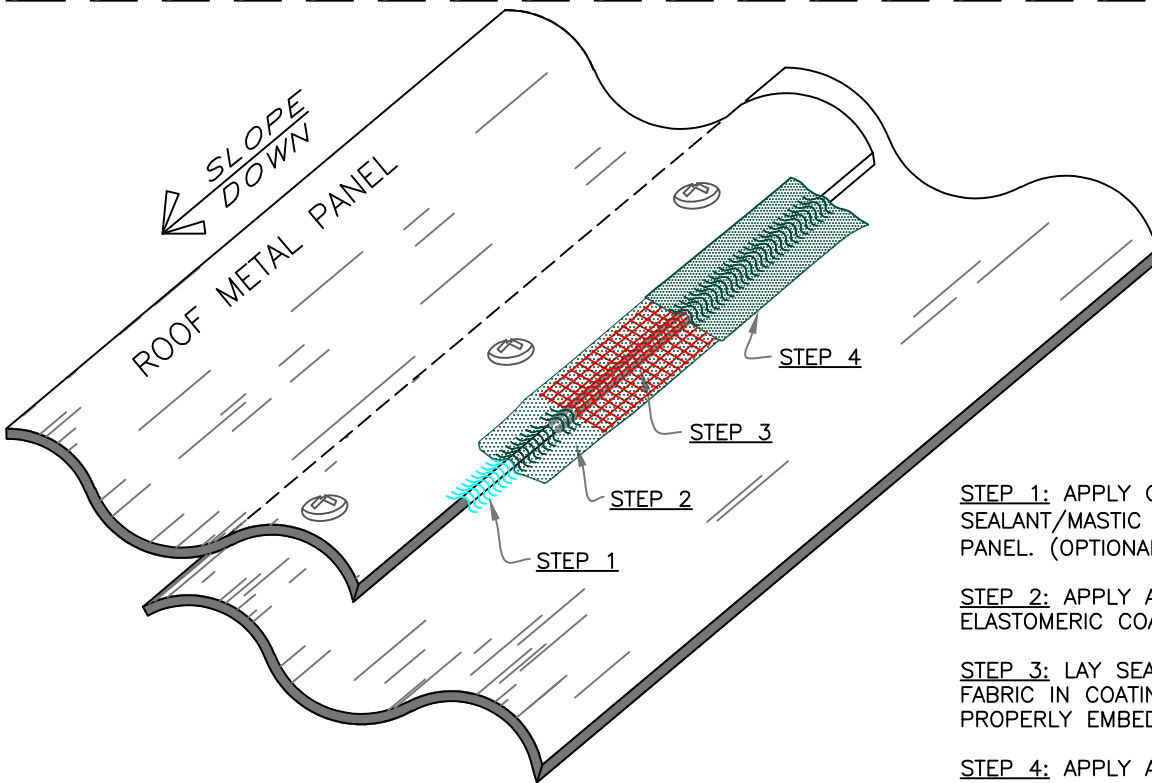
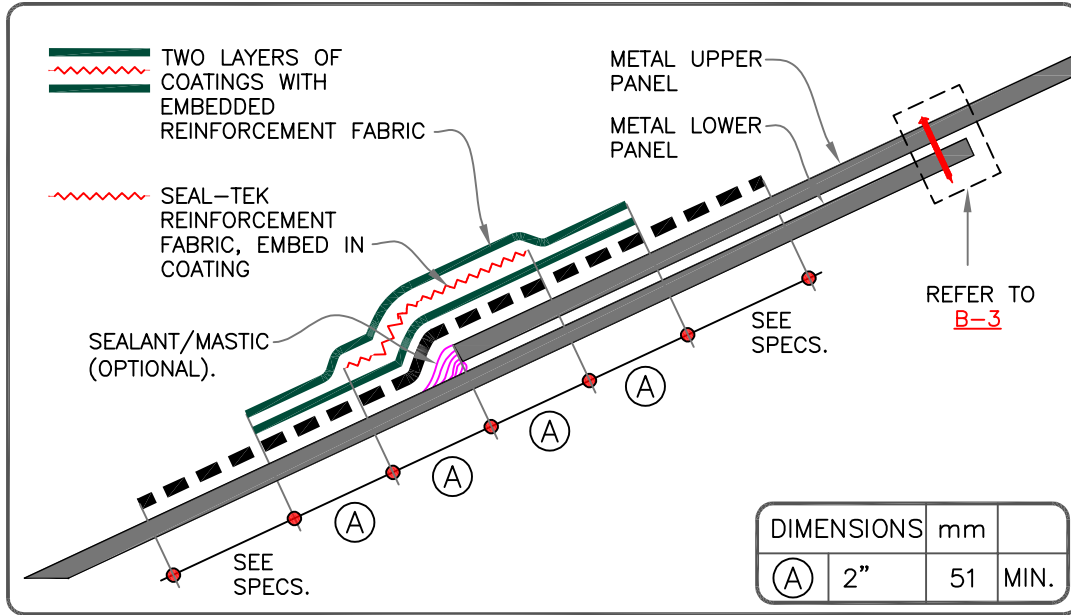
FASTENER HEAD TREATMENT PRIOR TO COATING



NEW COATING ON EXISTING METAL ROOFS

	<p>TREATMENT OF EXPOSED FASTENERS</p>	<p>B-3</p>
<p>0 NOTE(S) SEAL-TEK MASTIC</p> <p> CRFC PRIMER CRFC COATING</p>	<p>For additional information, refer to Specifications</p>	

PANEL END-LAP



STEP 1: APPLY CONTINUOUS SEALANT/MASTIC ALONG THE EDGE OF PANEL. (OPTIONAL).

STEP 2: APPLY A LAYER OF CARLISLE ELASTOMERIC COATING.

STEP 3: LAY SEAL-TEK REINFORCEMENT FABRIC IN COATING. ENSURE FABRIC IS PROPERLY EMBEDDED IN THE COATING.

STEP 4: APPLY A 2ND LAYER OF COATING COVERING THE SEAL-TEK REINFORCEMENT FABRIC AND SLIGHTLY EXTEND BEYOND THE BOTTOM COATING.

PANEL SIDE LAP

REFER TO DETAIL ABOVE FOR DIMENSIONS

NEW COATING ON EXISTING METAL ROOFS



PANELS END LAP & SIDE LAP DETAILS

B-4

- 0 NOTE(S)
- SEAL-TEK MASTIC
- CRFC PRIMER
- CRFC COATING

For additional information, refer to Specifications



Wrenshull Public Schools

Superintendent- Jeffrey Pesta
Principal- Michelle Blanchard

September 11th, 2023

Dear Carlton School Board,

We appreciate your prompt response to our invitation to meet regarding consolidation of our districts. On August 29th, our board considered your response at our work session and we once again tasked our Vice Chair Mary Carlson to draft a letter responding to you. We unanimously approved that letter on September 11th.

During our work session, Superintendent Pesta laid out a "win-win" negotiation strategy. We all strongly agree that as we re-enter negotiations for consolidation that both districts have so much to gain through this merger. We also recognize that the formal 2019 survey of members of our districts strongly supported our boards finding a path to consolidation with 81% of both districts favoring consolidation. An informal poll conducted this month by a Facebook group, which is run by a Carlton parent, found that 95% of respondents favor consolidation.

Our Raptor sports cooperative is an example of pairing that holds great promise for providing our students with equitable and expanded opportunities. We believe that consolidation would provide the same benefits in the classroom.

As public servants, one of our many jobs is to be fiscally responsible. We believe that both of our communities support exploring all fiscally responsible options for sharing, pairing, or consolidation between ISD 100 and ISD 93. While we are open to one campus located at South Terrace, it would be fiscally irresponsible to take all other options off the table without comparing costs and considering how the other two buildings would be used or carefully decommissioned. Surplus school buildings not strategically repurposed may be attractive to private or charter schools. New competition for enrollment may hinder the strategic goals of a consolidated district.

In order for us to understand how South Terrace might be a great fit for a one campus location, we also need a better understanding of the current school and your thoughts on how the campus might be designed. Likewise, the Wrenshull School has undergone significant improvements over the last several years that we would like to show you.

Therefore, the Wrenshall School Board invites our neighbors from Carlton to join us on a tour of all three school sites. We believe that a collective understanding of the features and ultimate value of each campus could lay the foundation for practical cooperation. We believe this is a practical action which our constituents expect from our collective leadership.


As you consider this, we hope you will remember that our public is asking that we find a path forward. Consolidation is the best way to be fiscally responsible while also better serving our staff and students.

Sincerely,


The Wrenshall School Board



Nicole Krisak
Board Chair



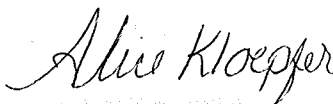
Mary Carlson
Vice Chair



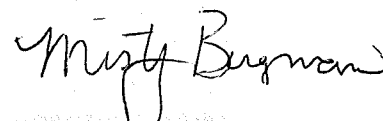
Eric Ankrum
Treasurer



Ben Johnson
Clerk



Alice Kloepfer



Misty Bergman

INDEPENDENT SCHOOL DISTRICT 93
Carlton Minnesota 55718



Dear Wrenshall School Board Members and Superintendent Pesta,

August 21st, 2023

Thank you for your correspondence to the Carlton School Board and the request to initiate a meeting regarding potential consolidation. Your letter was discussed at the August 14th Carlton Committee of the Whole Meeting, as well as the August 21st Carlton School Board meeting. Following discussion at our Committee of the Whole Meeting and our August Regular Meeting, the Board, by unanimous vote, directed me to respond to your letter.

In January 2023 of this year, the board renewed its commitment to operate as a K-12 District. Then, in May 2023, the Carlton School Board approved a new Strategic Plan that brought clarity around the vision and mission of Carlton Schools, through the 2026-27 school year.

We received your correspondence on August 9th, 2023. Although we recognize there may be advantages to combining our Districts, the Carlton Board is not aware that there is any substantive new information available that would constitute reopening this topic that has been considered by the Districts through many decades. Without new, substantive information, and before time, energy, effort and resources would be allocated to this topic, it was important for both school boards to develop a shared understanding and affirm their belief in the following two points:

- Having one K-12 site makes the most fiscal sense, therefore, operating one site is the only option, and
- South Terrace Elementary is located on approximately 72.21 acres of land, has the most potential for growth and opportunity, and is, therefore, the preferred location for a K-12 school.

If the Wrenshall School Board can affirm their belief in both of those points, then the Carlton School Board would consider opening discussion with the Wrenshall School Board.

Please let me know if the Wrenshall School Board is also committed to the above two bullet points. If so, the Carlton School Board agrees to cooperate and engage in a discussion on potential consolidation.

We look forward to your response.

Sincerely,

Donita Stepan

Donita Stepan
Superintendent #93
dstepan@carlton.k12.mn.us

District Offices
PO Box 310
405 School Avenue, Door C
Carlton MN 55718
(218) 384-4225 (218) 384-3543 fax

South Terrace Elementary School
PO Box 620
530 Stine Drive
Carlton MN 55718
(218) 384-4728 (218) 384-4039 fax

Carlton High School
PO Box 310
405 School Avenue
Carlton MN 55718
(218) 384-4226 (218) 384-3607 fax



Wrenshall Public Schools

Superintendent- Jeffrey Pesta
Principal- Michelle Blanchard

Dear Carlton School Board:

During the Wrenshall School Board's study session on July 25th, 2023 our superintendent, Dr. Jeff Pesta, identified six paths forward for Wrenshall School. One of those options was consolidation. During the conversation that followed, it became clear that our board would like to re-engage with the Carlton School District on consolidation.

During that meeting, Vice Chair, Mary Carlson was tasked with writing this letter. A draft of the letter was reviewed by the board on August 2nd during our Committee of the Whole meeting. Before signing this letter on August 7th, our board voted unanimously (6-0) in favor of seeking a consolidation meeting with Carlton.

We are asking the Carlton School Board to vote on joining Wrenshall in a discussion on potential consolidation. We propose that we hold a joint meeting of both full boards. During that meeting we hope to listen to the community on the topic of consolidation and discuss how potential consolidation negotiations might move forward.

We recognize that there is a long history of failed consolidation efforts between the districts, but we feel confident that it is time. Our sports co-op is actively demonstrating how well these districts can work together. Consolidation will allow our districts to better serve our students and community.

There are many details that will need to be worked out, but we hope that we can all meet soon to discuss this important topic. If you have questions, you may reach out to our superintendent or our Vice Chair.

Sincerely,

The Wrenshall School Board

Nicole Krisak
Board Chair

Mary Carlson
Vice Chair

Eric Ankrum
Treasurer

Ben Johnson
Clerk

Alice Kloepper
Director

Misty Bergman
Director

Reviewed: September 11, 2023

Adopted: _____

206 Addendum

Public Participation at School Board Meetings Procedures

Public comment prior to each Regular School Board meeting is an opportunity for residents of the School District to address the Board. After being recognized by the Chair, each individual will identify themselves and the group that they represent, if any.

To ensure that all individuals have a chance to participate, speakers will be limited to one three-minute presentation. The public comment period prior to the Regular School Board meeting is considered to be a listening session. The board may ask clarifying questions or seek additional information, but they will not make decisions during the public comment period. The board directors may choose to follow up with individuals at another time outside of the meeting or direct individuals to school administration for follow up.

The Minnesota Government Data Practices Act prohibits comment about specific student matters, even without naming the student in a public meeting. This includes the public comment period prior to a school board meeting. The Board respects and values input on student matters, but when it relates to a specific student or to a specific student matter, such input must be heard by the appropriate school personnel and not in an open meeting.

Procedure:

1. Contact the school superintendent in advance or sign-in with the district administrative support person prior to the start of the 5:30 p.m. public comment period.
2. The Chair will call upon speakers in the order that they have been signed in.
3. When called upon, please approach the board and use the microphone provided.
4. If presenting as a group, please identify one spokesperson.
5. The Chair will close the public comment period and recess the board for five minutes prior to calling the regular school board meeting to order.

**Carlton-Wrenshall Cooperative
Agreement**

**FOR MINNESOTA STATE HIGH SCHOOL
LEAGUE ACTIVITIES**

DRAFT

**INCLUDING JUNIOR HIGH
ATHLETICS and Co-Curricular
Activities**

October 2023

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CARLTON-WRENSHALL RAPTORS COOPERATIVE AGREEMENT FOR MINNESOTA STATE HIGH SCHOOL LEAGUE ACTIVITIES INCLUDING JUNIOR HIGH ATHLETICS AND THE IDENTIFIED CO-CURRICULAR ACTIVITIES.

This Agreement is between the Independent School District #93, Carlton, MN and Independent School District #100, Wrenshall, MN to provide a sports and co-curricular cooperative based on the rules and regulations of the Minnesota State High School League under the name of the "Carlton-Wrenshall Raptors".

MISSION STATEMENT: The purpose of the Carlton-Wrenshall activity cooperative is to provide a comprehensive and balanced activity program that will provide more opportunities and experiences for our students that either school may not be able to provide individually.

The mission of each School Board is to provide educational based athletic programs to teach sportsmanship, teamwork, respect, responsibility, and achievement in a safe and diverse environment. The School Boards are also committed to providing a variety of athletic activities that best meets the needs of our students and be fiscally responsible to our Districts.

SECTION 1 DEFINITIONS

Throughout this Agreement the following definitions shall be used and interpreted as defined:

Cooperative Committee: The term "Cooperative Committee" refers to a joint meeting of School Board Representatives from both Carlton & Wrenshall School Districts, Superintendents and Athletic Directors will serve as ex-officio members.

Administration: Shall mean the position of Superintendent in Carlton School and Wrenshall School.

Administrative Host: As an Administrative Host of a cooperative sport, the school's responsibility shall be:

Providing a game-ready facility and/or practice facilities as defined in Section IX "Practice and Game Sites for the sport (if applicable); (See exception below)

- A. Provides maintenance for said facilities;
- B. Provides all equipment necessary for games and/or practice;
- C. Hires and terminates coaches for the sport;
- D Pays all bills for the sport;
- E Fields all complaints for the sport, and
- F Establish annual game schedules.

SECTION II ADMINISTRATIVE MANAGEMENT

2.1 For the duration of this Agreement, the Carlton School District, (ISD #93), hereinafter referred to as "Carlton" will be the Administrative Host for the sports under its supervision; and the Wrenshall School District (ISD #100), hereinafter referred to as "Wrenshall" will be the Administrative Host for the sports under its supervision.

2.2 The Carlton School Board and the Wrenshall School Board shall officially act on all matters relative to the terms and conditions of this Agreement. A Cooperative Committee shall function as a review body for the purposes of reviewing operational issues and make recommendations to the Administration of each school. The findings and recommendations will then be presented to each respective School Board or at a Cooperative Committee meeting for action.

2.3 The Cooperative Committee will meet as needed. The chair/co-chairs will schedule the meeting with sufficient notice as to allow the Athletic Directors and Principals to communicate to students, parents and coaches the expectations for the upcoming year. (ie: prices and athletic fees, budgets, etc).

The following format shall be used for the Cooperative Committee Meetings:

- A. Meeting Location: Alternate between schools; location of meeting is considered the "Host School".
- B. Three (3) members from each School Board.
- C. Host School shall provide: adequate room and accommodations, person to take formal minutes; agenda (in conjunction with all members).
- D. Chair of the meeting shall be determined by the members of the committee.
- E. Recommended changes to the "Carlton-Wrenshall Cooperative Agreement" must be sent back to each school district for a majority vote of the school board.

SECTION III FISCAL MANAGEMENT

3.1 For the duration of this Agreement, Carlton will be the Administrative Host for the sports defined in Section 7.2 of this Agreement and Wrenshall will be the Administrative Host for the sports defined in Section 7.2 of this Agreement.

3.2 Responsibilities of each Administrative Host will be to make payment of all valid claims and to bill the other district for the share of the costs subject to this Agreement. Each district will be responsible for purchasing equipment and supplies needed to host games, events, and practices. The Host site will be responsible for determining who gets paid at events held at the host site.

3.3 Each School District will have the responsibility to pay their separate internal administrative costs, facility construction costs, and maintenance costs of its sports facilities (i.e. MSHSL school membership and team registration, Athletic Director compensation and expenses; custodial and maintenance expenses; supervisors; teacher substitutes; band directors; utilities, storage, practice and game locker rooms).

3.4 It is the responsibility of both Administrative Hosts to retain fiscal management of those expenses which are to be shared between the School Districts, which shall include the following: coaches' salaries and benefits, supplies including supplies purchased from the

MSHSL and equipment relative to a specific sport; officials; event workers; athletic dues and memberships; entry fees; laundry costs.

3.41 Cost of admissions and passes shall be the same for both districts. All revenue will be split 50/50. Passes given in one district will be honored in the other.

3.5 Transportation costs will be split 50/50 between the districts. The Administrative Host is responsible for arranging transportation for the sports they are hosting. The Athletic Directors shall be responsible for the coordination of the schedules.

3.6 Any and all cash receivables will be deposited by the Administrative Host immediately upon receipt. All bills will be approved by the Administrative Host's School Board.

3.7 An annual budget for all programs within the jurisdiction of the sports cooperative shall be developed by each Administrative Host and presented to the Cooperative Committee prior to the start of the school year. Changes to budgets must be reviewed by the cooperative committee and approved by both school boards.

3.8 Shared Costs. Carlton and Wrenshall share the costs based on the following formula:

1. Any agreed upon costs shall be shared 50/50. Superintendents from both schools must be aware and in agreement of the shared cost before moving forward with any purchases.

3.9 Failure to pay their portion of costs associated with the cooperative agreement over the course of one fiscal year would waive the September 1st requirement to dissolve this agreement listed in section 18.1 of this agreement.

3.10 Fundraisers: Fundraisers, other than concession stands, conducted by a Cooperative Activity must be approved by the Athletic Director of the Administrative Host before the fundraiser has begun. Coaches must indicate what they plan to sell, what the money will be used for, and what expectations they have for the students involved.

SECTION IV LIABILITY INSURANCE

Nothing contained in this Agreement shall relieve any party to this Agreement from liability for its negligence or that of its officers, agents, and employees. Each party shall carry liability insurance in the amount of not less than amounts required by law. The policy shall name the officers, agents and employees of the other party as named insureds. Each party shall provide the other party with a certificate evidencing such insurance coverage on an annual basis.

SECTION V ELIGIBILITY

5.1 Eligibility requirements shall be minimally set by the Minnesota State High School League.

5.2 Should the members of the Cooperative wish to add requirements above those established by the Minnesota State High School League, those requirements will be mutually arrived upon and approved by the Cooperative Committee.

SECTION VI ATHLETIC DIRECTOR/PROGRAM MANAGEMENT

6.1 There will be one Athletic Director appointed by each School District to carry out the duties associated with those sports seated in their respective districts.

6.2 The Athletic Directors will provide guidance, direction, supervision and support for the programs within their scope of responsibility.

6.3 The Athletic Directors will evaluate all head coaches on a yearly basis. Head coaches will evaluate all other program coaches on a yearly basis. The process shall be based on such factors as knowledge of the sport, ability to relate positively with players, fans, and parents; skills in generating appropriate sportsmanlike attitude on the part of players and coaches; ability to work collegially with other coaches and athletic department staff; plus, other factors as deemed appropriate by the Athletic Director or Administrative staff. Recommendations concerning these positions will be carried to the Cooperative Committee. All formal action will be completed by the employee's School Board. For non-renewal of coaches' contracts see 6.9.

6.4 Athletic Directors should attempt to attend all Cooperative meetings to provide input to the Cooperative Committee and also to receive/provide information to their respective Administrations.

6.5 The Athletic Directors shall be evaluated annually by their immediate supervisors, the High School Principal and/or Superintendents who shall carry their recommendations to the Cooperative Committee. If the Administration believes that a change is needed, this recommendation will be brought to the School Board of the School District which employs the Athletic Director, for action.

6.6 All head coaches shall be appointed through the process of application, team interview and recommendation to the School Board of the School District which employs the head coach for the specific sport, for final approval. At a minimum, the interview team will consist of the High School Principal and/or Superintendent and Athletic Director from each School District.

All other coaches shall be appointed using the School District's normal posting and hiring procedures. For the purpose of coaching positions covered by this agreement, the internal

posting phase of the Wrenshall Master Agreement will also include Carlton. At a minimum, the interview team will consist of the head coach and at least one of the two Athletic Directors.

By mutual agreement, the existing Wrenshall Cheer Coach will coach the Raptors Cheer Squad. (Currently only applies to football)

6.8 Coaching renewal contracts are annual appointments based on the recommendation of the Athletic Directors, Administration, and Cooperative Committee. Must be approved by each board.

6.9 Non-Renewal of Coaches Contracts: The Athletic Directors from both School Districts shall conduct an end of season interview/evaluation of all head coaches. The Athletic Directors would recommend non-renewal of a coach's contract at a Cooperative Committee meeting. The Administrative Host School Board will officially take the action of a non-renewal of a coach's contract at the next scheduled School Board meeting with a show of support from the other School Board.

6.10 Carlton coaches who are members of the Carlton bargaining unit will be paid according to Carlton's Schedule C Contract. Wrenshall Coaches who are members of the Wrenshall bargaining unit will be paid by Wrenshall's Schedule C Contract. Any coaches/advisors who are not an immediate employee of either district, shall be paid by the host district for that sport/activity.

SECTION VII COOPERATIVE EVENTS

7.1 The following activities listed below are within the jurisdiction of the Cooperative:

7.2 Administrative host designation.

Wrenshall: Football, Raptors Cheer, Boys' and Girls' Track, Baseball, Boys' Basketball.

Carlton: Softball, Girls' Basketball, Volleyball, Boys' and Girls' Cross Country.

7.3 Students from each school shall have an equal opportunity to try out. Coaches and advisors are expected to hold preseason open meetings at each school to meet with interested athletes and parents to encourage participation.

SECTION VIII GAME SUPPORT SERVICES

8.1 Game supervision and support shall be the responsibility of the Administrative Host.

8.2 Supervision of participants while being transported to and from practice and game sites shall be the responsibility of the school providing the transportation unit.

8.4 Violations of code of conduct shall be reported to the respective building Principal.

SECTION IX PRACTICE AND GAME SITES

9.1 Practice and game sites shall be as listed below.

Volleyball-practices in Carlton, games in Carlton

Football - practices in Wrenshall, games in Carlton.

Cross Country - practices in both districts, potentially hosting meets at some point.

Girls Basketball- practices at Carlton, games in Carlton

Boys Basketball- practices at Wrenshall, games in Wrenshall

Softball - practices and games at Chub Lake.

Track - practices in both districts, no home meets.

SECTION X TEAM NAME AND COLORS

10.1 The teams shall be called the Carlton-Wrenshall Raptors

10.2 The team colors shall be blue and orange.

10.3 The team song shall be determined at a later date.

10.4 The Cooperative Committee will approve measures to regularly inform and remind the media and game announcers of the team's name "Carlton-Wrenshall," at respective athletic sites.

SECTION XI BANDS

11.1 The districts will attempt to form a pep band with volunteers from both School Districts.

SECTION XII EQUIPMENT

12.1 All equipment shall be pooled and accounted for on a common inventory system. Values for equipment shall be identified. Such inventory and value/depreciation records shall be maintained and updated by the varsity coaches and provided to Athletic Directors and in accordance with the Administrative Host district's business manager and audit practices.

12.2 All equipment and uniform purchases must meet Raptor branding guidelines and must be approved by both Athletic Directors prior to purchase.

SECTION XII CONCESSIONS

13.1 The Administrative Host determines concession procedures/protocols for that event. If the host school cannot find concession volunteers, they will offer it to the other school. If the other (non-host) school is able to run the concession stand, it will operate under the

procedures/protocols of that (non-host) school.

SECTION XIV RESOLUTION OF DISPUTES

14.1 Any disputes to this Agreement or items in this Agreement or items in the Agreement requiring clarification will be investigated by the school Administrations from each School District and they will present their findings and recommendations to the Cooperative Committee.

SECTION XV COMMON LETTER, CERTIFICATES & LETTER JACKET COLOR SCHEME

15.1 Letter winners will receive a common letter certificate. The letter on the letter jacket shall be "CW".

SECTION XVI DUPLICATE TROPHIES

16.1 When Cooperative sponsored athletic teams win Sub-Section, Section, State, or Polar League trophy awards, the Athletic Directors shall assure that a duplicate trophy is purchased and further act to distribute such trophy to each school district within three (3) months after the end of the season.

SECTION XVII TRANSPORTATION

17.1 All transportation costs for practices, home games held at the other school, and away games will be split evenly between both districts.

17.2 All safety and capacity regulations will be followed at all times by both districts.

17.3 Transportation will be arranged by the Administrative Host's Athletic Director.

17.4 All students will be offered transportation via school bus or school vehicle to and from the schools for practice and home games held at the other school. All students will be required to ride the bus to and from away games. Exceptions must be approved ahead of time by the Athletic Director or the Head Coach. We must receive a signed document from a parent or legal guardian.

17.5 Both schools shall keep detailed records of payments made for drivers.

17.6 Overnight Trips: Coaches will be expected to provide the Athletic Directors with an itinerary for all overnight trips at least three (3) days prior to departure. The itinerary will include the following: Departure date and time, hotel information, meal plans/schedules, performance schedules, and potential arrival times. The itinerary must be approved by the Athletic Directors before departure and should be shared with parents of participating students. Overnight/Out of state trips and camps must be approved in advance by both School Boards.

SECTION XVIII TERM OF AGREEMENT

18.1 The term of this Agreement shall be continuous unless one party so determined to terminate such Agreement by majority action of its school board and only when written notice is presented to the participating School District by September 1st of the year preceding the termination school year. Such termination shall be governed or modified in compliance with Minnesota State High School League regulations or legislative mandates.

SECTION XIX AMENDMENTS

19.1 This Agreement may be altered, amended or repealed and new provisions may be adopted by a majority vote of each School Board at any regular or special meeting.

19.2 Should any provision of this Agreement be found unlawful, the other provisions shall remain in full force and effect by doing so, the purpose of this provision(s) taken as a whole can be operative. Should any provision be found unlawful, the provision shall be amended so that the provision is lawful.

Chair, Carlton School Board
Chair, Wrenshall School Board

Clerk, Wrenshall School Board
Clerk, Carlton School Board

Date:

Date:



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

October 16, 2023

RE: Priority Superintendent Goals Approved by Wrenshall School Board September 11, 2023

Finance

1. Long term business manager solution

Executive Duties

2. Review administrative and employee structure and appropriately delegate responsibilities.
This includes potentially making recommendations to the board regarding contract/position changes.

Communication

3. Seek bids for website redesign and advise company on said design

Wrenshall Branding Recommendation

Step One – Remove webmaster duties from Beth Peterson’s responsibilities.

Step Two – Determine whether a website refresh or redesign is appropriate

<https://neuger.com/news/should-i-refresh-or-redesign-my-website/>

isd317.net

Quotes

- WriteSmart Web Design
 - Refresh \$25 per hour
 - Redesign and webmaster service \$700 per month for as long as desired
- Neuger
 - Refresh \$225 per hour
 - Redesign and webmaster (plus social media) service \$2500 per month

Step Three – Determine the scope of new district identity guide

- See attachments for quotes and examples from Neuger

Step Four – Utilize the adopted identity guide to update website and all district communications

Step Five – Recommendations for next stages of branding to include evolution of physical site, marketing strategy, social media, staff training, and community awareness



WRENSHALL SCHOOL DISTRICT

Sep 29, 2023

Branding Support

Thank you for the opportunity to present this estimate for brand identity work for the Wrenshall School District. We understand the goals of this project are to:

- Audit usage and create an identity guide for the Wrenshall School District and Wrens logo
- Identify standard Pantone colors based on existing brand color usage
- Create a vectorized version of the logo for use on all applications (signage, merchandise, etc.)

Project Name	Estimated Fees
Wrenshall School District identity guide	\$1,950
Identify standard brand colors	\$780
Create vectorized version of logo	\$1,560
Total Estimated Fees	\$4,290

Note: miscellaneous out-of-pocket expenses will be billed in addition to the professional fees outlined above. Such expenses could include printing, fonts, advertising placements, photography and rights, email distribution, image processing, database software, website hosting or other third-party functionality, travel, and other items necessary to accomplish the work described in this proposal. For any major expenses, we will provide written estimates as appropriate. We will not incur major expenses on your behalf without your prior approval.



Contact

Should you have any questions regarding the proposed scope of work, please contact us. We look forward to collaborating with you.

Wendy Placko

Vice President & Director of Sales

507.664.0482

placko@neuger.com

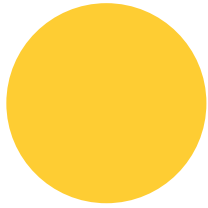
DEER RIVER SCHOOLS **GRAPHIC IDENTITY GUIDE**

This guide outlines the preferred usage for the most basic visual elements of our brand: color palette, typography and logos. These guidelines are by no means comprehensive, but offer a starting point for implementing our visual identity.

COLORS

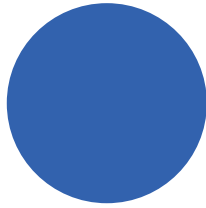
Deer River Schools' primary colors are blue (PMS 7455) and yellow (PMS 123). These should be the most prominent colors featured in most situations.

To add visual interest to documents and communications materials, Deer River has approved a palette of secondary colors. Using these colors in our materials will help reinforce our brand by creating a unified look.



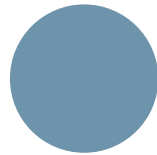
PMS 123

C:0 M:16 Y:89 K:0
R:255 G:199 B:44
HEX:FFC72C



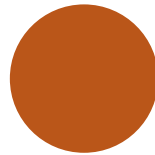
PMS 7455

C:86 M:66 Y:0 K:0
R:58 G:93 B:174
HEX:3A5DAE



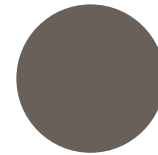
PMS 5425

C:52 M:25 Y:13 K:4
R:122 G:153 B:172
HEX:7A99AC



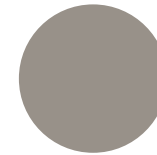
PMS 471

C:1 M:63 Y:94 K:19
R:184 G:97 B:37
HEX:B86125



PMS 404

C:45 M:43 Y:47 K:25
R:119 G:110 B:100
HEX:776E64



PMS 402

C:34 M:30 Y:33 K:8
R:157 G:150 B:141
HEX:9D968D

TYPOGRAPHY

Two primary type families have been chosen for official Deer River Schools communications. EB Garamond is a serif font and Source Sans is a sans serif font.

Both font families can be downloaded for free from Google Fonts (fonts.google.com). When these faces are not available, Georgia (serif) and Calibri (sans serif) may be used as alternatives. Both are commonly included with many Microsoft programs.

EB Garamond

Aa Aa Aa Aa
Aa Aa Aa Aa

Source Sans Pro

Aa Aa Aa Aa Aa Aa
Aa Aa Aa Aa Aa Aa

DEER RIVER SCHOOLS **GRAPHIC IDENTITY GUIDE**

DISTRICT LOGO

PRESENTATION

The logo should never be stretched or distorted in any way, nor should any part of the logo be replaced with other text or symbols. The book, school name and text should not be separated, but remain together as one, cohesive graphic.

To keep other objects from crowding the logo, a “clear space” equivalent to the height of the “R” character in “Deer River” should be maintained on all sides of the logo. No text or other graphics should appear inside this space.

SIZING

The ideal size for the logo in standard print usage is approximately 2” high, but any height between 1.25” and 2.25” is acceptable (see page 3 for examples). Sizes outside this range should only be used when required by a specific application (such as billboards or signage). For circumstances where the logo must be smaller than the recommended size, an alternate “Small District Logo” is provided (see page 3).

COLOR

Whenever possible, the logo should appear in the colors shown. Avoid placing the logo on a dark background or clashing color.

The colors of the logo are intended for use on both coated and uncoated papers. For 4-color or electronic projects, the colors should be converted to CMYK or RGB, respectively.

SPECIAL CASES

There will be a limited number of special cases where the alteration and separation restrictions need to be adjusted. However, it is critical that individuals using the logo across the district, as well as vendors, understand that special case logo iterations should not be applied elsewhere. Any special case must receive approval from the superintendent of Deer River Schools.



DISTRICT LOGO: ALTERNATES



SMALL DISTRICT LOGO

This version of the logo is intended for use only in situations where the logo will be displayed at a small size. The words on the book and tagline are removed to ensure legibility and clarity. Do not use this logo in situations where the main district logo is suitable.

The ideal size for the logo in standard print usage is approximately 1” high, but any height between .75” and 1.5” is acceptable. Sizes outside this range should only be used when required by a specific application.



BOOK ICON

The book icon is for use only in situations where it is displayed near the “Deer River Schools” name, such as in a social media profile photo.

Any other special case must receive approval from the superintendent of Deer River Schools.

SIZING



2”



1.25”



1”

WARRIORS LOGO

PRESENTATION

The logo should never be stretched or distorted in any way, nor should any part of the logo be replaced with other text or symbols.

The W, spear and feathers should not be separated, but remain together as one, cohesive graphic.

SIZING

The ideal size for the logo in standard print usage is approximately 2.5" high, but any height between 1.25" and 3" is acceptable. Sizes outside this range should only be used when required by a specific application (such as athletic gear or signage).

COLOR

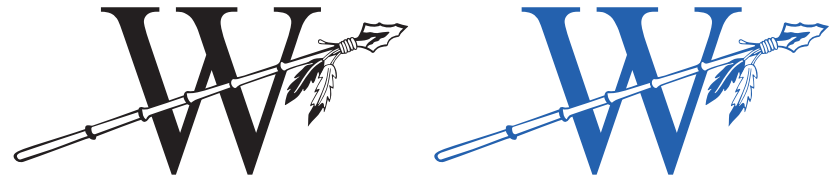
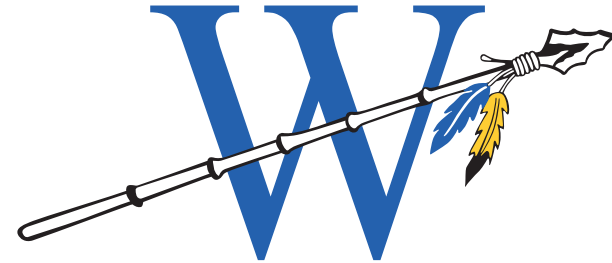
Whenever possible, the logo should appear in the colors shown. Avoid placing the logo on a dark background or clashing color.

One-color versions in black, blue and white are to be used only in specific situations where the primary Warriors logo is not an option.

The colors of the logo are intended for use on both coated and uncoated papers. For 4-color or electronic projects, the colors should be converted to CMYK or RGB, respectively.

SPECIAL CASES

There will be a limited number of special cases where the alteration and separation restrictions need to be adjusted. However, it is critical that individuals using the logos across the district, as well as vendors, understand that special case logo iterations should not be applied elsewhere. Any special case must receive approval from the superintendent of Deer River Schools.



KING ELEMENTARY LOGO

PRESENTATION

The logo should never be stretched or distorted in any way, nor should any part of the logo be replaced with other text or symbols.

The paw print, “King Pride” text and outer circle should not be separated, but remain together as one, cohesive graphic.

SIZING

The ideal size for the logo in standard print usage is approximately 1.75” high, but any height between 1.25” and 2.25” is acceptable. Sizes outside this range should only be used when required by a specific application (such as clothing or signage).

COLOR

Whenever possible, the logo should appear in the colors shown. Avoid placing the logo on a dark background or clashing color.

One-color versions in black, blue and white are to be used only in specific situations where the primary King Elementary logo is not an option.

The colors of the logo are intended for use on both coated and uncoated papers. For 4-color or electronic projects, the colors should be converted to CMYK or RGB, respectively.

SPECIAL CASES

There will be a limited number of special cases where the alteration and separation restrictions need to be adjusted. However, it is critical that individuals using the logos across the district, as well as vendors, understand that special case logo iterations should not be applied elsewhere. Any special case must receive approval from the superintendent of Deer River Schools.



KENYON-WANAMINGO GRAPHIC IDENTITY GUIDE

KNIGHTS LOGO

This is the Kenyon-Wanamingo “Knights” logo.

PRESENTATION

The logo should never be stretched or distorted in any way, nor should any part of the logo be replaced with other text or symbols. The helmet, shield and text should not be separated but remain together as one, cohesive graphic.

To keep other objects from crowding the logo, a “clear space” equivalent to the height of the letters (the top of “Kenyon-Wanamingo” to the bottom of the “H”) should be maintained on all sides of the logo. No text or other graphics should appear inside this space.

SIZING

The ideal size for the logo in standard print usage is approximately 2” high, but any height between 1.25” and 3” is acceptable (see page 3 for examples). Sizes outside this range should only be used when required by a specific application (such as billboards, signage or pens).

COLOR

Whenever possible, the logo should appear in the colors shown. Avoid placing the logo on a dark background or clashing color.

The colors of the logo listed below are intended for use on both coated and uncoated papers. When applicable, actual ink numbers should be specified. For 4-color or electronic projects, the colors should be converted to CMYK or RGB, respectively.



PMS 1797

C:2 M:97 Y:85 K:7
R:202 G:54 B:57
HEX:CA3639



Dark Red

C:2 M:97 Y:85 K:35
R:164 G:24 B:33
HEX:a41821



PMS Warm Gray 3

C:9 M:11 Y:13 K:20
R:188 G:180 B:172
HEX:BCB4AC



Dark Gray

C:48 M:42 Y:43 K:30
R:109 G:106 B:104
HEX:6d6a68



Black

C:0 M:0 Y:0 K:100
R:33 G:31 B:32
HEX:231f20



clear space

KENYON-WANAMINGO **GRAPHIC IDENTITY GUIDE**

KW LOGO

This is the Kenyon-Wanamingo "KW" logo.

PRESENTATION

The logo should never be stretched or distorted in any way, nor should any part of the logo be replaced with other text or symbols.

To keep other objects from crowding the logo, a "clear space" equivalent to half the height of the "W" should be maintained on all sides of the logo. No text or other graphics should appear inside this space.

SIZING

The ideal size for the logo in standard print usage is approximately 1.5" high, but any height between .5" and 3" is acceptable (see page 3 for examples). Sizes outside this range should only be used when required by a specific application (such as billboards, signage or pens). This logo is preferred for extremely small applications like a social media profile picture.

COLOR

Whenever possible, the logo should appear in the colors shown. When placed on a dark background, the white version should be used.

The colors of the logo listed below are intended for use on both coated and uncoated papers. When applicable, actual ink numbers should be specified. For 4-color or electronic projects, the colors should be converted to CMYK or RGB, respectively.



PMS 1797

C:2 M:97 Y:85 K:7
R:202 G:54 B:57
HEX:CA3639



Black

C:0 M:0 Y:0 K:100
R:33 G:31 B:32
HEX:231f20



SIZING

2.5"



2"



1.25"



1.5"



1"



.5"





Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Wrenshall School Winter Weather Plan

Our highest priority is the safety of our students, staff, and visitors. It is important to remember that parents and guardians are the final decision makers regarding their child's safety. Please contact the school attendance office if you choose to keep your child home due to unsafe weather or driving conditions.

School delay, closing and early dismissal decisions will be communicated through our Infinite Campus emergency messaging system.

Instant messaging is the most efficient and effective way to notify families of any changes to the school schedule. Please ensure that your preferred contacts are updated.

- There will be no television, radio, or social media postings.
- The district website will display a banner at the top of its main page to confirm any change in the school schedule <http://www.isd100.org>

Any student utilizing Wrenshall school transportation will follow the Wrenshall notification. This includes students who are transported by Wrenshall to any Northern Lights Special Education Cooperative site or other school.

Our decisions are based on first hand observations about local road conditions as well as the forecast from the National Weather Service. <http://www.weather.gov/>

Weather Factors

Advanced decisions will be based on the forecast for the starting time of bus routes

- Air temperature colder than minus 30 degrees Fahrenheit
- Wind chill colder than minus 45 degrees Fahrenheit
- High probability that travel conditions will be unsafe or routes may be impassable

School delay and closing decisions based on temperature will usually be made the preceding evening. The final, same day decision on road conditions will usually be made between 4:30 and 5:30 a.m. based on first hand observations.

- **Preschool programs** (Hatchlings and Little Wrens) will follow the decision made for K-12 classes, with the exception of no late start schedules for Hatchlings
- **Latchkey program** (Wren's Club) will follow the decision made for K-12 classes, with the exception of 9:00 a.m. starts whenever there is a delayed K-12 start time
- **School sponsored activities** including practices and rehearsals will be canceled if school is canceled or dismissed early
- **Evening competitions, events, and community education programs** will continue as scheduled, unless specifically noted in the delay or closing announcement



Northern Lights Special Education Cooperative

16 E Hwy 61, PO Box 40, Esko, MN 55733

(218)655-5018 ~ (218)451-4511 FAX

www.nlsec.org

Dena Hagen~ Special Education Director

**Membership Enrollment Renewal
Purchase of Service Agreement
2023 - 2024**

WHEREAS, Independent School District No. _____ has been a member of the Northern Lights Special Education Cooperative and desires to continue to share special education services as a member of the Cooperative.

WHEREAS, the districts of the Northern Lights Special Education Cooperative have determined that it is in their mutual best interests to set forth the terms of membership in the Special Education Cooperative in the form of a written agreement and approved by the School Boards of all members and executed by their chairman.

BE IT RESOLVED, that Independent School District No. _____ hereby agrees to purchase services from member school districts of the Northern Lights Special Education Cooperative according to the terms and conditions of the Northern Lights Special Education Cooperative Agreement (a copy of which is on file in the school district office) and

BE IT FURTHER RESOLVED, that _____

School Representative(s)

are hereby authorized to execute said Agreement on behalf of Independent School District No. _____.

Dated: _____

Chairperson

The undersigned as Clerk of the School Board for Independent School District No. _____ hereby certifies that the above Resolutions are true and correct copies of the Resolutions are adopted by the School Board of Independent School District No. _____ on _____, 2023.

Clerk



Wrenshull Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Effective September 5, 2023

Substitute Employee Compensation 2023-2024

Teachers Elementary and Secondary	Up to ½ Day	\$ 75 per day
	Full Day	\$ 150 per day
Long Term Substitute Teachers	After 20 Days	placement on schedule
Education Support Professionals	Hourly	Class 5 Rate
Building and Grounds	Hourly	Grade 4 Rate
Bus Drivers	Hourly	\$29.35 per hour
Van Drivers	Per Mile	\$.90 per mile
Food Service	Hourly	Grade 3 Rate



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

October 16, 2023

I, _____, introduce the following resolution and move for its adoption:

RESOLUTION FOR ACCEPTANCE OF DONATIONS

WHEREAS the following have been generously donated:

<u>Amount/Value of Item</u>	<u>Donor</u>
\$3500 for Scoreboard Improvements	Cloquet Eagles #1163
\$650 Loon Opera Funding	Anonymous
\$350 Fine Arts Programs	Anonymous
\$2000 Cheer Team Uniforms	Pioneer Abstract & Title of Duluth, Inc.

_____ duly seconded the motion for adoption of the foregoing resolution.

Voting in favor of the resolution:

THEREFORE, BE IT RESOLVED by the Wrenshall Board of Education to gratefully accept these gifts.

The foregoing resolution was approved on:
October 16, 2023

SCHOOL BOARD OF
INDEPENDENT DISTRICT 100

District Clerk



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

October 16, 2023

Request to Hire

1. First grade teacher, 1.0 FTE
2. 7th grade teachers, add 6th teaching assignments to daily schedules (3 positions)