

### School Board Business Meeting

Please note: Dr. Kenneth Wutoh, School Board Director, will be joining the meeting remotely.  
Study Session will begin 10 minutes after adjournment of the Business Meeting.

- |    |  |           |
|----|--|-----------|
| 1. | <b>Welcome/Land Acknowledgement</b> (5 minutes)  | <b>3</b>  |
|    | <i>Dr. Greta Evans-Becker</i>  |           |
| 2. | <b>Call to Order</b>   |           |
|    | <i>Dr. Greta Evans-Becker, School Board Chair</i>  |           |
|    | A. <b>Roll Call</b>  | <b>4</b>  |
|    | <i>ReNae Bowman, School Board Clerk</i>  |           |
| 3. | <b>Approval of the Agenda</b> (Roll Call Vote)   | <b>5</b>  |
|    | <i>Dr. Greta Evans-Becker, School Board Chair</i>  |           |
| 4. | <b>Rdale Proud</b>   |           |
|    | A. Summer 2025 Programming (15 minutes)  | <b>6</b>  |
|    | <i>Anthony Williams, Executive Director of Community Education, Athletics, and Activities</i>  |           |
|    | <i>Toni Boyden, Director of Student Services</i>   |           |
|    | <i>Melissa Laatsch, Director of School-Age Care</i>  |           |
|    | <i>Angie Martinez Grande, Director of Community Enrichment and Engagement</i>                  |           |
|    | <i>Tony Patterson, Assistant Director of Achievement and Integration</i>                       |           |
|    | <i>Matt Pletcher, Assistant Director of Secondary Curriculum and Multilingual Programming</i>  |           |
| 5. | <b>Consent Agenda Items for Board Approval</b> (Roll Call Vote)                                | <b>47</b> |
|    | A. Administrative  |           |
|    | 1. School Meals Pricing Adjustment   | 48        |
|    | 2. Meeting Minutes   | 50        |
|    | B. Financial Reports   |           |
|    | 1. Bi-Monthly Disbursement Report for September 4, 2025  | 54        |
|    | C. Personnel Reports   |           |
|    | 1. Licensed Staff Personnel Report   | 60        |
|    | 2. Non-Licensed Staff Personnel Report   | 61        |
| 6. | <b>Unfinished Business</b>   |           |
|    | A. Discussion: School Board Professional Development (15 minutes)                              | <b>63</b> |
|    | <i>Dr. Greta Evans-Becker, School Board Chair</i>  |           |
|    | <i>Nicole Dimich and Dr. Betty Webb from Lighthouse Learning Community</i>                     |           |
| 7. | <b>New Business</b>  |           |
|    | A. Action: Statement regarding the Violence at Annunciation Church (5 minutes, Roll Call Vote) | <b>66</b> |
|    | <i>Dr. Greta Evans-Becker, School Board Chair</i>  |           |
|    | B. Action: Resolution Accepting Donations (5 minutes, Roll Call Vote)                          | <b>68</b> |
|    | <i>Kristen Hoheisel, Chief Financial Officer</i>   |           |
|    | C. Action: e-Learning/Blended Learning Plan (5 minutes, Roll Call Vote)                        | <b>71</b> |
|    | <i>Dr. Bob McDowell, Assistant Superintendent</i>  |           |
|    | D. Action: Nexus Contract (5 minutes, Roll Call Vote)  | <b>80</b> |
|    | <i>Kristen Hoheisel, Chief Financial Officer</i>   |           |

E.	Action: Agreement - City of Crystal/RAS ISD 281 - Forest Play Area (5 minutes, Roll Call Vote) <i>Kristen Hoheisel, Chief Financial Officer</i>	173
8.	<b>Policy</b>	
A.	Committee Report (5 minutes) <i>Dr. Kenneth Wutoh, Committee Spokesperson</i>	190
B.	Second Read (Action): Policy 533 - Wellness (5 minutes, Voice Vote)	193
C.	First Read - Annual Policies: (15 minutes)	201
	<ul style="list-style-type: none"> <li>• 410 Policy - Family and Medical Leave</li> <li>• 413 Policy - Discrimination, Harassment, and Violence</li> <li>• 415 Policy - Mandated Reporting of Maltreatment of Vulnerable Adults</li> <li>• 506 Policy - Student Discipline</li> <li>• 514 Policy - Bullying Prohibition</li> <li>• 524 Policy - Internet, Technology, and Cell Phone Acceptable Use and Safety</li> <li>• 722 Policy - Public Data and Data Subjects Requests</li> </ul>	
9.	<b>Administrative Reports</b>	
A.	Superintendent's Report (10 minutes) <i>Dr. Teri Staloch, Superintendent</i>	251
B.	Administrative Report(s) (5 minutes) <i>Dr. Teri Staloch, Superintendent</i>	271
10.	<b>Board Committee Reports and Board Reports</b> (20 minutes) <i>Dr. Greta Evans-Becker, School Board Chair</i>	<b>272</b>
11.	<b>Closed Session</b> to receive confidential legal advice pursuant to the attorney-client privilege and Minnesota Statutes section 13D.05, subdivision 3(b), in regard to ISD 281 v. City of New Hope (15 minutes) <i>Dr. Greta Evans-Becker, School Board Chair</i>	<b>273</b>
12.	<b>Future Events</b>	<b>274</b>
13.	<b>Adjourn the Meeting</b> <i>Dr. Greta Evans-Becker, School Board Chair</i>	<b>275</b>

# Land Acknowledgement

*We acknowledge Robbinsdale Area Schools is located on the homelands of the Dakota and Ojibwe people.*

*We recognize the painful history of genocide and forced assimilation of the Indigenous inhabitants of this land.*

*We honor and respect the many Indigenous peoples who live on and hold sacred these lands, and we stand with members of these Nations to fight injustice in all of its forms.*

*We uphold the preservation of Dakota and Ojibwe languages, land based education, and tribal sovereignty.*



## School Board of Robbinsdale Area Schools

Business Meeting - September 3, 2025

**AGENDA SECTION 2:** Call to Order

**ITEM A.:** Roll Call Attendance

	<b>PRESENT</b>	<b>ABSENT</b>
Helen Bassett	_____	_____
ReNae Bowman	_____	_____
Dr. Greta Evans-Becker	_____	_____
Aviva Hillenbrand	_____	_____
Kim Holmes	_____	_____
Caroline Long	_____	_____
Dr. Kenneth Wutoh	_____	_____
Dr. Teri Staloch, ex-officio Superintendent	_____	_____



## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

**AGENDA SECTION: Approval of the Agenda**

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**ITEM:** 3. Approval of the Business Meeting Agenda

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**COMMENTS BY:** Dr. Greta Evans-Becker, School Board Chair

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**Recommended Action:** Approve Business Meeting agenda.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

### **AGENDA SECTION: Rdale Proud**

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**ITEM:** 4. 2025 Summer Programming Update

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**PRESENTED BY:** Anthony Williams, Executive Director of Community Education, Athletics, and Activities  
Toni Boyden, Director of Student Services  
Melissa Laatsch, Director of School-Age Care  
Angie Martinez Grande, Director of Community Enrichment and Engagement  
Matt Pletcher, Assistant Director of Secondary Curriculum and Multilingual Programs  
Tony Patterson, Assistant Director of Achievement and Integration and Indian Education

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Tonight's Rdale Proud features a presentation celebrating and highlighting the successful programming Rdale offered this summer!



ROBBINSDALE  
Area Schools

# Summer Programs

2025



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Area Schools

# Mission

**The mission of Robbinsdale Area Schools is to inspire and educate all learners to develop their unique potential and positively contribute to their community.**



# Strategic Plan



STRATEGIC PLAN

## MISSION

The mission of **Robbinsdale Area Schools** is to inspire and educate all learners to develop their unique potential and positively contribute to their community.

## DISTRICT VISION

 Robbinsdale Area Schools is committed to ensuring **every student** graduates career, articulated skilled trades and college ready.

 We believe each student has **limitless possibilities** and we strive to **ignite the potential** in every student.

 We expect **high intellectual performance** from all our students.

 We are committed to **ensuring an equitable and respectful educational experience** for every student, family and staff member.

## STRATEGIC THEMES

District priority work and goals focused on strategic themes will help achieve our mission for each student.

- A** Academic Achievement
- B** Student Engagement and Wellness
- C** Collaboration and Partnerships
- D** Staff Investment and Impact

## PRIORITY OUTCOMES GROUNDED IN EQUITY

- **Improve achievement** for students of color
- All students are **ready for school**
- **Every child** reading at or above grade-level
- Academic and social-emotional growth in **middle grades**
- **Student engagement** in school and learning
- Student **support** from families to learn and achieve
- Clear path and **readiness for career, college and life**

Believe. Belong. Become.



STRATEGIC PLAN

## A Academic Achievement

- Enhance cultural relevance of curriculum for students
- Enhance an equitable learning system from early childhood to adults
- Deepen preparation for life, college and career

## B Student Engagement and Wellness

- Improve student-staff connection
- Strengthen practices around student, staff, and school safety

## C Collaboration and Partnerships

- Strengthen mutual communication and responsiveness with all stakeholders
- Expand equitable inclusion and influence of student, family, staff, and community voice

## D Staff Investment and Impact

- Cultivate the district culture to be inclusive, supportive, and welcoming
- Increase consistency and accountability for common district practices

Believe. Belong. Become.



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# Purpose

**The purpose of this presentation is to celebrate and highlight the successful programming Rdale offered this summer!**



10

# Programming Areas

- Extended School Year
- K-5 Targeted Services
- 6-8 Targeted Services
- Credit Recovery
- Adult Academic Program
- Adventure Club
- Adult and Youth Enrichment
- College and Career Now
- Freedom Schools



# Extended School Year (ESY)

## July 8-26

- Extended School Year aligns with Theme A and B of the Rdale Strategic Plan
- 175 students in Early Childhood through transition-age participated



# Extended School Year (ESY)

- Federal and state mandated program for eligible students in special education.
- Extended School year aligns with Themes A and B in the Rdale Strategic plan
- Services designed to *maintain* the academic social/behavioral, communication, or other skills that they have learned as part of their Individual Education Plan (IEP)
- Eligibility through IEP team due to regression in skills, self-sufficiency (functional skills), or unique circumstances

# Extended School Year (ESY)

## Sites for 2025:

- New Hope Learning Center
- Forest Elementary
- Cooper High School
- Robbinsdale Transition Center



# Extended School Year (ESY)

## Attendance Numbers 2025

- New Hope Learning Center - 12 Students
- Forest Elementary - 64 Students
- Cooper High School - 57 Students
- Robbinsdale Transition Center - 40 Students

# K-8 Targeted Services

- Targeted Services is a state-funded program that offers additional learning opportunities for K-8 students.
- K-8 Targeted Services aligns with Themes A and B of the Rdale Strategic Plan

# K-5 Targeted Services

Targeted Services offered a three-week session district wide.

## **Attendance:**

Total enrollment: 397



17

All students received a free breakfast and lunch each day in addition to math, language arts and social emotional instruction

# K-5 Targeted Services

- Teachers and students love the Math 4 Love and Lit Camp curriculum. Opportunities for students to see math and literacy in a different way helps to engage students in learning and teachers enjoy teaching in a different way.

18

LitCamp



math 4 love

# K-5 Targeted Services

- Targeted Services is an inclusive program where ALL students were really excited to be back with their friends and have opportunities for enrichment.
- Students reported they were excited to participate and excited to be with friends.

19

LitCamp



math 4 love



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# LitCamp

**Small groups to support  
the needs of all students.**



**A fun camp  
setting that  
encourages  
students to  
enjoy  
literature.**



**Students  
working  
together in a  
literacy rich  
environment.**

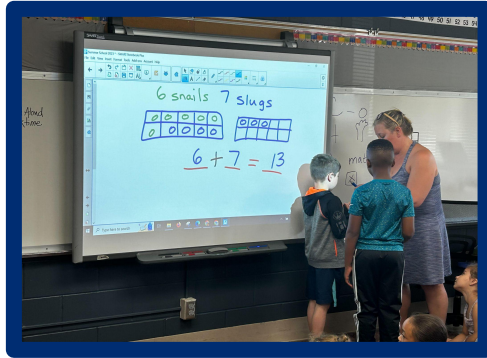
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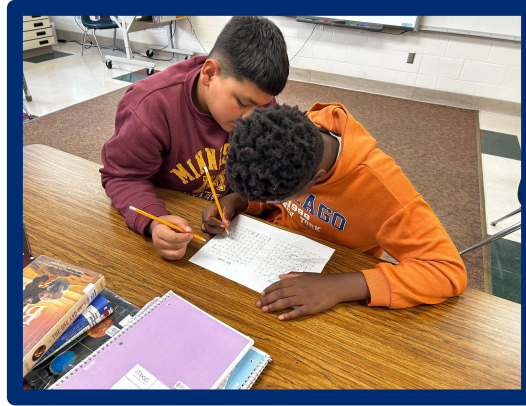
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math for love



Engaging learning experiences.



Students working together to solve problems.



Small group and 1-1 support for students. 21



Learning math through engaging games.



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# Circuit Explore Workshop



22

# 6-8 Targeted Services

Targeted Services offered a three-week session district wide in the summer of 2025

130 students in 6th-8th grades participated



All students received a free breakfast and lunch each day in addition to math, language Arts, and social emotional instruction.

# 6-8 Targeted Services

- 6-8 Targeted Services aligns with Themes A and B of the Rdale Strategic Plan
- The students enjoyed the curriculum and their teachers. They were excited to be in school and did not want to miss a day.



24

# LitCamp



math 4 love



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# Electromagnetism Workshop



25



# Credit Recovery (High School)

High school eligibility is based on a credit recovery model. To participate, a student must have made at least one unsuccessful attempt at receiving a graduation-required course credit (failed the course) and must retake the course to satisfy Minnesota and Rdale graduation requirements *or* the student is substantially behind in credit acquisition.

# Credit Recovery (High School)

	Number of Students Enrolled	Number of Credits Earned
Summer 2025	669	501

# Credit Recovery (High School)

Grade	Number of Students Enrolled	Number of Credits Earned
Grade 9	157	89
Grade 10	189	154
Grade 11	239	198
Grade 12	84	60

# Credit Recovery (High School)

- Credit Recovery aligns with Theme A of the Rdale Strategic Plan
- Edgenuity is very successful and provides individualized access for everyone.
- Student successes were celebrated by clapping for everyone who completed a credit and playing the song “Pomp and Circumstance” for those that completed all graduation requirements.



29

# Community Education

## **Anthony Williams, Executive Director Community Education, Athletics and Activities**

- Adult Academic
- Adventure Club
- Community Enrichment & Engagement

30



**COMMUNITY EDUCATION**  
Robbinsdale Area Schools



## COMMUNITY EDUCATION

Adult Academic Program

- Staff surveyed learners interests and offered special topics classes with highest interest.
- English Language, College and Career Transitions, and GED Classes and GED testing offered through June 30.
- Adult Driver Education (with Crystal Police)



31

### Overall Summer attendance:

- **311 students participated**
- **3,214 total programming hours**



COMMUNITY EDUCATION  
Adventure Club

- **Service learning activities**
- **Kid led activities**
- **Onsite presentations**
- **Outdoor learning and play**
- **Staff/family relationships**



32



## Theme: Adventure Camp

**Adventure Club (K-5): 765 enrollees**

**The Basement (6-8th): 140 enrollees**



33

- **Field trips:** Museums, Sidekick Theater, Fawn Doe Rosa animal park, Pools, Regional Parks, Caponi Art Park, Gayle Woods Farm & Twins, Saints and Lynx games.
- **Walking trips** to community parks and businesses
- **Theme days** such as Canvas painting, Talent Show, Career Day, Jersey Day, STEM Challenges, Fun Run and Tie Dye Day

Camp-style programs offer affordable summer programming that engage youth in activities of all kinds including STEM, art, and nature.

### **Summer Explorers (located at FSC)**

- 138 students served entering grades K-5.

### **Super Summer Explorers (located at FSC)**

- 80 students served entering grades 3-9.

### **Summer Enrichment (district wide)**

- 234 students served entering K-12.

**Swim Program:** Not offered due to pool closures



34

**Explorers Day:** Free family craft day to engage families in some creative fun

- 26 attendees

**Adult Enrichment & Windows of**

**Opportunity:** Enrichment opportunities for adults and adults with disabilities

- 210 adults attended summer enrichment classes



## Volunteer Program

- 21 adults volunteered across four summer programs

## Youth Employment

- 22 youth interns placed in summer programs
- Partnerships with Achieve Step-Up & BrookLink



36

# Achievement and Integration

**Tony Patterson, Assistant Director of Achievement and Integration**

- CDF Freedom Schools



37



# CDF Freedom Schools® Program

Modeled after the intergenerational servant leadership approach used during the Mississippi Freedom Summer Project of 1964 which brought college students from around the country to Mississippi to secure justice and voting rights for Black citizens.

Reborn under the leadership of Marian Wright Edelman and the Children's Defense Fund's Black Community Crusade for Children as "parallel institutions" to provide complementary learning support.

The first official CDF Freedom School sites were open in Bennettsville, South Carolina, and Kansas City, Missouri in 1995. The after-school model was implemented Post-Katrina in Mississippi and Louisiana to serve displaced and affected families.



# Freedom Schools

The CDF Freedom School program provides summer and after-school enrichment through a research-based, multicultural curriculum model that supports children and families through five essential components:

- Academic and character-building enrichments
- Parental and family involvement
- Civic engagement and social action
- Intergenerational servant leadership development
- Nutrition, health and mental health



39

# Freedom Schools learning model

## Harambee:

- Opening chants
- Read aloud
- Motivational song
- Cheers and chants
- Recognitions
- Moment of silence
- Announcements



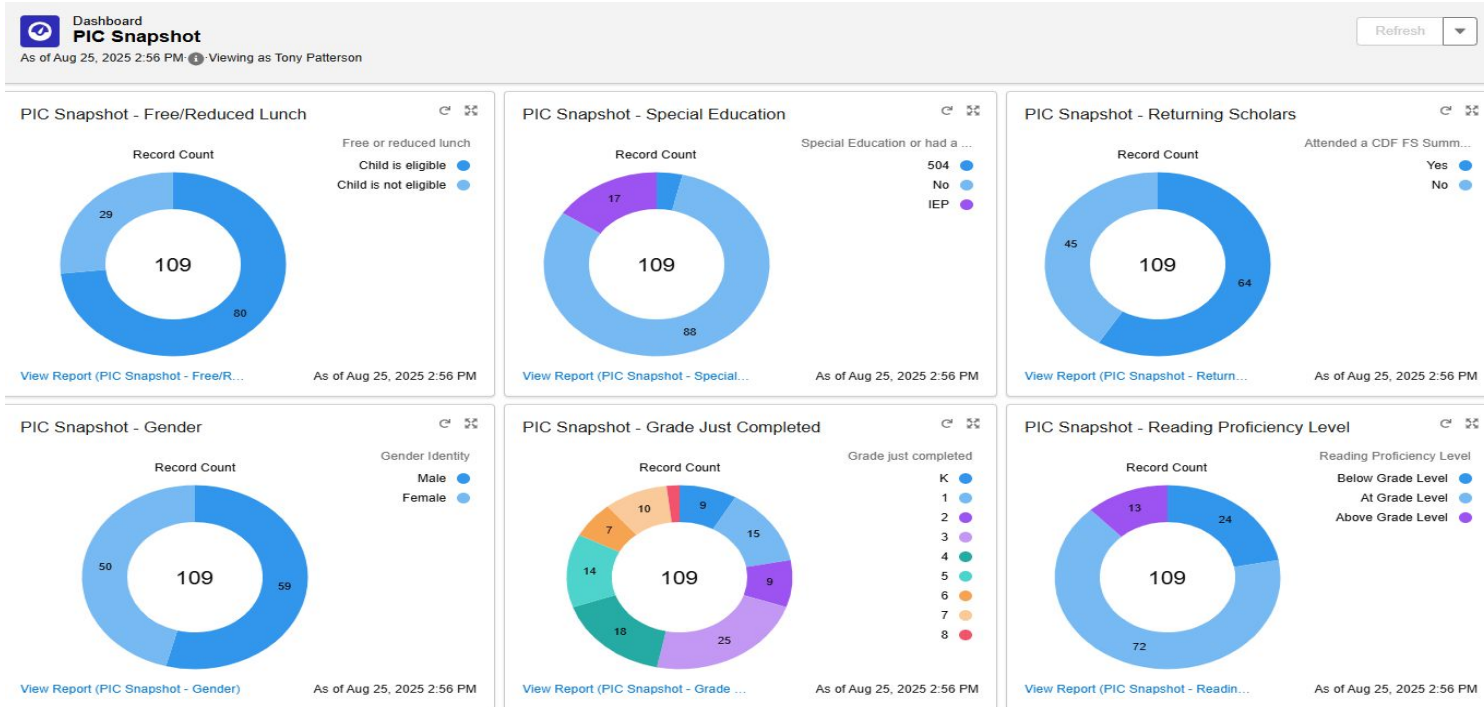
# Freedom Schools

## Robbinsdale Freedom Schools

- **Served 109 scholars enrolled in grades K-8**
- **Afternoon Enrichment Activities**
  - African drumming
  - Arts and activities
  - Hip-Hop Dancing
  - Inner City Tennis
  - Leadership Development



# Freedom Schools



# Freedom Schools

- **Field trip Fridays**
- **National Day of Social Action**
  - Public Education is a Public good
- **Youth Science Day**
- **Freedom School finale**



43



# “Ground Up” Elementary Apprenticeship Program

- Elementary Education Teacher Apprenticeship
- Bemidji State University
  - Sankore
  - Black Men Teach
  - CDF Freedom Schools
  - Education Minnesota
- Elementary Ed Tier 3 License
- Teacher Mentor



44



# Total Students Served

## Robbinsdale Area Schools summer programming served:

Targeted Services and Credit Recovery: **1,196 students**

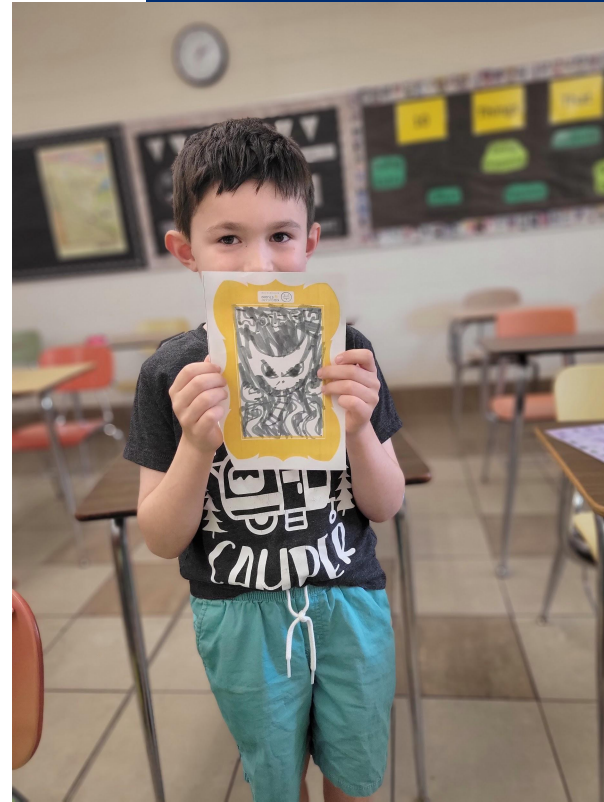
Freedom Schools: **109 students**

Extended School Year: **175 students**

Community Education: **1,357 students and 521 adults**

**Total: 2,837 students served in the summer of 2025**

Thank you for  
your  
dedication to  
students and  
learning!





## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

**AGENDA SECTION:** Consent Agenda  
**ITEM:** 5. Consent Agenda  
**PRESENTER:** Dr. Greta Evans-Becker, School Board Chair

**Description:** Consent Agenda items are considered routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Board member so requests, in which the item will be removed as a Consent Agenda item and addressed. Consent Agenda items include administrative, personnel matters and financial matters.

**Recommended Motion:** Approve the Consent Agenda items.

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Dr. Greta Evans-Becker			
Aviva Hillenbrand			
Kim Holmes			
Caroline Long			
Dr. Kenneth Wutoh			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



To: School Board  
From: Kristen Hoheisel, Chief Financial Officer  
Date: September 3, 2025  
Re: 2025-2026 Meal Price Increase Updates

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**Updates:**

Since the August 4, 2025 school board meeting request around 2025-2026 meal price increases, the United States Department of Agriculture has released [new adult minimum pricing](#). The calculation is based on the state and federal reimbursement rates plus the national average per meal value of USDA foods, rounded up to the nearest five cents.

Based on this new information, administration recommends that student second lunch pricing change from \$5.00 to \$5.05 to remain in compliance.

**Prior ask:**

Over the past year, the cost of food, packaging, and supplies has increased significantly due to inflation, supply chain disruptions, and vendor price adjustments. This in conjunction with increased labor and operational expenses and meeting USDA nutritional guidelines has made staying within our current price structure unsustainable.

The proposed price increases are necessary to ensure the continued sustainability and quality of our school meal program in light of rising operational costs. In addition, these prices were benchmarked against several other metro area districts and found to be in line with current school meal pricing. The USDA sets the minimum adult breakfast and lunch meal pricing as well as student second meal pricing

Administration recommends the following prices for the 2025-2026 school year:



<b>Rdale 24-25 price changes</b>		
24-25 USDA breakfast adult/student second meal minimum	\$2.40	
24-25 USDA lunch adult/student second meal minimum	\$5.00	
	<b>24-25</b>	<b>25-26</b>
Student second breakfast	\$2.50	\$2.50
Student second breakfast entree	\$1.20	\$1.75
Adult breakfast	\$2.50	\$2.75
Adult second breakfast entree	\$1.75	\$2.00
Milk	\$0.50	\$0.50
Student second lunch	\$5.00	\$5.00
Student second lunch entree	\$2.00	\$2.75
Adult lunch	\$5.00	\$5.25
Adult second lunch entree	\$3.50	\$4.00

*\*\*Approved September 3, 2025*

A Business Meeting of the School Board of Robbinsdale Area Schools (RAS) was held Monday, August 18, 2025, beginning at 6:01 p.m. in the Boardroom at the Robbinsdale Area Schools Education Service Center (ESC). A recording of the meeting can be found at: <https://www.rdale.org/discover/school-board> under "Watch School Board Meeting Webcasts."

### **Call to Order and Roll Call**

Directors present: Bassett, Bowman, Evans-Becker, Hillenbrand, Holmes, Long, and Wutoh; and Dr. Teri Staloch, Superintendent. Absent: none. There was a quorum, and the meeting was called to order. 50

### **Acceptance of the Agenda**

MOTION: Holmes moved approval of the agenda, Bowman seconded.  
Motion prevailed with a 7-0 roll call vote.

### **Inaugural Land Acknowledgement and Tribal Flags Display**

The Board welcomed members of the district American Indian Parent Advisory Council (AIPAC), their families and the Rdale community to witness the inaugural reading of the district Land Acknowledgement by the Board, and to see the newly placed tribal flag display in the Boardroom. Nation Wright from the Leech Lake Band of Ojibwe performed with a hand drum, singing "Honor Song."

### **Consent Agenda**

Consent Agenda items include administrative matters, personnel reports, and financial reports.

MOTION: Bowman moved approval of the Consent Agenda, Wutoh seconded.

Voting for: Bowman, Evans-Becker, Hillenbrand, Wutoh

Voting no: Holmes, Long

Bassett abstained from voting.

Motion prevailed with a 4-2-1 roll call vote.

### **Unfinished Business (None)**

### **New Business**

A. *Preparing for the Launch of the 2025-26 Academic Year - Dr. Bob McDowell, Assistant Superintendent*  
Presentation regarding all preparations in progress for the start of the school year.

B. *Nutrition Services Request for Proposal (RFP) for 2025-26 Fresh Produce Vendor*

MOTION: Hillenbrand moved approval of Bix Produce Company for the 2025-26 school year, Holmes seconded.  
Motion prevailed with a 7-0 roll call vote.

C. *Resolution for Acceptance of Donations in the amount of \$1,367.00*

MOTION: Bowman moved approval of the Resolution for Acceptance of Donations, Hillenbrand seconded the motion.  
Motion prevailed with a 7-0 roll call vote.

### **Policy**

*Second Read (Action) - Policies*

MOTION: Holmes moved to pull 102 Policy - Equity for discussion at a Study Session, Bassett seconded.

Voting in favor: Bassett, Holmes, Long

Voting against: Evans-Becker, Hillenbrand, Wutoh

Bowman abstained from voting.

Motion failed with a 3-3-1 roll call vote.

MOTION: Wutoh moved approval of 102.1 Policy - Equity, Bowman seconded.

Voting for: Bowman, Evans-Becker, Hillenbrand, Wutoh

Voting against: Bassett, Holmes, Long

Motion prevailed with a 4-3 roll call vote.

MOTION: Hillenbrand moved approval of 534 Policy - School Meals, Wutoh seconded.

Motion prevailed with a 7-0 roll call vote.

### **Administrative Reports**

A. *Superintendent's Report*

Superintendent Staloch talked about the district's mission to inspire and educate all learners to develop their unique potential and positively contribute to their community, and how RAS is committed to ensuring every student graduates career, articulated trades and college ready. She provided an update on activities, which included a presentation highlighting:

- Great Rdale Get Together on August 9, 2025
- System Leaders Advance meeting on August 12, 2025
- August 25, 2025 - All District Staff Kick-off

*B. Redesign Update*

Anthony Williams, Executive Director of Community Education, Athletics, and Activities provided an update on the status of the Redesign Program.

**Future Events** (can be found on our website)

51

**Adjournment**

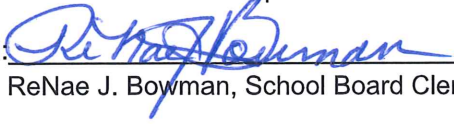
MOTION: Bowman moved to adjourn the meeting, and Wutoh seconded the motion. Motion prevailed with a 7-0 voice vote. Meeting was adjourned at 7:22 p.m.

Prepared and submitted by:

Molly Olson

Assistant Clerk, Robbinsdale Area Schools

Executive Assistant to the Superintendent and School Board

Signed:  \_\_\_\_\_  
ReNae J. Bowman, School Board Clerk, ISD 281

Date: Sept 3, 2025

*\*\*Reviewed: September 3, 2025*

A Study Session of the School Board of Robbinsdale Area Schools (RAS) was held Monday, August 18, 2025 at 7:35 p.m. in the Boardroom at the Robbinsdale Area Schools Education Service Center (ESC). Complete agendas, reports, and presentations are available at the office and on our website. A recording of the meeting can be found at: <https://www.rdale.org/discover/school-board> under "Watch School Board Meeting Webcasts." ***Study (Work) Session summary minutes are not approved by the School Board.***

52

Director(s) present: Bassett, Bowman, Evans-Becker, Hillenbrand, Holmes, Long, and Wutoh; and Dr. Teri Staloch, Superintendent. Director(s) absent: none.

### **Welcome and Introductions**

All in attendance introduced themselves.

### **Purpose and Agenda**

*Dr. Teri Staloch, Superintendent*

Dr. Staloch reviewed the Board of Education Agenda and Working Document, highlighting the topics for discussion this evening

### **District Governance and Policy**

- *Finalize Board Committee Conversation*  
Discussion regarding the proposed dissolution of the Ad Hoc Safety and Security and Transportation and Capital Infrastructure Committees occurred, with Bassett proposing the committees come back with a summary of work completed, apply a sunset date to them, and honor the resolutions and work done.
- *Meals/Break for Board Meetings*  
Board agreed to a lighter meal for each meeting.
- *Discussion: 501 Policy - School Weapons*  
Postponed to a future Study Session.
- *Additional School Board Study Sessions*  
Postponed to a future Study Session.

### **Operational Performance Oversight and Organizational Direction**

- *Long Term Facilities Maintenance (LTFM) Project Partners*  
Kristen Hoheisel, Chief Financial Officer and representatives from Nexus Solutions, LLC presented an agreement to partner for 2025-26 on LTFM projects, with the intent to bring it to action at the September 23, 2025 Business Meeting
- *City of Crystal/Forest Elementary Playground Agreement for Donation*  
Ms. Hoheisel reviewed the proposed design and budget for a project agreement with Crystal and RAS regarding the Forest play area. An agreement is being drafted between the parties, to be moved to action at the September 23, 2025 Business Meeting.
- *Discussion: e-Learning/Blended Learning Plan*  
Dr. Bob McDowell, Assistant Superintendent reviewed the 2025-26 e-Learning/Blended Learning Plan, with the intent to bring it to action at the September 23, 2025 Business Meeting.

### **Board Governance**

*Discussion: Bylaws, Section V. Call and Conduct of Meeting, B. Call of Special Meeting*  
Postponed to a future Study Session

### **Superintendent Relations**

*Superintendent Goals*

Dr. Staloch presented her proposed goals to the Board for consideration. It was determined that an academic goal needs to be added. This topic will return in a Special Study Session following the Business Meeting on September 3, 2025 to finalize the goals, and will be facilitated by Barb Dorn from the Minnesota School Boards Association (MSBA).

**Community Engagement**

*Reimagine Rdale Vision 2030 Update*

Update not received due to time constraints.

**Information Items**

None.

**Future Agenda Topics**

*Continuing Professional Development*

No discussion due to time constraints.

Study Session concluded at 11:12 p.m.

Prepared and submitted by:

Molly Olson

Assistant Clerk, Robbinsdale Area Schools

Executive Assistant to the Superintendent and School Board

Robbinsdale Area Schools  
Board Disbursement Report  
September 4th, 2025

	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
2	851595	R	9/4/2025	ANCHOR PAPER	\$318.24	Paper
3	851595	R	9/4/2025	ANCHOR PAPER	105.10	Paper Order
4	851595	R	9/4/2025	ANCHOR PAPER	1,670.09	Paper Order
5	851596	R	9/4/2025	BL DAININ ROOFING	480.00	RSI - roof leak repair Quote 5/20/25
6	851597	R	9/4/2025	LAKESHORE LEARNING MATERIALS	47.49	PANDA - LENDING LIBRARY
7	851597	R	9/4/2025	LAKESHORE LEARNING MATERIALS	113.05	PANDA - LENDING LIBRARY
8	851598	R	9/4/2025	MACKIN EDUCATIONAL RESOURCES	101.84	RMS Culture and 7 SEL books Title Funds
9	851599	R	9/4/2025	MUSKA ELECTRIC COMPANIES	251.20	FAIR Crystal PA Work
10	851600	R	9/4/2025	SOUTHERN MINNESOTA INSPECTION CO. LLC	39.59	D-W - Gym equipment "critical repairs" from SMI inspection
11	851600	R	9/4/2025	SOUTHERN MINNESOTA INSPECTION CO. LLC	719.47	D-W - Gym equipment "critical repairs" from SMI inspection
12	851600	R	9/4/2025	SOUTHERN MINNESOTA INSPECTION CO. LLC	1,115.37	D-W - Gym equipment "critical repairs" from SMI inspection
13	851600	R	9/4/2025	SOUTHERN MINNESOTA INSPECTION CO. LLC	3,568.95	D-W - Gym equipment "critical repairs" from SMI inspection
14	851600	R	9/4/2025	SOUTHERN MINNESOTA INSPECTION CO. LLC	101.10	D-W - Gym equipment "critical repairs" from SMI inspection
15	851600	R	9/4/2025	SOUTHERN MINNESOTA INSPECTION CO. LLC	1,884.60	D-W - Gym equipment "critical repairs" from SMI inspection
16	851600	R	9/4/2025	SOUTHERN MINNESOTA INSPECTION CO. LLC	281.73	D-W - Gym equipment "critical repairs" from SMI inspection
17	851600	R	9/4/2025	SOUTHERN MINNESOTA INSPECTION CO. LLC	3,802.14	D-W - Gym equipment "critical repairs" from SMI inspection
18	851600	R	9/4/2025	SOUTHERN MINNESOTA INSPECTION CO. LLC	3,578.93	D-W - Gym equipment "critical repairs" from SMI inspection
19	851600	R	9/4/2025	SOUTHERN MINNESOTA INSPECTION CO. LLC	1,103.76	D-W - Gym equipment "critical repairs" from SMI inspection
20	851601	R	9/4/2025	TRUSTWORTHY GLASS	2,250.00	Noble - Broken Window Repair
21	851602	R	9/4/2025	ADVANCE TERRAZZO & TILE CO., INC.	7,019.00	MEADOW LK LTFM TILE/TERRAZO
22	851603	R	9/4/2025	COOL AIR MECHANICAL, INC.	55,277.00	Installation of chiller at Forest ES
23	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	11.36	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
24	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	1.54	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
25	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	2.06	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
26	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	20.00	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
27	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	38.56	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
28	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	30.77	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
29	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	95.55	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
30	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	38.26	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
31	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	38.47	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
32	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	2.78	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
33	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	19.57	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
34	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	8.58	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
35	851608	R	9/4/2025	FRATTALLONE'S HARDWARE STORES	134.98	DW - Frattallone's Hardware smalls NTE \$60 Purchases over
36	851609	R	9/4/2025	ALLIED BLACKTOP	5,197.00	NL, ZL, AHS, ESC, BG - Pavement Maint. and Repairs Quote
37	851609	R	9/4/2025	ALLIED BLACKTOP	20,788.00	NL, ZL, AHS, ESC, BG - Pavement Maint. and Repairs Quote
38	851609	R	9/4/2025	ALLIED BLACKTOP	19,006.83	NL, ZL, AHS, ESC, BG - Pavement Maint. and Repairs Quote
39	851609	R	9/4/2025	ALLIED BLACKTOP	6,978.17	NL, ZL, AHS, ESC, BG - Pavement Maint. and Repairs Quote
40	851610	R	9/4/2025	BERWALD ROOFING CO., INC	231,839.90	CHS - LTFM PARTIAL ROOF REPLACEMENT RSI PROJECT # 24-962
41	851611	R	9/4/2025	BRUSH MASTERS	4,620.00	PAINTING SCOPE OF WORK AT PLYMOUTH MIDDLE SCHOOL
42	851611	R	9/4/2025	BRUSH MASTERS	17,430.00	PAINTING SCOPE OF WORK AT FAIR CRYSTAL - GYMNASIUM
43	851612	R	9/4/2025	CENTRAL ROOFING INC.	602,673.66	SMS - LTFM 2025 Roofing Base Bid #1 RSI #25-8031-02
44	851613	R	9/4/2025	COLUMBIA WINDOW FILM & GRAPHICS LLC	9,840.00	SMS - installation of 3M Window Film to replace blinds. 66
45	851614	R	9/4/2025	ELECTRIC MOTOR REPAIR	1,019.00	CHS - Electric motor replacement for MAU#1 Quote 7/30/25
46	851614	R	9/4/2025	ELECTRIC MOTOR REPAIR	825.00	ZL - Electric motor replacement for FCH7 Quote 7/30/25
47	851614	R	9/4/2025	ELECTRIC MOTOR REPAIR	387.00	NLL - Replacement motor for exhaust fan Quote on 8/5/25
48	851615	R	9/4/2025	JOHNSON CONTROLS INC	6,148.00	AHS - Chiller 1, Sys. 2 - Replace leaking sight glass,
49	851615	R	9/4/2025	JOHNSON CONTROLS INC	1,430.00	AHS - Chiller 1, Sys. 2 - Replace leaking sight glass,
50	851616	R	9/4/2025	KFI ENGINEERS, PC	792.50	RMS - QUOTE 10/3/24, revised 01/29/25 Controls Engineering
51	851616	R	9/4/2025	KFI ENGINEERS, PC	1,758.00	D-W Proposal #P25-0104.00 BAS engineering services
52	851617	R	9/4/2025	MINNESOTA ROADWAYS CO	7,106.00	RSI - 2" Mill Patch Repair in Playground Area Quote #89322
53	851618	R	9/4/2025	NHA HEATING & AIR CONDITIONING INC	3,447.00	AHS - New drive for AHU 1 Quote #19609340
54	851619	R	9/4/2025	NORTHLAND MECHANICAL CONTRACTORS, INC.	1,495.00	SONN - Repair gas leaks on boiler piping. Quote #123856
55	851620	R	9/4/2025	OMANN CONTRACTING COMPANIES, INC	90,530.25	FOREST - 2025 Pavement Rehab
56	851621	R	9/4/2025	ARVIG	6,252.18	Internet Service
57	851622	R	9/4/2025	BIG NERD SOFTWARE LLC	675.00	Annual Renewal 7/31/2025-7/30/2026
58	851623	R	9/4/2025	BLUUM OF MINNESOTA, LLC	49.48	Add a Newline display to the classroom that was missed
59	851623	R	9/4/2025	BLUUM OF MINNESOTA, LLC	910.50	Add a Newline display to the classroom that was missed
60	851623	R	9/4/2025	BLUUM OF MINNESOTA, LLC	1,310.00	Adding display monitors in offices for Hayley (Facilities)
61	851624	R	9/4/2025	BORDER STATES ELECTRIC SUPPLY	12.76	DW - Border States - electrical supplies and parts (smalls)
62	851624	R	9/4/2025	BORDER STATES ELECTRIC SUPPLY	31.38	DW - Border States - electrical supplies and parts (smalls)
63	851625	R	9/4/2025	BURLINGTON ENGLISH INC.	3,840.00	Burlington English Seats for HV
64	851626	R	9/4/2025	CDW GOVERNMENT	288.97	Fuser for Print Shop
65	851627	R	9/4/2025	CHROME HERO LLC	10,000.00	Annual Subscription Renewal 7/1/25 - 6/30/26 Chrome Hero
66	851635	R	9/4/2025	DALCO ENTERPRISES INC	2,044.63	Custodial cleaning supplies - FOR FY 25/26
67	851635	R	9/4/2025	DALCO ENTERPRISES INC	4,205.64	Custodial cleaning supplies - SMS FY 25/26
68	851635	R	9/4/2025	DALCO ENTERPRISES INC	143.57	Custodial cleaning supplies - FOR FY 25/26
69	851635	R	9/4/2025	DALCO ENTERPRISES INC	3,964.75	Custodial cleaning supplies - NOB FY 25/26
70	851635	R	9/4/2025	DALCO ENTERPRISES INC	4,138.51	Custodial cleaning supplies - SMS FY 25/26
71	851635	R	9/4/2025	DALCO ENTERPRISES INC	656.18	Custodial cleaning supplies - NHLC FY 25/26
72	851635	R	9/4/2025	DALCO ENTERPRISES INC	1,485.18	DW Custodial tools and equipment parts for
73	851635	R	9/4/2025	DALCO ENTERPRISES INC	2,465.37	Custodial cleaning supplies - SON FY 25/26
74	851635	R	9/4/2025	DALCO ENTERPRISES INC	243.83	Custodial cleaning supplies - FAIRC FY 25/26
75	851635	R	9/4/2025	DALCO ENTERPRISES INC	5,336.91	Custodial cleaning supplies - FAIRC FY 25/26
76	851635	R	9/4/2025	DALCO ENTERPRISES INC	5,108.63	Custodial cleaning supplies - AHS FY 25/26
77	851635	R	9/4/2025	DALCO ENTERPRISES INC	103.32	DW Custodial tools and equipment parts for
78	851635	R	9/4/2025	DALCO ENTERPRISES INC	2,422.68	Custodial cleaning supplies - FAIRPL FY 25/26
79	851635	R	9/4/2025	DALCO ENTERPRISES INC	1,322.46	Custodial cleaning supplies - PMS FY 25/26
80	851635	R	9/4/2025	DALCO ENTERPRISES INC	2,340.57	Custodial cleaning supplies - ENE FY 25/26
81	851635	R	9/4/2025	DALCO ENTERPRISES INC	1,734.92	Custodial cleaning supplies - NPE FY 25/26
82	851635	R	9/4/2025	DALCO ENTERPRISES INC	7,070.12	Custodial cleaning supplies - CHS FY 25/26
83	851635	R	9/4/2025	DALCO ENTERPRISES INC	5,171.44	Custodial cleaning supplies - RSI FY 25/26
84	851635	R	9/4/2025	DALCO ENTERPRISES INC	51.69	Custodial cleaning supplies - SMS FY 25/26
85	851635	R	9/4/2025	DALCO ENTERPRISES INC	177.60	Custodial cleaning supplies - SMS FY 25/26
86	851635	R	9/4/2025	DALCO ENTERPRISES INC	39.32	Custodial cleaning supplies - NPE FY 25/26
87	851635	R	9/4/2025	DALCO ENTERPRISES INC	431.31	Custodial cleaning supplies - SON FY 25/26
88	851635	R	9/4/2025	DALCO ENTERPRISES INC	1,305.36	Custodial cleaning supplies - MLE FY 25/26

Robbinsdale Area Schools  
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	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
89	851635	R	9/4/2025	DALCO ENTERPRISES INC	44.20	DW Custodial tools and equipment parts for
90	851635	R	9/4/2025	DALCO ENTERPRISES INC	3,695.02	Custodial cleaning supplies - MLE FY 25/26
91	851635	R	9/4/2025	DALCO ENTERPRISES INC	1,822.87	Custodial cleaning supplies - RMS FY 25/26
92	851635	R	9/4/2025	DALCO ENTERPRISES INC	150.53	DW Custodial tools and equipment parts for
93	851636	R	9/4/2025	DELL MARKETING L.P.	62,422.57	Dell Docks for the Classrooms
94	851637	R	9/4/2025	DIRECT ELECTRICAL SERVICES LLC	508.11	ZLE Electrical Work
95	851637	R	9/4/2025	DIRECT ELECTRICAL SERVICES LLC	726.80	NOE Electrical Work
96	851638	R	9/4/2025	DOCUSIGN, INC	5,520.00	DocuSign annual renewal and add-on 7/18/25 - 7/17/26
97	851639	R	9/4/2025	HIGH POINT NETWORKS, LLC	578,381.74	Data Center Refresh - Board approved 5/19/25
98	851640	R	9/4/2025	HORIZON COMMERCIAL POOL SUPPLY	3,861.90	PMS - Pool supplies - blanket chemicals/parts Horizon Comm.
99	851641	R	9/4/2025	IDENTITY AUTOMATION, LP	75,420.00	Annual Subscription Renewal 7/1/25 - 6/30/26
100	851643	R	9/4/2025	INDROTEC	6,415.61	DW - Indrotec Custodial Staffing service Effective 07/01/25
101	851643	R	9/4/2025	INDROTEC	1,902.10	DW - Indrotec Custodial Staffing service Effective 07/01/25
102	851643	R	9/4/2025	INDROTEC	8,759.13	DW - Indrotec Custodial Staffing service Effective 07/01/25
103	851643	R	9/4/2025	INDROTEC	1,004.40	DW - Indrotec Custodial Staffing service Effective 07/01/25
104	851644	R	9/4/2025	INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	5,798.91	IJE Professional Services 3 year proposal
105	851644	R	9/4/2025	INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	2,450.00	AHREA Annual and 3-year inspections - contract (JF)
106	851644	R	9/4/2025	INSTITUTE FOR ENVIRONMENTAL ASSESSMENT	8,600.00	D-W Emergency Shelter and Egress Mapping Quote #13078
107	851645	R	9/4/2025	INSTRUCTURE, INC	47,625.15	Annual Renewal 7/1/25 - 6/30/26 Learn Platform
108	851646	R	9/4/2025	ISC COMPANIES	54.32	CHS - Belts for AHU #14 Quote #10323728
109	851648	R	9/4/2025	JEFF'S S.O.S. DRAIN & SEWER	550.00	DW - Drain and sewer line PM maintenance/repairs AHS
110	851648	R	9/4/2025	JEFF'S S.O.S. DRAIN & SEWER	575.00	DW - Drain and sewer line PM maintenance/repairs ZLE
111	851648	R	9/4/2025	JEFF'S S.O.S. DRAIN & SEWER	450.00	DW - Drain and sewer line PM maintenance/repairs SMS
112	851648	R	9/4/2025	JEFF'S S.O.S. DRAIN & SEWER	800.00	DW - Drain and sewer line PM maintenance/repairs MLE
113	851648	R	9/4/2025	JEFF'S S.O.S. DRAIN & SEWER	750.00	DW - Drain and sewer line PM maintenance/repairs SMS
114	851649	R	9/4/2025	LENDE GAS & EQUIPMENT INC	107.27	DW - Industrial gas cylinders - supply and tank rental
115	851650	R	9/4/2025	LVC COMPANIES INC	350.30	FAIR Crystal- Fire Alarm/Sprinkler Issue Repair
116	851650	R	9/4/2025	LVC COMPANIES INC	350.30	PMS - Svc call for open circuit on fire panel. Quote Number
117	851652	R	9/4/2025	MACKIN EDUCATIONAL RESOURCES	308.15	Book Order 2025 Sonnesyn Fall Book Order
118	851652	R	9/4/2025	MACKIN EDUCATIONAL RESOURCES	974.38	Book Order 2025 SEA Fall Book Order
119	851652	R	9/4/2025	MACKIN EDUCATIONAL RESOURCES	339.34	LSTA Native Books - ROBBINSDALE MIDDLE
120	851652	R	9/4/2025	MACKIN EDUCATIONAL RESOURCES	393.53	LSTA Native Books - FAIR CRYSTAL
121	851652	R	9/4/2025	MACKIN EDUCATIONAL RESOURCES	135.55	LSTA Native Books - SANDBURG
122	851652	R	9/4/2025	MACKIN EDUCATIONAL RESOURCES	376.40	LSTA Native Books - PLYMOUTH
123	851655	R	9/4/2025	MENARDS	96.22	DW - Golden Valley Menards - Supplies and parts (smalls)
124	851655	R	9/4/2025	MENARDS	136.66	DW - Golden Valley Menards - Supplies and parts (smalls)
125	851655	R	9/4/2025	MENARDS	85.50	SEA - Masonite for floor protection 6 sheets
126	851655	R	9/4/2025	MENARDS	48.78	DW - Golden Valley Menards - Supplies and parts (smalls)
127	851655	R	9/4/2025	MENARDS	58.97	DW - Golden Valley Menards - Supplies and parts (smalls)
128	851656	R	9/4/2025	MINNESOTA TREE SURGEONS, LLC	4,900.00	NPT - Tree removals (2) - storm damage Quote 7/23/25
129	851658	R	9/4/2025	MTI DISTRIBUTING CO	25.81	D-W Grounds - Repair parts for grounds equipment Blanket
130	851658	R	9/4/2025	MTI DISTRIBUTING CO	1,282.39	DW - Svc. call for Toro 5910 Wing Mower hydraulic hose and
131	851658	R	9/4/2025	MTI DISTRIBUTING CO	9.02	D-W Grounds - Repair parts for grounds equipment Blanket
132	851658	R	9/4/2025	MTI DISTRIBUTING CO	5,733.70	DW - Toro mower repair, taken to MTI for service Estimate
133	851658	R	9/4/2025	MTI DISTRIBUTING CO	663.60	WHSE- Mower parts repair
134	851659	R	9/4/2025	MUSIC THEATRE INTERNATIONAL	955.00	Licensing for Summer Youth Enrichment Theater Camp
135	851660	R	9/4/2025	NYSTROM PUBLISHING COMPANY	2,889.53	Guide to Student Support and Behavior
136	851661	R	9/4/2025	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	478.29	PITNEY BOWES 60 MONTH CONTRACT
137	851662	R	9/4/2025	PITNEY BOWES INC	15.00	Multicarrier Shipping - Meter - USPS-UPS-FedEx
138	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	84.00	D-W Plunket Pest Control contract SON Annual renewal thru
139	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	84.00	D-W Plunket Pest Control contract SEA Annual renewal thru
140	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	84.00	D-W Plunket Pest Control contract ENE Annual renewal thru
141	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	114.00	D-W Plunket Pest Control contract PMS Annual renewal thru
142	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	114.00	D-W Plunket Pest Control contract SMS Annual renewal thru
143	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	84.00	D-W Plunket Pest Control contract ZLE Annual renewal thru
144	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	84.00	D-W Plunket Pest Control contract RSI Annual renewal thru
145	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	84.00	D-W Plunket Pest Control contract NOB Annual renewal thru
146	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	144.00	D-W Plunket Pest Control contract AHS Annual renewal thru
147	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	114.00	D-W Plunket Pest Control contract FAIRC Annual renewal thru
148	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	84.00	D-W Plunket Pest Control contract FOR Annual renewal thru
149	851667	R	9/4/2025	PLUNKETT'S PEST CONTROL	84.00	D-W Plunket Pest Control contract FAIRPL Annual renewal
150	851668	R	9/4/2025	QUICKSILVER EXPRESS COURIER	98.28	FOR PAYMENT OF DELIVERY BILLS FROM 7/1/25 - 6/30/26
151	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	910.58	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
152	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	198.34	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
153	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	126.04	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
154	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	154.15	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
155	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	217.42	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
156	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	166.21	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
157	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	132.56	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
158	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	695.31	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
159	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	190.81	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
160	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	218.93	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
161	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	200.35	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
162	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	215.41	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
163	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	385.64	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
164	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	1,236.65	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
165	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	1,349.36	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
166	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	1,657.56	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
167	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	1,278.69	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
168	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	218.99	Annual Renewals SIRS Issue Researcher 8/2025 -7/2026,
169	851670	R	9/4/2025	REGENTS OF THE UNIVERSITY OF MINNESOTA	188,100.00	Four-year site license to all Functional Phonics+Morphology
170	851671	R	9/4/2025	REPUBLIC SERVICES #899	2,463.61	DW - Republic Services Waste and recycling removal
171	851671	R	9/4/2025	REPUBLIC SERVICES #899	1,437.19	DW - Republic Services Waste and recycling removal
172	851671	R	9/4/2025	REPUBLIC SERVICES #899	1,437.19	DW - Republic Services Waste and recycling removal
173	851671	R	9/4/2025	REPUBLIC SERVICES #899	1,437.19	DW - Republic Services Waste and recycling removal
174	851671	R	9/4/2025	REPUBLIC SERVICES #899	821.20	DW - Republic Services Waste and recycling removal
175	851671	R	9/4/2025	REPUBLIC SERVICES #899	821.20	DW - Republic Services Waste and recycling removal

Robbinsdale Area Schools  
Board Disbursement Report  
September 4th, 2025

	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
176	851671	R	9/4/2025	REPUBLIC SERVICES #899	821.20	DW - Republic Services Waste and recycling removal
177	851671	R	9/4/2025	REPUBLIC SERVICES #899	821.20	DW - Republic Services Waste and recycling removal
178	851671	R	9/4/2025	REPUBLIC SERVICES #899	821.20	DW - Republic Services Waste and recycling removal
179	851671	R	9/4/2025	REPUBLIC SERVICES #899	821.20	DW - Republic Services Waste and recycling removal
180	851671	R	9/4/2025	REPUBLIC SERVICES #899	2,874.38	DW - Republic Services Waste and recycling removal
181	851671	R	9/4/2025	REPUBLIC SERVICES #899	821.20	DW - Republic Services Waste and recycling removal
182	851671	R	9/4/2025	REPUBLIC SERVICES #899	821.20	DW - Republic Services Waste and recycling removal
183	851671	R	9/4/2025	REPUBLIC SERVICES #899	2,874.38	DW - Republic Services Waste and recycling removal
184	851671	R	9/4/2025	REPUBLIC SERVICES #899	1,437.19	DW - Republic Services Waste and recycling removal
185	851671	R	9/4/2025	REPUBLIC SERVICES #899	821.20	DW - Republic Services Waste and recycling removal
186	851671	R	9/4/2025	REPUBLIC SERVICES #899	821.20	DW - Republic Services Waste and recycling removal
187	851671	R	9/4/2025	REPUBLIC SERVICES #899	821.24	DW - Republic Services Waste and recycling removal
188	851690	R	9/4/2025	RICOH USA INC	438.75	NORTHPORT PRO82005 60 MONTH LEASE - SN# C844387997
189	851690	R	9/4/2025	RICOH USA INC	440.69	ARMSTRONG PRO82005 60 MONTH LEASE S/N#:
190	851690	R	9/4/2025	RICOH USA INC	5.00	CLC MP4055SP 60 MONTH LEASE S/N #: C84387746
191	851690	R	9/4/2025	RICOH USA INC	598.00	Ricoh Copier Refresh FAIR School S/N #: C84335969 - LEASE
192	851690	R	9/4/2025	RICOH USA INC	418.98	NEILL PRO82005 60 MONTH LEASE S/N #: C84387713
193	851690	R	9/4/2025	RICOH USA INC	481.87	FOREST PRO82005 60 MONTH LEASE S/N #: C84387752
194	851690	R	9/4/2025	RICOH USA INC	437.79	SEA@OLSON PRO82005 60 MONTH LEASE S/N #: C84387998
195	851690	R	9/4/2025	RICOH USA INC	240.42	HIGHVIEW MP7503 60 MONTH LEASE S/N #: C84387774
196	851690	R	9/4/2025	RICOH USA INC	5.00	SMS MP50551P 60 MONTH LEASE S/N #: C84387707
197	851690	R	9/4/2025	RICOH USA INC	5.00	SMS MP4055SP 60 MONTH LEASE S/N#: C84387748
198	851690	R	9/4/2025	RICOH USA INC	1,798.44	XANTE EN-PRESS ENVELOPE PRINTER - LEASE
199	851690	R	9/4/2025	RICOH USA INC	598.00	Sandburg Middle School S/N #: C84335967 - LEASE
200	851690	R	9/4/2025	RICOH USA INC	418.98	NOBLE PRO82005 60 MONTH LEASE S/N #: C84387711
201	851690	R	9/4/2025	RICOH USA INC	805.76	CENTER PRO 8310 12-MONTH REFINANCE - LEASE
202	851690	R	9/4/2025	RICOH USA INC	5.00	FOT MP5055SP 60 MONTH LEASE S/N #: C84387706
203	851690	R	9/4/2025	RICOH USA INC	5.00	RESEARCH & EVAL 2ND FLR MP4055SP 60 MONTH LEASE S/N #:
204	851690	R	9/4/2025	RICOH USA INC	109.96	2nd FLOOR TEACHING & LEARNING S/N #: C84331893 - LEASE
205	851690	R	9/4/2025	RICOH USA INC	604.32	COOPER PRO82005 60 MONTH LEASE S/N #: C84390298
206	851690	R	9/4/2025	RICOH USA INC	237.91	COOPER MP7503 60 MONTH LEASE S/N #: C84387960
207	851690	R	9/4/2025	RICOH USA INC	71.35	Copier for Athletic office S/N #: C84297107 - LEASE
208	851690	R	9/4/2025	RICOH USA INC	482.82	MEADOW LK PRO82005 60 MONTH LEASE S/N #: C84387753
209	851690	R	9/4/2025	RICOH USA INC	486.95	RSI PRO82005 60 MONTH LEASE S/N #: C84387754
210	851690	R	9/4/2025	RICOH USA INC	597.79	PLYMOUTH PRO82005 60 MONTH LEASE S/N#: C84390336
211	851690	R	9/4/2025	RICOH USA INC	237.89	PLYMOUTH MP7503 60 MONTH LEASE S/N#: C84387961
212	851690	R	9/4/2025	RICOH USA INC	107.55	PLYMOUTH GREENLINE MP3555SP 60 MONTH LEASE S/N#: C84408774
213	851690	R	9/4/2025	RICOH USA INC	15.79	PLYMOUTH GREENLINE SR3130 60 MONTH LEASE S/N#: E566Q565903
214	851690	R	9/4/2025	RICOH USA INC	297.58	ESC/PRINT SHOP- 60 MONTH LEASE S/N#: C84388015
215	851690	R	9/4/2025	RICOH USA INC	440.69	ARMSTRONG PRO82005 60 MONTH LEASE S/N#:
216	851690	R	9/4/2025	RICOH USA INC	598.00	Ricoh Copier Refresh Fair School @ Pilgrim Lane S/N#:
217	851690	R	9/4/2025	RICOH USA INC	5.00	FAIR@PILGRIM LANE MP4055SP 60 MONTH LEASE S/N#:
218	851690	R	9/4/2025	RICOH USA INC	5.00	FAIR@PILGRIM LANE MP4055SP 60 MONTH LEASE S/N#:
219	851690	R	9/4/2025	RICOH USA INC	418.93	ZACHARY LN PRO82005 60 MONTH LEASE S/N #: C84387710
220	851690	R	9/4/2025	RICOH USA INC	5.00	RMS MP4055SP 60 MONTH LEASE S/N #: C84387770
221	851690	R	9/4/2025	RICOH USA INC	419.27	RMS PRO82005 60 MONTH LEASE S/N #: C84387712/C84387709
222	851690	R	9/4/2025	RICOH USA INC	419.27	RMS PRO82005 60 MONTH LEASE S/N #: C84387712/C84387709
223	851690	R	9/4/2025	RICOH USA INC	447.58	SONNESYN PRO82005 60 MONTH LEASE C84387999
224	851690	R	9/4/2025	RICOH USA INC	438.60	LAKEVIEW PRO82005 60 MONTH LEASE S/N #: C84387756
225	851690	R	9/4/2025	RICOH USA INC	438.75	NORTHPORT PRO82005 60 MONTH LEASE - SN# C844387997
226	851690	R	9/4/2025	RICOH USA INC	440.69	ARMSTRONG PRO82005 60 MONTH LEASE S/N#:
227	851690	R	9/4/2025	RICOH USA INC	5.00	CLC MP4055SP 60 MONTH LEASE S/N #: C84387746
228	851690	R	9/4/2025	RICOH USA INC	598.00	Ricoh Copier Refresh FAIR School S/N #: C84335969 - LEASE
229	851690	R	9/4/2025	RICOH USA INC	418.98	NEILL PRO82005 60 MONTH LEASE S/N #: C84387713
230	851690	R	9/4/2025	RICOH USA INC	481.87	FOREST PRO82005 60 MONTH LEASE S/N #: C84387752
231	851690	R	9/4/2025	RICOH USA INC	437.79	SEA@OLSON PRO82005 60 MONTH LEASE S/N #: C84387998
232	851690	R	9/4/2025	RICOH USA INC	240.42	HIGHVIEW MP7503 60 MONTH LEASE S/N #: C84387774
233	851690	R	9/4/2025	RICOH USA INC	5.00	SMS MP50551P 60 MONTH LEASE S/N #: C84387707
234	851690	R	9/4/2025	RICOH USA INC	5.00	SMS MP4055SP 60 MONTH LEASE S/N#: C84387748
235	851690	R	9/4/2025	RICOH USA INC	449.61	XANTE EN-PRESS ENVELOPE PRINTER - LEASE
236	851690	R	9/4/2025	RICOH USA INC	598.00	Sandburg Middle School S/N #: C84335967 - LEASE
237	851690	R	9/4/2025	RICOH USA INC	418.98	NOBLE PRO82005 60 MONTH LEASE S/N #: C84387711
238	851690	R	9/4/2025	RICOH USA INC	805.76	CENTER PRO 8310 12-MONTH REFINANCE - LEASE
239	851690	R	9/4/2025	RICOH USA INC	5.00	FOT MP5055SP 60 MONTH LEASE S/N #: C84387706
240	851690	R	9/4/2025	RICOH USA INC	5.00	RESEARCH & EVAL 2ND FLR MP4055SP 60 MONTH LEASE S/N #:
241	851690	R	9/4/2025	RICOH USA INC	109.96	2nd FLOOR TEACHING & LEARNING S/N #: C84331893 - LEASE
242	851690	R	9/4/2025	RICOH USA INC	604.32	COOPER PRO82005 60 MONTH LEASE S/N #: C84390298
243	851690	R	9/4/2025	RICOH USA INC	237.91	COOPER MP7503 60 MONTH LEASE S/N #: C84387960
244	851690	R	9/4/2025	RICOH USA INC	71.35	Copier for Athletic office S/N #: C84297107 - LEASE
245	851690	R	9/4/2025	RICOH USA INC	482.82	MEADOW LK PRO82005 60 MONTH LEASE S/N #: C84387753
246	851690	R	9/4/2025	RICOH USA INC	486.95	RSI PRO82005 60 MONTH LEASE S/N #: C84387754
247	851690	R	9/4/2025	RICOH USA INC	597.79	PLYMOUTH PRO82005 60 MONTH LEASE S/N#: C84390336
248	851690	R	9/4/2025	RICOH USA INC	237.89	PLYMOUTH MP7503 60 MONTH LEASE S/N#: C84387961
249	851690	R	9/4/2025	RICOH USA INC	107.55	PLYMOUTH GREENLINE MP3555SP 60 MONTH LEASE S/N#: C84408774
250	851690	R	9/4/2025	RICOH USA INC	15.79	PLYMOUTH GREENLINE MP3555SP 60 MONTH LEASE S/N#:
251	851690	R	9/4/2025	RICOH USA INC	297.58	ESC/PRINT SHOP- 60 MONTH LEASE S/N#: C84388015
252	851690	R	9/4/2025	RICOH USA INC	440.69	ARMSTRONG PRO82005 60 MONTH LEASE S/N#:
253	851690	R	9/4/2025	RICOH USA INC	598.00	Ricoh Copier Refresh Fair School @ Pilgrim Lane S/N#:
254	851690	R	9/4/2025	RICOH USA INC	5.00	FAIR@PILGRIM LANE MP4055SP 60 MONTH LEASE S/N#:
255	851690	R	9/4/2025	RICOH USA INC	5.00	FAIR@PILGRIM LANE MP4055SP 60 MONTH LEASE S/N#:
256	851690	R	9/4/2025	RICOH USA INC	418.93	ZACHARY LN PRO82005 60 MONTH LEASE S/N #: C84387710
257	851690	R	9/4/2025	RICOH USA INC	5.00	RMS MP4055SP 60 MONTH LEASE S/N #: C84387770
258	851690	R	9/4/2025	RICOH USA INC	419.27	RMS PRO82005 60 MONTH LEASE S/N #: C84387712/C84387709
259	851690	R	9/4/2025	RICOH USA INC	419.27	RMS PRO82005 60 MONTH LEASE S/N #: C84387712/C84387709
260	851690	R	9/4/2025	RICOH USA INC	447.58	SONNESYN PRO82005 60 MONTH LEASE C84387999
261	851690	R	9/4/2025	RICOH USA INC	438.60	LAKEVIEW PRO82005 60 MONTH LEASE S/N #: C84387756
262	851695	R	9/4/2025	RICOH USA, INC	147.32	IM4000 S/N #: C84398099 EARLY CHILDHOOD - LEASE

Robbinsdale Area Schools  
Board Disbursement Report  
September 4th, 2025

	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
263	851695	R	9/4/2025	RICOH USA, INC	120.83	NEW HOPE LEARNING CENTER, MEDIA 1ST FLR S/N#: C84352369 -
264	851695	R	9/4/2025	RICOH USA, INC	71.43	3rd FLOOR S/N #: C84331629 - LEASE
265	851695	R	9/4/2025	RICOH USA, INC	160.72	ESC - 1ST FLOOR COPIER IM5000 S/N #: C84351806
266	851695	R	9/4/2025	RICOH USA, INC	43.32	MEADOW LAKE'S RICOH COPIER LEASE S/N #: C84384075
267	851695	R	9/4/2025	RICOH USA, INC	136.77	Ricoh IM 3500 60 Month Copier Lease for ECSE at New Hope
268	851695	R	9/4/2025	RICOH USA, INC	207.18	FAIR - 60 MONTH LEASE HIGH VOLUME COPIER S/N #: C84368661
269	851695	R	9/4/2025	RICOH USA, INC	143.21	ENROLLMENT CENTER S/N #: C84390487 - LEASE
270	851695	R	9/4/2025	RICOH USA, INC	11.15	COPY MACHINE S/N #: C26000245 - ADDITIONAL IMAGES
271	851695	R	9/4/2025	RICOH USA, INC	8.03	Copier/fax for SEA Office - ADDITIONAL IMAGES
272	851695	R	9/4/2025	RICOH USA, INC	-23.16	Copier/fax for SEA Office - ADDITIONAL IMAGES REFUND
273	851695	R	9/4/2025	RICOH USA, INC	19.97	SMALL COPIER/SCANNER/FAX MACHINE S/N#: C84036094 -
274	851695	R	9/4/2025	RICOH USA, INC	66.79	3rd FLOOR S/N #: C84331629 - ADDITIONAL IMAGES
275	851695	R	9/4/2025	RICOH USA, INC	0.48	Sandburg Middle School S/N #: C84335967 - ADDITIONAL
276	851695	R	9/4/2025	RICOH USA, INC	23.72	Ricoh Copier Refresh Fair School @ Pilgrim Lane S/N#:
277	851695	R	9/4/2025	RICOH USA, INC	2.34	Ricoh Copier Refresh FAIR School S/N #: C84335969 -
278	851696	R	9/4/2025	SERVPRO OF MINNETONKA	45,941.60	AHS - Remediation and tunnel cleaning - stormwater back-up
279	851697	R	9/4/2025	SHIFFLER EQUIPMENT SALES INC	85.13	NLL - CONVEX WALL-MOUNT DOOR BUMPER (10) Quote
280	851698	R	9/4/2025	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	1,293.50	FST, RMS, CHS - landscape mulch Delivered to sites Quote
281	851698	R	9/4/2025	SITEONE LANDSCAPE SUPPLY HOLDING, LLC	1,293.50	FST, RMS, CHS - landscape mulch Delivered to sites Quote
282	851699	R	9/4/2025	SOUTHERN MINNESOTA INSPECTION CO. LLC	1,202.80	AHS - Svc. call to repair B-Ball hoop. Quote #40830
283	851700	R	9/4/2025	STERICYCLE, INC	329.41	BLANKET ORDER FOR SHREDDING NEEDS
284	851700	R	9/4/2025	STERICYCLE, INC	103.41	BLANKET ORDER FOR SHREDDING NEEDS
285	851701	R	9/4/2025	SYSCLLOUD INC.	17,000.00	Annual Renewal 7/1/25 - 6/30/26 Google Workspace
286	851702	R	9/4/2025	TRUSTWORTHY GLASS	671.30	Neill- Broken sidelite window repair
287	851703	R	9/4/2025	TWIN CITY HARDWARE CO., INC.	517.89	DW - Key Control and Management Software Quote #SQ1103423
288	851704	R	9/4/2025	ULINE	336.00	RESTOCK - Stretch Wrap
289	851704	R	9/4/2025	ULINE	50.51	RESTOCK - Stretch Wrap
290	851705	R	9/4/2025	VEX ROBOTICS INC	2,914.99	VEX IQ Small Classroom Bundle - Nick Ostrov
291	851706	R	9/4/2025	VOMELA	92.00	Comm. Ed yard signs
292	851707	R	9/4/2025	ZAHL EQUIPMENT CO	362.00	Bus Garage - Monthly and Annual MPCA required fuel tank and
293	851708	R	9/4/2025	ALTA	77.32	ANNUAL MUSIC AWARDS
294	851709	R	9/4/2025	ANDERSON, SHARON	80.00	HEARTS & DOODLES A206W25 2/18/2025 - 4 STUDENTS @
295	851709	R	9/4/2025	ANDERSON, SHARON	220.00	ALCOHOL INK ROSES A35025 6/10/2025 - 4 STUDENTS @
296	851710	R	9/4/2025	ART LAB RX LLC	450.00	BEAUTY FROM BROKENESS A35725 6/13/2025 - 6 STUDENTS @
297	851711	R	9/4/2025	ASFAHA, SELAM	125.00	PAD THAI A33925 4/30/2025 - 5 STUDENTS @ \$25/STUDENT
298	851711	R	9/4/2025	ASFAHA, SELAM	210.00	HAIR BRAIDING A48025/Y48025 5/20/2025 - 7 STUDENTS @
299	851712	R	9/4/2025	GOODHUE COUNTY ED DISTRICT 6051	3,069.36	5 RIVERS ONLINE SECONDARY FOR AH 11/5/24-1/17/25
300	851713	R	9/4/2025	ISD 287	2,678.90	FY24-25 FINAL BILLING LEVIES, CORE, ALC STABILIZATION FEES,
301	851713	R	9/4/2025	ISD 287	-32,693.72	FY24-25 FINAL BILLING LEVIES, CORE, ALC STABILIZATION FEES,
302	851713	R	9/4/2025	ISD 287	35,705.46	FY24-25 FINAL BILLING LEVIES, CORE, ALC STABILIZATION FEES,
303	851713	R	9/4/2025	ISD 287	8,036.70	FY24-25 FINAL BILLING LEVIES, CORE, ALC STABILIZATION FEES,
304	851713	R	9/4/2025	ISD 287	3,939.35	FY24-25 FINAL BILLING LEVIES, CORE, ALC STABILIZATION FEES,
305	851713	R	9/4/2025	ISD 287	3,162.98	FY24-25 FINAL BILLING LEVIES, CORE, ALC STABILIZATION FEES,
306	851713	R	9/4/2025	ISD 287	23,774.44	FY 24-25 CARE AND TREATMENT FINAL BILLING
307	851714	R	9/4/2025	MUSKA ELECTRIC COMPANIES	251.20	TROUBLESHOOT BOGEN QUANTUM PA SYSTEM LABOR & SERVICE TRUCK
308	851714	R	9/4/2025	MUSKA ELECTRIC COMPANIES	251.20	TROUBLESHOOT (2) DATA JACKS THAT ARE NOT WORKING IN MAIN
309	851714	R	9/4/2025	MUSKA ELECTRIC COMPANIES	1,004.80	TROUBLESHOOT (2) OPEN STROBE CURCUIITS
310	851715	R	9/4/2025	VOICES FOR ALL, LLC	29.40	INTRODUCTION TO VOICEOVERS A48625 - 6/12/2025
311	851716	R	9/4/2025	ACCURATE HOME CARE, LLC	731.50	NURSING SERVICES 7/10/2025 & 7/24/2025
312	851717	R	9/4/2025	ART LAB RX LLC	300.00	BEAUTY FROM BROKENESS A36225 7/11/2025 - 4 STUDENTS @
313	851718	R	9/4/2025	BELLAMY, JASMINE	100.00	2025-2026 YOUTH MENTAL HEALTH FIRST AID TRAINING STIPEND
314	851719	R	9/4/2025	BENEFITFOCUS.COM, INC	749.24	BENEFITFOCUS SOFTWARE SERVICE FEES AND COBRA ADMINISTRATIVE
315	851720	R	9/4/2025	BIFFS, INC.	370.00	RENTAL AND SERVICE
316	851720	R	9/4/2025	BIFFS, INC.	161.50	RENTAL AND SERVICE
317	851720	R	9/4/2025	BIFFS, INC.	161.50	RENTAL AND SERVICE
318	851720	R	9/4/2025	BIFFS, INC.	370.00	RENTAL AND SERVICE
319	851720	R	9/4/2025	BIFFS, INC.	133.00	RENTAL AND SERVICE
320	851720	R	9/4/2025	BIFFS, INC.	133.00	RENTAL AND SERVICE
321	851721	R	9/4/2025	BLAZERWORKS	255.00	TELE-SPED TEACHER- LV
322	851721	R	9/4/2025	BLAZERWORKS	1,762.20	SCHOOL SLP- DB, TELE-SPED TEACHER- LV, PARA PROFESSIONAL,
323	851721	R	9/4/2025	BLAZERWORKS	276.25	SCHOOL SLP- DB, TELE-SPED TEACHER- LV, PARA PROFESSIONAL,
324	851721	R	9/4/2025	BLAZERWORKS	1,838.10	SCHOOL SLP- DB, TELE-SPED TEACHER- LV, PARA PROFESSIONAL,
325	851721	R	9/4/2025	BLAZERWORKS	1,083.32	SCHOOL SLP- DB, TELE-SPED TEACHER- LV, PARA PROFESSIONAL,
326	851721	R	9/4/2025	BLAZERWORKS	1,800.00	SCHOOL SLP- DB, TELE-SPED TEACHER- LV, PARAPROFESSIONAL,
327	851721	R	9/4/2025	BLAZERWORKS	191.25	SCHOOL SLP- DB, TELE-SPED TEACHER- LV, PARAPROFESSIONAL,
328	851721	R	9/4/2025	BLAZERWORKS	1,809.60	SCHOOL SLP- DB, TELE-SPED TEACHER- LV, PARAPROFESSIONAL,
329	851721	R	9/4/2025	BLAZERWORKS	1,083.32	SCHOOL SLP- DB, TELE-SPED TEACHER- LV, PARAPROFESSIONAL,
330	851722	R	9/4/2025	BUNKER HILLS GOLF COURSE	270.50	BOYS GOLF ENTRY FEE
331	851723	R	9/4/2025	CARR, AMBER	100.00	2025-2026 YOUTH MENTAL HEALTH FIRST AID TRAINING STIPEND
332	851724	R	9/4/2025	CULLIGAN BOTTLED WATER	37.00	8/1-8/31 BOTTLE FREE COOLER RENTAL SERVICE
333	851725	R	9/4/2025	EMI AUDIO, INC	3,999.99	TECHNOLOGY EQUIPMENT, AUDIO/VISUAL SUPPORT FOR THE DISTRICT
334	851726	R	9/4/2025	GARDNER, LUCIA	150.00	BEGINNER FLOWER PRESSING A42125 5/8/2025-5/15/2025 - 5
335	851727	R	9/4/2025	GOLD MEDAL MINNEAPOLIS	303.70	POPCORN, BAGS, FUEL SURCHARGE- FOOTBALL CONCESSIONS &
336	851727	R	9/4/2025	GOLD MEDAL MINNEAPOLIS	393.65	POPCORN, BAGS, FUEL SURCHARGE- FOOTBALL CONCESSIONS &
337	851728	R	9/4/2025	GRAFTON INTEGRATED HEALTH NETWORK	1,178.06	UKERU RECERTIFICATION FOR STEPH KEHL & TARA NELSON-ANDERSON
338	851728	R	9/4/2025	GRAFTON INTEGRATED HEALTH NETWORK	1,138.24	UKERU RECERTIFICATION FOR EMILY MOON & AMANDA VATSA
339	851729	R	9/4/2025	GULSTRAND, SHAYNA	28.12	REFUND PAYMENT FOR ENROLLMENT IN MINECRAFT DEEP DIVE
340	851730	R	9/4/2025	HAYES, FAMATTA	100.00	2025-2026 YOUTH MENTAL HEALTH FIRST AID TRAINING STIPEND
341	851731	R	9/4/2025	HENNEPIN TECHNICAL COLLEGE	3,278.50	FACILITY RENTAL JULY 1 - SEPTEMBER 20, 2025- QUARTERLY,
342	851732	R	9/4/2025	INDRITZ, LOUISE	390.00	BELLY DANCE FOR ALL A31725 7/9/2025-8/6/2025 - 10 STUDENTS
343	851733	R	9/4/2025	HOPKINS SCHOOL - HARLEY HOPKINS FAMILY CTR	595.00	HUG HOME VISITING WITH ISD #270 DURING JULY 2025
344	851735	R	9/4/2025	ISD 287	2,658.29	JULY 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
345	851735	R	9/4/2025	ISD 287	12,534.59	JULY 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
346	851735	R	9/4/2025	ISD 287	4,465.50	JULY 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
347	851735	R	9/4/2025	ISD 287	13,441.18	JULY 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
348	851735	R	9/4/2025	ISD 287	68,453.71	JULY 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
349	851735	R	9/4/2025	ISD 287	13,396.52	JULY 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA

Robbinsdale Area Schools  
Board Disbursement Report  
September 4th, 2025

	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
350	851735	R	9/4/2025	ISD 287	10,914.28	JULY 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
351	851735	R	9/4/2025	ISD 287	358.09	JULY 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
352	851735	R	9/4/2025	ISD 287	33,419.14	JULY 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
353	851735	R	9/4/2025	ISD 287	26,832.85	JULY 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
354	851735	R	9/4/2025	ISD 287	2,658.29	AUGUST 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
355	851735	R	9/4/2025	ISD 287	12,534.59	AUGUST 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
356	851735	R	9/4/2025	ISD 287	4,465.50	AUGUST 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
357	851735	R	9/4/2025	ISD 287	13,441.18	AUGUST 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
358	851735	R	9/4/2025	ISD 287	68,453.71	AUGUST 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
359	851735	R	9/4/2025	ISD 287	13,396.52	AUGUST 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
360	851735	R	9/4/2025	ISD 287	10,914.28	AUGUST 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
361	851735	R	9/4/2025	ISD 287	358.09	AUGUST 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
362	851735	R	9/4/2025	ISD 287	33,419.14	AUGUST 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
363	851735	R	9/4/2025	ISD 287	26,832.85	AUGUST 2025: SPECIAL EDUCATION, TEACHING & LEARNING, AREA
364	851736	R	9/4/2025	JOHNSON, BREANA	31.25	REFUND PAYMENT FOR ENROLLMENT IN WEEK 5: SUMMER EXPLORERS-
365	851736	R	9/4/2025	JOHNSON, BREANA	31.25	REFUND PAYMENT FOR ENROLLMENT IN WEEK 5: SUMMER EXPLORERS-
366	851737	R	9/4/2025	JOHNSON CONTROLS INC	988.45	SVC CALL- AHU 6
367	851738	R	9/4/2025	KHUNISORN, PLOY	25.00	NORTH INDIAN COOKING A36125 7/24/2025 - 1 STUDENT @
368	851739	R	9/4/2025	KULLY SUPPLY INC	263.84	PART- BRADLEY CARTRIDGE AND SENSOR WINDOW
369	851739	R	9/4/2025	KULLY SUPPLY INC	408.91	AHS- BOTTLE FILLER SENSOR REPLACEMENT
370	851740	R	9/4/2025	MARCOS, ZAIRA	100.00	2025-2026 YOUTH MENTAL HEALTH FIRST AID TRAINING STIPEND
371	851741	R	9/4/2025	MASE	504.00	MASE ACTIVE MEMBER (KELLY ANDERSON)
372	851742	R	9/4/2025	MEDICINE LAKE TOURS	510.00	STILLWATER RIVER CRUISE DAY TRIP A48825 8/5/2025 - 6
373	851743	R	9/4/2025	MESPA - MN ELEMENTARY SCHOOL PRINCIPAL ASSOC	932.00	MESPA RENEWAL FOR MICHELLE AZURE
374	851743	R	9/4/2025	MESPA - MN ELEMENTARY SCHOOL PRINCIPAL ASSOC	932.00	MESPA RENEWAL FOR SHANNON LACY
375	851744	R	9/4/2025	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	865.00	MASSP MEMBERSHIP RENEWAL MIKE BURY
376	851744	R	9/4/2025	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	865.00	MASSP MEMBERSHIP RENEWAL NED NELSON
377	851744	R	9/4/2025	MN ASSOC OF SECONDARY SCHOOL PRINCIPALS	865.00	MASSP MEMBERSHIP RENEWAL SHAUANCE SMITH
378	851745	R	9/4/2025	MOE, MADELEINE	100.00	2025-2026 YOUTH MENTAL HEALTH FIRST AID TRAINING STIPEND
379	851746	R	9/4/2025	MURFF, DIAMOND	100.00	2025-2026 YOUTH MENTAL HEALTH FIRST AID TRAINING STIPEND
380	851747	R	9/4/2025	NEGUSE, GHERENSE	100.00	2025-2026 YOUTH MENTAL HEALTH FIRST AID TRAINING STIPEND
381	851748	R	9/4/2025	NORTHWEST SUBURBAN CONFERENCE	8,500.00	MWSC CONFERENCE DUES
382	851749	R	9/4/2025	NUTALL, LANETREA	100.00	2025-2026 YOUTH MENTAL HEALTH FIRST AID TRAINING STIPEND
383	851750	R	9/4/2025	NYABOKE OICHOE, REBECCA	31.25	REFUND PAYMENT FOR ENROLLMENT IN WEEK 5: SUMMER EXPLORERS-
384	851752	R	9/4/2025	ON SITE COMPANIES INC	229.00	SITE 001683-0002 STADIUM - TRACK EAST GATE
385	851752	R	9/4/2025	ON SITE COMPANIES INC	229.00	SITE 001683-0002 STADIUM TRACK EAST GATE
386	851752	R	9/4/2025	ON SITE COMPANIES INC	146.00	SITE 001683-0005 BACK FIELDS
387	851752	R	9/4/2025	ON SITE COMPANIES INC	146.00	SITE 001683-0005 BACK FIELDS
388	851752	R	9/4/2025	ON SITE COMPANIES INC	23.71	SITE 001683-0001 SOFTBALL/SOCCER- SPLIT BETWEEN COOPER/COMM
389	851752	R	9/4/2025	ON SITE COMPANIES INC	23.72	SITE 001683-0001 SOFTBALL/SOCCER- SPLIT BETWEEN COOPER/COMM
390	851752	R	9/4/2025	ON SITE COMPANIES INC	41.50	SITE 001683-0001 SOFTBALL/SOCCER- SPLIT BETWEEN COOPER/COMM
391	851752	R	9/4/2025	ON SITE COMPANIES INC	41.50	SITE 001683-0001 SOFTBALL/SOCCER- SPLIT BETWEEN COOPER/COMM
392	851752	R	9/4/2025	ON SITE COMPANIES INC	69.16	SITE 001683-0001 SOFTBALL/SOCCER- SPLIT BETWEEN COOPER/COMM
393	851752	R	9/4/2025	ON SITE COMPANIES INC	13.84	SITE 001683-0001 SOFTBALL/SOCCER- SPLIT BETWEEN COOPER/COMM
394	851753	R	9/4/2025	PIERCE, KARA	8.20	NUTRITION SERVICES REFUND FOR EP
395	851753	R	9/4/2025	PIERCE, KARA	0.35	NUTRITION SERVICES REFUND FOR AP
396	851753	R	9/4/2025	PIERCE, KARA	1.70	NUTRITION SERVICES REFUND FOR PP
397	851754	R	9/4/2025	PITNEY BOWES BANK INC	505.84	METER REFILL
398	851755	R	9/4/2025	PLIEGO, NANCY	100.00	2025-2026 YOUTH MENTAL HEALTH FIRST AID TRAINING STIPEND
399	851756	R	9/4/2025	PROS OF THE ROPES LLC	415.00	THE GREAT RDALE GET TOGETHER EVENT 8/9/2025
400	851757	R	9/4/2025	RIDDELL / ALL AMERICAN SPORTS CORP	6,128.95	FOOTBALL HELMETS
401	851758	R	9/4/2025	RIVERLAND COMMUNITY COLLEGE	500.00	COOPER ALUMNI ASSOCIATION SCHOLORSHIP FOR STUDENT SG, DOB:
402	851759	R	9/4/2025	ROMANSKY, RACHEL	100.00	2025-2026 YOUTH MENTAL HEALTH FIRST AID TRAINING STIPEND
403	851760	R	9/4/2025	ROUSHDY, REHAM	100.00	2025-2026 YOUTH MENTAL HEALTH FIRST AID TRAINING STIPEND
404	851761	R	9/4/2025	SACRED HEART SCHOOL	1,086.49	MCGRAW HILL LLC INVOICE FOR SCARED HEART SCHOOL
405	851762	R	9/4/2025	SCHOLASTIC INC	99.90	SCHOLASTIC ACTION
406	851763	R	9/4/2025	SEED SUPPLEMENTS LLC	190.00	SERVSAFE TEST- PROCTOR SERVICE W/ONLINE VOUCHER (ON
407	851764	R	9/4/2025	SPECTRUM SCREENPRINTING	392.50	50 STAFF T-SHIRTS
408	851765	R	9/4/2025	STATE SUPPLY COMPANY INC	902.85	B & G PL-45B PUMP
409	851766	R	9/4/2025	STRAIT STUFF SCREEN PRINTING	638.40	GILDAN TEES BLACK
410	851766	R	9/4/2025	STRAIT STUFF SCREEN PRINTING	1,214.60	TIE DYE TEES #PC147 BLACK
411	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	270.94	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
412	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	185.46	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
413	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	1,521.49	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
414	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	589.98	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
415	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	114.61	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
416	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	372.61	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
417	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	120.34	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
418	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	196.74	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
419	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	204.61	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
420	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	272.04	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
421	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	204.61	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
422	851767	R	9/4/2025	SYMMETRY ENERGY SOLUTIONS, LLC	204.61	NATURAL GAS DELIVERIES- MAY 2025: AHS, CHS, SMS, RMS, PMS,
423	851768	R	9/4/2025	THE FINDING HUMAN INSTITUTE PLLC	2,919.00	INSIGHTS DISCOVERY PROFILE
424	851768	R	9/4/2025	THE FINDING HUMAN INSTITUTE PLLC	417.00	INSIGHTS PROFILES
425	851769	R	9/4/2025	THE RETROFIT COMPANIES, INC	190.00	GAVLORD BOXES
426	851770	R	9/4/2025	UNIVERSITY OF WISCONSIN - STEVENS POINT	500.00	KOPP FAMILY FOUNDATION SCHOLORSHIP FOR STUDENT: ARD, DOB:
427	851772	R	9/4/2025	UPPER LAKES FOODS, INC.	318.60	AHS LUNCH
428	851772	R	9/4/2025	UPPER LAKES FOODS, INC.	796.50	AHS LUNCH
429	851772	R	9/4/2025	UPPER LAKES FOODS, INC.	318.60	CHS LUNCH
430	851772	R	9/4/2025	UPPER LAKES FOODS, INC.	637.20	CHS LUNCH
431	851772	R	9/4/2025	UPPER LAKES FOODS, INC.	318.60	FSC LUNCH
432	851772	R	9/4/2025	UPPER LAKES FOODS, INC.	318.60	FSC LUNCH
433	851772	R	9/4/2025	UPPER LAKES FOODS, INC.	318.60	PMS LUNCH
434	851772	R	9/4/2025	UPPER LAKES FOODS, INC.	955.80	PMS LUNCH
435	851774	R	9/4/2025	ADVANCED COMMERCIAL KITCHENS	1,098.47	RSI/SUNNY HOLLOW - FIXING WALK-IN FREEZER TEMPERATURE
436	851774	R	9/4/2025	ADVANCED COMMERCIAL KITCHENS	2,490.14	NEILL ELEMENTARY - VULCAN COMBI OVEN - WORK ORDER #2654 -

Robbinsdale Area Schools  
Board Disbursement Report  
September 4th, 2025

	A	B	C	D	E	F
1	CHECK NUMBER	CHECK TYPE	DATE	VENDOR	AMOUNT	INVOICE DESCRIPTION
437	851774	R	9/4/2025	ADVANCED COMMERCIAL KITCHENS	339.00	NEILL ELEMENTARY - WALK-IN FREEZER - WORK ORDER #2707 -
438	851775	R	9/4/2025	ECOLAB INC.	90.79	NEILL SUPPLIES
439	851775	R	9/4/2025	ECOLAB INC.	851.68	FSC SUPPLIES
440	851776	R	9/4/2025	KARLSBURGER FOODS, INC	356.58	SMS LUNCH
441	851776	R	9/4/2025	KARLSBURGER FOODS, INC	178.29	FAIR SCHOOL CRYSTAL LUNCH
442	851777	R	9/4/2025	PAN-O-GOLD BAKING CO	52.85	SUMMER FOOD
443	851777	R	9/4/2025	PAN-O-GOLD BAKING CO	80.22	SUMMER FOOD
444	851777	R	9/4/2025	PAN-O-GOLD BAKING CO	99.04	SUMMER FOOD
445	851779	R	9/4/2025	ST PAUL BEVERAGE SOLUTIONS, LLC	101.58	SUMMER MILK
446	851779	R	9/4/2025	ST PAUL BEVERAGE SOLUTIONS, LLC	66.97	SUMMER MILK
447	851779	R	9/4/2025	ST PAUL BEVERAGE SOLUTIONS, LLC	212.45	SUMMER MILK
448	851779	R	9/4/2025	ST PAUL BEVERAGE SOLUTIONS, LLC	99.34	SUMMER MILK
449	851779	R	9/4/2025	ST PAUL BEVERAGE SOLUTIONS, LLC	100.46	SUMMER MILK
450	851779	R	9/4/2025	ST PAUL BEVERAGE SOLUTIONS, LLC	161.49	SUMMER MILK
451	851779	R	9/4/2025	ST PAUL BEVERAGE SOLUTIONS, LLC	165.19	SUMMER MILK
452	851779	R	9/4/2025	ST PAUL BEVERAGE SOLUTIONS, LLC	-69.21	MILK CREDIT - FG001438
453	851779	R	9/4/2025	ST PAUL BEVERAGE SOLUTIONS, LLC	-46.14	MILK CREDIT - FG001438
454	851779	R	9/4/2025	ST PAUL BEVERAGE SOLUTIONS, LLC	-92.28	MILK CREDIT - FG001438
455	851779	R	9/4/2025	ST PAUL BEVERAGE SOLUTIONS, LLC	-57.68	MILK CREDIT - FG001438
456	851781	R	9/4/2025	TRIO SUPPLY CO	365.61	SUPPLIES FAIR-PL E - FALL OPENING ORDER
457	851781	R	9/4/2025	TRIO SUPPLY CO	931.91	SUPPLIES RSI/SUNNY HOLLOW - FALL OPENING ORDER
458	851781	R	9/4/2025	TRIO SUPPLY CO	494.67	SUPPLIES SEA-OLSON - FALL OPENING ORDER
459	851781	R	9/4/2025	TRIO SUPPLY CO	1,091.76	SUPPLIES CHS - FALL OPENING ORDER
460	851781	R	9/4/2025	TRIO SUPPLY CO	492.78	SUPPLIES PMS - FALL OPENING ORDER
461	851781	R	9/4/2025	TRIO SUPPLY CO	1,632.64	SUPPLIES SMS - FALL OPENING ORDER
462	851781	R	9/4/2025	TRIO SUPPLY CO	1,172.25	SUPPLIES AHS - FALL OPENING ORDER
463	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	883.18	SUMMER ADVENTURE CLUB
464	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	439.79	SUMMER ADVENTURE CLUB CATERING
465	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	2,293.42	SUMMER FOOD
466	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	492.97	SUMMER FOOD
467	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	2,538.02	SUMMER FOOD
468	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	466.09	SUMMER FOOD
469	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	1,205.87	SON Breakfast
470	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	1,140.28	LKV Breakfast
471	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	1,328.59	CHS Breakfast
472	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	1,018.30	SMS BREAKFAST
473	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	1,750.41	FAIR-PL E BREAKFAST
474	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	1,308.06	AHS BREAKFAST
475	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	1,364.07	PMS BREAKFAST
476	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	12,492.45	AHS LUNCH
477	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	4,596.42	CHS LUNCH
478	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	4,230.90	PMS LUNCH
479	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	2,504.10	SON LUNCH
480	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	5,193.49	SMS LUNCH
481	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	65.34	FAIR-PL E LUNCH
482	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	919.01	ZLE LUNCH
483	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	2,596.69	FOR LUNCH
484	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	2,116.39	NOB LUNCH
485	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	4,831.70	MLE LUNCH
486	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	2,958.75	RSI/SUNNY HOLLOW LUNCH
487	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	7,475.36	FSC LUNCH
488	851786	R	9/4/2025	UPPER LAKES FOODS, INC.	3,805.53	NEI LUNCH
489	851787	R	9/4/2025	KULLY SUPPLY INC	371.77	GASKETS & PUSH-BUTTON ASSEMBLY
490	851788	R	9/4/2025	MIRROR PROMOTIONS	252.31	SILICONE DEBOSSED BAND
491					\$2,925,667.61	
492						
493						
494						01 General Fund \$923,426.87
495						02 Food Service Fund \$86,658.78
496						04 Community Ed Fund \$6,564.68
497						06 Building Fund \$1,095,607.31
498						07 Debt Service Fund \$0.00
499						09 Technology Levy \$813,409.97
500						20 Self Insurance Dental \$0.00
501						22 Self Insurance Medical \$0.00
502						47 OPEB Debt Service \$0.00
503						50 Student Activity \$0.00
504						<b>Total \$2,925,667.61</b>

**LICENSED STAFF - September 3, 2025**

**NEW HIRE**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Lane/Step</b>	<b>Effective Date</b>
Aasen, Elise	FAIR/SMS	Behavior Analyst	MA15/10	8/25/2025
Jardon Grau, Pablo	RSI	SpEd - Resource	BA60/10	8/25/2025
Lakeberg (Herzog), Brittany	MLE	TOSA - MTSS Specialist	MA60/10	8/25/2025
Lindgren, Autumn	AHS	Social Studies	BA/2	8/25/2025
Loeck, Kristi	FOE	SpEd - Resource	BA60/7	8/25/2025
MacLellan, Kimberlee	RMS	Social Studies	BA45/10	8/25/2025
Mohamed, Fadumo	FOE	Grade 5	MA/8	8/25/2025
Peral Cayuelas, Yasmina	RSI	Grade 1	BA/10	8/25/2025
Prescott, Quantella	PMS	SpEd - Resource	BA/3	8/25/2025
Schiller, Katherine (Kate)	LVE, NOE, ZLE	Media Specialists	MA/10	8/25/2025
Stewart, Francesca	NPE	SpEd - WAVE	BA/2	8/25/2025
Thompson, Kathryn (KC)	CHS	.6 Music Orchestra	MA/10	8/25/2025
West, Jennifer	MLE	SpEd - WAVE	BA/5	8/25/2025

**REHIRE**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Lane/Step</b>	<b>Effective Date</b>
Adams, Karlyn	FOE	Grade 5	MA/7	8/25/2025
Henningsgaard, Carrie	ZLE	Grade 1	MA/11	8/25/2025
Rennan, Kathleen	NPE LVE	SpEd - Resource	MA/11	8/25/2025
Robb, Christina	FAIR PL	Grade 1	MA/10	8/25/2025
Verastegui, Kathryn	ZLE	Kindergarten	BA/10	8/25/2025

**RESIGNATION/RETIREMENT**

<b>Name</b>	<b>Building</b>	<b>Title</b>		<b>Effective Date</b>
Spanjers, Emily	SEA/ZLE	Media		6/5/2025
Backlund, Jordan E	FAIR PL	Grade 3&4		6/5/2025

**NON-LICENSED STAFF - September 3, 2025****CHANGE OF ASSIGNMENT**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Jones, Kamiah	NHLC	ECFE EA to Program Assistant	09/01/2025
O'Brien, Olivia	ENE	Adventure Club EA to Program Assistant	08/26/2025
Olson, Anne	CHS to ESC	Office Employee to PGA	09/08/2025

**NEW HIRE**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Step/Lane</b>	<b>Effective Date</b>
Aldana, Brigitte	CHS	Nutrition Services	CII, Step 3	09/02/2025
Boettner, Alana	MLE	Special Ed EA	CL3, Step 3	09/02/2025
Correa Morales, Maximiliano	RMS	Nutrition Services	CVI, Step 3	08/26/2025
Forster, Katie	RSI	Adventure Club EA	CL2, Step 3	08/25/2025
Hall, Samantha	RMS	Special Ed EA	CL3, Step 3	09/02/2025
Hogendorn, Shawn	MLE	Special Ed EA	CL3, Step 3	09/02/2025
Johnson, Nolan	MLE	Special Ed EA	CL3, Step 3	09/02/2025
Lopez, Darling	CHS	Service Employee	CU7, Step 1	08/18/2025
Lopez, Nerling	AHS	Service Employee	CU7, Step 1	08/18/2025
Martel, Emi	RSI	Adventure Club EA	CL2, Step 3	08/25/2025
Miller, Jasmine	SOE	Program Assistant	LV7, Step 2	08/25/2025
Ramsey, Michael	RMS	Service Employee	CU7, Step 1	08/18/2025
Roeseberg, Derek	AHS	Special Ed EA	CL3, Step 3	09/02/2025
Thompson, Grace	ZLE	Program Assistant	LV7, Step 2	08/25/2025
Tombekai, Urias	FOE	Program Assistant	LV7, Step 5	08/25/2025
Xiong, Jemmy	LVE	Nutrition Services	C3, Step 3	09/02/2025

**REHIRE**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Bothum, Krisan	NPE	Clerical EA	09/02/2025
Brown Thomas, Marionna	CHS	Clerical EA	09/02/2025
Edison, Xavier	SOE	Special Ed EA	09/02/2025
Gichaba, Bryan	PMS	Tutor EA	09/02/2025
Kvalsten, Annabelle	NPE	Special Ed EA	09/02/2025
Reinholz, Emma	FOE	Special Ed EA	09/02/2025

**RECALL**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Knott, Daniel	ESC	Program Assistant	08/29/2025

**RESIGNATION/RETIREMENT**

<b>Name</b>	<b>Building</b>	<b>Title</b>	<b>Effective Date</b>
Castleberg, Joseph	SOE	Service Employee	08/29/2025
Cooper, James	ESC	Program Assistant	09/12/2025
Farentino, Anthony	MLE	Service Employee	08/20/2025
Fischer, Alexander	LVE	Service Employee	08/29/2025
Hall, Miles	CHS	Service Employee	08/15/2025
Hayes, Douglas (27 yrs.)	PMS	Service Employee	12/19/2025
Kowalsky, Susan	SOE	ECFE EA	06/04/2025
Knudson, Brenda (22 yrs.)	PMS	Nutrition Services	06/04/2025
Lopez, Angela	RSI	Tutor EA	06/04/2025
Mattes, Isaac	NHLC	Service Employee	08/22/2025

Mims, Kathryn	AHS	Nutrition Services	06/04/2025
Nachbor, Suzanne	AHS	AVID Tutor EA	05/22/2025
Newsome, Antoinette	PMS	Clerical EA	06/04/2025
Nourie, Jill	FOE	Nutrition Services	06/04/2025
Thorpe, Whitney	RSI	Bilingual Tutor EA	06/04/2025
Toth, Kylin	FAIR-PLE	Special Ed EA	06/04/2025



## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

**AGENDA SECTION: Unfinished Business**

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**ITEM:** 6.A. Discussion - School Board Professional Development

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**PRESENTER:** Dr. Greta Evans-Becker, School Board Chair  
Nicole Dimich and Dr. Betty Webb from Lighthouse Learning  
Community

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Chair Evans-Becker, Ms. Dimich, and Dr. Webb will review the Lighthouse Learning Community proposal for School Board professional development, and discuss with the School Board.

August 14, 2025-- DRAFT



Dr. Teri Staloch  
Superintendent, Robbinsdale Area Schools  
4148 Winnetka Ave. N.  
New Hope, MN 55427

RE: School Board Learning

This is a quote for work between Lighthouse Learning Community and Robbinsdale Area Schools. The purpose of this work is to engage the school board in learning about their role in supporting the education of Robbinsdale students.

Specifically, school board members will...

- Develop clarity regarding the **board's role** in supporting the school district's core business as
  - Ambassadors for the mission and vision
  - Champions for all the children
  - Stewards of the system's resources
- Learn and co-create discipline communication processes in supporting the school district's core business, to include
  - Protocols for communication between and among board members
  - Protocols for communication between the board and the administration
  - Protocols for communication between the board and their constituencies
- Apply communication and decision-making protocols to the board's role in the school district's core business
- Co-create a way to reflect on the impact and the accountability to the agreed upon communication and decision-making processes.
- As time allows, learn about board governance in relationship to the three-legged stool which clarifies the collaboration, communication and roles of the board, the union and administration.

This work will focus on developing clarity of purpose and roles to build clear communication, focused collaboration, and invested co-creation.

Professional learning session will be facilitated by Dr. Betty Webb and Nicole Dimich. The costs include all prep meetings, material development, facilitation, debrief meetings and evaluation of the impact of our work together.

<b>Date</b>	<b>Audience</b>	<b>Cost</b> —include all prep meetings, material development, facilitating, debrief meetings and data collection (to happen during learning sessions with the full board)
September	4-hour Professional Learning Session	\$3500
<i>October</i>	<i>Coaching/Co-planning with the Officers of the Board and Superintendent (4 hours)</i>	\$2000
November	4-hour Professional Learning Session	\$3500
<i>December</i>	<i>Coaching/Co-planning with the Officers of the Board and Superintendent (4 hours)</i>	\$2000
January	4-hour Professional Learning Session	\$3500
<i>February</i>	<i>Coaching/Co-planning with the Officers of the Board and Superintendent (4 hours)</i>	\$2000
March	4-hour Professional Learning Session	\$3500
April	<i>Coaching/Co-planning with the Officers of the Board and Superintendent (4 hours)</i>	\$2000
May	4-hour Professional Learning Session	\$3500
<b>Total</b>		Up to \$25,500

The parties acknowledge that under the terms of this agreement, Robbinsdale Area Schools, under the guidance of Dr. Teri Staloch, is engaging the services of Lighthouse Learning Community, and nothing in this agreement shall be construed to constitute an agreement for employment. In addition, as considered an independent contractor, Lighthouse is responsible for any workers compensation and liability insurance.

Robbinsdale Area Schools agree to remit payment for services rendered not more than 30 days upon receipt of invoice for services.

\_\_\_\_\_  
*Nicole Dimich, President, Lighthouse Learning Community*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Dr. Teri Staloch, Superintendent Robbinsdale Area Schools*

\_\_\_\_\_  
*Date*

## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

**AGENDA SECTION: New Business**

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**ITEM:** 7.A. Statement regarding the Violence at Annunciation Church

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**COMMENTS BY:** Dr. Greta Evans-Becker, School Board Chair

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**Statement:**

The Robbinsdale Area Schools’ Board of Education expresses deep sorrow and concern following the recent act of violence at Annunciation Church. This tragedy has brought immense pain and trauma to families, students, educators, and the broader community.

Our district is grounded in the values of safety, respect, compassion, and the inherent dignity of every individual. Acts of violence have no place in our schools, places of worship, or any community space. We recognize the profound impact such events have on the wellbeing of our children, families, and staff.

We stand in solidarity with all those affected, and extend our heartfelt support to the victims, their families, and the Annunciation Church community. We are committed to ensuring that our students and staff feel safe, supported, and valued in every school environment.

As we collectively grieve and process this tragedy, we remain dedicated to fostering peace, safety, and compassion throughout our community.

**Recommended Action:** Approve the statement regarding the violence at Annunciation Church.

	<b>Yes</b>	<b>No</b>	<b>Abstention</b>
Helen Bassett			
ReNae Bowman			
Dr. Greta Evans-Becker			
Aviva Hillenbrand			
Kim Holmes			
Caroline Long	66		

Dr. Kenneth Wutoh			
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**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

**AGENDA SECTION: New Business**

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**ITEM:** 7.B. Resolution for Acceptance of Donations

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**COMMENTS BY:** Kristen Hoheisel, Chief Financial Officer

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The School Board will be asked to move approval of the Resolution Accepting Donations in the amount of \$10,185.11 The School Board and Superintendent are grateful for the generous contributions supporting our students and staff in Robbinsdale Area Schools.

**Recommended Action:** Approve the resolution accepting donations.

	<b>Yes</b>	<b>No</b>	<b>Abstention</b>
Helen Bassett			
ReNae Bowman			
Dr. Greta Evans-Becker			
Aviva Hillenbrand			
Kim Holmes			
Caroline Long			
Dr. Kenneth Wutoh			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

The following resolution was moved by Bowman and seconded by Bassett :

**RESOLUTION ACCEPTING DONATIONS**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Robbinsdale Area School District ISD 281, gratefully accepts the following donations as identified below:

**September 3 , 2025**

Date	School Name/Program	Donor Information	Amount	Item	Purpose
8/12/2025	Neill Elementary	Neill PTA	\$323.77		Transportation for 2nd Grade Field trip
8/12/2025	Neill Elementary	Neill PTA	\$266.84		Transportation for Kindergarten Field trip
8/12/2025	Neill Elementary	Minnesota Historical Society	\$352.00		Transportation for 2nd Grade Field trip
8/12/2025	FAIR-PLE	John and Maureen Drewitz	\$1,000.00		School programming enrichment
8/7/2025	Northport Elementary	Minnesota Historical Society	\$544.00		Transportation for Field trip
8/7/2025	Northport Elementary	Minnesota Vikings Foundation	\$695.12		Transportation for Field trip
8/6/2025	Meadow Lake Elementary	Richard Buller and National Night Out participants		School Supplies	Benefit for students at Meadow Lake Elementary
8/18/2025	Cooper High School	Cooper Hawk Football Booster Club	\$1,054.75		Cooper Football Helmet decals

8/18/2025	Cooper High School	Cooper Hawk Football Booster Club	\$759.60		Cooper Hawk Footballs ordered from Game One
8/12/2025	Robbinsdale Middle School	Crystal Vision Clinic	\$200.00		Benefit for students at Robbinsdale Middle School
8/12/2025	Community Education	Great Twin Cities United Way		96 Secondary/ 96 Elementary school backpacks	For our Full Service Community School program to distribute to our students
8/15/2025	RAS-District wide	Soles for Souls		Approx 500 pair of shoes	District wide McKinney-Vento students
8/21/2025	Cooper High School	Robbinsdale Cooper Activities Booster	\$711.90		Cooper Marching Band shoes and white gloves
8/21/2025	Cooper High School	Cooper Girls Volleyball	\$1,007.53		Warm up jackets for the Varsity Volleyball team
8/21/2025	Cooper High School	Cooper Girls Volleyball	\$1,055.00		T-shirts for the Varsity Volleyball team
8/22/2025	Forest Elementary School	Forest PTO	\$1,214.60		T-shirts for Forest Elementary staff/students
8/20/2025	Cooper High School	West Metro Fire Department	\$1,000.00		Benefit of Cooper Nordic Teams
		<b>Donation Cash total</b>	<b>\$10,185.11</b>		

70

The vote on adoption of the Resolution was as follows:

Aye: Bassett, Bowman, Evans, Becker, Hillenbrand, Holmes, Long, Wilton  
 Nay: None  
 Absent: None

Whereupon, said Resolution was declared duly adopted.

By: 

By: 

**School Board of Robbinsdale Area Schools**

Business Meeting – September 3, 2025

**AGENDA SECTION: New Business**

**ITEM:** 7.C. e-Learning/Blended Learning Plan for 2025-26

**COMMENTS BY:** Dr. Bob McDowell, Assistant Superintendent

**Recommended Action:** Approve the e-Learning/Blended Learning Plan for 2025-26.

	<b>Yes</b>	<b>No</b>	<b>Abstention</b>
Helen Bassett			
ReNae Bowman			
Dr. Greta Evans-Becker			
Aviva Hillenbrand			
Kim Holmes			
Caroline Long			
Dr. Kenneth Wutoh			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



# 2025-2026 RAS e-Learning Plan

Revised July 24, 2025

## Overview

The Robbinsdale Area Schools e-Learning Plan is written to provide continued, standards-aligned educational experiences to students on days with inclement weather. E-Learning Days provide Robbinsdale Area Schools an alternative to extending the school year in the event of such weather events. The RAS e-Learning Plan will also be used during Blended Learning Days. Items specific to Blended Learning and/or different than e-Learning are called out in subsequent sections of this document. Where otherwise not called out, both e-Learning days and Blended Learning Days will follow the same procedures. Our plan is developed following Minnesota Statute [120A.414](#) and [124D.094](#), which state the following:

### Subd. 1. **Days.**

a. "e-learning day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to **inclement weather**. A school district or charter school that chooses to have e-learning days may have up to five e-learning days in one school year. An e-learning day is counted as a day of instruction and included in the hours of instruction under section [120A.41](#).

b. "Blended instruction" means a form of digital instruction that occurs when a student learns part time in a supervised physical setting and part time through online instruction.

c. "Online instruction" means a form of digital instruction that occurs when a student learns primarily through digital technology away from a supervised physical setting.

Subd. 2. **Plan.** A school board may adopt an e-learning day plan after meeting and negotiating with the exclusive representative of the teachers. If an exclusive representative does not represent a charter school's teachers, the charter school may adopt an e-learning day plan after consulting with its teachers. The plan must include accommodations for students without Internet access at home and for digital device access for families without the technology or an insufficient amount of technology for the number of children in the household. A school's e-learning day plan must provide accessible options for students with disabilities under Chapter [125A](#).

Subd. 3. **Annual notice.** A school district or charter school must notify parents and students of the e-learning day plan at the beginning of the school year.

### Subd. 4. **Daily notice.**

- a. On an e-learning day declared by the school, a school district or charter school must notify parents and students at least **two hours prior** to the normal school start time that students need to follow the e-learning day plan for that day.

- b. A Blended Learning Day will be declared by the school district with at least **five days** notice to families and staff.

Subd. 5. **Teacher access.** Each student's teacher must be accessible both online and by telephone (via Voicemail) during normal school hours on an e-learning day to assist students and parents.

Subd. 6. **Other school personnel.**

- a. A school district that declares an e-learning day must continue to pay the full wages for scheduled work hours and benefits of all school employees for the duration of the e-learning period.

This includes the following staff: AFSCME, Cabinet, Casual Employees, Custodians, Education Assistants, Nutrition Services, Principals, Robbinsdale Equity Allies, Program Assistants, Program Directors, and Teachers. During the e-learning period, school employees must be allowed to work from home to the extent practicable, be assigned to work in an alternative location, or be retained on an on-call basis for any potential need.

- b. During a Blended Learning Day, staff must report to work as directed by their supervisor.

This includes the following staff: AFSCME, Cabinet, Casual Employees, Custodians, Education Assistants, Nutrition Services, Principals, Robbinsdale Equity Allies, Program Assistants, Program Directors, and Teachers.

## District e-Learning Communication Plan

Robbinsdale Area Schools will communicate with families and stakeholders through the following methods:

- Websites, district and school sites, and traditional media
- Social Media:
  - Twitter
  - Instagram
  - Facebook - district and school pages
- Automated Telephone Message
- Automated Text Notifications
- Email notifications

## Early Learning e-learning Plan

The Robbinsdale Area Schools e-Learning Plan is written to provide continued, standards-aligned educational experiences to students on days with inclement weather. e-Learning Days provide Robbinsdale Area Schools an alternative to extending the school year in the event of such weather events.

Teachers, administrators, and other licensed professionals are expected to be available by email or phone (via voicemail) during regular school hours.

Early Learning licensed staff are expected to prepare plans for an e-learning day based on the guidelines below.

### **Early Intervention and Community site based ECSE services:**

Staff will reach out to families with scheduled visits directly via email to check in and provide appropriate learning activities.

### **Preschool, 2-day ECFE, Family Literacy, and ECSE:**

Any teacher or specialist with a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students.

- Information regarding instructional activities will be shared through a virtual platform (Seesaw) and emailed to families by 8:30 am.
  - 5 Instructional activities can be online or offline.
  - Special Education staff will email families individually to check in and provide any modified or adapted activities in alignment with the general education teacher's plan.
  - Students and families are expected to participate in the day's learning activities.
- Completed offline activities may be given to the teacher upon returning to school.

### **1 day evening and daytime Early Childhood Family Education (ECFE):**

Classes will be canceled in the event of a declared e-learning day. Teachers and/or Parent Educators will email class participants to confirm the class cancellation by 8:30 am.

#### Attendance:

- A student can be considered in attendance by:
  - Connecting via a phone call or email with the teacher
  - Parent/caregiver confirming via email or Seesaw that the instructional activities have been received
  - Emailing or submitting a completed instructional activity
- Teachers will call home for students who do not participate in one of the abovementioned ways.

#### Accommodations:

- Upon returning to school, families can request a printed copy of the instructional activities.
- Families can request a description of the activities via phone call.
- All work completed should be returned to the classroom teacher within one week of returning to school.
- All classroom teachers will collaborate with special education case managers or English Learner teachers to make appropriate modifications for students in their classes.

#### Additional Information Regarding Early Learning e-learning days:

- RAS will not be providing district devices or hotspots to Early Learning families
- Teachers will provide time for students to share, draw, or otherwise express what they did on the e-Learning day the following day.

## K-5 (Elementary) Plan

Learning Activities: Robbinsdale Area Schools will use current Learning Pathways (Literacy) for students and provide both online and offline options for students (other subjects) to engage in learning on an e-Learning day. Any teacher that would have a class or student contact time on a declared e-Learning day is expected to provide learning opportunities for students.

### Communication of Learning Activities:

Learning Pathways will be communicated in the following ways:

- Building grade-level teams will post current Learning Pathway activities for the day on SeeSaw (K-3rd) and Schoology (4th & 5th) by 8:30 a.m. (Tier I schools) and 10:30 a.m. (Tier III schools).
- Learning Pathway activities will be emailed to building administrators and posted on their social media sites and school web pages.
- Asynchronous instructional videos will be posted for students in grades 4-5 to access by 8:30 a.m. (Tier I schools) and 10:30 a.m. (Tier III schools).
- Teachers in grades K-3 will email Learning Pathway to all families and post online.

Teachers, principals, and other licensed professionals will be available by email or phone (via voicemail) during regular school hours. Staff contact information can be found in the [RAS Staff Directory](#). All communication requests will be responded to promptly during school hours.

To assist families with multiple children, all emails will contain the teacher's name, grade level, and school name.

Students will be expected to complete all activities for all areas normally met that day. Completed activities can be posted to SeeSaw (K-3rd) and Schoology (4th & 5th) or delivered upon returning to school with a signature or note from whoever supervised learning activities if printing the assignment/activity is not possible.

### Attendance:

- Parents/guardians can respond to the teacher's email or respond through SeeSaw (or Schoology, if appropriate) that they received the Learning Pathway activities.
  - The teacher will attempt to call home for any student who does not respond via email. The teacher will record the call in the "Contact Log" in Infinite Campus.
  - Attendance should be completed by 10:15 am (Tier I, 12:15 pm Tier 3).
- Parents/guardians should call the school office if they do not have reliable internet access.
- Adventure Club sites will email appropriate school offices with students who are in attendance.
- All absences will be marked as Unexcused in Infinite Campus. The student's parent/guardian must request that absences be excused, as stated in RAS Administrative Procedure [503AP](#).
  - Attendance will be changed from an *unexcused absence* to an *excused absence* within seven days of the declared e-Learning day by returning the assigned work from the e-Learning day or sending a written note.

### Accommodations:

- Upon returning to school, families can request a printed copy of the Learning Pathway activities.
- Families can request a description of the Learning Pathway activities via phone call.
- Adventure Club will provide digital access to students in attendance.
- All Learning Pathway activities should be returned to the classroom teacher within one week of returning to school.
- All classroom teachers will collaborate with special education case managers to make appropriate modifications for students in their classes.

### The next class day after e-Learning in elementary classrooms:

- Provide time for students to share, draw, write about, or otherwise express what they did on the e-Learning day.

## **6-12 (Secondary) Plan**

Learning Activities: Any teacher with a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students. All Robbinsdale Area Schools secondary classes will use Schoology to post assignment information and lesson resources. This work may include, but is not limited to, online discussions, asynchronous instructional videos, quizzes, web-based and/or print assignments, and readings. This work is also expected to continue content from the previous day.

### Communication of Learning Activities:

Teachers will post an “Update” on Schoology for their classes that includes all directions for the day, tasks to complete, and a clear statement of the day’s learning target(s). This information may also be sent home via Schoology, email, or Infinite Campus.

Teachers, principals, and other licensed professionals will be available by email or phone (via voicemail) during regular school hours. Staff contact information can be found in the [RAS Staff Directory](#). All communication requests will be responded to promptly during school hours.

To assist families with multiple children, all emails will contain the teacher's name, grade level, and school name.

### Attendance:

- To be counted as present for an e-Learning Day:
  - A student must “Like” the UPDATE posted by the classroom teacher outlining the work for the day. This acknowledges that they have seen the task(s) to be completed for the day.
  - A parent/guardian may respond to the email from the classroom teacher verifying that they have seen the task(s) to be completed for the day.
  - Teachers will post attendance to Infinite Campus by the end of the school day.
    - 3:25 for high schools
    - 4:05 for middle schools

- Parents/guardians should call the school office's attendance line if they do not have reliable internet access.
- All absences will be marked as Unexcused in Infinite Campus. The student's parent/guardian must request that absences be excused, as stated in RAS Administrative Procedure [503AP](#).
  - Attendance will be changed from an *unexcused absence* to an *excused absence* within seven days of the declared e-Learning day by returning the assigned work from the e-Learning day or sending a written note.

#### Accommodations:

- All classroom teachers will collaborate with special education case managers to make appropriate modifications for students in their classes as needed.
- Self-contained classrooms may adhere to the general education model or use the learning pathway model used in elementary classrooms, as deemed appropriate by case managers and self-contained classroom teachers.
- Any other service provider working with a student on an e-Learning day must email an assignment or task and document this in the "Contact Log" in Infinite Campus.

#### Robbinsdale Academy Programs:

*Included Programs: Alternative Placement, Credit Recovery, Edge, and Highview*

Robbinsdale Academy classes that do not use Schoology will adhere to the following additional guidelines:

- Students and their parent(s)/guardian(s) enrolled in any of the Robbinsdale Academy Programs will receive an email from each teacher outlining the day's expectations.
- Students or parents/guardians will need to respond to this email for attendance purposes.

#### Post-Secondary Enrollment Option (PSEO) Students:

Students enrolled in PSEO will be contacted by their enrolled high school principal or designee, who will inform the student that they must contact their PSEO instructors for details of their classes that day.

#### The next school day after e-Learning in secondary classrooms:

Teachers will have the following available to students:

- Time to work on tasks that were not completed on the e-Learning day
- Time to deepen understanding and engage in richer tasks for those who completed their tasks on the e-Learning day.

These should be done in ways that continue learning for all students in the classroom.

### **Adult Academic Program (AAP)**

Learning Activities: Any teacher who would have a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students. All classes provided through AAP will adhere to their state-approved Distance Learning guidelines. This work may include, but is not limited to, online discussions, quizzes, web-based and/or print assignments, and readings. This work is also expected to continue content from the previous day.

Communication of Learning Activities:

Teachers will communicate expectations with their students via email and telephone on declared e-Learning days.

Teachers, the AAP Director, and other licensed professionals will be available by email or phone (via voicemail) during regular school hours. Staff contact information can be found on the [Adult Academic Program webpage](#). All communication requests will be responded to promptly during school hours.

All communications via email will contain the teacher's name and school name to assist students who might also receive emails from their children's teachers.

Attendance:

Student attendance will be counted following Distance Learning practices that the State of Minnesota has already approved for use in the Adult Academic Program.

Accommodations:

The distance learning plan already in place for adult academic programs accounts for the necessary accommodations for their students.

## **Robbinsdale Transition Center Plan (RTC)**

Learning Activities: Teachers at Robbinsdale Transition Center (RTC) will collaborate to create a unified document with all student learning activities. Any teacher with a class or student contact time on a declared e-Learning Day is expected to provide learning opportunities for students. Robbinsdale Area Schools will utilize learning pathways that provide online and offline options for students to engage in learning.

Learning pathways will be revisited monthly from November through April to ensure that the work being completed aligns with the current topics of study.

Communication of Learning Activities:

Learning opportunities will be emailed to building administrators and directly to students and their families.

Teachers, principals, and other licensed professionals will be available by email or phone (via voicemail) during regular school hours. Staff contact information can be found in the [RAS Staff Directory](#). All communication requests will be responded to promptly during school hours.

All communications via email will contain the teacher's name and school name to assist families with multiple children.

Students will be expected to complete ONE option for each course. Completed activities should be returned upon returning to school. Parents/Adult Students have the option of writing down the completed learning activities in the event that printing them is not possible.

### Attendance:

- Parents/Adult Students can respond to the email from the teacher that they received the learning activities.
  - The teacher will attempt to call home for any student who does not respond via email and record the call in the “Contact Log” in Infinite Campus.
  - Attendance should be completed by 10:15 am.
- Parents/Adult Students should call the school office if they do not have reliable internet access.
- All absences will be marked as Unexcused in Infinite Campus. The student’s parent/guardian must request that absences be excused, as stated in RAS Administrative Procedure [503AP](#).
  - Attendance will be changed from an *unexcused absence* to an *excused absence* within seven days of the declared e-Learning day by returning the assigned work from the e-Learning day or sending a written note.

### Accommodations:

- Families/Adult Students can request a printed copy of the learning activities upon returning to school.
- All learning activities should be returned to the course teacher within three days of returning to school.

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### **Plan monitored and reviewed by:**

**Maria Roberts, Assistant Director of Teaching and Learning**

**Matt Pletcher, Assistant Director of Teaching and Learning**

**Becky Brodeur, Senior Director of Teaching and Learning**

**Dr. Bob McDowell, Assistant Superintendent**

Toni Boyden, Director of Student Services

Kelley Booth, Student Systems and Enrollment Coordinator

Emilie Levinson, Director of Early Learning

**Brian Shreve, Assistant Director of Special Education**

Jen Ouellette-Schramm, Director of Adult Academic Programs

**Peter Eckhoff, President of RFT**

Robbinsdale Area Schools Executive Cabinet

**School Board of Robbinsdale Area Schools**

Business Meeting – September 3, 2025

**AGENDA SECTION:** New Business

**ITEM:** 7.D. Nexus Contract

**COMMENTS BY:** Kristen Hoheisel, Chief Financial Officer

**Recommended Action:** Approve the Nexus Contract.

	<b>Yes</b>	<b>No</b>	<b>Abstention</b>
Helen Bassett			
ReNae Bowman			
Dr. Greta Evans-Becker			
Aviva Hillenbrand			
Kim Holmes			
Caroline Long			
Dr. Kenneth Wutoh			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



**To: Members of the School Board  
Dr. Teri Staloch, Superintendent**  
**From: Kristen Hoheisel, Chief Financial Officer**  
**Date: September 3, 2025**  
**Re: Long-Term Facility Maintenance (LTFM) partners - Nexus**

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**MEMO:**

As discussed at the August 18, 2025 work session, the current school board approved LTFM plan is designed to address current LTFM needs while the district decides on the direction of future facility use. The district needs a partner to help plan, design and engineer and project manage larger projects where we don't have internal staff to support.

Nexus is a project lifecycle management company that can oversee the work from initial design to final commissioning. As an owner's representative, they are a firm that is accountable to the district to oversee project planning, design and legal documents, manage the competitive bidding process and to provide construction management services. Nexus is a firm that is not profiting from design decisions or contract awards. In recent years this "owner's rep" role was informally handled by firms who also had large contracts for some of the work they were overseeing.

Although a formal request for proposal was not completed, pricing comparisons have been reviewed and provided. A proposed short-term agreement has also been provided seeking school board approval.

# Nexus Fee Comparisons

## CM Fee Comparison

District	Fees, Supervision, & General Conditions
District 1	8.2%
District 2	8.8%
District 3	8.9%
District 4	8.1%
District 5	7.7%
District 6	9.2%
District 7	7.05%
District 8	7.98%
District 9	7.76%
District 10	7.36%
District 12	7.5%
District 13	7.5%
Comp. Average	8.00%

Nexus Program/Construction Management Fee + Supervision/General Conditions  
Averages 7.54%

## Cx Fee Comparison

District	Cx % of Value of Systems Commissioned
District 1	2.2%
District 2	2.9%
District 3	2.7%
District 4	2.5%
District 5	2.5%
District 6	2.5%
District 7	2.5%
District 8	2.5%
District 9	2.5%
Average	2.5%

Nexus Commissioning Fee Averages 2.50%

# Nexus Fee Comparisons

## Design Fee Comparison

District	Project Description	Avg. Fee %
District 1	Renovation	9.00%
District 2	Renovation	
District 3	Renovation	9.13%
District 4	Renovation	9.51%
District 5	Renovation	
District 6	Renovation	8.00%
District 7	Renovation	
District 8	Renovation	
District 9	Renovation	
District 10	Renovation	9.50%
District 11	Renovation	
District 12	Renovation	8.00%
District 13	Renovation	
District 14	Renovation	
	Average	8.86%

Nexus Design Fee Averages 8.00%



# Single-Source

accountability from start to finish



Robbinsdale School Board

Finance & Operations

Financial Advisor

## NEXUS SOLUTIONS®

84

### Plan

- Master Facilities Plan
- Infrastructure Assessment
- Educational Space Modernization
- Community Engagement
- Boundary Adjustments
- Conceptual Budgeting

### Fund

- Financial Assessments
- Funding Options
- Referendum Services

### Design

- Architecture
- Mech. Engineering
- Elect. Engineering
- Civil Engineering
- Bldg. Envelope
- Technology Consulting
- Green Design
- Life Cycle Cost

### Build

- Public Bid Process
- Construction Management
- Budget Management
- Subcontractor Management
- Schedule Management
- Project Documentation

### Commission

- Quality Assurance
- Functional Testing
- Owner Training

### Conserve

- Operational Analysis
- Energy Efficiency
- Utility Tracking
- Cost Savings



**AIA**<sup>®</sup>

# Document B101<sup>®</sup> – 2017

## Standard Form of Agreement Between Owner and Architect

**AGREEMENT** made as of the 15<sup>th</sup> day of September in the year 2025

*(In words, indicate day, month and year.)*

**BETWEEN** Nexus' client identified as the Owner:  
*(Name, legal status, address and other information)*

Robbinsdale Area Schools  
4148 Winnetka Avenue North  
New Hope, Minnesota 55427

and Nexus:  
*(Name, legal status, address and other information)*

Nexus Solutions, LLC  
6885 Sycamore Lane N., Suite 200  
Maple Grove, Minnesota 55369

for the following Project:  
*(Name, location and detailed description)*

Master Agreement for Fiscal Years 2026 & 2027 Board Approved Capital & LTFM Projects  
Agreement Expiration Date: December 31, 2027

**WHEREAS**, the

Owner has decided to hire Nexus for Program Management services including, architectural, engineering, Construction Management, and commissioning for the Project; and

**WHEREAS**, Nexus shall be entitled to use subconsultant architects, engineers and other design professionals to perform or assist in performing any of Nexus services under this Agreement ("Nexus' Subconsultants"). The Parties intend to use AIA documents as the basis for the Contract Documents, including Nexus' contracts with Nexus' Subconsultants. The Parties expressly recognize that the architect or engineers of record on the Project may be either employees of or subconsultants to Nexus and Nexus in no manner represents or implies that Nexus itself intends to perform architectural or engineering services for which it is not appropriately licensed; and

**WHEREAS**, nothing contained in the Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Nexus; and

**ADDITIONS AND DELETIONS:**  
The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**WHEREAS**, the parties understand and agree that a significant number of improvements and additions have been made at the Site over time, the parties understand and agree that Nexus does not represent or warrant the quality or acceptability of the previous work and Nexus shall be entitled to negotiate additional compensation arising from unforeseen and/or concealed conditions arising from the previous work; and

**WHEREAS**, the parties understand and agree Nexus and Nexus' Subconsultants will provide design, engineering, construction management, and commissioning services for the following improvements.

NOW, THEREFORE, in consideration of the mutual promises set forth herein, the parties agree as follows

## TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 NEXUS' RESPONSIBILITIES
- 3 SCOPE OF NEXUS' BASIC SERVICES
- 4 SUPPLEMENTAL AND ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
- 8 CLAIMS AND DISPUTES
- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

See Exhibit A

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

N/A

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1, plus all other hard and soft costs for the Project:

*(Provide total and, if known, a line item breakdown.)*

Project Budget: Shall be established in each Work Order.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:

Shall be established in each Work Order.

.2 Construction commencement date:

Shall be established in each Work Order.

.3 Substantial Completion date or dates:

Shall be established in each Work Order.

.4 Other milestone dates:

Shall be established in each Work Order.

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:  
*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

Construction Manager as Advisor with the Architect acting as the Construction Manager

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:  
*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

N/A

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:  
*(List name, address, and other contact information.)*

Kristen Hoheisel  
Chief Financial Officer  
(763)-504-8037  
Robbinsdale Area Schools  
4148 Winnetka Avenue N.  
New Hope, MN 55427

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review Nexus' submittals to the Owner are as follows:  
*(List name, address, and other contact information.)*

N/A

§ 1.1.9 The Owner shall retain the following consultants and contractors:  
*(List name, legal status, address, and other contact information.)*

.1 Geotechnical Engineer:

TBD

.2 Civil Engineer:

None

- .3 Other, if any:  
(List any other consultants and contractors retained by the Owner.)

Asbestos Consultant

§ 1.1.10 Nexus identifies the following representative in accordance with Section 2.3:  
(List name, address, and other contact information.)

Michael J. David  
President  
(612) 747-1003  
6885 Sycamore Lane N., Suite 200  
Maple Grove, Minnesota 55369

§ 1.1.11 Nexus shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

- .1 Architect:  
Shall be established in each Work Order
- .2 Civil Engineer:  
Shall be established in each Work Order
- .3 Electrical Engineer:  
  
Shall be established in each Work Order
- .4 Technology Consultant:  
Shall be established in each Work Order

§ 1.1.11.2 Consultants retained under Supplemental Services:

N/A

§ 1.1.12 Other Initial Information on which the Agreement is based:

N/A

§ 1.2 The Owner and Nexus may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and Nexus shall appropriately adjust Nexus' services, schedule for Nexus' services, and Nexus' compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

**ARTICLE 2 NEXUS' RESPONSIBILITIES**

§ 2.1 Nexus shall provide professional services as set forth in this Agreement. Nexus represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 Nexus shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. Nexus shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 Nexus shall identify a representative authorized to act on behalf of Nexus with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, Nexus shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise Nexus' professional judgment with respect to this Project.

§ 2.5 Nexus shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits Nexus normally maintains, the Owner shall pay Nexus as set forth in Section 11.9.

COVERAGES	LIMITS OF LIABILITY
Workmen's Compensation, including Employer's Liability Insurance	Statutory
Commercial General Bodily Injury Liability Insurance, including Contractual	\$1,000,000
Commercial General Property Damage Liability Insurance, including Contractual	\$1,000,000 Per Claim \$2,000,000 Aggregate
Commercial Automobile Injury Liability Insurance	\$500,000 Aggregate
Commercial Automobile Property Damage Liability Insurance	\$500,000
Professional Liability Insurance	\$1,000,000 Per Claim \$3,000,000 Aggregate

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, Nexus shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by Nexus' negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 Nexus shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

§ 2.5.9 Owner shall maintain Property Insurance (builder's risk completed value) in sufficient amount for the entire period of the Agreement on a replacement cost basis. Such insurance shall be on an all risk basis including theft and shall protect the interest of the Owner, the Contractor and Subcontractors and shall name Nexus as an additional insured

**ARTICLE 3 SCOPE OF NEXUS' BASIC SERVICES**

§ 3.1 Nexus' Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 Nexus shall manage Nexus' services, research applicable design criteria, attend Project meetings,

communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 Nexus shall coordinate its services with those services provided by the Owner and the Owner's consultants. Nexus shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. Nexus shall provide prompt written notice to the Owner if Nexus becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, Nexus shall submit for the Owner's approval a schedule for the performance of Nexus' services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by Nexus or Owner. With the Owner's approval, Nexus shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 Nexus shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without Nexus' written approval.

§ 3.1.5 Nexus shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. Nexus shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 Nexus shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### § 3.2 Schematic Design Phase Services

§ 3.2.1 Nexus shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to Nexus' services.

§ 3.2.2 Nexus shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. Nexus shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 Nexus shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. Nexus shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, Nexus and its consultants shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 Nexus shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 Nexus shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 Nexus shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3. As the design process progresses through the end of the preparation of the Construction Documents, Nexus shall update and refine the preliminary estimate of the Cost of Work.

§ 3.2.7 Nexus shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, Nexus and its consultants shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 Nexus shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 Nexus shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

### § 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, Nexus shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Nexus acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which Nexus shall review in accordance with Section 3.6.4.

§ 3.4.2 Nexus shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, Nexus and its consultants shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). Nexus shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 Nexus shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 Nexus shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### § 3.5 Procurement Phase Services

#### § 3.5.1 General

Nexus shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, Nexus shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

#### § 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 Nexus shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;

- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, Nexus shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

### § 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 Nexus shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, Nexus shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

### § 3.6 Construction Phase Services

#### § 3.6.1 General

§ 3.6.1.1 Nexus shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A232™-2009, General Conditions of the Contract for Construction.

§ 3.6.1.2 Nexus shall advise and consult with the Owner during the Construction Phase Services. Nexus shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. Nexus shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall Nexus be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. Nexus shall be responsible for Nexus' negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, Nexus' responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date Nexus issues the final Certificate for Payment.

#### § 3.6.2 Evaluations of the Work

§ 3.6.2.1 Nexus shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. As a part of its construction management services, Nexus will have a full time superintendent on site. However, Nexus shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, Nexus shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 Nexus has the authority to reject Work that does not conform to the Contract Documents. Whenever Nexus considers it necessary or advisable, Nexus shall have the authority to require inspection or testing of the

Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of Nexus nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of Nexus to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 Nexus shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. Nexus' response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of Nexus shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, Nexus shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. Nexus' decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A232–2009, Nexus shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

### § 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 Nexus shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. Nexus' certification for payment shall constitute a representation to the Owner, based on Nexus' evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of Nexus' knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by Nexus.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that Nexus has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 Nexus shall maintain a record of the Applications and Certificates for Payment.

### § 3.6.4 Submittals

§ 3.6.4.1 Nexus shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. Nexus' action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in Nexus' professional judgment, to permit adequate review.

§ 3.6.4.2 Nexus shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. Nexus' review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. Nexus' approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, Nexus shall specify the appropriate performance and design criteria that such services must satisfy. Nexus shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the

Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to Nexus. Nexus' review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Nexus shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, Nexus shall review and respond to requests for information about the Contract Documents. Nexus shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. Nexus' response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, Nexus shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 Nexus shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

### § 3.6.5 Changes in the Work

§ 3.6.5.1 Nexus may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, Nexus shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 Nexus shall maintain records relative to changes in the Work.

### § 3.6.6 Project Completion

§ 3.6.6.1 Nexus shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of Nexus' knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 Nexus' inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, Nexus shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 Nexus shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, Nexus shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

### § 3.6.7 COMMISSIONING SERVICES

§ 3.6.7.1 Nexus, with the Owner's assistance, shall oversee the close-out of the Project, as well as the commencement and final reporting and response action determined by the commissioning services for each Project where commissioning is required pursuant to applicable law.

§ 3.6.7.2 Nexus shall coordinate and complete all testing and reporting required by applicable law. Nexus shall consult with Owner on post-construction issues until the Project is turned over to Owner.

**ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 4.1 Supplemental Services**

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. Nexus shall provide the listed Supplemental Services only if specifically designated in the table below as Nexus' responsibility, and the Owner shall compensate Nexus as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor Nexus is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate Nexus' Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether Nexus or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

<b>Supplemental Services</b>	<b>Responsibility</b> <i>(Nexus, Owner, or not provided)</i>
§ 4.1.1.1 Measured drawings	Not Provided
§ 4.1.1.2 Existing facilities surveys	Owner
§ 4.1.1.3 Site evaluation and planning	Not Provided
§ 4.1.1.4 Building Information Model management responsibilities	Not Provided
§ 4.1.1.5 Development of Building Information Models for post construction use	Nexus as a Supplemental service
§ 4.1.1.6 Civil engineering	Nexus Included in Basic Services
§ 4.1.1.7 Landscape design	Nexus Included in Basic Services
§ 4.1.1.8 Architectural interior design	Nexus included in Basic Services
§ 4.1.1.9 On-site project representation	Nexus per Construction Management Agreement
§ 4.1.1.10 As-designed record drawings	Nexus as a Supplemental Service
§ 4.1.1.11 As-constructed record drawings	Nexus as a Supplemental Service
§ 4.1.1.12 Telecommunications/data design	Nexus as a Supplemental Services
§ 4.1.1.13 Security evaluation and planning	Owner
§ 4.1.1.14 Commissioning	Nexus included in Basic Services
§ 4.1.1.15 Furniture, furnishings, and equipment design	Nexus as a Supplemental Service

**§ 4.1.2 Description of Supplemental Services**

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as Nexus' responsibility is provided below.

*(Describe in detail Nexus' Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Nexus' Services documents that can be included as an exhibit to describe Nexus' Supplemental Services.)*

N/A

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

N/A

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, Nexus shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate Nexus as provided in Section 11.2.

## § 4.2 Nexus' Additional Services

Nexus may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of Nexus, any Additional Services provided in accordance with this Section 4.2 shall entitle Nexus to compensation pursuant to Section 11.3 and an appropriate adjustment in Nexus' schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, Nexus shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. Nexus shall not proceed to provide the following Additional Services until Nexus receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where Nexus is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 If conditions are encountered at the Site which are (1) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents or Record Drawings provided by the Owner or (2) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents;
- .12 If additional planning services are required;
- .13 Providing services to verify the accuracy of drawings or other information furnished by the Owner; or
- .14 Providing services of necessary consultants for other than architectural, structural, mechanical and electrical engineering portions of the Project provided as a part of this Agreement.

§ 4.2.2 To avoid delay in the Construction Phase, Nexus shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of Nexus' notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to Nexus of the Owner's determination. The Owner shall compensate Nexus for the services provided prior to Nexus' receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by Nexus;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to

Instruments of Service resulting therefrom.

§ 4.2.3 Nexus shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, Nexus shall notify the Owner:

- .1 Three (3) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Three (3) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .3 Three (3) inspections for any portion of the Work to determine final completion.

§ 4.2.4

If the services covered by this Agreement have not been completed by [date to be specified in each Work Order], through no fault of Nexus, extension of Nexus's services beyond that time shall be compensated as Additional Services

**ARTICLE 5 OWNER'S RESPONSIBILITIES**

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. The Owner shall not significantly increase or decrease the Owner's budget for the Cost of the Work without the agreement of Nexus to a corresponding change in the Project Scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve Nexus' submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of Nexus' services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 The Owner shall provide Nexus all Record Drawings, as-built drawings, or construction drawings of the existing facility within the Owner's possession custody and control.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by Nexus. Upon Nexus' request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of Nexus in this Agreement, or authorize Nexus to furnish them as an Additional Service, when Nexus requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability

insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to Nexus if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in Nexus' Instruments of Service.

§ 5.12 The Owner shall include Nexus in all communications with the Contractor that relate to or affect Nexus' services or professional responsibilities. The Owner shall promptly notify Nexus of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with Nexus' consultants shall be through Nexus.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate Nexus' duties and responsibilities set forth in the Contract for Construction with Nexus' services set forth in this Agreement. The Owner shall provide Nexus a copies of the executed agreement between the Owner and the Prime Contractors.

§ 5.14 The Owner shall provide Nexus access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide Nexus access to the Work wherever it is in preparation or progress.

§ 5.15 The Owner shall provide Nexus all Record Drawings, as-built drawings, or construction drawings of the existing facilities within the Owner's possession, custody or control. The Owner warrants that such information is correct and that Nexus shall be entitled to rely on the accuracy of all such information. In the event Nexus encounters any differing or changed field conditions or any concealed Site conditions that are different than reasonably anticipated or different than depicted in information provided by the Owner ("Changed Condition"), Nexus shall be compensated for additional services as a result of such Changed Condition.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total estimated cost to the Owner to construct all elements of the Project designed or specified by Nexus and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work. If there is a construction manager, the Cost of Work shall also include the costs of management or supervision of construction or installation provided by the construction manager.

The Cost of Work does not include the compensation of Nexus under this Agreement, but does include Nexus' compensation under the Construction Management Agreement. The Cost of the Work also does not include, the costs of the land, rights-of-way or financing.

For the purpose of calculating Program Management fees, the Cost of Work shall include the entire project budget, which includes but is not limited to, the Cost of Work as described above, plus compensation for architectural, engineering, commissioning, and construction management services, plus other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by Nexus, represent Nexus' judgment as a design professional. It is recognized, however, that neither Nexus nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, Nexus cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by Nexus.

§ 6.3 In preparing estimates of the Cost of Work, Nexus shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. Nexus' estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, Nexus shall provide such an estimate, if identified as Nexus' responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of Nexus, the Procurement Phase has not commenced within 90 days after Nexus submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time Nexus' estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, Nexus shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with Nexus in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with Nexus, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, Nexus shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires Nexus to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions Nexus could not reasonably anticipate, the Owner shall compensate Nexus for the modifications as an Additional Service pursuant to Section 11.3; otherwise Nexus' services for modifying the Construction Documents shall be without additional compensation. In any event, Nexus' modification of the Construction Documents shall be the limit of Nexus' responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 Nexus and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 Nexus and Nexus' consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of Nexus and Nexus' consultants.

§ 7.3 Nexus grants to the Owner a nonexclusive license to use Nexus' Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. Nexus shall obtain similar nonexclusive licenses from Nexus' consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If Nexus rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases Nexus and Nexus' consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless Nexus and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of Nexus. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to Nexus and Nexus' consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## **ARTICLE 8 CLAIMS AND DISPUTES**

### **§ 8.1 General**

#### **§ 8.1.1**

To the extent damages are covered by property insurance, the Owner and Nexus waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A232-2009, General Conditions of the Contract for Construction. The Owner or Nexus, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.2 Nexus and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.1.3 Nexus and the Owner each agree to indemnify the other party and its respective officers, agents, directors and employees from third party claims, demands, actions, liabilities, expenses or suits for bodily injury, including death or tangible property damage to the extent resulting from the intentional misconduct or any negligent act by its employees or agents. Owner expressly agrees Nexus shall be responsible only for such injury or damage to the extent it is caused by the intentional misconduct or negligent act or omission of Nexus' employees or agents and Nexus shall not be responsible for any injury or damage to the extent caused, or contributed to, in any manner by Owner or any third party.

#### **§8.1.4 HAZARDOUS MATERIALS**

§8.1.4.1 **Asbestos Containing Materials** – Neither Party desires to or is licensed to undertake direct obligations relating to the identification, abatement, cleanup, control, removal or disposal of asbestos-containing materials ("ACM"). Consistent with applicable laws, Owner shall supply Nexus with any information in its possession relating to the presence of ACM in areas where Nexus undertakes any work that may result in the disturbance of ACM. It is Nexus' policy to seek certification for facilities constructed prior to 1982 that no ACM is present, and Owner shall provide such certification for buildings it owns, or aid Nexus in receiving such certification from facility owners in the case of buildings that it does not own, if Nexus will undertake any work in the facility that would disturb ACM. If either Owner or Nexus becomes aware of or suspects the presence of ACM that may be disturbed by Nexus' work, it shall immediately stop the work in the affected area and notify the other contacts. If ACM is identified in the information provided by the Owner to Nexus, and the Program work will disturb or require abatement of any ACM, the Owner shall be responsible at its sole expense for addressing abatement of such ACM. Except where Nexus provides environmental services pursuant to this Agreement, Nexus shall have no obligation to monitor, verify or otherwise warrant that such abatement work has been completed.

§8.1.4.2 **Other Hazardous Materials** – Nexus shall have no obligations relating to the identification, abatement, cleanup, control, removal or disposal of mold, regardless of the cause of the mold. Nexus shall be responsible for removing or disposing of any Hazardous Materials that it uses in providing any work ("Nexus Hazardous Material") and, other than mold, for the remediation of any areas impacted by the release of Nexus Hazardous Materials. For other Hazardous Materials that may be otherwise present at its facilities ("Non-Nexus Hazardous Materials"), Owner shall supply Nexus with any information in its possession relating to the presence of such materials if their presence may affect Nexus' performance of any work. If either Owner or Nexus becomes aware

of or suspects the presence of Non-Nexus Hazardous Materials that may interfere with Nexus' work, it shall immediately stop the work in the affected area and notify the other's contacts. As between Owner and Nexus, Owner shall be responsible for removing and disposing of mold and Non-Nexus Hazardous Materials from its facilities and the remediation of any areas impacted by mold or the release of the Non-Nexus Hazardous Materials.

**§8.1.4.3 Environmental Indemnity** – To the fullest extent permitted by Law, Owner shall indemnify and hold harmless Nexus and Nexus' subcontractors, and their respective directors, officers, employees, agents, representatives, shareholders, affiliates, and assigns and successors, from and against any and all losses, costs, damages, expenses (including reasonable legal fees and defense costs), claims, causes of action or liability, directly or indirectly, relating to or arising from the Owner's use, or the storage, release, discharge, handling or presence of ACM, mold (actual or alleged and regardless of the cause of such condition) or Non-Nexus Hazardous Materials on, under or about the facilities, or Owner's failure to comply with this Section 10.

**§8.1.5 FORCE MAJEURE** – Neither party shall be responsible to the other for damages, loss, injury or delay caused by conditions beyond its reasonable control, and without the intentional misconduct or negligence of that Party ("Uncontrollable Events"). Uncontrollable Events include, but are not limited to: (a) acts of God; (b) acts of Government agencies; (c) strikes and/or labor disputes; (d) fire; (e) explosions or other casualties; (f) thefts; (g) vandalism; (h) terrorism, riots or war; (i) unavailability of parts, materials or supplies; (j) change in law, including the promulgation, modification or repeal of any law or the imposition of any material condition on the issuance or renewal of any permit which (A) occurs after the Effective Date, (B) establishes new laws or requires any new or existing permits, or modifies any law or permit requirement for the Program existing as of the Effective Date, or (C) materially and adversely affects the cost or expense of the Work to Nexus; or (k) lawsuits from parties seeking to enjoin the Owner, Nexus or both from performing in accordance with the Agreement.

**§8.1.6 DELAYS** – If either party is delayed in the commencement or completion of these services by causes beyond its control and without its fault or negligence, including but not limited to Uncontrollable Events, or by failure of the other Party to perform its obligations under this Agreement and Schedules or failure by the other Party to cooperate in the timely completion of the services, then the delayed Party shall provide written notice to the other Party of the existence, extent of, and reason for such delays. An equitable adjustment in completion dates shall be made as a result.

## **§ 8.2 Mediation**

**§ 8.2.1** Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of Nexus' services, Nexus may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

**§ 8.2.2** The Owner and Nexus shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

**§ 8.2.3** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**§ 8.2.4** If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Check the appropriate box.)*

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: *(Specify)*

If the Owner and Nexus do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

**§ 8.3**

The provisions of this Article 8 shall survive the termination of this Agreement.

**ARTICLE 9 TERMINATION OR SUSPENSION**

**§ 9.1** If the Owner fails to make payments to Nexus in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at Nexus' option, cause for suspension of performance of services under this Agreement. If Nexus elects to suspend services, Nexus shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, Nexus shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay Nexus all sums due prior to suspension and any expenses incurred in the interruption and resumption of Nexus' services. Nexus' fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.2** If the Owner suspends the Project, Nexus shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, Nexus shall be compensated for expenses incurred in the interruption and resumption of Nexus' services. Nexus' fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.3** If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of Nexus, Nexus may terminate this Agreement by giving not less than seven days' written notice.

**§ 9.4** Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**§ 9.7** If Nexus terminates this Agreement pursuant to Section 9.3, the Owner shall pay to Nexus the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

**.1 Termination Fee:**

Reasonable expenses incurred by Nexus as a result of the termination plus 10%

**.2 Licensing Fee if the Owner intends to continue using Nexus' Instruments of Service:**

15% of Remaining fees on the Project

**§ 9.8** Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

**§ 9.9** The Owner's rights to use Nexus' Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

**ARTICLE 10 MISCELLANEOUS PROVISIONS**

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A232-2009, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Nexus, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor Nexus shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to Nexus by the Owner prior to the assignment.

§ 10.4 If the Owner requests Nexus to execute certificates, the proposed language of such certificates shall be submitted to Nexus for review at least 14 days prior to the requested dates of execution. If the Owner requests Nexus to execute consents reasonably required to facilitate assignment to a lender, Nexus shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to Nexus for review at least 14 days prior to execution. Nexus shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Nexus.

§ 10.6 Unless otherwise required in this Agreement, Nexus shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 Nexus shall have the right to include photographic or artistic representations of the design of the Project among Nexus' promotional and professional materials. Nexus shall be given reasonable access to the completed Project to make such representations. However, Nexus' materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised Nexus in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for Nexus in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If Nexus or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.10 The Owner and Nexus recognize that the designer under this project may be eligible for a tax deduction for energy efficient commercial buildings under §179D of the Internal Revenue Code. The Owner and Nexus agree and recognize that Nexus will be the designer of this project for the purposes of the §179D deduction. The Owner will cooperate with Nexus in obtaining the paperwork and certification necessary from the Owner to allow Nexus to claim any §179D or any other energy efficient commercial buildings deduction

**ARTICLE 11 COMPENSATION**

§ 11.1 For Nexus’ Basic Services described under Article 3, the Owner shall compensate Nexus as follows:

.1 Stipulated Sum:

In each Work Order, Nexus’ compensation shall be computed as follows:

- Compensation for Program Management computed at 2.00% of the total Program Cost.
- Plus, compensation for Architectural Services computed at 7.00% of the related Architectural Construction Cost, and not total Construction Cost.
- Plus, compensation for Engineering Services computed at 8.95% of the related Engineering Construction Cost, and not the total Construction Cost.
  - Please note – Architectural & Engineering Services are NOT additive. Services will only be billed as they are specifically used on the Project.
- Plus, compensation for Commissioning Services computed at 2.5% of the related Commissioning Construction Cost, and not total Construction Cost.
- Plus, compensation for Construction Management Services computed at 2.25% of the total Construction Cost.
- All Costs references above shall be estimated cost, not actual cost. Fee percentages as described above shall be used to calculate compensation as a stipulated sum based off estimated cost.
- Compensation for onsite project management, supervision and related expenses will be considered a reimbursable General Condition and part of the project’s Construction Cost (see B144, 7.1 for additional detail).
- If professional services are required that have not been defined above, or which differ from those defined above, the Parties agree to negotiate reasonable fees based on typical industry rates or to execute the services on a time and expense basis utilizing the rate in Exhibit C.

§ 11.2 For Nexus’ Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate Nexus as follows:  
*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

As agreed or on a time and expense basis as applicable.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate Nexus as follows:  
*(Insert amount of, or basis for, compensation.)*

As agreed or on a time and expense basis as applicable.

§ 11.4 Compensation for Supplemental and Additional Services of Nexus’ consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to Nexus plus ten percent (10%)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Fifteen percent (15%)
Design Development Phase	Twenty-Five percent (25%)
Construction Documents Phase	Forty percent (40%)
Procurement Phase	Five percent (5%)
Construction Phase	Fifteen percent (15%)
<hr/>	
Total Basic Compensation	one hundred percent ( 100.00 %)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. Nexus shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of Nexus and Nexus' consultants are set forth below. The rates shall be adjusted in accordance with Nexus' and Nexus' consultants' normal review practices.  
*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

See Exhibit C

**§ 11.8 Compensation for Reimbursable Expenses**

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by Nexus and Nexus' consultants directly related to the Project, as follows.

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Cost allocation of design and project management software used on this project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Fees paid for securing approval of Authorities having jurisdiction over the Project;
- .7 Bid-Set printing
- .8 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner and not caused by Nexus' delay or scheduling decisions;
- .9 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .10 Expenses related to LEED, Energy Star, or other sustainability-related documentation, including processing of utility rebates;
- .11 Community meetings beyond the number specified herein, unless compensated as a change order to the Agreement;
- .12 Nexus' or Nexus's Consultant's additional insurance coverage or limits if the Owner requests such insurance in excess of that normally carried by Nexus or Nexus's consultants;
- .13 All taxes levied on professional services and on reimbursable expenses;
- .14 Marketing and communications materials, consulting, and research as requested by the Owner;
- .15 Site office expenses; and
- .16 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by Nexus and Nexus's consultants plus «ten» percent («10» %) of the expenses incurred.

**§ 11.9 Payments to Nexus**

**§ 11.9**

**.1 Initial Payments**

§ 11.9.1.1 An initial payment of «ten percent» («10%») shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

**§ 11.9.2 Progress Payments**

**§ 11.9**

.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed.

Payments are due and payable upon presentation of Nexus' invoice. Amounts unpaid «thirty» («30») days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of Nexus.  
(Insert rate of monthly or annual interest agreed upon.)

At the rate specified in Minnesota Statutes Section 549.09

§ 11.9.2.2 The Owner shall not withhold amounts from Nexus' compensation to impose a penalty or liquidated damages on Nexus, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless Nexus agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.9.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

#### ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

None

#### ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and Nexus and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Nexus.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
  - .2 AIA Document B144/ARCH-CM—1993 Standard Form of Amendment for the Agreement Between Owner and Architect where the Architect Provides Construction Management Services as an Advisor to the Owner
  - .3 Exhibit A: Project Scope of Work
  - .4 Exhibit B: Preliminary Schedule
  - .5 Exhibit C: Hourly Rates
  - .6 AIA Document A232® - 2019 – General Conditions of the Contract for Construction
- .2 Building Information Modeling Exhibit, if completed:

.3 Exhibits:


(Check the appropriate box for any exhibits incorporated into this Agreement.)

AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:  
(Insert the date of the E204-2017 incorporated into this agreement.)

Other Exhibits incorporated into this Agreement:  
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

- 4 Other documents:  
(List other documents, if any, forming part of the Agreement.)

This Agreement entered into as of the day and year first written above.

  
\_\_\_\_\_  
OWNER (Signature)

BY: Dr. Greta Evans-Becker, Board  
Chairperson

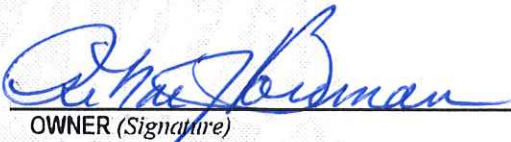
\_\_\_\_\_  
(Printed name and title)

\_\_\_\_\_  
ARCHITECT (Signature)

BY: Michael J. David, President

\_\_\_\_\_  
(Printed name, title, and license number if required)

108

  
\_\_\_\_\_  
OWNER (Signature)

BY: ReNae J. Bowman, Board Clerk

\_\_\_\_\_  
(Printed name and title)

**AIA B101, Exhibit A  
Project Scope of Work**

For each project that the Owner desires to complete, the Owner and Nexus shall mutually determine the project specific information, such as scope of work, appropriate budget, professional services required, and preliminary project schedule.

Nexus shall then prepare a Work Order containing the project information and Nexus compensation computed pursuant to 11.1.1 for the Owner's consideration. The Work Order and authorization to proceed may be executed on the Owner's behalf by the Owner's representative identified in 1.1.7.

**AIA B101, Exhibit B  
Preliminary Project Schedule**

Each Work Order shall include a Preliminary Project Schedule.

**2025 Professional Services Hourly Rates**  
**Confidential**

<b>POSITION</b>	<b>2025 Hourly Rate</b>
Partner	\$ 295
Design Manager	\$ 255
Director of Commissioning Services	\$ 255
Educational Planner	\$ 255
Director of Construction Management Services	\$ 255
Senior Project Development Engineer	\$ 255
Senior Project Manager	\$ 255
Director of Finance & Accounting	\$ 248
Senior Program Manager	\$ 242
Client Executive	\$ 236
Program Manager II	\$ 229
Project Executive	\$ 229
Project Manager II	\$ 229
Program Manager	\$ 216
Senior Design Engineer	\$ 216
Project Development Engineer II	\$ 210
Senior Commissioning Agent	\$ 203
Marketing/Communications Director	\$ 197
Senior Staff Accountant	\$ 197
Project Manager I	\$ 197
Senior Site / General Superintendent	\$ 185
Safety Director	\$ 185
Design Engineer II	\$ 178
Commissioning Agent	\$ 172
Senior Design Technician	\$ 172
Site Superintendent II	\$ 172
Marketing/Communications Manager	\$ 166
Project Development Engineer I	\$ 166
Design Engineer I	\$ 159
Senior Project Coordinator	\$ 159
Staff Accountant	\$ 159
Design Technician	\$ 153
Assistant Program Manager	\$ 149
Site Superintendent I	\$ 146
Commissioning Technician	\$ 140
Project Coordinator	\$ 127
Project Engineer	\$ 115
Sales & Marketing Administrator	\$ 115
Utility Analyst	\$ 89
Intern	\$ 83

# AIA® Document B144/ARCH-CM™ – 1993

## **Standard Form of Amendment for the Agreement Between Owner and Architect where the Architect Provides CONSTRUCTION MANAGEMENT Services as an Adviser to the Owner**

This **AMENDMENT** dated: September 15, 2025  
*(Insert this Amendment's effective date)*

is made to the **AGREEMENT** dated September 15, 2025  
*(Insert the date of the Agreement between the Owner and Nexus)*

**BETWEEN** the Owner:  
*(Name, Legal Status and Address)*

Robbinsdale Area Schools  
4148 Winnetka Avenue North  
New Hope, Minnesota 55427

and Nexus:  
*(Name, Legal Status and Address)*

Nexus Solutions, LLC  
6885 Sycamore Lane N., Suite 200  
Maple Grove, Minnesota 55369

for the following Project:  
*(Include detailed description of Project, location, address and scope.)*

Master Agreement for Fiscal Years 2026 & 2027 Board Approved Capital & LTFM Projects  
Agreement Expiration Date: December 31, 2027

The Owner and Nexus agree that the terms and conditions governing Nexus' services and responsibilities under the Agreement referred to above shall be amended to include the construction management services specified in this Amendment as an addition to Nexus' Basic Services under that Agreement.

## **ARTICLE 1 CONSTRUCTION MANAGEMENT RESPONSIBILITIES**

§ 1.1 The construction management services to be provided by Nexus are as enumerated in Articles 2 and 3 of this Amendment. Nexus shall be entitled to use subconsultants to perform or assist in performing any of Nexus' services as construction manager under this Amendment ("Nexus' Subconsultants"). It is understood by the parties that contracts for such professional services are not subject to competitive bidding requirements. All professionals providing such services whether directly by Nexus or professionals under contract with Nexus shall be qualified, and where required, properly licensed and/or certified to perform these services and Nexus is responsible to assure such license and certification.

§ 1.2 Nexus shall provide organization, personnel and management to carry out the requirements of this Amendment in an expeditious and economical manner consistent with the interests of the Owner.

§ 1.3 The services covered by this Amendment are subject to the time limitations contained in the Agreement between Owner and Nexus referenced above.

## **ARTICLE 2 SCOPE OF SERVICES DURING PRECONSTRUCTION PHASES**

§ 2.1 Nexus, as a part of Nexus' review of the program furnished by the Owner, shall provide a preliminary evaluation of the feasibility of the Owner's program, schedule and construction budget requirements, each in terms of the other.

§ 2.2 Nexus shall prepare, in addition to preliminary estimates of Construction Cost for program requirements based on early schematic designs and other design criteria, comparative estimates for the cost evaluations of alternative materials and systems.

§ 2.3 As Nexus progresses with the preparation of the Schematic Design, Design Development and Construction Documents, Nexus shall prepare and update preliminary Construction Cost estimates with increasing detail and refinement. Such estimates shall be provided for the Owner's review and approval prior to the commencement of performance by Nexus of services for each succeeding Preconstruction Phase. If separate contracts are to be awarded, the estimated cost of the scope of Work for each contract shall be indicated with supporting detail. Nexus shall advise the Owner if it appears that a preliminary Construction Cost estimate may exceed the latest approved Project budget and make recommendations for corrective action.

§ 2.4 Following the Owner's approval of the Construction Documents, Nexus shall update and submit the latest estimate of Construction Cost for the Owner's approval in accordance with the Agreement.

§ 2.5 Nexus shall submit recommendations on relative feasibility of construction methods, methods of Project delivery, availability of materials and labor, time requirements for procurement, installation and construction, and appropriate utilization of the site for mobilization of construction forces and materials and factors related to construction cost including, but not limited to, costs of alternative designs or materials, preliminary budgets and possible economies. Nexus shall consult with the Owner regarding the Construction Documents and make recommendations whenever design details adversely affect constructability, costs or schedules.

§ 2.6 Nexus shall prepare and update a Project schedule to show the timing of anticipated services and construction Work for the Owner's review and approval prior to commencement of Nexus' services for each succeeding Preconstruction Phase.

§ 2.7 In developing the Project schedule, Nexus shall identify critical and long-lead-time items for the coordination and integration of Nexus' services with the Owner's responsibilities, including the services of the Owner's other consultants and contractors.

§ 2.8 Nexus shall assist the Owner in selecting, retaining and coordinating the professional services of surveyors, special consultants and testing laboratories required for the Project.

§ 2.9 Nexus shall submit a list of prospective bidders and a bidding schedule for the Owner's review and approval.

§ 2.10 Nexus shall solicit bidders' interest in the Project. Nexus shall assist the Owner in issuing bidding documents to bidders and conduct pre-bid conferences with prospective bidders. Nexus shall assist the Owner with the receipt of questions from bidders and the issuance of addenda.

§ 2.11 Nexus shall receive bids, prepare bid analyses and make recommendations to the Owner for the Owner's award of Contracts.

§ 2.12 Nexus shall conduct pre-award conferences with successful bidders. Nexus shall advise the Owner of any reasonable objections to the proposed list of Subcontractors and material suppliers.

§ 2.13 Nexus shall make recommendations to the Owner regarding the assignment of responsibilities for providing temporary Project facilities and services for common use of the Contractors. Nexus shall verify that the requirements and assignment of responsibilities are included in the proposed Contract Documents.

§ 2.14 Nexus shall advise the Owner on the division of the Project into separate contracts or various categories for work including method be used for selecting Contractors and awarding contracts. If multiple Contracts are to be awarded, Nexus shall review the Construction Documents and make recommendations as required to provide that (1) the Work of the Contractors is coordinated, (2) all requirements for the Project have been assigned to the appropriate Contract, (3) the likelihood of jurisdictional disputes has been minimized, and (4) proper coordination has been provided for phased construction.

§ 2.15 Nexus shall make recommendations to the Owner regarding the allocation of responsibilities for Project conditions among the Contractors.

§ 2.16 Nexus shall assist the Owner in obtaining applicable building permits and special permits for permanent improvements, excluding permits required to be obtained directly by the various Contractors. Nexus shall also make recommendations regarding the allocation of responsibilities for Project conditions and site safety among the Contractors. The Safety programs on the site shall be run by the Contractor designated by the Owner with the help and coordination of the other Contractors.

### **ARTICLE 3 SCOPE OF SERVICES DURING THE CONSTRUCTION PHASE**

§ 3.0 Nexus shall provide administration of the Contracts for Construction as set forth below and in the edition of AIA Document A232, General Conditions of the Contract for Construction, Construction Manager – Advisor Edition.

§ 3.1 Nexus shall prepare a Project construction schedule providing for each scope of Work, including phasing of construction, times for commencement and completion required of each separate Contractor, ordering and delivery of materials requiring long-lead time and the occupancy requirements of the Owner.

§ 3.2 Nexus shall provide the Project construction schedule for each set of Contract Documents.

§ 3.3 Nexus shall provide administrative, management and related services to endeavor to coordinate the activities of the Contractors with each other and with those of the Owner and Nexus to complete the Project in accordance with the latest approved estimate of Construction Cost, the Project construction schedule and the Contract Documents.

§ 3.4 Nexus shall schedule and conduct preconstruction, construction and progress meetings with the Owner and the Contractors to discuss such matters as procedures, progress and scheduling. Nexus shall prepare and promptly distribute minutes to the Owner and Contractors.

§ 3.5 Utilizing the Construction Schedules provided by the Contractors, Nexus shall update the Project construction schedule incorporating the activities of the Contractors on the Project, including activity sequences and durations, allocation of labor and materials, processing of Shop Drawings, Product Data and Samples, and delivery of products requiring long-lead time and procurement. The Project construction schedule shall include the Owner's occupancy requirements showing portions of the Project having occupancy priority. Nexus shall update and reissue the Project construction schedule as required to show current conditions. If an update indicates the previously approved Project construction schedule may not be met, Nexus shall recommend corrective action to the Owner.

§ 3.6 Consistent with the Bidding Documents, and utilizing information from the Contractors, Nexus shall endeavor to coordinate the sequence of construction and assignment of space in areas where multiple Contractors are performing Work.

§ 3.7 Nexus shall monitor the approved estimate of Construction Cost. Nexus shall show actual costs for activities in progress and estimates for uncompleted tasks.

§ 3.8 Nexus shall develop cash flow reports and forecasts for the Project and advise the Owner as to variances between actual and budgeted or estimated costs.

§ 3.9 Nexus shall maintain cost accounting records on authorized Work performed under unit costs, additional Work performed on the basis of actual costs of labor and materials, or other Work requiring accounting records.

§ 3.10 Nexus shall record the progress of the Project with written progress reports to the Owner including information on each Contractor's Work, as well as the entire Project, showing percentages of completion.

§ 3.11 Nexus shall keep a daily log containing a record of weather, Contractor's Work on the site, number of workers, identification of equipment, Work accomplished, problems encountered, and other similar relevant data as the Owner may require.

§ 3.12 Nexus shall maintain at the Project site, on a current basis: one record copy of all Contracts, Drawings, Specifications, addenda, Change Orders and other Modifications, in good order and marked to record all changes made during construction; Shop Drawings; Product Data; Samples; submittals; purchases; other related documents and revisions that arise out of the Contracts or Work. Nexus shall maintain records, in duplicate, of principal building layout lines, elevations of the bottom of footings, floor levels and key site elevations certified by a qualified surveyor or professional engineer. Nexus shall make all such records available to the Owner and, upon completion of the Project, shall deliver them to the Owner.

#### **ARTICLE 4 ADDITIONAL SERVICE**

§ 4.1 Nexus' basic construction management services, outlined in Articles 1-3, are included in the Cost of Work. All services performed by Nexus that are not specifically identified in Articles 1-3 shall constitute a Change in Services. For all services that constitute a Change in Services, Nexus shall be compensated as set forth in Section 11 of the AIA Document B101-2017, as modified by the Parties.

§ 4.2 The following services shall constitute a Change in Services:

- .1 Providing services made necessary by the termination or default of the contractor, by major defects or deficiencies in the work of a contractor, or by failure of performance of either the Owner or a contractor under a contract for construction.
- .2 Providing services in connection with a public hearing, arbitration proceeding or legal proceeding except where Nexus is party thereto.
- .3 Providing services relative to future facilities, systems and equipment.
- .4 Providing services to verify the accuracy of drawings or other information furnished by the Owner.
- .5 Providing coordination of construction performed by the Owner's own forces and coordination of services required in connection with construction performed and equipment supplied by the Owner.
- .6 Providing services in connection with the work of separate consultants retained by the Owner.
- .7 Providing services of consultants for other than architectural, structural, mechanical and electrical engineering portions of the Project provided as a part of this Agreement.
- .8 Providing any other services not otherwise included in this Agreement.
- .9 Changes arising from Owner-requested changes following the Owner's acceptance of the designs and plans for the Project at each phase of the development process (schematic design, design development and construction documents).
- .10 Provided services necessary if conditions are encountered at the Site which are (1) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents or Record Drawings provided by the Owner or (2) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents
- .11 Providing any other services not otherwise included in Articles 1-3.

**ARTICLE 5 THE OWNER'S RESPONSIBILITIES**

§ 5.1 The Owner reserves the right to perform Work related to the Project with the Owner's own forces, and to award contracts in connection with the Project that are not part of Nexus' responsibilities under this Amendment. Nexus shall notify the Owner if any such independent action will in any way interfere with Nexus' ability to perform under this Amendment.

§ 5.2 The Owner shall furnish the required information and services and shall render approvals and decisions expeditiously for the orderly progress of Nexus' services.

**ARTICLE 6 BASIS OF COMPENSATION**

§ 6.1 The Owner shall compensate Nexus as set forth in Article 11 of AIA Document B101-2017, as modified by the Parties. Nexus shall be compensated for the Construction Management Services, with compensation for each phase of service to be allocated in accordance with the following percentages of Nexus' fee for Construction Management Services: Pre-construction Services – Thirty Percent (30%); Construction Services – Sixty Percent (60%); Post-construction Services – Ten Percent (10%)

116

**ARTICLE 7 OTHER CONDITIONS OR SERVICES**

§ 7.1 The following Reimbursable Expenses are in addition to those listed in the Agreement modified by this Amendment:

- .1 Compensation for supervisory and administrative personnel when they are performing work in connection with or related to the Project, including but not limited to, supervising, estimating, project management, program management, scheduling, expediting, coordinating, secretarial, and accounting work and related expenses will be considered a reimbursable General Condition.
- .2 Premiums for comprehensive liability insurance including, but not limited to commercial liability insurance, excess umbrella insurance, automobile liability insurance, professional liability insurance, and pollution liability insurance shall be charged at the rate of 0.15% of the Project Budget.
- .3 Charges for the cost of the ProCore software for the Project, but only to the extent the increased costs are due to this Project. Under no circumstances shall the total billed amount exceed 0.20% of the Project Budget.

This Amendment entered into as of the day and year first written above.

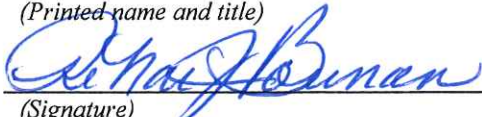
OWNER



(Signature)

Dr. Greta Evans-Becker, Board Chairperson

(Printed name and title)



(Signature)

ReNae J. Bowman, Board Clerk

(Printed name and title)

NEXUS

(Signature)

Michael J. David, President

(Printed name and title)

 **AIA® Document A232® – 2019****General Conditions of the Contract for Construction, Construction Manager as Adviser Edition****for the following PROJECT:**

*(Name, and location or address)*

Master Agreement for Fiscal Years 2026 & 2027 Board Approved Capital & LTFM Projects

Agreement Expiration Date: December 31, 2027

**THE CONSTRUCTION MANAGER:**

*(Name, legal status, and address)*

Nexus Solutions, LLC  
6885 Sycamore Lane N, Suite 200  
Maple Grove, Minnesota 55369

**THE OWNER:**

*(Name, legal status, and address)*

Robbinsdale Area Schools  
4148 Winnetka Avenue North  
New Hope, Minnesota 55427

**PROGRAM MANAGER**

:

*(Name, legal status, and address)*

Nexus Solutions, LLC  
6885 Sycamore Lane N, Suite 200  
Maple Grove, Minnesota 55369

**TABLE OF ARTICLES**


- 1 GENERAL PROVISIONS
- 2 OWNER
- 3 CONTRACTOR
- 4 NEXUS
- 5 SUBCONTRACTORS
- 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS
- 7 CHANGES IN THE WORK
- 8 TIME
- 9 PAYMENTS AND COMPLETION

**ADDITIONS AND DELETIONS:**

The author of this document may have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This document is intended to be used in conjunction with AIA Documents A132™–2019, Standard Form of Agreement Between Owner and Contractor, Construction Manager as Adviser Edition; B132™–2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Adviser Edition; and C132™–2019, Standard Form of Agreement Between Owner and Construction Manager as Adviser.

- 
- 10 PROTECTION OF PERSONS AND PROPERTY
  - 11 INSURANCE AND BONDS
  - 12 UNCOVERING AND CORRECTION OF WORK
  - 13 MISCELLANEOUS PROVISIONS
  - 14 TERMINATION OR SUSPENSION OF THE CONTRACT
  - 15 CLAIMS AND DISPUTES
  - 16 ADDITIONAL CONDITIONS

## ARTICLE 1 GENERAL PROVISIONS

### § 1.1 Basic Definitions

**§ 1.1.1 The Contract Documents.** The Contract Documents are enumerated in the Agreement between the Owner and Contractor (hereinafter the Agreement) and consist of the Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of the Contract, other documents listed in the Agreement, and Modifications issued after execution of the Contract. A Modification is (1) a written amendment to the Contract signed by both parties, (2) a Change Order, (3) a Construction Change Directive, or (4) a written order for a minor change in the Work issued by Nexus. The Contract Documents include all Documents which are part of and all forms required or specified in, this Project Manual. Including but not limited to: all Introductory Information, Bidding Requirements, Contract Forms, Conditions of the Contract, Addenda (as defined in the Instructions to Bidders), and all divisions comprising the Specification.

**§ 1.1.2 The Contract.** The Contract Documents form the Contract for Construction. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. The Contract may be amended or modified only by a Modification. The Contract Documents shall not be construed to create a contractual relationship of any kind (1) between the Contractor and Nexus or Nexus' consultants, (2) between the Owner and Nexus' consultants, (3) between the Contractor and Nexus or Nexus' consultants, (4) between the Owner and a Subcontractor or Sub-subcontractor, or (5) between any persons or entities other than the Owner and Contractor. Nexus and Nexus' Consultants shall, however, be entitled to performance and enforcement of obligations under the Contract intended to facilitate performance of their duties.

**§ 1.1.3 The Work.** The term "Work" means the construction and services required by the Contract Documents, whether completed or partially completed, and includes all other labor, materials, equipment, and services provided or to be provided by the Contractor to fulfill the Contractor's obligations. The Work may constitute the whole or a part of the Project. Use of the words "produce", "provide", "furnish" or "install" where appropriate shall, also include "furnish and install".

**§ 1.1.4 The Project.** The Project is the total construction of which the Work performed under the Contract Documents may be the whole or a part and which may include construction by other Contractors, and by the Owner's own forces and Separate Contractors.

**§ 1.1.5 Contractors.** Contractors are persons or entities, other than the Contractor or Separate Contractors, who perform Work under contracts with the Owner that are administered by Nexus.

**§ 1.1.6 Separate Contractors.** Separate Contractors are persons or entities who perform construction under separate contracts with the Owner not administered by Nexus.

**§ 1.1.7 The Drawings.** The Drawings are the graphic and pictorial portions of the Contract Documents showing the design, location and dimensions of the Work, generally including plans, elevations, sections, details, schedules, and diagrams.

**§ 1.1.8 The Specifications.** The Specifications are that portion of the Contract Documents consisting of the written requirements for materials, equipment, systems, standards and workmanship for the Work, and performance of related services.

**§ 1.1.9 Instruments of Service.** Instruments of Service are representations, in any medium of expression now known or later developed, of the tangible and intangible creative work performed by Nexus and Nexus' consultants under their respective professional services agreements. Instruments of Service may include, without limitation, studies, surveys, models, sketches, drawings, specifications, and other similar materials. The Project Manual includes all Addenda (as defined in the Instructions to Bidders) properly issued by Nexus and Nexus' Consultants.

**§ 1.1.10 Initial Decision Maker.** The Initial Decision Maker is the person identified in the Agreement to render initial decisions on Claims in accordance with Section 15.2. The Initial Decision Maker shall not show partiality to the Owner or Contractor and shall not be liable for results of interpretations or decisions rendered in good faith.

**§ 1.2 Correlation and Intent of the Contract Documents**

**§ 1.2.1** The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

**§ 1.2.1.1** The invalidity of any provision of the Contract Documents shall not invalidate the Contract or its remaining provisions. If it is determined that any provision of the Contract Documents violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Contract Documents shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Contract.

**§ 1.2.2** Execution of the Contract by the Contractor is a representation that the contractor has:

- (a) visited the site and investigated the nature and location of the Work, and the general and location conditions which can affect the Work or its cost.
- (b) examined the Bidding Documents in relation to each other and to the Project site, the structure and condition of the ground, the obstacles which may be encountered, and all other conditions having bearing upon the performance of the Work, supervision of the Work, existing conditions, time of completion, cost and all other relevant matters.
- (c) carefully studied and compared the Bidding Documents with each other and has obtained clarification for all inconsistencies, errors, omissions or other conditions having a bearing upon the performance of the Work, supervision of the Work, time of completion, costs and all other relevant matters.

**§ 1.2.3** Unless otherwise stated in the Contract Documents, words that have well-known technical or construction industry meanings are used in the Contract Documents in accordance with such recognized meanings. In the event of conflicts or discrepancies among the Contract Document, interpretations will be based on the following priorities;

- (a) the Agreement,
- (b) Change Order and supplementary instructions,
- (c) Addenda, with those of later date having precedence over those of earlier date,
- (d) General Conditions of the Contract for Construction,
- (e) Drawings and Specifications.

In the case of an inconsistency between Drawings and Specification or within either Document not clarified by addendum or supplementary instruction, the better quality or greater quantity of Work shall be provided in accordance with the Design Professionals interpretation.

**§ 1.2.4** Wherever a provision of a Section of the Specifications conflicts with any agreements or regulations in force among members of a Trade Association, Union, or Council, which regulates or distinguishes what work shall or shall not be included in the work of any particular trade, the contractor shall make necessary arrangements to reconcile such conflicts without cost to the owner and without recourse to Nexus, or the Owner. Where the Specification has been divided into sections, it is for convenience in use. Nexus assumes no responsibility for proper placement of phases of the Work into the proper division or section or the arrangement of Work shown on the Drawings. Nexus shall not be obligated to enter into jurisdictional or other disputes as a result of the organization, arrangement or location of parts of the Work in Specifications or on Drawings, nor to serve as arbiter to establish subcontract limits. Unless otherwise specified, the scope of work of each section shall be to furnish labor, materials, equipment, skill, erection, installation, services and related items for the phase of work

of that section, as required by the Drawings, as specified or as otherwise required to provide and complete the entire work of the section. Wherever a provision of a Section of the Specifications conflicts with any agreements or regulations in force among members of Trade Association, Union or Council, which regulates or distinguishes what work shall or shall not be included in the work of any particular trade, the Contractor shall make necessary arrangements to reconcile such conflicts without delay, damage or cost to the Owner and without recourse to Nexus or the Owner.

§ 1.2.5 The general character and scope of the Work is called for by the Contract Documents. Where a portion of the Work is fully drawn and the remainder is merely indicated, the portion fully drawn shall apply to all similar parts of the Work. Drawings intended primarily as information for one trade may not necessarily show the work of other trades, which shall not be construed as there being no related materials or adjacent work.

§ 1.2.6 Figured dimensions shall be followed in preference to measurement by scale. In the event of discrepancies between Drawings, between Drawings and Specifications or between Specifications, the intent shall be interpreted by Nexus, which shall be binding on the Contractor. Where a dimension may be missing, the Work shall be accomplished in accordance with the directions and dimensions provided by the Design Professional. Dimensions on Drawings, as well as detail Drawings themselves, are subject in every case to measurements of existing, adjacent, incorporated and completed work which shall be taken by the Contractor before undertaking any work dependent upon such data. Dimensions pertaining to the Work shall be verified at site by Contractor.

§ 1.2.7 The Contract Documents generally do not set forth the basis for or the analysis of design. The Contractor is obligated to obtain or ascertain the intent where it is necessary for proper execution and satisfactory completion of the Work.

§ 1.2.8 Where Specifications are of the abbreviated or "streamlined" type, they shall be construed as complete sentences, as shall notes on the drawings. Omission of words such as "the", "the Contractor shall", and "as shown on the drawings" is intentional. The words "shall" or "shall be" are to be supplied by inference. Imperative or directive instructions, directions or specifications apply and refer to the Contractor. The words "symmetrical" and "similar" are used in the general sense and need not mean "identical".

§ 1.2.9 Where a number is specified (as for gauges, weights, temperatures, an amount of time, and similar references) and the specified number cannot be obtained, the number shall be interpreted as the next better, as available.

§ 1.2.10 Standard Specifications rules, codes, instructions, recommendations and references referred to in the Project Specifications shall be the latest edition unless a specific edition is specified. If standard specifications are revised prior to completion of any part of the work to which such revisions would pertain, the Contractor may, if approved by Nexus, perform such work in accordance with the revised specifications. Standard specifications, except as modified in the Project Specifications, shall have full force and effect as though included in the Project Specifications.

§ 1.2.11 Sections of Division 1 General Requirements govern the execution of all sections of the specifications.

§ 1.2.12 In case of conflict in or between drawings and specifications, the contractor will be deemed to have estimated on, and agreed to provide, the greater quantity or better quality of materials and work unless they shall have, before submission of bid, asked for and obtained written decision through addendum of the Design Professional as to which method or materials will be required.

### § 1.3 Capitalization

Terms capitalized in these General Conditions include those that are (1) specifically defined, (2) the titles of numbered articles, or (3) the titles of other documents published by the American Institute of Architects.

**§ 1.4 Interpretation**

In the interest of brevity the Contract Documents frequently omit modifying words such as “all” and “any” and articles such as “the” and “an,” but the fact that a modifier or an article is absent from one statement and appears in another is not intended to affect the interpretation of either statement.

**§ 1.5 Ownership and Use of Drawings, Specifications, and Other Instruments of Service**

**§ 1.5.1** Nexus and Nexus’ consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and retain all common law, statutory, and other reserved rights in their Instruments of Service, including copyrights. The Contractor, Subcontractors, sub-subcontractors, and suppliers shall not own or claim a copyright in the Instruments of Service. Submittal or distribution to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as publication in derogation of Nexus and Nexus’ Consultants’ reserved rights.

**§ 1.5.2** The Contractor, Subcontractors, Sub-subcontractors, and suppliers are authorized to use and reproduce the Instruments of Service provided to them, subject to any protocols established pursuant to Sections 1.7 and 1.8, solely and exclusively for execution of the Work. All copies made under this authorization shall bear the copyright notice, if any, shown on the Instruments of Service. The Contractor, Subcontractors, Sub-subcontractors, and suppliers may not use the Instruments of Service on other projects or for additions to the Project outside the scope of the Work without the specific written consent of the Owner, Nexus, and Nexus’ consultants.

**§ 1.6 Notice**

**§ 1.6.1** Except as otherwise provided in Section 1.6.2, where the Contract Documents require one party to notify or give notice to the other party, such notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Agreement.

**§ 1.6.2** Notice of Claims as provided in Section 15.1.3 shall be provided in writing and shall be deemed to have been duly served only if delivered to the designated representative of the party to whom the notice is addressed by certified or registered mail, or by courier providing proof of delivery.

**§ 1.7 Digital Data Use and Transmission**

The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

**§ 1.8 Building Information Models Use and Reliance**

Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party’s sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

**ARTICLE 2 OWNER**

**§ 2.1 General**

**§ 2.1.1** The term “Owner” or “School District” Means:

- (a) Robbinsdale Area Schools

This includes designated representatives, successors and assigns. The Owner shall designate in writing a representative who shall have express authority to bind the Owner with respect to all matters requiring the Owner's approval or authorization. Except as otherwise provided in Section 4.2.1, Nexus does not have such authority. The term "Owner" means the Owner or the Owner's authorized representative.

§ 2.1.2 The Owner acts through the office of the Superintendent or authorized representative. Unless otherwise indicated, all papers and formal written notice required to be delivered to the Owner, shall be delivered to the Owners Construction Program Manager, Nexus Solutions, LLC.

§ 2.1.3 The Term "Construction Program Manager (CPM)" or "Construction Manager (CM) or "Nexus" means:

Nexus Solutions, LLC.  
6885 Sycamore Lane North, Suite 200  
Maple Grove, MN 55369

§ 2.1.4 The Term "Design Professional" means:

Architect - Shall be established in each Work Order

Structural Engineer - Shall be established in each Work Order

Civil Engineer - Shall be established in each Work Order

Mechanical Engineer

Nexus Solutions, LLC.  
6885 Sycamore Lane North, Suite 200  
Maple Grove, MN 55369

Electrical Engineer - Shall be established in each Work Order

Food Service Consultant - Shall be established in each Work Order

Technology Consultant - Shall be established in each Work Order

§ 2.1.5 At the Commencement of the Work, Additional representatives of the School District will be identified to the Contractor by name, function, and authority with respect to the Project.

### § 2.3 Information and Services Required of the Owner

§ 2.3.1 Except for permits and fees that are the responsibility of the Contractor under the Contract Documents, including those required under Section 3.7.1, the Owner shall secure and pay for necessary approvals, easements, assessments and charges required for construction, use or occupancy of permanent structures or for permanent changes in existing facilities.

§ 2.3.5 The Owner shall furnish surveys describing physical characteristics, legal limitations and utility locations for the site of the Project, and a legal description of the site. Within 20 days of receipt, the Contractor is required to review any materials (such as surveys, soil borings, existing structures and conditions, locations of utilities, etc.) furnished by the Owner and notify the Owner of the discovery or any inaccuracy. The furnishing of this material by the Owner shall not relieve the Contractor of its responsibilities under the Contract Documents.

§ 2.3.6 The Owner shall furnish information or services required of the Owner by the Contract Documents with

reasonable promptness. The Owner shall also furnish any other information or services under the Owner's control and relevant to the Contractor's performance of the Work with reasonable promptness after receiving the Contractor's written request for such information or services.

**§ 2.3.7** Unless otherwise provided in the Contract Documents, the Contractor shall be furnished one copy of the Drawings and Project Manual. Additional sets will be furnished at the cost of reproduction, postage and handling to be paid by the Contractor.

**§ 2.3.8** The Owner shall forward all communications to the Contractor through Nexus. Other communication shall be made as set forth in Section 4.2.6.

**§ 2.3.8** The Plans and Specifications are subject to the approval of certain state agencies (eg. State Department of Education, State and/or Municipal Building Codes Division, etc.) Contractor is advised that approvals may occur after receipt of bids. Approval and Notice of Contract Award may be subject to final approval of state agencies.

**§ 2.4 Owner's Right to Stop the Work**

If the Contractor fails to correct Work that is not in accordance with the requirements of the Contract Documents as required by Section 12.2 or repeatedly fails to carry out Work in accordance with the Contract Documents, the Owner may issue a written order to the Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated; however, the right of the Owner to stop the Work shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor or any other person or entity, except to the extent required by Section 6.1.3.

**§ 2.5 Owner's Right to Carry Out the Work**

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a three-day period after receipt of notice from the Owner or Nexus to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies the Owner may have, correct such default or neglect. Such action by the Owner and amounts charged to the Contractor are both subject to review by and prior approval of Nexus, and Nexus' Consultants may, pursuant to Section 9.5.1, withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the reasonable cost of correcting such deficiencies, including Owner's expenses and compensation for Nexus and Nexus' respective consultants' additional services made necessary by such default, neglect, or failure. If current and future payments are not sufficient to cover such amounts, the Contractor shall pay the difference to the Owner. If the Contractor disagrees with the actions of the Owner or Nexus, or the amounts claimed as costs to the Owner, the Contractor may file a Claim pursuant to Article 15.

**ARTICLE 3 CONTRACTOR**

**§ 3.1 General**

**§ 3.1.1** The Contractor is the person or entity identified as such in the Agreement and is referred to throughout the Contract Documents as if singular in number. The Contractor shall be lawfully licensed, if required in the jurisdiction where the Project is located. The Contractor shall designate in writing a representative who shall have express authority to bind the Contractor with respect to all matters under this Contract. The term "Contractor" means the Contractor or the Contractor's authorized representative.

**§ 3.1.2** The Contractor shall perform the Work in accordance with the Contract Documents.

**§ 3.1.3** The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents either by activities or duties of Nexus or Nexus' Consultants in their administration of the Contract, or by tests, inspections or approvals required or performed by persons or entities other than the Contractor.

**§ 3.2 Review of Contract Documents and Field Conditions by Contractor**

**§ 3.2.1** The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner, and shall take field measurements and verify field conditions and shall carefully compare such field measurements and conditions and other information known to the Contractor with

the Construction Documents before commencing activities. The Contractor shall at once report to Nexus and Owner any errors, inconsistencies or omissions discovered. The Contractor shall not be liable to the Owner or Nexus for damages resulting from errors, inconsistencies or omissions in the Contract Documents unless the Contractor recognized, or should have recognized such error, inconsistency or omission and failed to report it to Nexus and the Owner. If the Contractor performs any construction activity involving such error, inconsistency, or omission in the Contract Documents without notice to Nexus and Owner, the Contractor shall assume responsibility for such performance and shall be liable for the amount of the attributable costs for correction and any other resulting damages.

**§ 3.2.2** Because the Contract Documents are complementary, the Contractor shall, before starting each portion of the Work, carefully study and compare the various Contract Documents relative to that portion of the Work, as well as the information furnished by the Owner pursuant to Section 2.3.5, shall take field measurements of any existing conditions related to that portion of the Work, and shall observe any conditions at the site affecting it. These obligations are for the purpose of facilitating coordination and construction by the Contractor and are not for the purpose of discovering errors, omissions, or inconsistencies in the Contract Documents; however, the Contractor shall promptly report to Nexus any errors, inconsistencies or omissions discovered by or made known to the Contractor as a request for information submitted to Nexus in such form as Nexus may require. It is recognized that the Contractor's review is made in the Contractor's capacity as a contractor and not as a licensed design professional, unless otherwise specifically provided in the Contract Documents.

**§ 3.2.3** The Contractor shall perform the Work in Accordance with the Contract Documents, submittals accepted pursuant to Paragraph 3.12, the general design intent reasonably inferable from the Contract Documents, and all applicable laws, codes, ordinances, rules, regulations and industry standards.

**§ 3.2.3.1** The Contractor shall review specified construction and installation procedures (including those recommended by manufacturers) prior to implementation and shall advise Nexus in writing (1) if the specified procedures deviate from good construction practice, (2) if following the procedures will affect warranties and (3) of any objections the Contractor may have to the procedures.

**§ 3.2.3.2** If the Contractor is uncertain as to the interpretation or the design intent or the Construction Documents, the Contractor shall be responsible to request in writing an interpretation from Nexus, in accordance with Subparagraphs 4.2.11 and 4.2.12.

**§ 3.2.4** If the Contractor believes that additional cost or time is involved because of clarifications or instructions Nexus issues in response to the Contractor's notices or requests for information pursuant to Sections 3.2.2 or 3.2.3, the Contractor shall submit Claims as provided in Article 15. If the Contractor fails to perform the obligations of Sections 3.2.2 or 3.2.3, the Contractor shall pay such costs and damages to the Owner, subject to section 15.1.7, as would have been avoided if the Contractor had performed such obligations. If the Contractor performs those obligations, the Contractor shall not be liable to the Owner or Nexus for damages resulting from errors, inconsistencies or omissions in the Contract Documents, for differences between field measurements or conditions and the Contract Documents, or for nonconformities of the Contract Documents to applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities.

### **§ 3.3 Supervision and Construction Procedures**

**§ 3.3.1** The Contractor shall supervise and direct the Work, using the Contractor's best skill and attention. The Contractor shall be solely responsible for, and have control over, construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work under the Contract. If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the Contractor shall evaluate the jobsite safety thereof and shall be solely responsible for the jobsite safety of such means, methods, techniques, sequences, or procedures, complying with all applicable laws, codes, ordinances, rules, regulations, and industry standards. If the Contractor determines that such means, methods, techniques, sequences or procedures may not be safe, the Contractor shall give timely notice to the Owner and Nexus, and shall propose

alternative means, methods, techniques, sequences, or procedures, complying with applicable laws, codes, ordinances, rules and regulations and industry standards. The Architect shall evaluate the proposed alternative solely for conformance with the design intent for the completed construction. Nexus shall review the proposed alternative for sequencing, constructability, and coordination impacts on the other Contractors. Unless Nexus objects to the Contractor's proposed alternative, the Contractor shall perform the Work using its alternative means, methods, techniques, sequences, or procedures, complying with all applicable laws, codes, ordinances, rules, regulations, and industry standards.

§ 3.3.1.1 Safety is solely the responsibility of the Contractor to possess/implement/monitor a safety program in accordance to public contract law along with OSHA rules and regulations. Although Nexus advises the Owner, the Owner reserves the right to stop the work due to safety concerns.

§ 3.3.1.1 The Contractor and authorized representatives shall attend all meetings as requested and scheduled by Nexus or the Owner.

§ 3.3.2 The Contractor shall be responsible to the Owner for acts and omissions of the Contractor's employees, Subcontractors and their agents and employees, and other persons or entities performing portions of the Work for, or on behalf of, the Contractor or any of its Subcontractors.

§ 3.3.3 The Contractor shall not be relieved of its obligations to perform the Work in accordance with the Contract Documents and all applicable laws, codes, ordinances, rules, regulations and industry standards, either by activities or duties of Nexus in administration of the contract, or by test, shop drawing reviews, inspections or approvals required or performed by persons other than the Contractor, or by any activities or duties of the Owner.

§ 3.3.4 In the event the scope of the Contractor's work involves installation of materials furnished by the Owner, the responsibilities of the parties shall be as follows; Contractor shall:

- (a) Inspect the materials upon delivery for damage, defect, quantity and conformance with the Contract Documents
- (b) Provide all labor, equipment and services, including hoisting and other material handling necessary to properly unload, handle, store and install all Owner furnished material
- (c) Provide Nexus with signed inventory sheets certifying that all products shipped were received. Contractor accepts liability for missing or damaged product should they fail to inventory shipment.

§ 3.3.5 Subject to the Contractor's inspection obligations under Clause 3.6.12, Owner shall be responsible for inherent defects in the materials, shall be solely responsible for pursuing the seller of the materials supplied by the Owner for replacement, damages, or other remedies.

#### § 3.4 Labor and Materials

§ 3.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, construction equipment and machinery, water, heat, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work, whether temporary or permanent and whether or not incorporated or to be incorporated in the Work.

§ 3.4.2 Except in the case of minor changes in the Work approved by Nexus in accordance with Section 3.12.8 or ordered by Nexus in accordance with Section 7.4, the Contractor may make substitutions only with the consent of the Owner, after evaluation by Nexus, in consultation with Nexus' Consultants, and in accordance with a Change Order or Construction Change Directive.

§ 3.4.3 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Work. The Contractor shall not permit employment of unfit persons or persons not properly skilled in tasks assigned to them.

§ 3.4.3.1 Nexus shall have authority to direct a Contractor to remove a worker from site if any worker or employee of Contractor is found to be unsatisfactory.

§ 3.4.4 Local custom and trade-union jurisdictional settlements do not control the scope of work included in each prime contract. When a potential jurisdictional dispute or similar interruption of construction activities is first identified or threatened, the affected contracts shall promptly negotiate a reasonable settlement to avoid or minimize the pending interruptions and its delay. The trade contractor shall be bound by the agreement establishing the impartial jurisdictional disputes board and/or its successors. The trade contractor agrees not to cause a work stoppage due to the jurisdictional assignment of work. The trade contractor agrees to maintain an adequate work force of experienced workers and the necessary materials, supplies, and equipment to meet the requirements of Nexus and other trades in order to maintain the construction schedule, In the event that their forces are, in the judgment of Nexus, inadequate to meet the established schedules during regular working hours, the trade contractor agrees to work sufficient overtime hours or increase their workforce to meet such schedules at no extra costs to Nexus or Owner.

§ 3.4.5 After the Contract has been executed; the Owner and Nexus will consider a formal request for the substitution of products in place of those specified only under the conditions set forth in the General Requirements (Division 1 of the Specifications). By making requests for substitutions based on this subparagraph, the Contractor:

- (a) Represents that the Contractor has personally investigated the proposed substitute product and determined that it is equal or superior in all respects to that specified;
- (b) Represents that the Contractor will provide the same warranty for the substitution that the Contractor would for that specified;
- (c) Certifies that the cost data presented is complete and includes all related costs under this Contract but excludes costs under separate contracts and excludes Design Professional's redesign costs, and waives all claims for additional costs related to the substitution which subsequently become apparent; and
- (d) Will coordinate the installation of the accepted substitute, making such changes as may be required for the work to be complete in all respects.

§ 3.4.6 All work shall be performed in the best and most workmanlike manner to the highest standards for the work. Incompetent or careless workmanship shall not be permitted by the Contractor and will not be accepted.

§ 3.4.7 The Contractor, and all those working under its jurisdiction, shall conform to labor laws of the state and all other laws, ordinances and legal requirements affecting the Work. Prior to starting work, the Contractor shall become familiar with local labor and trade conditions, skilled and unskilled, and shall conform to local conditions. The Contractor shall consider the availability of labor in the area and import labor as may be required to meet the schedule for the Work.

§ 3.4.8 Unless otherwise provided in Contract Documents, all materials, equipment and other products shall be one of the brands, manufacturers or types specified. All like products for the Work shall be by the same manufacturer.

#### § 3.4.9 Workmanship and Materials

- (a) No trade shall commence Work until conditions are right for carrying out the work properly and surfaces to be covered are suitable.
- (b) Manufacturer's printed instructions covering details of installation shall be followed where not in conflict with these specifications. If there is a conflict, notify Nexus for clarification before proceeding.
- (c) Completed work shall be left plumb, level, true to line or plane, anchored securely in place free from damage.

- (d) Unless otherwise called for, all pieces of material shall be a stock size as is in conformity with standard good practice of the trade.
- (e) Except where in conflict with these specifications, current manufacturer's printed specifications of herein specified proprietary products are made part of these specifications.

### **§ 3.5 Warranty**

**§ 3.5.1** The Contractor warrants to the Owner, and Nexus that materials and equipment furnished under the Contract will be of good quality and new unless the Contract Documents require or permit otherwise. The Contractor further warrants that the Work will conform to the requirements of the Contract Documents and all applicable laws, codes, ordinances, rules, regulations, and industry standards and will be free from defects, except for those inherent in the quality of the Work the Contract Documents require or permit. Work, materials, or equipment not conforming to these requirements may be considered defective. The Contractor's warranty excludes remedy for damage or defect caused by abuse, alterations to the Work not executed by the Contractor, improper or insufficient maintenance, improper operation, or normal wear and tear and normal usage. If required by the Owner or Nexus, the Contractor shall furnish satisfactory evidence as to the kind and quality of materials and equipment.

**§ 3.5.2** All material, equipment, or other special warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 9.8.4.

**§ 3.5.3** Manufacturer product warranty shall not relieve the Contractor of general warranty obligations imposed by applicable laws, codes, ordinances, rules, regulations, and industry standards, or otherwise assumed or agreed upon by the Contractor. Where a product is specified by manufacturer or brand name, such specification is used to establish minimum standards of quality required, and the published data, including manufacturer extended warranties, pertinent to the specified product shall be a requirement of the Contract Documents.

### **§ 3.6 Taxes**

The Contractor shall be liable for and pay all federal, state and local sales, consumer, use and similar taxes for the Work or portions thereof provided by the Contractor that are legally enacted when bids are received or negotiations concluded, whether or not yet effective or merely scheduled to go into effect. Applicable tax amounts shall be included in the Contract sum.

### **§ 3.7 Permits, Fees, Notices, and Compliance with Laws**

**§ 3.7.1** Unless otherwise provided in the Contract Documents, the Owner, assisted by Nexus, shall secure and pay for the building permit. The Contractor shall secure and pay for other permits, fees, licenses, and inspections by government agencies necessary for proper execution and completion of the Work that are customarily secured after execution of the Contract and legally required at the time bids are received or negotiations concluded.

**§ 3.7.1.1** The Contractor shall provide and pay for all bonds that may be required to accomplish the work, including any bonds required by local municipalities.

**§ 3.7.1.2** The Owner will pay SAC / WAC (Sewer and Water access charge) directly.

**§ 3.7.2** The Contractor shall comply with and give notices required by applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities applicable to performance or inspection of the Work. In any instance where requirements of the Contract Documents are in excess of, but not in conflict with or violation of, requirements of a public authority having jurisdiction, the provisions of the Contract Documents shall govern.

**§ 3.7.3** If the Contractor performs Work that it knows, or reasonably should know to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume appropriate responsibility for such Work and for damages incurred as a

result of and shall bear the costs attributable to correction.

**§ 3.7.4 Concealed or Unknown Conditions.** If the Contractor encounters conditions at the site that are (1) subsurface or otherwise concealed physical conditions that differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, the Contractor shall promptly provide notice to the Owner and Nexus before conditions are disturbed and in no event later than 14 days after first observance of the conditions. Nexus will promptly investigate such conditions and, if Nexus, in consultation with Nexus' Consultants, determines that they differ materially and cause an increase or decrease in the Contractor's cost of, or time required for, performance of any part of the Work, will recommend that an equitable adjustment be made in the Contract Sum or Contract Time, or both. If Nexus, in consultation with Nexus' Consultants, determines that the conditions at the site are not materially different from those indicated in the Contract Documents and that no change in the terms of the Contract is justified, Nexus shall promptly notify the Owner and Contractor, stating the reasons. If the Owner or Contractor disputes Nexus' determination or recommendation, either party may submit a Claim as provided in Article 15.

**§ 3.7.5** If, in the course of the Work, the Contractor encounters human remains or recognizes the existence of burial markers, archaeological sites or wetlands not indicated in the Contract Documents, the Contractor shall immediately suspend any operations that would affect them and shall notify the Owner and Nexus. Upon receipt of such notice, the Owner shall promptly take any action necessary to obtain governmental authorization required to resume the operations. The Contractor shall continue to suspend such operations until otherwise instructed by the Owner but shall continue with all other operations that do not affect those remains or features. Requests for adjustments in the Contract Sum and Contract Time arising from the existence of such remains or features may be made as provided in Article 15.

**§ 3.8 Allowances**

**§ 3.8.1** The Contractor shall include in the Contract Sum all allowances stated in the Contract Documents. Items covered by allowances shall be supplied for such amounts and by such persons or entities as the Owner may direct, but the Contractor shall not be required to employ persons or entities to whom the Contractor has reasonable objection.

**§ 3.8.2** Unless otherwise provided in the Contract Documents:

- .1 allowances shall cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts;
- .2 Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts shall be included in the Contract Sum but not in the allowances, except where installation is specified as part of the allowance in the General Requirements (Division 01 of the Specifications); and
- .3 whenever costs are more than or less than allowances, the Contract Sum shall be adjusted accordingly by Change Order. The amount of the Change Order shall reflect (1) the difference between actual costs and the allowances under Section 3.8.2.1 and (2) changes in Contractor's costs under Section 3.8.2.2.
- .4 The Supplier or Subcontractor for an allowance item is subject to acceptance of the Owner and Nexus. The Contractors Purchase Order or Subcontractor Agreements shall bind the Supplier or Subcontractor to the requirements of the Contract Documents.

**§ 3.8.3** Materials and equipment under an allowance shall be selected by the Owner with reasonable promptness.

**§ 3.9 Superintendent**

**§ 3.9.1** The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site during performance of the Work. The superintendent shall represent the

Contractor, and communications given to the superintendent shall be as binding as if given to the Contractor. Nexus has the authority to remove from the Project Site any employee (including superintendent) of the Contractor or any of its subcontractors. Upon oral or written direction of Nexus, Contractor shall replace designated personnel and maintain contract completion date.

**§ 3.9.2** The Contractor, as soon as practicable after award of the Contract, shall notify the Owner and Nexus, of the name and qualifications of a proposed superintendent. Within 14 days of receipt of the information, Nexus may notify the Contractor, stating whether the Owner, or Nexus (1) has reasonable objection to the proposed superintendent or (2) require additional time for review. Failure of Nexus to provide notice within the 14-day period shall constitute notice of no reasonable objection.

**§ 3.9.3** The Contractor shall not employ a proposed superintendent to whom the Owner or Nexus has made reasonable and timely objection. The Contractor shall not change the superintendent without the Owner's consent, which shall not unreasonably be withheld or delayed. Unless the Superintendent proves to be unsatisfactory to the Contractor and as a result ceases to be in the Contractor's employ.

### **§ 3.10 Contractor's Construction and Submittal Schedules**

**§ 3.10.1** The Contractor, promptly after being awarded the Contract, shall submit for the Owner's and Nexus' information, and Nexus use in developing the Project schedule, a Contractor's construction schedule for the Work. The schedule shall be of Microsoft Project format and contain detail appropriate for the Project, including (1) the date of commencement of the Work, interim schedule milestone dates, and the date of Substantial Completion; (2) an apportionment of the Work by construction activity; and (3) the time required for completion of each portion of the Work (no work activity shall take longer than two calendar weeks). Procurement activities are permitted to take longer as all activities associated (submittals, etc.) are separate activities. Procurement ends the day the product arrives at the job site; and (4) include all successor and predecessor activities and resources. The schedule shall provide for the orderly progression of the Work to completion and shall not exceed time limits current under the Contract Documents. The schedule shall be revised at appropriate intervals as required by the conditions of the Work and Project (no greater than twice a month). The Contractor shall cooperate with Nexus in scheduling and performing the Contractor's Work to avoid conflict with, and as to cause no delay in, the work or activities of other Contractors, or the construction or operations of the Owner's own forces or Separate Contractors.

**§ 3.10.2** The Contractor, promptly after being awarded the Contract and thereafter as necessary to maintain a current submittal schedule, shall submit a submittal schedule for Nexus' approval. Nexus' approval shall not be unreasonably delayed or withheld. The submittal schedule shall (1) be coordinated with the Contractor's construction schedule, and (2) allow Nexus and Design Professional reasonable time to review submittals. If the Contractor fails to submit a submittal schedule, or fails to provide submittals in accordance with the approved submittal schedule, the Contractor shall not be entitled to any increase in Contract Sum or extension of Contract Time based on the time required for review of submittals.

**§ 3.10.3** The Contractor shall participate with other contractors, Nexus, and the Owner in reviewing and coordinating all schedules for incorporation into the Project schedule that is prepared by Nexus. The Contractor shall make revisions to the construction schedule and submittal schedule as deemed necessary by Nexus to conform to the Project schedule.

**§ 3.10.4** The Contractor shall perform the Work in general accordance with the most recent schedules submitted to the Owner and Nexus and incorporated into the approved Project schedule.

**§ 3.10.5** The Contractors shall furnish to Nexus, upon request, substantiating documentation to confirm the status of all material deliveries. Such documentation could include, but is not limited to the following:

- .1 Copies of subcontractors or purchase orders.

- .2 Factory acknowledgements or orders, with scheduled dates of shipment.
- .3 Shipping tickets, pro numbers, etc. identifying actual dates of shipment.

### **§ 3.11 Documents and Samples at the Site**

The Contractor shall make available, at the Project site, the Contract Documents, including Change Orders, Construction Change Directives, and other Modifications, in good order and marked currently to indicate field changes and selections made during construction, and the approved Shop Drawings, Product Data, Samples, and similar required submittals. These shall be in electronic form or paper copy, available to Nexus and Owner, and delivered to Nexus for submittal to the Owner upon completion of the Work as a record of the Work as constructed.

### **§ 3.12 Shop Drawings, Product Data, and Samples**

**§ 3.12.1** Shop Drawings are drawings, diagrams, schedules, and other data specially prepared for the Work by the Contractor or a Subcontractor, Sub-subcontractor, manufacturer, supplier, or distributor to illustrate some portion of the Work.

**§ 3.12.2** Product Data are illustrations, standard schedules, performance charts, instructions, brochures, diagrams, and other information furnished by the Contractor to illustrate materials or equipment for some portion of the Work.

**§ 3.12.3** Samples are physical examples that illustrate materials, equipment, or workmanship, and establish standards by which the Work will be judged.

**§ 3.12.4** Shop Drawings, Product Data, Samples, and similar submittals are not Contract Documents. Their purpose is to demonstrate how the Contractor proposes to conform to the information given and the design concept expressed in the Contract Documents for those portions of the Work for which the Contract Documents require submittals. Review by the Design Professional and Nexus is subject to the limitations of Sections 4.2.10 through 4.2.12. Informational submittals upon which Nexus and Design Professional are not expected to take responsive action may be so identified in the Contract Documents. Submittals that are not required by the Contract Documents may be returned by Nexus or Design Professional without action.

**§ 3.12.5** The Contractor shall review for compliance with the Contract Documents, stamp approved, and submit to Nexus within seven days after the contract date, Shop Drawings, Product Data, Samples, and similar submittals required by the Contract Documents, in accordance with the Project submittal schedule approved by Nexus or, in the absence of an approved Project submittal schedule, with reasonable promptness and in such sequence as to cause no delay in the Work or in the activities of other Contractors, Separate Contractors, or the Owner's own forces. The Contractor shall cooperate with Nexus in the coordination of the Contractor's Shop Drawings, Product Data, Samples, and similar submittals with related documents submitted by other Contractors.

**§ 3.12.6** By submitting Shop Drawings, Product Data, Samples, and similar submittals, the Contractor represents to the Owner, Nexus and Design Professional, that the Contractor has (1) reviewed them, (2) determined and verified materials, field measurements and field construction criteria related thereto, or will do so, and (3) checked and coordinated the information contained within such submittals with the requirements of the Work and of the Contract Documents.

**§ 3.12.7** The Contractor shall perform no portion of the Work for which the Contract Documents require submittal and review of Shop Drawings, Product Data, Samples, or similar submittals, until the respective submittal has been reviewed by the Design Professional.

**§ 3.12.8** The Work shall be in accordance with reviewed submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Design Professionals review of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified Nexus and Design Professional of such deviation at the time of

submittal and (1) the Design Professional has given written approval to the specific deviation as a minor change in the Work, or (2) a Change Order or Construction Change Directive has been issued authorizing the deviation. The Contractor shall not be relieved of responsibility for errors or omissions in Shop Drawings, Product Data, Samples, or similar submittals, by the Design Professionals review thereof.

**§ 3.12.9** The Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, Product Data, Samples, or similar submittals, to revisions other than those requested by Nexus and the Design Professional on previous submittals. In the absence of such notice, the Design Professionals review of a resubmission shall not apply to such revisions.

**§ 3.12.10** The Contractor shall not be required to provide professional services that constitute the practice of architecture or engineering unless such services are specifically required by the Contract Documents for a portion of the Work or unless the Contractor needs to provide such services in order to carry out the Contractor's responsibilities for construction means, methods, techniques, sequences, and procedures. The Contractor shall not be required to provide professional services in violation of applicable law.

**§ 3.12.10.1** If professional design services or certifications by a design professional related to systems, materials, or equipment are specifically required of the Contractor by the Contract Documents, the Owner and the Design Professional will specify all performance and design criteria that such services must satisfy. The Contractor shall be entitled to rely upon the adequacy and accuracy of the performance and design criteria provided in the Contract Documents. The Contractor shall cause such services or certifications to be provided by an appropriately licensed design professional, whose signature and seal shall appear on all drawings, calculations, specifications, certifications, Shop Drawings, and other submittals prepared by such professional. Shop Drawings, and other submittals related to the Work, designed or certified by such professional, if prepared by others, shall bear such professional's written approval when submitted to Nexus. The Owner, , and Nexus shall be entitled to rely upon the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, provided the Owner and Nexus have specified to the Contractor the performance and design criteria that such services must satisfy. Pursuant to this Section 3.12.10, Nexus will review and take other appropriate action on submittals only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Nexus shall review submittals for sequencing, constructability, and coordination impacts on other Contractors.

**§ 3.12.10.2** If the Contract Documents require the Contractor's design professional to certify that the Work has been performed in accordance with the design criteria, the Contractor shall furnish such certifications to Nexus at the time and in the form specified.

**§ 3.12.11** Submit to Nexus one electronic copy, in PDF format, of each shop drawing, including fabrication, erection, layout and setting drawings and such other drawings as required under various sections of the specifications, until final acceptance is obtained. If printed copies of shop drawings and/or submittals are determined to be necessary, the costs for the reproduction will be the responsibility of the Contractor. Nexus is responsible for obtaining and distributing required prints of shop drawings to the Separate Contractors. Where printed materials describe more than one product or model, clearly identify which is to be furnished.

**§ 3.12.12** Manufacturer's Instructions: Where any item of Work is required by specifications to be furnished, installed, or performed in accordance with a specified product manufacturer's instructions, contractor shall procure and distribute the necessary copies of such instructions to all concerned parties through Nexus.

### **§ 3.13 Use of Site**

**§ 3.13.1** The Contractor shall confine operations at the site to areas permitted by applicable laws, statutes, ordinances, codes, rules and regulations, lawful orders of public authorities, and the Contract Documents and shall not unreasonably encumber the site with materials or equipment.

§ 3.13.2 The Contractor shall coordinate the Contractor's operations with, and secure the approval of, Nexus before using any portion of the site.

§ 3.13.3 Site will be in use during the school term. Work must be coordinated with the School District for each individual school through Nexus. Care, custody and control of the site shall be vested in the Contractor, subject to the rights of the Owner. Schedule phasing of the work must not interfere with the program of each school. Shift work will be necessary. Delivery and storage of materials will be coordinated through Nexus.

§ 3.13.4 Before making a shipment of materials to the Project site, Contractors shall ascertain that the project site is in a condition to receive the shipment. If materials are delivered to the Project site and project is not in condition to receive the materials, the materials shall be removed from the site and properly stored off-site at the expense of the Contractor or his Subcontractor. Deliveries must be coordinated through Nexus.

§ 3.13.5 The Contractor shall return all improvements on or about the site, streets and adjacent property which are not shown to be altered, removed or otherwise changed, to the conditions which existed previously. The Contractor shall protect existing structures or other features from damage by any operation in connection with this Contract.

§ 3.13.6 Utilities or other services which are shown, or not shown but encountered or otherwise found, shall be protected by the Contractor from any damage from excavation or other work and operations of this Contract, unless or until they are abandoned. If the utilities or services are not abandoned, or to be abandoned, the Contractor shall immediately restore any damage from its work or operations to place the utilities and service in an equal or better condition to that which existed. Where utilities or services are shown to be abandoned or moved, they shall remain in service, and be protected by the Contractor, until new utilities and services have been provided, tested and ready for use.

§ 3.13.7 If the Contractors cannot control noise, odors, water, dust, security, access, safety egress, etc. in a manner acceptable to the building occupants, then this Contractor will be required to perform his work at times of very low or no occupancy.

#### § 3.14 Cutting and Patching

§ 3.14.1 The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly. All areas requiring cutting, fitting, or patching shall be restored to the condition existing prior to the cutting, fitting, or patching, unless otherwise required by the Contract Documents.

§ 3.14.2 The Contractor shall not damage or endanger a portion of the Work or fully or partially completed construction of the Owner, Separate Contractors, or of other Contractors by cutting, patching, or otherwise altering such construction, or by excavation. The Contractor shall not cut or otherwise alter construction by the Owner, Separate Contractors, or by other Contractors except with written consent of Nexus, Owner, and such other Contractors or Separate Contractors. Consent shall not be unreasonably withheld. The Contractor shall not unreasonably withhold, from the Separate Contractors, other Contractors, or the Owner, its consent to cutting or otherwise altering the Work.

§ 3.14.3 Altering or cutting of structural members will not be allowed without the written approval of Nexus.

§ 3.14.4 Any contractor requiring cutting into the work of another contractor shall do such cutting and shall properly repair such work to the satisfaction of Nexus. Such cutting, fitting, and patching shall not endanger any work or otherwise alter the work or any part of it, and it shall be done by craftsmen skilled and experienced in the trade or craft that installed or furnished the original work. Repairs shall be equal in quality and appearance to similar adjacent work and shall not be obviously apparent as a patch or repair. Work that cannot be satisfactorily repaired shall be removed and replaced.

### **§ 3.15 Cleaning Up**

**§ 3.15.1** The Contractor and its Subcontractors, Sub-subcontractors, Separate Contractors, or other Contractors shall keep the premises and surrounding area free from accumulation of waste materials and rubbish caused by operations under the Contract and keep the premises clean and free from fire hazards, and maintain its work neat and orderly throughout the construction period, including broom cleaning and vacuum of the floors. All packing/crating materials from goods installed will be removed from the site by the contractor responsible for the packaged materials. The contractor responsible for taking delivery of Owner furnished materials will be responsible for packing/crating of goods delivered. At completion of the Work, the Contractor shall remove waste materials, rubbish, the Contractor's tools, construction equipment, machinery, and surplus materials from and about the Project.

**§ 3.15.2** If the Contractor or its subcontractors fail to clean up, or if a dispute arises between Separate Contractors as to their responsibility for clean up as required by section 3.15 or as provided in the Contract Documents, the Owner, or NeXus with the Owner's approval, may do so and equitably charge the cost thereof to the several responsible Contractors as determined by Nexus.

**§ 3.15.3** All matter (snow, water, dirt, dust or other debris) accumulated in a designated work area are the responsibility of the contractor to remove.

**§ 3.15.5** If a Contractor fails to maintain the premises or clean up as specified, Nexus may do so after 2 days' notice, with the cost paid for by the Contractor.

**§ 3.15.5** All Contractors and their Subcontractors/Material Suppliers are responsible for clean-up of debris created by Work of their contract, including but not limited to, broom cleaning and a final cleaning of working areas. Nexus may elect to have all Contractors on site participate, at no additional compensation to the Contractor, in weekly jobsite clean-up services. Participation will be required by all Contractors working onsite during that during that time.

### **§ 3.16 Access to Work**

The Contractor shall provide the Owner and Nexus with access to the Work in preparation and progress wherever located.

### **§ 3.17 Royalties, Patents and Copyrights**

The Contractor shall pay all royalties and license fees. The Contractor shall defend suits or claims for infringement of copyrights and patent rights and shall hold the Owner, Design Professional, and Nexus harmless from loss on account thereof, but shall not be responsible for defense or loss when a particular design, process, or product of a particular manufacturer or manufacturers is required by the Contract Documents, or where the copyright violations are contained in Drawings, Specifications, or other documents prepared by the Owner, Design Professional, or Nexus. However, if an infringement of a copyright or patent is discovered by, or made known to, the Contractor, the Contractor shall be responsible for the loss unless the information is promptly furnished to Nexus.

### **§ 3.18 Indemnification**

**§ 3.18.1** To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Nexus, and Nexus' consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including loss of use therefrom, but only to the extent caused by the negligent acts or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity that would otherwise exist as to a party or person described in this Section 3.18. The Contractors obligations set forth in this Paragraph shall apply to any claim by the

Owner against the Contractor, a Subcontractor, or anyone else directly or indirectly employed by the Contractor or a Subcontractor, or against anyone for whose acts the Contractor, Subcontractor may be liable.

§ 3.18.2 In claims against any person or entity indemnified under this Section 3.18 by an employee of the Contractor, a Subcontractor, anyone directly or indirectly employed by them, or anyone for whose acts they may be liable, the indemnification obligation under Section 3.18.1 shall not be limited by a limitation on amount or type of damages, compensation, or benefits payable by or for the Contractor or a Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

#### **§ 3.19 Field Conditions**

§ 3.19.1 Each Contractor shall take field measurements of materials supplied under their Contract, and verify field conditions with the Contract Documents and final Shop Drawings before commencing any Work. Report errors, inconsistencies, or omissions to Nexus at once.

§ 3.19.2 No change to the Contract Sum will be allowed on account of minor differences between actual field conditions and the Contract Documents.

§ 3.19.3 The need to obtain accurate field dimensions in ample time to permit fabrication of long lead materials and equipment, for delivery and installation in accordance with the schedule, shall be recognized. Each Contractor and all sub-contractors shall cooperate in completing work phases to accommodate the schedule for obtaining dimensions and to prevent fabrication delay. In the event it is impractical to have work in place to permit field dimensions, the responsible Contractor shall guarantee necessary dimensions, before construction, to the various fabricators and be responsible to insure the dimensions.

### **ARTICLE 4 NEXUS**

#### **§ 4.1 General**

§ 4.1.1 Nexus is the person or entity retained by the Owner pursuant to Section 2.3.2 and identified as such in the Agreement.

§ 4.1.2 Nexus is the person or entity retained by the Owner pursuant to Section 2.3.3 and identified as such in the Agreement.

§ 4.1.3 Duties, responsibilities, and limitations of authority of Nexus as set forth in the Contract Documents shall not be restricted, modified, or extended without written consent of the Owner, Nexus and Contractor. Consent shall not be unreasonably withheld.

#### **§ 4.2 Administration of the Contract**

§ 4.2.1 Nexus will provide administration of the Contract as described in the Contract Documents and will be the Owner's representatives during construction until the date Nexus issues the final Certificate for Payment. Nexus will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 4.2.2 The Design Professionals will visit the site at intervals appropriate to the stage of construction, or as otherwise agreed with Nexus, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine in general if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Design Professional will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, Nexus will keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner known deviations from the Contract Documents and defects and deficiencies observed in the Work.

§ 4.2.3 Nexus shall provide one or more representatives who shall be in attendance at the Project site whenever the Work is being performed. Nexus will determine in general if the Work observed is being performed in accordance with the Contract Documents, will keep the Owner and Architect reasonably informed of the progress of the Work, and will promptly report to the Owner and Architect known deviations from the Contract Documents and the most recent Project schedule, and defects and deficiencies observed in the Work.

§ 4.2.4 Nexus will schedule and coordinate the activities of the Contractor and other Contractors in accordance with the latest approved Project schedule.

§ 4.2.5 Nexus, except to the extent required by Section 4.2.4, and Design Professional will not have control over, charge of, or responsibility for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the Work, since these are solely the Contractor's rights and responsibilities under the Contract Documents, and neither will be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. Neither Nexus nor the Design Professional will have control over or charge of, or be responsible for acts or omissions of, the Contractor, Subcontractors, or their agents or employees, or of any other persons or entities performing portions of the Work.

§ 4.2.6 **Communications.** The Owner shall communicate with the Contractor and Nexus' consultants through Nexus about matters arising out of or relating to the Contract Documents. The Owner and Nexus shall include Nexus' Consultants in all communications that relate to or affect their services or professional responsibilities. The Owner shall promptly notify Nexus of the substance of any direct communications between the Owner and Nexus otherwise relating to the Project. Communications by and with Nexus' consultants shall be through Nexus. Communications by and with Subcontractors and suppliers shall be through the Contractor. Communications by and with other Contractors and Separate Contractors shall be through Nexus. Communications by and with the Owner's own forces shall be through the Owner. Direct communications between Nexus and the Contractor that affect the performance or administration of the Work shall be made or confirmed in writing. The Contract Documents may specify other communication protocols.

§ 4.2.7 Nexus will review all Applications for Payment by the Contractor, in accordance with the provisions of Article 9.

§ 4.2.8 Nexus has the authority to reject Work that does not conform to the Contract Documents. Whenever Nexus considers it necessary or advisable, Nexus will have authority to require inspection or testing of the Work in accordance with Sections 13.4.2 and 13.4.3, upon written authorization of the Owner, whether or not the Work is fabricated, installed or completed. The foregoing authority of Nexus will be subject to the provisions of Sections 4.2.18 through 4.2.20 inclusive, with respect to interpretations and decisions of Nexus' Consultants. However, neither Nexus' Consultants nor Nexus' authority to act under this Section 4.2.8 nor a decision made by either of them in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of Nexus' Consultants or Nexus to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons performing any of the Work.

§ 4.2.9 Utilizing the submittal schedule provided by the Contractor, Nexus shall prepare, and revise as necessary, a Project submittal schedule incorporating information from other Contractors, the Owner, Nexus' Consultants, Owner's Separate Contractors and vendors, governmental agencies, and participants in the Project under the management of Nexus. The Project submittal schedule and any revisions shall be submitted to Nexus for approval.

§ 4.2.10 Nexus will receive and promptly review for conformance with the submittal requirements of the Contract Documents, all submittals from the Contractor such as Shop Drawings, Product Data, and Samples. Where there are other Contractors, Nexus will also check and coordinate the information

contained within each submittal received from the Contractor and other Contractors, and transmit to Nexus' Consultants those recommended for review. By submitting Shop Drawings, Product Data, Samples, and similar submittals, Nexus represents to the Owner and Nexus' Consultants that Nexus has reviewed and recommended them for review. Nexus' actions will be taken in accordance with the Project submittal schedule with reasonable promptness while allowing sufficient time to permit adequate review by Nexus' Consultants.

**§ 4.2.11** Nexus' Consultants will review or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data, and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultants action will be taken in accordance with the submittal schedule with reasonable promptness while allowing sufficient time in the Consultants professional judgment to permit adequate review. Upon the Consultants completed review, the Consultant shall transmit its submittal review to Nexus.

**§ 4.2.12** Review of the Contractor's submittals by Nexus and Nexus' Consultant is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. Nexus and Nexus' Consultants review of the Contractor's submittals shall not relieve the Contractor of the obligations under Sections 3.3, 3.5, and 3.12. Nexus and Nexus' Consultants review shall not constitute approval of safety precautions or of any construction means, methods, techniques, sequences, or procedures. The Consultants review of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 4.2.13** Nexus will prepare Change Orders and Construction Change Directives.

**§ 4.2.14** Nexus will take appropriate action on Change Orders or Construction Change Directives in accordance with Article 7, and Nexus will have authority to order minor changes in the Work as provided in Section 7.4. Nexus, in consultation with the Owner, will investigate and make determinations and recommendations regarding concealed and unknown conditions as provided in Section 3.7.4.

**§ 4.2.15** Utilizing the documents provided by the Contractor, Nexus will maintain at the site for the Owner one copy of all Contract Documents, approved Shop Drawings, Product Data, Samples, and similar required submittals, in good order and marked currently to record all changes and selections made during construction. These will be available to the Contractor, and will be delivered to the Owner upon completion of the Project.

**§ 4.2.16** Nexus will assist Nexus' Consultants in conducting inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion pursuant to Section 9.8; and receive and forward to the Owner written warranties and related documents required by the Contract and assembled by the Contractor pursuant to Section 9.10. Nexus will forward to the Owner a final Application and Certificate for Payment or final Project Application and Project Certificate for Payment upon the Contractor's compliance with the requirements of the Contract Documents.

**§ 4.2.17** If the Owner and Nexus agree, Nexus will provide one or more Project representatives to assist in carrying out Nexus' responsibilities at the site. The Owner shall notify Nexus of any change in the duties, responsibilities and limitations of authority of the Project representatives.

**§ 4.2.18** Nexus will interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of the Owner, or Contractor. Nexus response to such requests will be made in writing within any time limits agreed upon or otherwise with reasonable

promptness.

§ 4.2.19 Interpretations and decisions of Nexus will be consistent with the intent of, and reasonably inferable from, the Contract Documents and will be in writing or in the form of drawings. When making such interpretations and decisions, Nexus will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either, and will not be liable for results of interpretations or decisions so rendered in good faith.

§ 4.2.20 Nexus decisions on matters relating to aesthetic effect will be final if consistent with the intent expressed in the Contract Documents.

§ 4.2.21 Nexus will receive and review requests for information from the Contractor, and forward each request for information to Nexus' Consultants. Nexus' Consultant will review and respond in writing, through Nexus, to requests for information about the Contract Documents. Nexus recommendation and Nexus' Consultants response to each request will be made in writing within any time limits agreed upon or otherwise with reasonable promptness. If appropriate, Nexus' Consultant will prepare and issue supplemental Drawings and Specifications in response to the requests for information.

## ARTICLE 5 SUBCONTRACTORS

### § 5.1 Definitions

§ 5.1.1 A Subcontractor is a person or entity who has a direct contract with the Contractor to perform a portion of the Work at the site. The term "Subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Subcontractor or an authorized representative of the Subcontractor. The term "Subcontractor" does not include other Contractors or Separate Contractors or the subcontractors of other Contractors or Separate Contractors.

§ 5.1.2 A Sub-subcontractor is a person or entity who has a direct or indirect contract with a Subcontractor to perform a portion of the Work at the site. The term "Sub-subcontractor" is referred to throughout the Contract Documents as if singular in number and means a Sub-subcontractor or an authorized representative of the Sub-subcontractor.

### § 5.2 Award of Subcontracts and Other Contracts for Portions of the Work

§ 5.2.1 Unless otherwise stated in the Contract Documents, the Contractor, within 14 days after the award of the Contract, the Letter of Intent to Award has been issued, Notice to Proceed has been issued or execution of the Contract (whichever occurs first), The Contractor, shall notify Nexus, for review by the Owner, and Nexus, of the persons or entities proposed for each principal portion of the Work, including those who are to furnish materials or equipment fabricated to a special design. Within 14 days of receipt of the information, Nexus may notify the Contractor whether the Owner, (1) has reasonable objection to any such proposed person or entity or, (2) requires additional time for review. Failure of Nexus to provide notice within the 14-day period shall constitute notice of no reasonable objection. If the Owner or Nexus objects to a proposed Subcontractor or sub-Subcontractor, such objection shall be deemed reasonable if in the opinion of the Owner or Nexus the objectionable Subcontractor or sub-Subcontractor:

- .1 cannot provide (or proposes unacceptable deviations in) materials, equipment, systems, methods, facilities, or other work as required by the Contract Documents;
- .2 cannot provide labor and skill necessary to accomplish the part of the Work for which it is proposed, including but not limited to quality of workmanship;
- .3 lacks experience appropriate to the proper execution and completion for that part of the Work for which the Subcontractor is proposed;
- .4 has previously failed to perform satisfactorily with respect to other projects, including cooperation and necessary services after project completion;
- .5 cannot satisfactorily perform the part of the Work for which the Subcontractor is proposed within the time schedule, due to financial status, size of organization, existing work load, or other considerations;

- .6 cannot demonstrate the ability, through examples of representative work, to perform the part of the Work for which the Subcontractor is being considered;
- .7 is of questionable integrity;
- .8 exhibits other factors bearing on the probability of unsatisfactory performance; or
- .9 is otherwise not qualified or is reasonably objectionable.

If adequate data on a proposed manufacturer or an installer is not available, Nexus may state that action will be deferred until the Contractor provides further data.

Failure to object to a manufacturer shall not constitute a waiver of any of the requirements of the Contract Documents, and all products furnished by the listed manufactures must conform to such requirements.

**§ 5.2.2** The Contractor shall not contract with a proposed person or entity to whom the Owner, or Nexus has made reasonable and timely objection. The Contractor shall not be required to contract with anyone to whom the Contractor has made reasonable objection.

**§ 5.2.3** If the Owner, or Nexus has reasonable objection to a person or entity proposed by the Contractor, the Contractor shall propose another to whom the Owner, or Nexus has no reasonable objection. If the proposed but rejected Subcontractor was reasonably capable of performing the Work, the Contract Sum and Contract Time shall be increased or decreased by the difference, if any, occasioned by such change, and an appropriate Change Order shall be issued before commencement of the substitute Subcontractor's Work. However, no increase in the Contract Sum or Contract Time shall be allowed for such change unless the Contractor has acted promptly and responsively in submitting names as required.

**§ 5.2.4** The Contractor shall not substitute a Subcontractor, person, or entity for one previously selected if the Owner, or Nexus makes reasonable objection to such substitution.

### **§ 5.3 Subcontractual Relations**

**§ 5.3.1** By appropriate written agreement, the Contractor shall require each Subcontractor, to the extent of the Work to be performed by the Subcontractor, to be bound to the Contractor by terms of the Contract Documents, and to assume toward the Contractor all the obligations and responsibilities, including the responsibility for safety of the Subcontractor's Work, that the Contractor, by these Contract Documents, assumes toward the Owner, and Nexus. Each subcontract agreement shall preserve and protect the rights of the Owner, and Nexus under the Contract Documents with respect to the Work to be performed by the Subcontractor so that subcontracting thereof will not prejudice such rights, and shall allow to the Subcontractor, unless specifically provided otherwise in the subcontract agreement, the benefit of all rights, remedies, and redress against the Contractor that the Contractor, by the Contract Documents, has against the Owner. Where appropriate, the Contractor shall require each Subcontractor to enter into similar agreements with Sub-subcontractors. The Contractor shall make available to each proposed Subcontractor, prior to the execution of the subcontract agreement, copies of the Contract Documents to which the Subcontractor will be bound, and, upon written request of the Subcontractor, identify to the Subcontractor terms and conditions of the proposed subcontract agreement that may be at variance with the Contract Documents. Subcontractors will similarly make copies of applicable portions of such documents available to their respective proposed Sub-subcontractors.

**§ 5.3.2** The Contractor shall supply copies of each subcontract agreement to the Owner and Nexus before the Subcontractor is permitted to commence Work.

### **§ 5.4 Contingent Assignment of Subcontracts**

**§ 5.4.1** Each subcontract agreement for a portion of the Work is assigned by the Contractor to the Owner, provided that

- .1 assignment is effective only after termination and only for those subcontract agreements that the Owner accepts by notifying the Subcontractor and Contractor; and
- .2 assignment is subject to the prior rights of the surety, if any, obligated under bond relating to the Contract.

When the Owner accepts the assignment of a subcontract agreement, the Owner assumes the Contractor's rights and obligations under the subcontract.

§ 5.4.2 Upon such assignment, if the Work has been suspended for more than 30 days, due to unreasonable delays attributed to the Owner, the Subcontractor's compensation shall be equitably adjusted for increases in cost resulting from the suspension.

§ 5.4.3 Upon assignment to the Owner under this Section 5.4, the Owner may further assign the subcontract to a successor Contractor or other entity. If the Owner assigns the subcontract to a successor Contractor or other entity, the Owner shall nevertheless remain legally responsible for all of the successor Contractor's obligations under the subcontract.

## ARTICLE 6 CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

### § 6.1 Owner's Right to Perform Construction with Own Forces and to Award Other Contracts

§ 6.1.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and with Separate Contractors retained under Conditions of the Contract substantially similar to those of this Contract, including those provisions of the Conditions of the Contract related to insurance and waiver of subrogation.

§ 6.1.2 When the Owner performs construction or operations with the Owner's own forces or Separate Contractors, the Owner shall provide for coordination of such forces and Separate Contractors with the Work of the Contractor, who shall cooperate with them.

§ 6.1.3 Unless otherwise provided in the Contract Documents, when the Owner performs construction or operations related to the Project with the Owner's own forces or with Separate Contractors, the Owner or its Separate Contractors shall have the same obligations and rights that the Contractor has under the Conditions of the Contract, including, without excluding others, those stated in Article 3, this Article 6, and Articles 10, 11, and 12.

### § 6.2 Mutual Responsibility

§ 6.2.1 The Contractor and Subcontractors shall cooperate with and coordinate their work with all other contractors and the Owner to facilitate the general progress of the Project and to prevent delaying the progress of other contractors. The Contractor shall afford other contractors reasonable opportunity for the introduction and storage of their materials and equipment and the execution of their work, and shall connect and coordinate Contractor's Work with theirs as required by the Contract Documents. Each contractor and subcontractors shall obtain layout drawings, roughing-in detail sheets and other pertinent information directly from each other (not from Nexus) to coordinate all phases of the Work. For coordination with the Owner's equipment or materials, information shall be requested from Nexus. After timely notification by the Contractor of the need to accomplish a particular phase or element of the Work, the other contractors shall, within a reasonable time, perform their work so as not to delay or impede the Contractor.

§ 6.2.2 If part of the Contractor's Work depends for proper execution or results upon construction or operations by the Owner's own forces, Separate Contractors or other Contractors, the Contractor shall, prior to proceeding with that portion of the Work, promptly notify Nexus of apparent discrepancies or defects in the construction or operations by the Owner or Separate Contractor or other Contractors that would render it unsuitable for proper execution and results of the Contractor's Work. Failure of the Contractor to notify Nexus of apparent discrepancies or defects prior to proceeding with the Work shall constitute an acknowledgment that the Owner's or Separate Contractor's or other Contractors' completed or partially completed construction is fit and proper to receive the Contractor's Work. The Contractor shall not be responsible for discrepancies or defects in the construction or operations by the Owner or Separate Contractors or other Contractors that are not apparent.

§ 6.2.3 The Contractor shall reimburse the Owner for costs the Owner incurs, including costs that are payable to a Separate Contractors or to other Contractors, because of the Contractor's delays, improperly timed activities or defective construction. The Owner shall be responsible to the Contractor for costs the Contractor incurs because of delays, improperly timed activities, damage to the Work or defective construction by the Owner's own forces, Separate Contractors, or other Contractors.

§ 6.2.3.1 Time being an essential element of the contract, it is hereby agreed that the Owner shall be entitled to damages for failure on the part of the Contractor to complete the work within the contract period, as amended by an extension. Such actual damages shall include, but not be limited to the following:

- .1 Additional fees incurred by the Design Consultants.
- .2 Additional fees incurred by Nexus
- .3 Increased cost of relocating, including moving from existing building to temporary location(s).
- .4 Increased cost of extended and additional rental space.
- .5 Lost revenue from operations of the building.

§ 6.2.4 The Contractor shall promptly remedy damage that the Contractor causes to completed or partially completed construction, or to property of the Owner, Separate Contractors, or other Contractors.

§ 6.2.5 The Owner, Separate Contractors, and other Contractors shall have the same responsibilities for cutting and patching as are described for the Contractor in Section 3.14.

§ 6.2.6 If a Contractor has a claim for additional cost due to the action or inaction of separate Contractors, the Contractors shall resolve the claim directly with the responsible party or parties. If resolution cannot be obtained directly, and Contractor sues, or initiates arbitration against the Owner or Nexus on account of any damage alleged to have been so sustained, the Owner shall notify the separate Contractor, who shall defend such proceeding at the Contractor's expense, and if any judgment or award against the Owner or Nexus arises there from, the separate Contractor shall pay or satisfy it.

#### § 6.3 Owner's Right to Clean Up

If a dispute arises among the Contractor, Separate Contractors, other Contractors, and the Owner as to the responsibility under their respective contracts for maintaining the premises and surrounding area free from waste materials and rubbish, the Owner may clean up and Nexus, with notice to the Owner, will allocate the cost among those responsible.

#### § 6.4 Cutting and Patching Under Separate Contracts

The Contractor shall be responsible for any cutting, fitting, and patching that may be required to complete its work except as otherwise specifically provided in the Contract Documents. The Contractor shall not endanger any work of any other contractors or Subcontractors by cutting, excavating, or otherwise altering any work, and shall not cut or alter the work of any other contractor except with the written consent of Nexus, after timely notice, and upon appropriate consultation with the other parties whose work is affected or involved.

### ARTICLE 7 CHANGES IN THE WORK

#### § 7.1 General

§ 7.1.1 Changes in the Work may be accomplished after execution of the Contract, and without invalidating the Contract, by Change Order, Construction Change Directive or order for a minor change in the Work, subject to the limitations stated in this Article 7 and elsewhere in the Contract Documents.

§ 7.1.2 A Change Order shall be based upon agreement among the Owner, Nexus and Contractor. A Construction Change Directive requires agreement by the Owner, and Nexus and may or may not be agreed to by the Contractor. An order for a minor change in the Work may be issued by Nexus alone.

§ 7.1.3 Changes in the Work shall be performed under applicable provisions of the Contract Documents. The Contractor shall proceed promptly with changes in the Work, unless otherwise provided in the Change Order, Construction Change Directive, or order for a minor change in the Work.

§ 7.1.4 The Owner and Nexus are not responsible to give Notice of Changes Orders to the Surety (if any).

### § 7.2 Change Orders

A Change Order is a written instrument prepared by Nexus and signed by the Owner, Nexus, Design Professional, and Contractor, stating their agreement upon all, or a combination of the following:

- .1 The change in the Work;
- .2 The amount of the adjustment, if any, in the Contract Sum; and
- .3 The extent of the adjustment, if any, in the Contract Time.

### § 7.3 Construction Change Directives

§ 7.3.1 A Construction Change Directive is a written order prepared by Nexus, directing a change in the Work prior to agreement on adjustment, if any, in the Contract Sum or Contract Time, or both. The Owner may by Construction Change Directive, without invalidating the Contract, order changes in the Work within the general scope of the Contract consisting of additions, deletions, or other revisions, the Contract Sum and Contract Time being adjusted accordingly.

§ 7.3.2 A Construction Change Directive shall be used in the absence of total agreement on the terms of a Change Order.

§ 7.3.3 If the Construction Change Directive provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods:

- .1 Mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
- .2 Unit prices stated in the Contract Documents or subsequently agreed upon;
- .3 Cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee; or
- .4 As provided in Section 7.3.4.

§ 7.3.4 If the Contractor does not respond promptly or disagrees with the method for adjustment in the Contract Sum, Nexus shall determine the adjustment on the basis of reasonable expenditures and savings of those performing the Work attributable to the change, including, in case of an increase in the Contract Sum, an amount for overhead and profit as set forth in the Agreement, or if no such amount is set forth in the Agreement, a reasonable amount. In such case, and also under Section 7.3.3.3, the Contractor shall keep and present, in such form as Nexus may prescribe, an itemized accounting together with appropriate supporting data. Unless otherwise provided in the Contract Documents, costs for the purposes of this Section 7.3.4 shall be limited to the following:

- .1 Costs of labor, including applicable payroll taxes, fringe benefits required by agreement or custom, workers' compensation insurance, and other employee costs approved by Nexus;
- .2 Costs of materials, supplies, and equipment, including cost of transportation, whether incorporated or consumed;
- .3 Rental costs of machinery and equipment, exclusive of hand tools, whether rented from the Contractor or others;
- .4 Costs of premiums for all bonds and insurance, permit fees, and sales, use, or similar taxes, directly related to the change; and
- .5 Costs of supervision and field office personnel directly attributable to the change.

§ 7.3.5 If the Contractor disagrees with the adjustment in the Contract Time, the Contractor may make a Claim in accordance with applicable provisions of Article 15.

§ 7.3.6 Upon receipt of a Construction Change Directive, the Contractor shall promptly proceed with the change in the Work involved and advise Nexus of the Contractor's agreement or disagreement with the method, if any, provided in the Construction Change Directive for determining the proposed

adjustment in the Contract Sum or Contract Time.

§ 7.3.7 In order to obtain a Contract Sum Adjustment for any Change Directive, Contractor must first submit a written notice to Nexus stating its proposed Contract Sum adjustment and basis for adjustment. This notice must be submitted within seventy-two (72) hours of receipt of the written Change Directive and prior to commencement of the changed work. If Contractor fails to comply with these notice requirements Contractor shall be deemed to have waived its rights to dispute or contest Nexus' determination as to the Change Adjustment, Nexus shall include overhead, bond, insurance, field supervision and profit in accordance with the limits established by paragraph 7.3.10.. Such agreement shall be effective immediately and shall be recorded as a Change Order.

§ 7.3.8 The amount of credit to be allowed by the Contractor to the Owner for a deletion or change that results in a net decrease in the Contract Sum shall be actual net cost as confirmed by Nexus. When both additions and credits covering related Work or substitutions are involved in a change, the allowance for overhead and profit shall be figured on the basis of net increase, if any, with respect to that change.

§ 7.3.9 Pending final determination of the total cost of a Construction Change Directive to the Owner, the Contractor may request payment for Work completed under the Construction Change Directive in Applications for Payment. Nexus will make an interim determination for purposes of monthly certification for payment for those costs and certify for payment the amount that Nexus determines to be reasonably justified. The interim determination of cost shall adjust the Contract Sum on the same basis as a Change Order, subject to the right of either party to disagree and assert a Claim in accordance with Article 15.

§ 7.3.10 When the Owner and Contractor agree with a determination made by Nexus concerning the adjustments in the Contract Sum and Contract Time, or otherwise reach agreement upon the adjustments, such agreement shall be effective immediately and Nexus shall prepare a Change Order. Change Orders may be issued for all or any part of a Construction Change Directive. For proposed changes in the work on the lump sum or time and material methods under Clause 7.3.3.1 and 7.3.3.4 above, the costs shall be determined by taking the Contractor's actual cost to perform the additional work plus a markup by the Contractor of no more than 15%.

#### § 7.4 Minor Changes in the Work

Nexus may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Nexus' order for minor changes shall be in writing. If the Contractor believes that the proposed minor change in the Work will affect the Contract Sum or Contract Time, the Contractor shall notify Nexus and shall not proceed to implement the change in the Work. If the Contractor performs the Work set forth in Nexus' order for a minor change without prior notice to Nexus that such change will affect the Contract Sum or Contract Time, the Contractor waives any adjustment to the Contract Sum or extension of the Contract Time.

#### § 7.5 Owners Right to Perform Changes in the Work

If the Owner does not agree to a proposal of the Contractor for additional Work or changes in the Work, or if the Owner does not deem it advisable or expedient to proceed on the basis of the Contractor's proposal, the Owner reserves the right to perform additional work or changes in the Work with its own personnel or to employ others for changes in the Work.

### ARTICLE 8 TIME

#### § 8.1 Definitions

§ 8.1.1 Unless otherwise provided, Contract Time is the period of time, including authorized adjustments, allotted in the Contract Documents for Substantial Completion of the Work.

§ 8.1.2 The date of commencement of the Contract Time is the date of the Owners Notice to Proceed or is the date established in the Agreement, whichever is the earliest date.

§ 8.1.3 The date of Substantial Completion is the date certified by Nexus in accordance with Section 9.8.

§ 8.1.4 The term “day” as used in the Contract Documents shall mean calendar day unless otherwise specifically defined.

## § 8.2 Progress and Completion

§ 8.2.1 Time limits stated in the Contract Documents are of the essence of the Contract. By executing the Agreement, the Contractor confirms that the Contract Time is a reasonable period for performing the Work.

§ 8.2.2 The Contractor shall not knowingly, except by agreement or instruction of the Owner in writing, commence the Work prior to the effective date of insurance required to be furnished by the Contractor and Owner.

§ 8.2.2.1 If a Contract is awarded, construction at the site may commence upon, but not before, (1) Contractor’s receipt of a Notice to Proceed from the Owner, and (2) Owner’s receipt of Contractor’s insurance certificates and Subcontractors list.

§ 8.2.3 After award of the Contract it shall be the responsibility of the Contractor upon notification by Nexus to begin the Work immediately and to thereafter proceed expeditiously with adequate qualified forces and shall achieve Substantial Completion at the earliest possible date, but in no case later than within the Contract Time identified in the Contract Documents.

§ 8.2.4 Progress and supervision of the Work shall be the responsibility of the Contractor to supervise the operations of subcontractors responsible to the Contractor so as not to delay the Work.

§ 8.2.5 The progress of the Work shall conform to the Project Construction Schedule prepared by Nexus. The Contractors shall be responsible for damages incurred by the Owner and other separate Contractors for delay resulting from the Contractor’s failure to complete the Work within the Contract Time or resulting from the progress of the Work failing to conform to the Project Construction Schedule.

## § 8.3 Delays and Extensions of Time

§ 8.3.1 If the Contractor is delayed at any time in the commencement or progress of the Work by (1) an act or neglect of the Owner, Nexus, or an employee of any of them, or of the Owner’s own forces, Separate Contractors, or other Contractors; (2) by changes ordered in the Work; (3) by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, adverse weather conditions documented in accordance with Section 15.1.6.2, or other causes beyond the Contractor’s control; (4) by delay authorized by the Owner pending mediation and binding dispute resolution; or (5) by other causes that the Contractor asserts and Nexus determines justify delay, then the Contract Time shall be extended for such reasonable time as Nexus may determine.

§ 8.3.2 Claims relating to time shall be made in accordance with applicable provisions of Article 15.

§ 8.3.3 This Section 8.3 does not exclude the Owner's recovery of damages for delay under other provisions of the Contract Documents.

§ 8.3.4 Contractor shall anticipate a reasonable amount of delays due to minor changes in the work, concealed and other field conditions, whether or not specifically identified in the Contract Documents. No extension of time will be allowed for work performed under change orders up to an additional 10 percent of labor hours included in the contract.

§ 8.3.5 Upon request of Nexus, the Contractor shall submit and implement a written plan to recover the overall contract schedule.

§ 8.3.6 Upon receipt of Notice to Proceed, the Contractor shall begin construction operations and continuously and effectively prosecute the work with the least possible delay, so as to complete all

contract work and all clean up within the Contract Time, taking into consideration all restrictions or limitations to construction procedures hereinafter specified.

§ 8.3.7 The Contractor shall be responsible for damages incurred by the Owner and separate Contractors for delay resulting from the Contractor's failure to complete the work within the Contract time indicated in the Agreement. Losses may include additional administrative costs, rental costs for required off-site classroom space, additional custodial costs and professional fees.

## **ARTICLE 9 PAYMENTS AND COMPLETION**

### **§ 9.1 Contract Sum**

§ 9.1.1 The Contract Sum is stated in the Agreement and, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 9.1.2 If unit prices are stated in the Contract Documents or subsequently agreed upon, and if quantities originally contemplated are materially changed so that application of such unit prices to the actual quantities causes substantial inequity to the Owner or Contractor, the applicable unit prices shall be equitably adjusted.

### **§ 9.2 Schedule of Values**

§ 9.2.1 Where the Contract is based on a Stipulated Sum or Guaranteed Maximum Price, the Contractor shall submit a schedule of values to Nexus, at least 10 days before the first Application for Payment, or in conjunction with the Contractor's submission of its construction schedule, whichever is earlier, allocating the entire Contract Sum to the various portions of the Work. The schedule of values shall be prepared in the form, and supported by the data to substantiate its accuracy, required by Nexus. This schedule, unless objected to by Nexus, shall be used as a basis for reviewing the Contractor's Applications for Payment. Nexus shall forward to the Owner the Contractor's schedule of values. Any changes to the schedule of values shall be submitted to Nexus and supported by such data to substantiate its accuracy as Nexus and the Owner may require, and unless objected to, shall be used as a basis for reviewing the Contractor's subsequent Applications for Payment.

§ 9.2.2 Update and resubmit the Schedule of Values when Change Orders result in a change in the contract sum. List Change Orders separately on the Schedule of Values.

§ 9.2.3 The Schedule of Values shall include separate mandatory line items titled "housekeeping", "bonds", "insurance", and "shop drawings" for any contractor who provides labor and/or materials as part of their contract. The value of the "housekeeping" line item shall be at least 2% of the contract, but not less than \$500. The value of "shop drawings" shall be at least 1/2% of the contract, but not less than \$500. The actual costs of bonds and insurance shall be used as cost items on the Schedule of Values. These shall serve as a form of retainage to ensure that each contractor cleans up properly and provides the required documents. Monthly billings can be made to "housekeeping" and will be approved based on contractor performance in this area of responsibility. This provision shall not limit the Owner's right to clean-up and recover associated costs, as specified in other sections of this specification. The Owner reserves the right to withhold payment for individual line items until the contractor's work on site is complete or within conformance.

§ 9.2.4 Upon request of the Owner or Nexus, the Contractor shall furnish a schedule of estimated periodic requests for payment for the Owner's financial planning guidance. The schedule shall indicate the anticipated amount that will be requested each month, taking into consideration the work schedule, expected deliveries, and the retained amount. The Contractor will not be bound to the estimated amounts, but should the actual requested amounts tend to vary substantially from the estimates, the Contractor shall revise the schedule at the request of the Owner.

### **§ 9.3 Applications for Payment**

§ 9.3.1 At least fifteen days before the date established for each progress payment, the Contractor shall submit to Nexus an itemized Application for Payment prepared in accordance with the schedule of values, if required under Section 9.2, for completed portions of the Work. The application shall be

notarized, if required, and supported by all data substantiating the Contractor's right to payment that the Owner, or Nexus require, such as copies of requisitions, and releases of waivers of lien from Subcontractors and suppliers, and shall reflect retainage if provided for in the Contract Documents. The Contractor shall indicate the percentage of completion of each portion of the Work (as defined by the schedule of values) as of the end of the period covered by the Application for Payment. Application for Payment shall be made on AIA Document G732 2019 CMA Edition and G703 1992 and shall not be made more frequently than once per month.

§ 9.3.1.1 Applications shall submit a maximum of one (1) request for payment per month to Nexus by the date noted in the Construction Documents with costs forecasted through the end of the month. Application will include all items incorporated into the project or stored (in a secure manner) on-site. This also includes updating of record drawings on a monthly basis. Applications will not be process for the month until record documents are updated.

§ 9.3.1.2 Applications for Payment shall not include requests for payment for portions of the Work for which the Contractor does not intend to pay a Subcontractor or supplier unless such Work has been performed by others whom the Contractor intends to pay.

§ 9.3.1.3 Applications for Payment will delineate retention in the amount of five (5) percent for each line item and in total for the project through completion.

§ 9.3.1.4 Until substantial completion, the Owner shall pay ninety five (95) percent of the amount of progress payments. The Owner, in making partial payment, will retain five (5) percent of the duly approved value of the work performed under the contract as of the date of the Application for Payment until substantial completion. Within 60 days after Substantial Completion, the Owner will pay to the Contractor all the retainage less two hundred fifty (250) percent of the cost to complete the punchlist and/or repair any defective work and less one (1) percent of the final contract value which shall be released upon receipt of all final paperwork required under the specifications. The Contractor will not be paid interest on retainage amounts.

§ 9.3.1.5 An Application for Payment shall not be considered acceptance or approval of any work or waiver of any defect therein.

§ 9.3.2 Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner and Nexus, payment may similarly be made for materials and equipment suitably stored off the site at a location agreed upon in writing. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner and Nexus to establish the Owner's title to such materials and equipment or otherwise protect the Owner's interest, and shall include the costs of applicable insurance, storage, and transportation to the site, for such materials and equipment stored off the site. Proof of delivery and certificate of insurance covering materials and equipment stored off site shall be required to be submitted with the Application for Payment. Any application for payment not including such documentation will be rejected and resubmitted the following month upon receipt of proof of deliver and certificate of insurance.

§ 9.3.3 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or encumbrances, in favor of the Contractor, Subcontractors, suppliers, or other persons or entities that provided labor, materials and equipment relating to the Work.

§ 9.3.4 Nexus shall have the right to require signed material lien waivers from all contractors' major suppliers. Names of major suppliers and the amounts due to them shall be provided at pre-award interview by all contractors."

§ 9.3.5 The contractor shall be required to submit certified wages to the Owner through Nexus with each progress pay application. Failure to submit certification will deem the application incomplete and the application will be returned to the contractor without further processing.

#### § 9.4 Certificates for Payment

§ 9.4.1 Where there is only one Contractor, Nexus will, within seven days after receipt of the Contractor's Application for Payment, review the Application and the amount determined is due the Contractor, and forward the Contractor's Application and Certificate for Payment to the Owner. Within seven days after Nexus receives the Contractor's Application for Payment, Nexus will either (1) issue to the Owner a Certificate for Payment, in the full amount of the Application for Payment; or (2) issue to the Owner a Certificate for Payment for such amount as Nexus determines is properly due, and notify the Owner of Nexus' reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Application for Payment, and notify the Owner of Nexus' reason for withholding certification in whole as provided in Section 9.5.1. Nexus will promptly forward to the Contractor Nexus' notice of withholding certification.

§ 9.4.2 Where there is more than one Contractor performing portions of the Project, Nexus will, within seven days after Nexus receives all of the Contractors' Applications for Payment: (1) review the Applications and review the amount Nexus determines is due each of the Contractors; (2) prepare a Summary of Contractors' Applications for Payment by combining information from each Contractor's application with information from similar applications for progress payments from the other Contractors; (3) prepare a Project Application and Certificate for Payment; (4) review the amount Nexus determines is due all Contractors; and (5) forward the Summary of Contractors' Applications for Payment and Project Application and Certificate for Payment to the Owner.

§ 9.4.2.1 Within seven days after Nexus compiles the Project Application and Project Certificate for Payment and the Summary of Contractors' Applications for Payment Nexus will either (1) issue to the Owner a Project Certificate for Payment; or (2) issue to the Owner a Project Certificate for Payment for such amount as Nexus determines is properly due, and notify the Owner of Nexus' reasons for withholding certification in part as provided in Section 9.5.1; or (3) withhold certification of the entire Project Application for Payment, and notify the Owner of Nexus' reason for withholding certification in whole as provided in Section 9.5.1. Nexus will promptly forward notice of withholding certification to the Contractors.

§ 9.4.3 Nexus' review of an Application for Payment or, in the case of more than one Contractor, a Project Application and Certificate for Payment, shall be based upon Nexus' evaluation of the Work and the data in the Application or Applications for Payment. Nexus' review will constitute a representation that, to the best of Nexus' knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is, or Contractors are, entitled to payment in the amount certified.

§ 9.4.4 Nexus' issuance of a Certificate for Payment or, in the case of more than one Contractor, Project Application and Certificate for Payment, shall be based upon Nexus' evaluation of the Work, and data in the Application for Payment or Project Application for Payment. Nexus' review will constitute a representation that, to the best of Nexus' knowledge, information, and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is, or Contractors are, entitled to payment in the amount certified.

§ 9.4.5 The representations made pursuant to Sections 9.4.3 and 9.4.4 are subject to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, to results of

subsequent tests and inspections, to correction of minor deviations from the Contract Documents prior to completion, and to specific qualifications expressed by Nexus.

**§ 9.4.6** The issuance of a Certificate for Payment or a Project Certificate for Payment will not be a representation that Nexus has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work; (2) reviewed construction means, methods, techniques, sequences, or procedures; (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment; or (4) made examination to ascertain how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

#### **§ 9.5 Decisions to Withhold Certification**

**§ 9.5.1** Nexus may withhold a Certificate for Payment or Project Certificate for Payment in whole or in part, to the extent reasonably necessary to protect the Owner, if in Nexus' opinion the representations to the Owner required by Section 9.4.3 and 9.4.4 cannot be made. If Nexus is unable to certify payment in the amount of the Application, Nexus will notify the Contractor and Owner as provided in Section 9.4.1 and 9.4.2. If the Contractor and Nexus cannot agree on a revised amount, Nexus will promptly issue a Certificate for Payment or a Project Certificate for Payment for the amount for which Nexus is able to make such representations to the Owner. Nexus may also withhold a Certificate for Payment or, because of subsequently discovered evidence, may nullify the whole or a part of a Certificate for Payment or Project Certificate for Payment previously issued, to such extent as may be necessary in Nexus' opinion to protect the Owner from loss for which the Contractor is responsible, including loss resulting from the acts and omissions described in Section 3.3.2 because of

- .1 defective Work not remedied;
- .2 third party claims filed or reasonable evidence indicating probable filing of such claims, unless security acceptable to the Owner is provided by the Contractor;
- .3 failure of the Contractor to make payments properly to Subcontractors or suppliers for labor, materials or equipment;
- .4 reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
- .5 damage to the Owner or a Separate Contractor or other Contractor;
- .6 reasonable evidence that the Work will not be completed within the Contract Time, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay; or
- .7 repeated failure to carry out the Work in accordance with the Contract Documents.

**§ 9.5.2** When either party disputes Nexus' decision regarding a Certificate for Payment under Section 9.5.1, in whole or in part, that party may submit a Claim in accordance with Article 15.

**§ 9.5.3** When the reasons for withholding certification are removed, certification will be made for amounts previously withheld.

**§ 9.5.4** If Nexus withholds certification for payment under Section 9.5.1, the Owner may, at its sole option, issue joint checks to the Contractor and to any Subcontractor or supplier to whom the Contractor failed to make payment for Work properly performed or material or equipment suitably delivered. If the Owner makes payments by joint check, the Owner shall notify Nexus, and both will reflect such payment on the next Certificate for Payment.

**§ 9.5.5** If contractor defaults or neglects to carry out the work in accordance with the contract documents or fails to perform any provision thereof, Nexus may, after three (3) calendar days written notice to the contractor and without prejudice to any other remedy it may have, make good such deficiencies. Nexus shall adjust the total contract price by reducing the amount thereof by the cost of making good such deficiencies.

#### **§ 9.6 Progress Payments**

**§ 9.6.1** After Nexus has issued a Certificate for Payment or Project Certificate for Payment, the Owner shall make payment in the manner and within the time provided in the Contract Documents, and shall so

notify Nexus.

§ 9.6.2 The Contractor shall pay each Subcontractor, no later than seven days after receipt of payment from the Owner, the amount to which the Subcontractor is entitled, reflecting percentages actually retained from payments to the Contractor on account of the Subcontractor's portion of the Work. The Contractor shall, by appropriate agreement with each Subcontractor, require each Subcontractor to make payments to Sub-subcontractors in a similar manner.

§ 9.6.3 Nexus will, on request, furnish to a Subcontractor, if practicable, information regarding percentages of completion or amounts applied for by the Contractor and action taken thereon by the Owner, and Nexus on account of portions of the Work done by such Subcontractor.

§ 9.6.4 The Owner has the right to request written evidence from the Contractor that the Contractor has properly paid Subcontractors and suppliers amounts paid by the Owner to the Contractor for subcontracted Work. If the Contractor fails to furnish such evidence within seven days, the Owner shall have the right to contact Subcontractors and suppliers to ascertain whether they have been properly paid. Neither the Owner, nor Nexus shall have an obligation to pay, or to see to the payment of money to, a Subcontractor or supplier, except as may otherwise be required by law.

§ 9.6.5 The Contractor's payments to suppliers shall be treated in a manner similar to that provided in Sections 9.6.2, 9.6.3 and 9.6.4.

§ 9.6.6 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the Contract Documents. The Contractor and its Surety agree any issuance of a Contractor's Application and Certificate for Payment by the Owner, payment on the Contract Sum or in reducing any retained amount, or any use or occupancy of the Work will in no way relieve them of the obligation to completely fulfill or accomplish all obligations of the Contract, including warranty of the Work, and that they waive any actual or alleged rights of subrogation or action against the Owner or Nexus as a result of any such issuance of a Contractor's Application and Certificate for Payment, payment, or use or occupancy. At any time, the Surety, shall have the right to examine the status of the Work, as well as any payments, and may request the Owner to withhold additional sums as it considers appropriate to protect its interests.

§ 9.6.7 Unless the Contractor provides the Owner with a payment bond in the full penal sum of the Contract Sum, payments received by the Contractor for Work properly performed by Subcontractors or provided by suppliers shall be held by the Contractor for those Subcontractors or suppliers who performed Work or furnished materials, or both, under contract with the Contractor for which payment was made by the Owner. Nothing contained herein shall require money to be placed in a separate account and not commingled with money of the Contractor, create any fiduciary liability or tort liability on the part of the Contractor for breach of trust, or entitle any person or entity to an award of punitive damages against the Contractor for breach of the requirements of this provision. Where there is limited storage area on the Project Site, the Owner will consider making payment for certain materials and equipment which are stored off the site if such action will improve or benefit the progress of the Work. The Owner shall be the sole judge as to the types of materials and equipment it will pay for while in off-site storage and the conditions for the payment. Notwithstanding anything herein to the contrary, the Owner will not pay for items in off-site storage which are:

- .1 damaged or otherwise defective;
- .2 off-the-shelf type materials;
- .3 held at the producer's plant; or
- .4 produced over a period of time and normally would be installed to a schedule over a period of time as they are delivered, unless the Owner has caused a significant change in the schedule.

For consideration of payment for items stored off-site, at the start of the Work the Contractor shall submit a proposed list to Nexus for review and concurrence, state the reasons for each, the proposed storage locations and the anticipated delivery time. The list shall include:

- .1 The item;
- .2 proposed storage location; and
- .3 anticipated delivery time to the off-site storage.

To qualify for consideration, the material or equipment shall be:

- .1 a major item;
- .2 specially fabricated or produced for the Work of this Contract and shall be in accordance with the Contract Documents;
- .3 a critical material which is in short supply or which has an uncertain long lead time delivery schedule;
- .4 properly stored and protected, as required by 9.3.3, and approved by the Owner, including marking with the Project name;
- .5 certified by the contractor, Subcontractor or supplier to be in storage and immediately available (when required);
- .6 examined by Nexus at the place of storage;
- .7 furnished at no additional cost or expense to the Owner except the time required to examine the items, unless otherwise authorized by the Owner; and
- .8 insured to the satisfaction of the Owner.

**§ 9.6.8** Provided the Owner has fulfilled its payment obligations under the Contract Documents, the Contractor shall defend and indemnify the Owner from all loss, liability, damage or expense, including reasonable attorney's fees and litigation expenses, arising out of any lien claim or other claim for payment by any Subcontractor or supplier of any tier. Upon receipt of notice of a lien claim or other claim for payment, the Owner shall notify the Contractor. If approved by the applicable court, when required, the Contractor may substitute a surety bond for the property against which the lien or other claim for payment has been asserted.

#### **§ 9.7 Failure of Payment**

If Nexus does not issue a Certificate for Payment or a Project Certificate for Payment, through no fault of the Contractor, within fourteen (14) days after Nexus' receipt of the Contractor's Application for Payment, provided it has been properly submitted as specified, or if the Owner does not pay the Contractor within fourteen (14) days after the date established in the Contract Documents, the amount certified by Nexus or awarded by binding dispute resolution, then the Contractor may, upon seven additional days' notice to the Owner, and Nexus, stop the Work until payment of the amount owing has been received. The Contract Time shall be extended appropriately and the Contract Sum shall be increased by the amount of the Contractor's reasonable costs of shutdown, delay and start-up, excluding interest as provided for in the Contract Documents.

#### **§ 9.8 Substantial Completion**

**§ 9.8.1** The date of substantial completion of the work of designated portion thereof is the date when construction is sufficiently complete, in accordance with the contract documents, so the Owner can occupy or utilize the work or designated portion thereof for the use for which it is intended. Minor corrective work and the replacement of defective work or materials, and the adjustment of control apparatus will not delay the determination that the Contract is substantially complete.

**§ 9.8.2** When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall notify Nexus, and Nexus and the Design Professionals shall jointly prepare and submit a comprehensive list of items to be completed or corrected prior to final payment. Failure to include an item on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

§ 9.8.2.1 All warranties and closeout documentation as noted in the Contract Documents must be complete, submitted and approved by Nexus prior to the Certificate of Substantial Completion being released.

§ 9.8.3 Upon receipt of the list, Nexus, will make an inspection to determine whether the Work or designated portion thereof is substantially complete. If Nexus' inspection discloses any item, whether or not included on the list, which is not sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, the Contractor shall, before issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by Nexus. In such case, the Contractor shall then submit a request for another inspection by Nexus, to determine Substantial Completion.

§ 9.8.4 When Nexus, determines that the Work of all of the Contractors, or designated portion thereof, is substantially complete, Nexus will prepare, and shall execute, a Certificate of Substantial Completion that shall establish the date of Substantial Completion; establish responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work and insurance; and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 9.8.5 The Certificate of Substantial Completion shall be submitted to the Owner and Contractor for their written acceptance of responsibilities assigned to them in the Certificate. Upon such acceptance, and consent of surety if any, the Owner shall make payment of retainage applying to the Work or designated portion thereof. Such payment shall be made no more than 60 days after Substantial Completion. Owner may retain either 1% of the contract value or 250% of the cost of the remaining punch list work, whichever is greater to assure completion of the punch list.

#### § 9.9 Partial Occupancy or Use

§ 9.9.1 The Owner may occupy or use any completed or partially completed portion of the Work at any stage when such portion is designated by separate agreement with the Contractor, provided such occupancy or use is consented to by the insurer and authorized by public authorities having jurisdiction over the Project. Such partial occupancy or use may commence whether or not the portion is substantially complete, provided the Owner and Contractor have accepted in writing the responsibilities assigned to each of them for payments, retainage if any, security, maintenance, heat, utilities, damage to the Work and insurance, and have agreed in writing concerning the period for correction of the Work and commencement of warranties required by the Contract Documents. When the Contractor considers a portion substantially complete, the Contractor and Nexus shall jointly prepare a list as provided under Section 9.8.2. Consent of the Contractor to partial occupancy or use shall not be unreasonably withheld. The stage of the progress of the Work shall be determined by written agreement between the Owner and Contractor or, if no agreement is reached, by decision of Nexus.

§ 9.9.2 Immediately prior to such partial occupancy or use, the Owner, Contractor, and Nexus shall jointly inspect the area to be occupied or portion of the Work to be used in order to determine and record the condition of the Work.

§ 9.9.3 Unless otherwise agreed upon, partial occupancy or use of a portion or portions of the Work shall not constitute acceptance of Work not complying with the requirements of the Contract Documents and all applicable laws, codes, ordinances, rules, regulations, and industry standards.

§ 9.9.3 The Owner reserves the right to enter into the Project at all times and make installations of equipment as work progresses and to install furnishings as space becomes substantially complete. The Contractor shall cooperate and coordinate work with the Owners own forces.

#### § 9.10 Final Completion and Final Payment

§ 9.10.1 Upon completion of the Work, the Contractor shall forward to Nexus a notice that the Work is ready for final inspection and acceptance, and shall also forward to Nexus a final Contractor's

Application for Payment. Upon receipt, Nexus shall perform an inspection to confirm the completion of Work of the Contractor. When Nexus finds the Work acceptable under the Contract Documents and the Contract fully performed, Nexus will promptly issue a final Certificate for Payment or Project Certificate for Payment stating that to the best of their knowledge, information and belief, and on the basis of their on-site visits and inspections, the Work has been completed in accordance with the Contract Documents and that the entire balance found to be due the Contractor and noted in the final Certificate is due and payable. Nexus' final Certificate for Payment or Project Certificate for Payment will constitute a further representation that conditions listed in Section 9.10.2 as precedent to the Contractor's being entitled to final payment have been fulfilled.

**§ 9.10.2** Neither final payment nor any remaining retained percentage shall become due until the Contractor submits to Nexus (1) an affidavit that payrolls, bills for materials and equipment, and other indebtedness connected with the Work for which the Owner or the Owner's property might be responsible or encumbered (less amounts withheld by Owner) have been paid or otherwise satisfied, (2) a certificate evidencing that insurance required by the Contract Documents to remain in force after final payment is currently in effect, (3) a written statement that the Contractor knows of no reason that the insurance will not be renewable to cover the period required by the Contract Documents, (4) consent of surety, if any, to final payment (5) documentation of any special warranties, such as manufacturers' warranties or specific Subcontractor warranties, and (6), if required by the Owner, other data establishing payment or satisfaction of obligations, such as receipts and releases and waivers of liens, claims, security interests, or encumbrances arising out of the Contract, to the extent and in such form as may be designated by the Owner. If a Subcontractor refuses to furnish a release or waiver required by the Owner, the Contractor may furnish a bond satisfactory to the Owner to indemnify the Owner against such lien, claim, security interest, or encumbrance. If a lien, claim, security interest, or encumbrance remains unsatisfied after payments are made, the Contractor shall refund to the Owner all money that the Owner may be compelled to pay in discharging the lien, claim, security interest, or encumbrance, including all costs and reasonable attorneys' fees.

- .1 Contractor's Affidavit of Payment of Debts and Claims, AIA Document G706;
- .2 Contractor's lien waiver in the full amount of the Contract Sum AIA Document G706a;
- .3 Lien waivers from all Subcontractors, Sub-subcontractors, and major material suppliers who have furnished material for the Work under Contract with the Contractor or a Subcontractor. The lien waivers shall be in the full amount of the contract involved;
- .4 Consent of Surety Company to Final Payment on AIA Document G707;
- .5 IC134, Withholding Affidavit for Contractor and Subcontractors and Sub-subcontractors who have Work under Contract with the Contractor.

**§ 9.10.3** If, after Substantial Completion of the Work, final completion thereof is materially delayed through no fault of the Contractor or by issuance of Change Orders affecting final completion, and Nexus so confirms, the Owner shall, upon application by the Contractor, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed, corrected, and accepted. If the remaining balance for Work not fully completed or corrected is less than retainage stipulated in the Contract Documents, and if bonds have been furnished, the written consent of the surety to payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Owner through Nexus prior to certification of such payment. Such payment shall be made under terms and conditions governing final payment, except that it shall not constitute a waiver of Claims.

**§ 9.10.4** The making of final payment shall not constitute a waiver of Claims by the Owner, Legal or equitable rights, remedies or redress, except those arising from;

- .1 liens, Claims, security interests, or encumbrances arising out of the Contract and unsettled;
- .2 failure of the Work to comply with the requirements of the Contract Documents;
- .3 terms of special warranties required by the Contract Documents; or
- .4 audits performed by the Owner, if permitted by the Contract Documents, after final payment.

§ 9.10.5 Acceptance of final payment by the Contractor, a Subcontractor, or a supplier, shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

§ 9.10.6 Contractor shall, at its own cost, defend, indemnify, and hold harmless Nexus and the Owner, its officers, agents, employees, assigns, and successors in interest, from and against any and all liability, damages, losses, claims, demands, actions, causes of action, and costs including attorney's fees and expenses, or any of them, arising from or attributable to a lien or stop notice filed and/or served in connection with the work.

§ 9.10.7 The Contractor and any of its Subcontractors and Sub-Subcontractors, upon completion of the project, shall fill out the Form IC-134 and send it to the Minnesota Department of Revenue for certification. The Department of Revenue will verify that the contractor has complied with all the applicable withholding laws, and if compliant, will certify the form with an official stamp, and return the form to the contractor. The contractor must submit this certified form along with the Contractors final Application for Payment to Nexus for final approval.

## ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

### § 10.1 Safety Precautions and Programs

§ 10.1.1 The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the Contract. The Contractor shall submit the Contractor's safety program to Nexus for review and coordination with the safety programs of other Contractors. Nexus' responsibilities for review and coordination of safety programs shall not extend to direct control over or charge of the acts or omissions of the Contractors, Subcontractors, agents or employees of the Contractors or Subcontractors, or any other persons performing portions of the Work and not directly employed by Nexus.

§ 10.1.2 Each Contractor is responsible to provide an overview of its safety program, including a policy statement, description of its methods of implementing and enforcing safety measures, and its procedures for identifying/controlling hazards. Prior to first application for payment, Contractor shall provide:

- .1 A written inventory of all hazardous materials it will have on the Project Site;
- .2 A material Safety Data Sheet (MSDS) for each of the hazardous materials;
- .3 A statement on its letterhead confirming that its workers have received proper training in the handling of those hazardous materials.

§ 10.1.2 Nexus and its Design Consultants shall have no duty to discover, detect or investigate the presence of any Hazardous Materials at or near the site of the Project at any time prior to, during or after design or construction of the Project. Should the Contractor know, detect, or suspect the presence of Hazardous Materials at or near the site, the Contractor shall immediately disclose such information to the Owner and Nexus for appropriate action by the Owner, including, but not limited to, verification of the presence of hazardous materials and proper measure to deal with the Hazardous Materials.

### § 10.2 Safety of Persons and Property

§ 10.2.1 The Contractor shall take reasonable precautions for safety of, and shall provide reasonable protection to prevent damage, injury, or loss to

- .1 employees on the Work and other persons who may be affected thereby;
- .2 the Work and materials and equipment to be incorporated therein, whether in storage on or off the site, under care, custody, or control of the Contractor, a Subcontractor, or a Sub-subcontractor;
- .3 other property at the site or adjacent thereto, such as trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction; and
- .4 construction or operations by the Owner, Separate Contractors, or other Contractors.

§ 10.2.2 The Contractor shall comply with, and give notices in all respects to the Contract Documents, applicable laws, statutes, ordinances, codes, rules and regulations, industry standards, and lawful orders of public authorities, bearing on safety of persons or property or their protection from damage, injury, or loss. The Contractor shall be directly responsible to and shall reimburse and compensate any person or entity, including the Owner, for any damage, injury or loss caused by any actions or omissions of the Contractor, a Subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable in failing to comply with 10.2.

§ 10.2.3 The Contractor shall implement, erect, and maintain, as required by existing conditions and performance of the Contract, reasonable safeguards for safety and protection, including posting danger signs and other warnings against hazards; promulgating safety regulations; and notifying the owners and users of adjacent sites and utilities of the safeguards.

§ 10.2.4 When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Work, the Contractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel and shall give to the Owner and Nexus reasonable advanced notice of such activities.

§ 10.2.5 The Contractor shall promptly remedy damage and loss to property referred to in Paragraph 10.2 caused in whole or in part by the Contractor, a Subcontractor, a Sub-subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible under Paragraph 10.2. The Contractor may make a Claim for the cost to remedy the damage or loss to the extent such damage or loss is attributable to acts or omissions of the Owner or Nexus or anyone directly or indirectly employed by either of them, or by anyone for whose acts any of them may be liable, and not attributable to the fault or negligence of the Contractor. The foregoing obligations of the Contractor are in addition to the Contractor's obligations under Section 3.18.

§ 10.2.6 The Contractor shall designate a responsible member of the Contractor's organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the Owner and Nexus.

§ 10.2.7 The Contractor shall not permit any part of the construction or site to be loaded so as to cause damage or create an unsafe condition.

**§ 10.2.8 Injury or Damage to Person or Property**

If either party suffers injury or damage to person or property because of an act or omission of the other party, or of others for whose acts such party is legally responsible, notice of the injury or damage, whether or not insured, shall be given to the other party within a reasonable time not exceeding 21 days after discovery. The notice shall provide sufficient detail to enable the other party to investigate the matter.

§ 10.2.9 The Contractors shall send written notices, make necessary arrangements, and provide services required for the care of gas mains, water pipes, steam pipes, sewer pipes, telephone and telegraph conduits, cables and other equipment or property, assuming responsibility and paying costs for which the Owner may be liable. The Contractor shall consult the Public Service Companies' records to determine the locations and extent of utilities. Existing services shall be maintained without interruption unless new services are provided.

§ 10.2.10 Contractor shall, at all times, protect the excavation trenches, and the building from damage from rainwater, spring water, ground water, backing up of drains and sewers, and all other sources of water. The Contractor shall provide all pumps and other equipment and bail out all water and all enclosures to provide this protection. Contractor shall construct and maintain all necessary temporary drainage and do all pumping necessary to keep the excavation and basement free of water. Pumping of other than the building excavations shall be the responsibility of the Contractor doing the Work.

### **§ 10.3 Hazardous Materials**

**§ 10.3.1** The Contractor is responsible for compliance with any requirements included in the Contract Documents regarding hazardous materials or substances. If the Contractor encounters a hazardous material or substance not addressed in the Contract Documents and if reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including but not limited to asbestos or polychlorinated biphenyl (PCB), encountered on the site by the Contractor, the Contractor shall, upon recognizing the condition, immediately stop Work in the affected area and notify the Owner and Nexus of the condition.

**§ 10.3.2** Upon receipt of the Contractor's notice, the Owner shall obtain the services of a licensed laboratory to verify the presence or absence of the material or substance reported by the Contractor and, in the event such material or substance is found to be present, to cause it to be rendered harmless. Unless otherwise required by the Contract Documents, the Owner shall furnish in writing to the Contractor and Nexus the names and qualifications of persons or entities who are to perform tests verifying the presence or absence of the material or substance or who are to perform the task of removal or safe containment of the material or substance. The Contractor, and Nexus will promptly reply to the Owner in writing stating whether or not any of them has reasonable objection to the persons or entities proposed by the Owner. If the Contractor or Nexus has an objection to a person or entity proposed by the Owner, the Owner shall propose another to whom the Contractor and Nexus have no reasonable objection. When the material or substance has been rendered harmless, Work in the affected area shall resume upon written agreement of the Owner and Contractor. By Change Order, the Contract Time shall be extended appropriately, and the Contract Sum shall be increased by the amount of the Contractor's reasonable additional costs of shutdown, delay, and start-up.

**§ 10.3.3** To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Contractor, Subcontractors, Nexus, their consultants, and agents and employees of any of them from and against claims, damages, losses, and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work in the affected area if in fact the material or substance presents the risk of bodily injury or death as described in Section 10.3.1 and has not been rendered harmless, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), except to the extent that such damage, loss, or expense is due to the fault or negligence of the party seeking indemnity.

**§ 10.3.4** The Owner shall not be responsible under this Section 10.3 for hazardous materials or substances the Contractor brings to the site unless such materials or substances are required by the Contract Documents. The Owner shall be responsible for hazardous materials or substances required by the Contract Documents, except to the extent of the Contractor's fault or negligence in the use and handling of such materials or substances.

**§ 10.3.5** The Contractor shall reimburse the Owner for the cost and expense the Owner incurs (1) for remediation of hazardous materials or substances the Contractor brings to the site and negligently handles, or (2) where the Contractor fails to perform its obligations under Section 10.3.1, except to the extent that the cost and expense are due to the Owner's fault or negligence.

**§ 10.3.6** If, without negligence on the part of the Contractor, the Contractor is held liable by a government agency for the cost of remediation of a hazardous material or substance solely by reason of performing Work as required by the Contract Documents, the Owner shall reimburse the Contractor for all cost and expense thereby incurred.

### **§ 10.4 Emergencies**

In an emergency affecting safety of persons or property, the Contractor shall act, at the Contractor's discretion, to prevent threatened damage, injury, or loss. Additional compensation or extension of time claimed by the Contractor on account of an emergency shall be determined as provided in Article 15 and Article 7.

### **§ 10.5 Miscellaneous General Provisions**

**§ 10.5.1** The requirements under 10.5, Miscellaneous General Provisions, shall be considered as minimum requirements and shall not be construed to limit the amount of protection required to

safeguard all persons and property, nor construed as directing or establishing the Contractor's methods or responsibilities.

§ 10.5.2 Each Contractor shall provide and maintain adequate fire extinguishers in and around the construction area, available to all workers, but shall not use extinguishers that are to be installed in the Work.

§ 10.5.3 The Contractor shall provide visual barrier at installed glass which conceivably could be walked into or otherwise damaged. After removal of the visual barrier the Contractor shall clean all glass and replace any glass that has been scratched or otherwise damaged.

§ 10.5.4 The Contractor shall provide and maintain guard lights at barricades, railings, obstructions in streets, roads or sidewalks and at trenches or pits, including at those adjacent to existing buildings, public roads, walks, and similar locations where a hazard may exist. The Contractor shall provide and maintain suitable barricades or fences around excavations, including trench excavations, excavated by contractor or subcontractors.

§ 10.5.5 As may be applicable to the Project and to the Work, the Contractor shall provide and be responsible for:

- .1 protection of equipment, materials, supplies and Work to prevent any damage, including from freezing, thermal shock, heat, water and other damaging elements;
- .2 providing proper and adequate drainage (temporary and permanent) of the site in connection with work of this Contract; damage to property as a result of work or operations under this Contract, including but not restricted to:
  - a. damage from water, excavation, underpinning, removal or changing of structural supports; collapse or other failure to the Project resulting from the Contractor's acts, operations or work, including water undermining or creating pressure on the construction;
  - b. pumping of water from work areas and excavations of this Contract, and spaces built, constructed or opened up under the Contract.
- .3 If necessary, installing temporary heat or dehumidification to keep the spaces dry;
- .4 Providing protection and planking on finished floors and other finished surfaces where work is being done by the Contractor or subcontractors;
- .5 Closing and protecting all holes or openings through walls, floors and roofs that are cut or built by the Contractor or its subcontractors, and which will admit water to interior spaces during the construction period or will create a potential safety hazard;
- .6 Removal of snow to accomplish the Work;
- .7 Keeping premises in neat and orderly condition;
- .8 Eliminating fire hazards.

§ 10.5.6 As may be applicable to the Project and to the Work, the Contractor shall be responsible for the following;

- .1 providing safe and adequate stairways (temporary and permanent) for the use of all trades;
- .2 maintaining access to the site;
- .3 proper protection by heating of an enclosed building during cold weather;
- .4 ventilation of an enclosed building to remove humidity;
- .5 protection for trees and other similar features, which are to remain, from damage from operations in connection with Project, by boxing tree trunks and setting up barricades at sufficient distance to prevent damage to branches;
- .6 complete water integrity of the Project and particularly roof areas, including watching operations of others to insure no damage to the water integrity;
- .7 after the roof deck is placed, the removal of accumulated snow and ice within a building, which generally shall be hauled out (not melted), unless it is a minor amount, as approved by Nexus.

§ 10.5.7 Any work on the roof, after roofing has been installed, shall be done over planking, plywood or other suitable protection, to spread loads under roof walkways and at all work areas, including around ventilating bases with protection provided by the Contractor.

§ 10.5.8 The Contractor and each subcontractor shall provide storage and enclosures to protect and preserve the materials stored at and off the site. Materials such as wood, metal, cement, masonry materials, equipment of any type, conduit and similar materials, shall not be set directly on ground. Coverings shall be durable, watertight, fully cover sides as well as top, substantial and well anchored to prevent blowing away. Shed type of enclosures shall be provided for easily damaged and small items. Any protection which becomes damaged shall be replaced immediately.

§ 10.5.9 Without exception, fan units and all other equipment with bearings or similar working parts shall be set on supports above the ground and snow and shall be enclosed with substantial well secured waterproof protection.

## ARTICLE 11 INSURANCE AND BONDS

### § 11.1 Contractor's Insurance and Bonds

§ 11.1.1 The Contractor shall purchase and maintain insurance of the types and limits of liability, containing the endorsements, and subject to the terms and conditions, as described. The Contractor shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located. The Contractor shall cause the commercial liability coverage required by the Contract Documents to include (1) Nexus, Nexus' Design Consultants, and the Owner, as additional insureds for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's operations; and (2) the Owner as an additional insured for claims caused in whole or in part by the Contractor's negligent acts or omissions during the Contractor's completed operations.

§ 11.1.1.1 The Contractor shall purchase such insurance as will protect the Contractor from claims set forth below which may arise out of or result from the Contractor's operations and completed operations under the Contract and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- .1 Claims under workers' compensation, disability benefit and other similar employee benefit acts which are applicable to the Work to be performed;
- .2 Claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor's employees;
- .3 Claims for damages because of bodily injury, sickness or disease, or death of any person other than the Contractor's employees;
- .4 Claims for damages insured by usual personal injury liability coverage;
- .5 Claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- .6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle; and
- .7 Claims for bodily injury or property damage arising out of completed operations; and
- .8 Claims involving contractual liability insurance applicable to the Contractor's obligations under Section 3.18.
- .9 **Liability Insurance shall include all major divisions of coverage and be on a comprehensive basis including:**
  - a. General Liability Insurance for Bodily Injury and Property Damage.
  - b. Products and Completed Operations
  - c. Personal Injury and Employee Benefits Injury.
  - d. Owner, non-owned and hire motor vehicles.
  - e. Umbrella/Excess Liability.
  - f. Pollution Liability.

§ 11.1.1.2 The insurance required by Section 11.1.1 shall be written for not less than limits of liability specified in the or required by law, whichever coverage is greater. Coverages, whether written on an occurrence or claims-made basis, shall be maintained without interruption from the date of commencement of the Work until the date of final payment and termination of any coverage required to be maintained after final payment and, with respect to the Contractor's completed operations coverage, until the expiration of the period for correction of Work or for such other period for maintenance of completed operations coverage as specified in the Contract Documents. The insurance required by Subparagraph 11.1.1 shall be written for not less than the following, or greater if required by law:

<b>WORKMANS COMPENSATION:</b>	
State	Statutory
Applicable Federal (ie. Longshoreman's)	Statutory
<b>EMPLOYERS LIABILITY</b>	
Bodily Injury by Accident	\$ 1,000,000.00
Bodily Injury by Disease Policy Limit	\$ 1,000,000.00
Bodily Injury by Disease - Each Employee	\$ 500,000.00

Comprehensive General Liability written on an occurrence basis (including Premises-Operations; Independent Contractor's protective; Products and Completed Operations; Broad Form Property Damage):

<b>COMPREHENSIVE GENERAL LIABILITY</b>	
General Aggregate	\$ 2,000,000.00
Products/Completed Operations Aggregate	\$ 2,000,000.00
Personal Injury & Advertising Injury	\$ 1,000,000.00
Each Occurrence	\$ 1,000,000.00
Fire Damage Limit	\$ 50,000.00
Medical Payment	\$ 5,000.00

Property Damage Liability insurance will provide explosion, collapse and underground coverage's where applicable.

<b>CONTRACTUAL LIABILITY</b>	
General Aggregate	\$ 1,000,000.00
Products/Completed Operations Aggregate	\$ 1,000,000.00
Personal Injury & Advertising Injury	\$ 1,000,000.00
Each Occurrence	\$ 1,000,000.00
Fire Damage Limit	\$ 50,000.00
Medical Payment	\$ 5,000.00
<b>PERSONAL INJURY</b>	
Each occurrence	\$ 1,000,000.00
<b>COMPREHENSIVE AUTOMOBILE LIABILITY</b>	
Combined Single Limit	\$ 2,000,000.00
<b>COMMERCIAL UMBRELLA</b>	
Minimum Limit	\$ 5,000,000.00
<b>PROFESSIONAL LIABILITY</b>	
Per Occurrence	\$ 3,000,000.00
Aggregate	\$ 3,000,000.00

CONTRACTORS POLLUTION LIABILITY	
Per Occurrence	\$ 1,000,000.00
Aggregate	\$ 2,000,000.00

§ 11.1.1.3 Certificates of insurance acceptable to the Owner shall be submitted to Nexus for transmittal to the Owner prior to commencement of the Work and thereafter upon renewal or replacement of each required policy of insurance. These certificates and the insurance policies required by this Section 11.1 shall contain a provision that coverages afforded under the policies will not be canceled or allowed to expire until at least 30 days' prior written notice has been given to the Owner. An additional certificate evidencing continuation of liability coverage, including coverage for completed operations, shall be submitted with the final Application for Payment as required by Section 9.10.2 and thereafter upon renewal or replacement of such coverage until the expiration of the time required by Section 11.1.1.2. Information concerning reduction of coverage shall be furnished by the Contractor with reasonable promptness. The form of the Certificate shall be ACORD Form - current edition. The Contractor shall furnish to the Owner copies of any endorsements that are subsequently issued amending coverage or limits.

§ 11.1.1.4 The insurance set forth in these documents is the minimum insurance required. Any additional coverages that may be necessary to further protect the contractor are the sole responsibility of the contractor.

**§ 11.1.2 Performance Bond and Payment Bond**

§ 11.1.2.1 The Contractor shall furnish bonds covering faithful performance of the Contract and payment of obligations arising hereunder. Bonds must be obtained through a corporate surety authorized in the state of Minnesota and the cost thereof shall be included in the Contract Sum. The amount of each bond shall be equal to 100% of the Contract Sum. The form of the bond shall be AIA document A312. The standard language of this document shall be altered to be consistent with the notification requirements in regards to termination of contract or correction of work.

§ 11.1.2.2 For contracts exceeding \$10,000 in value (including materials only suppliers) the Contractor shall furnish the specified bonds. Separate performance and labor and material payment bonds shall be provided.

§ 11.1.3 Upon the request of any person or entity appearing to be a potential beneficiary of bonds covering payment of obligations arising under the Contract, the Contractor shall promptly furnish a copy of the bonds or shall authorize a copy to be furnished.

**§ 11.1.4 Notice of Cancellation or Expiration of Contractor's Required Insurance.** Within three (3) business days of the date the Contractor becomes aware of an impending or actual cancellation or expiration of any insurance required by the Contract Documents, the Contractor shall provide notice directly to the Owner, and Nexus, of such impending or actual cancellation or expiration. Upon receipt of notice from the Contractor, the Owner shall, unless the lapse in coverage arises from an act or omission of the Owner, have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by the Contractor. The furnishing of notice by the Contractor shall not relieve the Contractor of any contractual obligation to provide any required coverage.

**§ 11.2 Owner's Insurance**

§ 11.2.1 The Owner shall purchase and maintain the Owners usual liability insurance. The Owner shall purchase and maintain the required insurance from an insurance company or insurance companies lawfully authorized to issue insurance in the jurisdiction where the Project is located.

**§ 11.2.2 Property Insurance**

§ 11.2.2.1 Unless otherwise provided, the Owner shall purchase and maintain, in a company or companies lawfully authorized to do business in the jurisdiction in which the Project is located, property insurance written on a builder's risk "all risk" or equivalent policy form in the amount of the initial Contract Sum, plus value of

subsequent Contract modifications and cost of materials supplied or installed by others, comprising total value for the entire Project at the site on a replacement cost basis without optional deductibles. Such property insurance shall be maintained, unless otherwise provided in the Contract Documents or otherwise agreed in writing by all persons and entities who are beneficiaries of such insurance, until final payment has been made as provided in Section 9.10 or until no person or entity other than the Owner has an insurable interest in the property required by this Section 11.3 to be covered, whichever is later. This insurance shall include interests of the Owner, the Contractor, Subcontractors and Sub-subcontractors in the Project. The deductible on the policy shall be \$25,000 and the Contractor shall pay all cost not covered because of such deductible. Owner will carry All-Risk Builder's Risk Insurance. If "All-Risk" Builders Risk Policy and endorsements carry deductible features, such deductions shall be guaranteed by the Owner to the Co-Insured's. "Integral" shall be interpreted to mean that which is necessary to complete. Policies shall carry "permission to occupy" endorsements. Owner's All-Risk Builder's Risk insurance will allow for payment of materials stored off-site up to, but not exceeding, \$25,000

§ 11.2.2.2 Property insurance shall be on an "all-risk" or equivalent policy form and shall include, without limitation, insurance against the perils of fire (with extended coverage) and physical loss or damage including, without duplication of coverage, theft, vandalism, malicious mischief, collapse, earthquake, flood, windstorm, falsework, testing and startup, temporary buildings and debris removal including demolition occasioned by enforcement of any applicable legal requirements, and shall cover reasonable compensation for Nexus' services and expenses required as a result of such insured loss.

§ 11.2.2.3 Such Builders Risk policy shall allow for partial occupancy by the owner prior to completion of the project. Partial occupancy or use in accordance with Section 9.9 shall not commence until the insurance company or companies providing property insurance have consented to such partial occupancy or use by endorsement or otherwise. The Owner and the Contractor shall take reasonable steps to obtain consent of the insurance company or companies and shall, without mutual written consent, take no action with respect to partial occupancy or use that would cause cancellation, lapse or reduction of insurance.

§ 11.2.2.4 The Owner and all contractors agree to waive all rights of subrogation against each other for all losses covered by the Builders Risk coverage.

§ 11.2.2.5 If the Contractor requests in writing that insurance for risks other than those described herein or other special causes of loss be included in the property insurance policy, the Owner shall, if possible, include such insurance, and the cost thereof shall be charged to the Contractor by appropriate Change Order.

§ 11.2.2.6 The insurance set forth in these documents is the minimum insurance required. Any additional coverages that may be necessary to further protect the Contractor are the sole responsibility of the contractor.

**§ 11.2.3 Notice of Cancellation or Expiration of Owner's Required Property Insurance.** Within three (3) business days of the date the Owner becomes aware of an impending or actual cancellation or expiration of any property insurance required by the Contract Documents, the Owner shall provide notice directly to the Contractor, and separately to Nexus, of such impending or actual cancellation or expiration. Unless the lapse in coverage arises from an act or omission of the Contractor: (1) the Contractor, upon receipt of notice from the Owner, shall have the right to stop the Work until the lapse in coverage has been cured by the procurement of replacement coverage by either the Owner or the Contractor; (2) the Contract Time and Contract Sum shall be equitably adjusted; and (3) the Owner waives all rights against the Contractor, Subcontractors, and Sub-subcontractors to the extent any loss to the Owner would have been covered by the insurance had it not expired or been cancelled. If the Contractor purchases replacement coverage, the cost of the insurance shall be charged to the Owner by an appropriate Change Order. The furnishing of notice by the Owner shall not relieve the Owner of any contractual obligation to provide required insurance.

### § 11.3 Waivers of Subrogation

§ 11.3.1 The Owner and Contractor waive all rights against (1) each other and the Subcontractors, agents and employees each of the other, and (2) the Design Professionals, its consultants and separate contractors, and (3) Nexus, its consultants and separate contractors if any, and any of their sub-contractors, sub-subcontractors, agents and employees, for damages caused by fire or other perils to the

extent covered by insurance obtained pursuant to this Paragraph 11.3 or any other property insurance applicable to the Work, except such rights as they may have to the proceeds of such insurance held by the Owner as trustees. The Owner or the Contractor, as appropriate, shall require of separate contractors, Sub-contractors and Sub-subcontractors by appropriate agreements, written where legally required for validity, similar waivers, each in favor of all other parties enumerated in this Subparagraph 11.3.1

**§ 11.3.2** If during the Project construction period the Owner insures properties, real or personal or both, at or adjacent to the site by property insurance under policies separate from those insuring the Project, or if after final payment property insurance is to be provided on the completed Project through a policy or policies other than those insuring the Project during the construction period, to the extent permissible by such policies, the Owner waives all rights in accordance with the terms of Section 11.3.1 for damages caused by fire or other causes of loss covered by this separate property insurance.

**§ 11.4 Loss of Use, Business Interruption, and Delay in Completion Insurance**

The Owner, at the Owner's option, may purchase and maintain insurance that will protect the Owner against loss of use of the Owner's property, or the inability to conduct normal operations, due to fire or other causes of loss. The Owner waives all rights of action against the Contractor, Nexus and Nexus' Consultants for loss of use of the Owner's property, due to fire or other hazards however caused.

**§ 11.5 Adjustment and Settlement of Insured Loss**

**§ 11.5.1** A loss insured under the property insurance required by the Agreement shall be adjusted by the Owner as fiduciary and made payable to the Owner as fiduciary for the insureds, as their interests may appear, subject to requirements of any applicable mortgagee clause and of Section 11.5.2. The Owner shall pay Nexus, and Contractor their just shares of insurance proceeds received by the Owner, and by appropriate agreements Nexus, and Contractor shall make payments to their consultants and Subcontractors in similar manner.

**§ 11.5.2** Prior to settlement of an insured loss, the Owner shall notify the Contractor of the terms of the proposed settlement as well as the proposed allocation of the insurance proceeds. The Contractor shall have 14 days from receipt of notice to object to the proposed settlement or allocation of the proceeds. If the Contractor does not object, the Owner shall settle the loss and the Contractor shall be bound by the settlement and allocation. Upon receipt, the Owner shall deposit the insurance proceeds in a separate account and make the appropriate distributions. Thereafter, if no other agreement is made or the Owner does not terminate the Contract for convenience, the Owner and Contractor shall execute a Change Order for reconstruction of the damaged or destroyed Work in the amount allocated for that purpose. If the Contractor timely objects to either the terms of the proposed settlement or the allocation of the proceeds, the Owner may proceed to settle the insured loss, and any dispute between the Owner and Contractor arising out of the settlement or allocation of the proceeds shall be resolved pursuant to Article 15. Pending resolution of any dispute, the Owner may issue a Construction Change Directive for the reconstruction of the damaged or destroyed Work.

**§ 11.5.3** If required in writing by a party in interest, the Owner as fiduciary shall, upon occurrence of an insured loss, give bond for proper performance of the Owner's duties. The cost of required bonds shall be charged against proceeds received as fiduciary. The Owner shall deposit in a separate account proceeds so received, which the Owner shall distribute in accordance with such agreement as the parties in interest may reach, or as determined in accordance with the method of binding dispute resolution selected in the Agreement between the Owner and Contractor. If after such loss no other special agreement is made and unless the Owner terminates the Contract for convenience, replacement of damaged property shall be performed by the Contractor after notification of a Change in the Work in accordance with Article 7.

**§ 11.5.4** The Owner as fiduciary shall have power to adjust and settle a loss with insurers unless one of the parties in interest shall object in writing within five days after occurrence of loss to the Owner's exercise of this power; if such objection is made, the dispute shall be resolved in the manner selected by the Owner and Contractor as the method of binding dispute resolution in the Agreement. If the Owner and Contractor have selected arbitration as the method of binding dispute resolution, the Owner as

fiduciary shall make settlement with insurers or distribution of insurance proceeds in accordance with the direction of the arbitrators.

## **ARTICLE 12 UNCOVERING AND CORRECTION OF WORK**

### **§ 12.1 Uncovering of Work**

**§ 12.1.1** If a portion of the Work is covered contrary to Nexus' request or to requirements specifically expressed in the Contract Documents, it must, if requested in writing by either, be uncovered for their examination and be replaced at the Contractor's expense without change in the Contract Time.

**§ 12.1.2** If a portion of the Work has been covered that Nexus has not specifically requested to examine prior to its being covered, Nexus may request to see such Work and it shall be uncovered by the Contractor. If such Work is in accordance with the Contract Documents, the Contractor shall be entitled to an equitable adjustment to the Contract Sum and Contract Time as may be appropriate. If such Work is not in accordance with the Contract Documents, the costs of uncovering the Work, and the cost of correction, shall be at the Contractor's expense.

### **§ 12.2 Correction of Work**

#### **§ 12.2.1 Before Substantial Completion**

The Contractor shall promptly correct Work rejected by Nexus or Nexus' Consultants or failing to conform to the requirements of the Contract Documents, discovered before Substantial Completion, and whether or not fabricated, installed or completed. Costs of correcting such rejected Work, including additional testing and inspections, the cost of uncovering and replacement, and compensation for Nexus and Nexus's Consultants services and expenses made necessary thereby, shall be at the Contractor's expense. The corrective work shall conform in the aspects with the original intent of the Contract Documents

#### **§ 12.2.2 After Substantial Completion**

**§ 12.2.2.1** In addition to the Contractor's obligations under Section 3.5, if, within one year after the date of Substantial Completion of the Work or designated portion thereof, or after the date for commencement of warranties established under Section 9.9.1, or by terms of any applicable special warranty required by the Contract Documents, any of the Work is found to be not in accordance with the requirements of the Contract Documents, the Contractor shall correct it promptly after receipt of notice from the Owner to do so, unless the Owner has previously given the Contractor a written acceptance of such condition. The Owner shall give such notice promptly after discovery of the condition. During the one-year period for correction of Work, if the Owner fails to notify the Contractor and give the Contractor an opportunity to make the correction, the Owner waives the rights to require correction by the Contractor and to make a claim for breach of warranty. If the Contractor fails to correct nonconforming Work within a reasonable time during that period after receipt of notice from the Owner, or Nexus, the Owner may correct it in accordance with Section 2.5.

**§ 12.2.2.2** The one-year period for correction of Work shall be extended with respect to portions of Work first performed after Substantial Completion by the period of time between Substantial Completion and the actual completion of that portion of the Work.

**§ 12.2.2.3** The one-year period for correction of Work shall not be extended by corrective Work performed by the Contractor pursuant to this Section 12.2.

**§ 12.2.3** The Contractor shall remove from the site portions of the Work that are not in accordance with the requirements of the Contract Documents and are neither corrected by the Contractor nor accepted by the Owner.

**§ 12.2.4** The Contractor shall bear the cost of correcting destroyed or damaged construction of the Owner, Separate Contractors, or other Contractors, whether completed or partially completed, caused by the Contractor's correction or removal of Work that is not in accordance with the requirements of the Contract Documents.

**§ 12.2.5** Nothing contained in this Section 12.2 shall be construed to establish a period of limitation with respect to other obligations the Contractor has under the Contract Documents. Establishment of the one-year period for

correction of Work as described in Section 12.2.2 relates only to the specific obligation of the Contractor to correct the Work, and has no relationship to the time within which the obligation to comply with the Contract Documents may be sought to be enforced, nor to the time within which proceedings may be commenced to establish the Contractor's liability with respect to the Contractor's obligations other than specifically to correct the Work.

### **§ 12.3 Acceptance of Nonconforming Work**

If the Owner prefers to accept Work that is not in accordance with the requirements of the Contract Documents, the Owner may do so instead of requiring its removal and correction, in which case the Contract Sum will be reduced as appropriate and equitable. Such adjustment shall be effected whether or not final payment has been made.

## **ARTICLE 13 MISCELLANEOUS PROVISIONS**

### **§ 13.1 Governing Law**

The Contract shall be governed by the substantive and procedural laws of the State of Minnesota and all forums for the resolution of claims or disputes shall be Minnesota forums.

### **§ 13.2 Successors and Assigns**

**§ 13.2.1** The Owner and Contractor respectively bind themselves, their partners, successors, assigns, and legal representatives to covenants, agreements, and obligations contained in the Contract Documents. Except as provided in Section 13.2.2, neither party to the Contract shall assign the Contract as a whole without written consent of the other. If either party attempts to make an assignment without such consent, that party shall nevertheless remain legally responsible for all obligations under the Contract.

**§ 13.2.2** The Owner may, without consent of the Contractor, assign the Contract to a lender providing construction financing for the Project, if the lender assumes the Owner's rights and obligations under the Contract Documents. The Contractor shall execute all consents reasonably required to facilitate the assignment.

### **§ 13.3 Rights and Remedies**

**§ 13.3.1** Duties and obligations imposed by the Contract Documents and rights and remedies available thereunder shall be in addition to and not a limitation of duties, obligations, rights, and remedies otherwise imposed or available by law.

**§ 13.3.2** No action or failure to act by the Owner, Nexus, or Contractor shall constitute a waiver of a right or duty afforded them under the Contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed upon in writing.

### **§ 13.4 Tests and Inspections**

**§ 13.4.1** Tests, inspections, and approvals of portions of the Work shall be made as required by the Contract Documents and by applicable laws, statutes, ordinances, codes, rules, and regulations or lawful orders of public authorities. Unless otherwise provided, the Contractor shall make arrangements for such tests, inspections, and approvals with an independent testing laboratory or entity acceptable to the Owner, or with the appropriate public authority, and shall bear all related costs of tests, inspections, and approvals. The Contractor shall give Nexus timely notice of when and where tests and inspections are to be made so that Nexus Design Professional may be present for such procedures. The Owner shall bear costs of tests, inspections, or approvals that do not become requirements until after bids are received or negotiations concluded. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

**§ 13.4.2** If Nexus, Design Professional, Owner, or public authorities having jurisdiction determine that portions of the Work require additional testing, inspection, or approval not included under Section 13.4.1, Nexus will, upon written authorization from the Owner, instruct the Contractor to make arrangements for such additional testing, inspection, or approval, by an entity acceptable to the Owner, and the Contractor shall give timely notice to Nexus of when and where tests and inspections are to be made so that Nexus may be present for such procedures. Such costs, except as provided in Section 13.4.3, shall be at the Owner's expense.

§ 13.4.3 If procedures for testing, inspection, or approval under Sections 13.4.1 and 13.4.2 reveal failure of the portions of the Work to comply with requirements established by the Contract Documents, all costs made necessary by such failure, including those of repeated procedures and compensation for Nexus' and Design Professionals services and expenses, shall be at the Contractor's expense.

§ 13.4.4 Required certificates of testing, inspection, or approval shall, unless otherwise required by the Contract Documents, be secured by the Contractor and promptly delivered to Nexus.

§ 13.4.5 If Nexus or Design Professional is to observe tests, inspections, or approvals required by the Contract Documents, Nexus or Design Professional will do so promptly and, where practicable, at the normal place of testing.

§ 13.4.6 Tests or inspections conducted pursuant to the Contract Documents shall be made promptly to avoid unreasonable delay in the Work.

### § 13.5 Written Notice

Written notice shall be deemed to have been duly served if delivered in person to the individual, to a member of the firm or entity or to an officer of the corporation for which it was intended; or if delivered at or sent by registered or certified mail or by courier service providing proof of delivery to, the last business address known to the party giving notice. All written notices shall also be delivered via electronic mail to the electronic mail address designated by the parties representative.

### § 13.6 Time Limits on Claims

The Owner and the Contractor shall commence all claims and causes of action, whether in contract, tort, breach of warranty or otherwise, against the other arising out of or related to the Contract in accordance with the requirements of the final dispute resolution method selected in the Agreement within the time period specified by applicable law. The Owner and the Contractor waive all claims and causes of action not commenced in accordance with this Section 13.6.

### § 13.7 Equal Opportunity

Pursuant to Executive Order 11246, as amended, the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, you are advised that under the provisions of government contracting and in accordance with these laws, contractors and subcontractors are obliged to take affirmative action to provide equal employment opportunity without regard to race, color, religion, national origin, age, sex, physical or mental disability, or status as a special disabled veteran or veteran of the Vietnam era.

### § 13.8 Out of State Contractor

Out-of-State Contractor with contract greater than \$100,000 shall file a Form SD-E (Exemption from Surety Deposits for Out-of-State Contractors with the Minnesota Department of Revenue). If no exemption is given eight (8) percent of each application for payment will be withheld as surety and deposited with the Department of Revenue.

### § 13.9 Owner Use or Occupancy of the Premises

§ 13.9.1 The Owner reserves the right to jointly use the premises with the Contractor in the performance of its duties and functions as set forth in the Contract Documents. The Owner reserves the right reasonably to:

- .1 enter into the Project and premises at all times;
- .2 make installations of materials and equipment at appropriate times as the Work progresses;
- .3 store property in essentially completed areas;
- .4 install furniture and furnishings when spaces are at appropriate stages of completion; and
- .5 use the premises for other similar activities.

The Contractor and Owner shall coordinate the Work with the work of the Owner and other contractors and shall cooperate so as not to unduly interfere with one another. Such activities shall not be construed

as occupancy.

**§ 13.9.2** If any part, unit, or the entire Work or Project is Substantially Complete or ready for occupancy, the Owner may, upon reasonable notice to the Contractor, enter into and make use of the Work that is Substantially Complete or otherwise suitable for the Owner's purposes.

**§ 13.9.3** If the Work is not complete at the time required by the Contract, but the Work is to a state of readiness to permit partial or full use or occupancy by the Owner, the Owner reserves the right, upon reasonable notice to the Contractor, to enter into and make use of those parts that are suitable for its needs. The Contractor shall cooperate with and coordinate its operations in completing the Work with the Owner to minimize disturbance of the Owner's programs and functions.

**§ 13.9.4** The Owner's beneficial use or occupancy, as provided for in 9.8.1 through 9.9.1, shall not be construed as acceptance of the Work or of any of its materials or equipment. Such use and occupancy shall be subject to any corrections, deficiencies, damage, or omissions noted. Damage occurring after occupancy, not caused by the Contractor, will be the responsibility of the Owner or other contractor causing the damage.

**§ 13.9.5** Upon substantial completion and occupancy by the Owner, complete and usable facilities of light, power, exits, heat, ventilation, air conditioning, utilities, toilets, and similar facilities necessary for safety, comfort, and Owner's functions shall be available at all times, so the Work can be used without hazard, discomfort, or inconvenience. After such occupancy by the Owner, its programs, functions, or normal use shall not be unnecessarily interrupted or interfered with, and unnecessary inconvenience will not be permitted. The Contractor shall schedule and arrange the Work with the Owner to accomplish this objective.

**§ 13.9.6** If the Work is not completed within the Contract Time and the Owner does occupy as permitted by subparagraph 13.8.3, that work which would interfere with occupancy shall be scheduled on weekends, or other times when the Work is not in use without additional cost to the Owner. The Contractor will be allowed reasonable access to the areas as necessary to complete the Work. All operations and activities relating to electrical, heating, air conditioning, ventilation, plumbing services, and phases shall be accomplished in accordance with a sequence schedule planned with the Owner so that complete facilities are maintained.

## **ARTICLE 14 TERMINATION OR SUSPENSION OF THE CONTRACT**

### **§ 14.1 Termination by the Contractor**

**§ 14.1.1** The Contractor may terminate the Contract if the Work is stopped for a period of 30 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, for any of the following reasons:

- .1 Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped;
- .2 An act of government, such as a declaration of national emergency, that requires all Work to be stopped;
- .3 Because Nexus has not issued a Certificate for Payment and has not notified the Contractor of the reason for withholding certification as provided in Section 9.4, or because the Owner has not made payment on a Certificate for Payment within the time stated in the Contract Documents; or
- .4 The Owner has failed to furnish to the Contractor reasonable evidence as required by Section 2.2.

**§ 14.1.2** The Contractor may terminate the Contract if, through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, their agents or employees, or any other persons or entities performing portions of the Work, repeated suspensions, delays, or interruptions of the entire Work by the Owner as described in Section 14.3, constitute in the aggregate more than 100 percent of the total number of days scheduled for completion, or 120 days in any 365-day period, whichever is less.

§ 14.1.3 If one of the reasons described in Section 14.1.1 or 14.1.2 exists, the Contractor may, upon fourteen (14) days' notice to the Owner and Nexus, terminate the Contract and recover from the Owner payment for Work executed, as well as reasonable overhead and profit on Work not executed, and costs incurred by reason of such termination.

§ 14.1.4 If the Work is stopped for a period of 60 consecutive days through no act or fault of the Contractor, a Subcontractor, a Sub-subcontractor, or their agents or employees, or any other persons performing portions of the Work because the Owner has repeatedly failed to fulfill the Owner's obligations under the Contract Documents with respect to matters important to the progress of the Work, the Contractor may, upon seven additional days' notice to the Owner and Nexus, terminate the Contract and recover from the Owner as provided in Section 14.1.3.

**§ 14.2 Termination by the Owner for Cause**

§ 14.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to Subcontractors or suppliers in accordance with the respective agreements between the Contractor and the Subcontractors or suppliers;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 otherwise is guilty of substantial breach of a provision of the Contract Documents.
- .5 **fails to make satisfactory progress in performing all of the Work for a period of three (3) business days**
- .6 Becomes insolvent, files a petition in Bankruptcy, shall be adjudicated bankrupt, shall make a general assignment to the benefit of its creditors, or shall be unable to pay its debts as they generally become due.
- .7 suspends its business operations or otherwise fails to operate its business in the ordinary course.
- .8 files a bankruptcy petition or has a bankruptcy action commenced against it that is not discharged within 30 days of commencement of same, makes an assignment for the benefit of its creditors, has a receiver appointed to manage the Contractor's assets or otherwise is or becomes insolvent.
- .9 fails to maintain schedules as required by the Contract Documents, or fails to comply in a material way with design requirements of the Contract Documents, or persistently fails to perform the work in accordance with the Contract Documents.
- .10 Subcontractors or Sub-subcontractor fails to perform or to maintain the progress schedule. Owner reserves the right to remove any and all Contractors, Subcontractors or Sub-subcontractors for failure to perform work the requirements of the construction schedule. Contractor will be provided one (1) three-day notice to correct Subcontractor performance, after such time the Contractor must either terminate the non-performing Subcontractor or Sub-subcontractor and replace with another Subcontractor or Sub-subcontractor or the Contractor will be considered in default. Owner reserves the right, through Nexus, to terminate and/or supplement not performing Contractors, Subcontractors, and Sub-Subcontractors at the expense of the Contractor, after proper notice has been served.

§ 14.2.2 When any of the reasons described in Section 14.2.1 exist, after consultation with Nexus that sufficient cause exists to justify such action, the Owner may, without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- .1 Exclude the Contractor from the site and take possession of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor;
- .2 Accept assignment of subcontracts pursuant to Section 5.4; and
- .3 Finish the Work by whatever reasonable method the Owner may deem expedient. Upon written request of the Contractor, the Owner shall furnish to the Contractor a detailed accounting of the costs incurred by the Owner in finishing the Work.

§ 14.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 14.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 14.2.4 If the unpaid balance of the Contract Sum exceeds the direct and indirect consequential cost of completing the Work (including but not limited to fees and charges of Nexus, Nexus' Consultants, attorneys and other professionals and court and arbitration costs) and other damages incurred by the Owner and not expressly waived, such excess shall be paid to the Contractor. If such costs and damages exceed the unpaid balance, the Contractor shall pay the difference to the Owner. When exercising any rights or remedies under this paragraph, the Owner shall not be required to obtain the lowest price for the Work performed. This obligation for payment shall survive termination of the Contract.

#### § 14.3 Suspension by the Owner for Convenience

§ 14.3.1 The Owner may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work, in whole or in part for such period of time as the Owner may determine.

§ 14.3.2 The Contract Sum and the Contract Time shall be adjusted for increases in the cost and time caused by suspension, delay, or interruption under Section 14.3.1. Adjustment of the Contract Sum shall include profit. No adjustment shall be made to the extent:

- .1 that performance is, was, or would have been, so suspended, delayed, or interrupted, by another cause for which the Contractor is responsible; or
- .2 that an equitable adjustment is made or denied under another provision of this Contract.

#### § 14.4 Termination by the Owner for Convenience

§ 14.4.1 The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause. Termination by Owner under the Paragraph shall be by written notice give to Contractor, specifying the extent of termination and the effective date.

§ 14.4.2 Upon receipt of written notice from the Owner of such termination for the Owner's convenience, the Contractor shall

- .1 cease operations as directed by the Owner in the notice;
- .2 Place no further orders and enter into no further subcontracts for materials, labor, services or facilities to the extent that they relate to terminated Work;
- .3 Unless otherwise specified, terminate all subcontracts and orders to the extent that they relate to Work so terminated;
- .4 Complete the performance of Work not terminated; and
- .5 Take such other actions as may be necessary or requested by Owner for the protection and preservation of the terminated Work.

§ 14.4.3 In case of such termination for the Owner's convenience, the Owner shall pay the Contractor for Work properly executed; costs incurred by reason of the termination, including costs attributable to termination of Subcontracts; and the termination fee, if any, set forth in the Agreement.

### ARTICLE 15 CLAIMS AND DISPUTES

#### § 15.1 Claims

§ 15.1.1 **Definition.** A Claim is a demand or assertion by one of the parties seeking, as a matter of right, payment of money, a change in the Contract Time, or other relief with respect to the terms of the Contract. The term "Claim" also includes other disputes and matters in question between the Owner and Contractor arising out of or relating to the Contract. The responsibility to substantiate Claims shall rest with the party making the Claim. This Section 15.1.1 does not require the Owner to file a Claim in order to impose liquidated damages in accordance with the Contract Documents.

#### § 15.1.2 Time Limits on Claims

The Owner and Contractor shall commence all Claims and causes of action against the other and arising out of or related to the Contract, whether in contract, tort, breach of warranty or otherwise, in accordance with the requirements of the binding dispute resolution method selected in the Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work.

The Owner and Contractor waive all Claims and causes of action not commenced in accordance with this Section 15.1.2.

### § 15.1.3 Notice of Claims

§ 15.1.3.1 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered prior to expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by written notice to the other party and to the Initial Decision Maker with a copy sent to Nexus, if Nexus is not serving as the Initial Decision Maker. Claims by either party under this Section 15.1.3.1 shall be initiated within 21 days after occurrence of the event giving rise to such Claim or within 21 days after the claimant first recognizes the condition giving rise to the Claim, whichever is later.

§ 15.1.3.2 Claims by either the Owner or Contractor, where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2, shall be initiated by notice to the other party. In such event, no decision by the Initial Decision Maker is required.

### § 15.1.4 Continuing Contract Performance

§ 15.1.4.1 Pending final resolution of a Claim, except as otherwise agreed in writing or as provided in Section 9.7 and Article 14, the Contractor shall proceed diligently with performance of the Contract and the Owner shall continue to make payments in accordance with the Contract Documents.

§ 15.1.4.2 The Contract Sum and Contract Time shall be adjusted in accordance with the Initial Decision Maker's decision, subject to the right of either party to proceed in accordance with this Article 15. Nexus will issue Certificates for Payment in accordance with the decision of the Initial Decision Maker.

§ 15.1.5 Claims for Additional Cost. If the Contractor wishes to make a Claim for an increase in the Contract Sum, notice as provided in Section 15.1.3 shall be given before proceeding to execute the portion of the Work that is the subject of the Claim. Prior notice is not required for Claims relating to an emergency endangering life or property arising under Section 10.4.

### § 15.1.6 Claims for Additional Time

§ 15.1.6.1 If the Contractor wishes to make a Claim for an increase in the Contract Time, notice as provided in Section 15.1.3 shall be given. The Contractor's Claim shall include an estimate of cost and of probable effect of delay on progress of the Work. In the case of a continuing delay only one Claim is necessary.

§ 15.1.6.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction.

§ 15.1.7 Waiver of Claims for Consequential Damages. The Contractor and Owner waive Claims against each other for consequential damages arising out of or relating to this Contract. This mutual waiver includes:

- .1 damages incurred by the Owner for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons; and
- .2 damages incurred by the Contractor for principal office expenses including the compensation of personnel stationed there, for losses of financing, business and reputation, and for loss of profit except anticipated profit arising directly from the Work.

This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Article 14. Nothing contained in this Section 15.1.7 shall be deemed to preclude assessment of liquidated damages, when applicable, in accordance with the requirements of the Contract Documents.

### § 15.2 Initial Decision

§ 15.2.1 Claims, excluding those where the condition giving rise to the Claim is first discovered after expiration of the period for correction of the Work set forth in Section 12.2.2 or arising under Sections

10.3, 10.4, and 11.5, shall be referred to the Initial Decision Maker for initial decision. Nexus will serve as the Initial Decision Maker, unless otherwise indicated in the Agreement. Except for those Claims excluded by this Section 15.2.1, an initial decision shall be required as a condition precedent to mediation of any Claim. If an initial decision has not been rendered within 30 days after the Claim has been referred to the Initial Decision Maker, the party asserting the Claim may demand mediation and binding dispute resolution without a decision having been rendered. Unless the Initial Decision Maker and all affected parties agree, the Initial Decision Maker will not decide disputes between the Contractor and persons or entities other than the Owner.

§ 15.2.2 The Initial Decision Maker will review Claims and within ten days of the receipt of a Claim take one or more of the following actions: (1) request additional supporting data from the claimant or a response with supporting data from the other party, (2) reject the Claim in whole or in part, (3) approve the Claim, (4) suggest a compromise, or (5) advise the parties that the Initial Decision Maker is unable to resolve the Claim if the Initial Decision Maker lacks sufficient information to evaluate the merits of the Claim or if the Initial Decision Maker concludes that, in the Initial Decision Maker's sole discretion, it would be inappropriate for the Initial Decision Maker to resolve the Claim.

§ 15.2.3 In evaluating Claims, the Initial Decision Maker may, but shall not be obligated to, consult with or seek information from either party or from persons with special knowledge or expertise who may assist the Initial Decision Maker in rendering a decision. The Initial Decision Maker may request the Owner to authorize retention of such persons at the Owner's expense.

§ 15.2.4 If the Initial Decision Maker requests a party to provide a response to a Claim or to furnish additional supporting data, such party shall respond, within ten days after receipt of the request, and shall either (1) provide a response on the requested supporting data, (2) advise the Initial Decision Maker when the response or supporting data will be furnished, or (3) advise the Initial Decision Maker that no supporting data will be furnished. Upon receipt of the response or supporting data, if any, the Initial Decision Maker will either reject or approve the Claim in whole or in part.

§ 15.2.5 The Initial Decision Maker will render an initial decision approving or rejecting the Claim, or indicating that the Initial Decision Maker is unable to resolve the Claim. This initial decision shall (1) be in writing; (2) state the reasons therefor; and (3) notify the parties, and Nexus, if Nexus is not serving as the Initial Decision Maker, of any change in the Contract Sum or Contract Time or both. The initial decision shall be final and binding on the parties but subject to mediation and, if the parties fail to resolve their dispute through mediation, to binding dispute resolution.

§ 15.2.6 Either party may file for mediation of an initial decision at any time, subject to the terms of Section 15.2.6.1.

§ 15.2.6.1 Either party may, within 30 days from the date of receipt of an initial decision, demand in writing that the other party file for mediation. If such a demand is made and the party receiving the demand fails to file for mediation within 30 days of receipt thereof, then both parties waive their rights to mediate or pursue binding dispute resolution proceedings with respect to the initial decision.

§ 15.2.7 In the event of a Claim against the Contractor, the Owner may, but is not obligated to, notify the surety, if any, of the nature and amount of the Claim. If the Claim relates to a possibility of a Contractor's default, the Owner may, but is not obligated to, notify the surety and request the surety's assistance in resolving the controversy.

§ 15.2.8 If a Claim relates to or is the subject of a mechanic's lien, the party asserting such Claim may proceed in accordance with applicable law to comply with the lien notice or filing deadlines.

### § 15.3 Mediation

§ 15.3.1 Claims, disputes, or other matters in controversy arising out of or related to the Contract, except those waived as provided for in Sections 9.10.4, 9.10.5, and 15.1.7, shall be subject to mediation as a condition precedent to binding dispute resolution.

§ 15.3.2 The parties shall endeavor to resolve their Claims by mediation which, unless the parties mutually agree

otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of the Agreement. A request for mediation shall be made in writing, delivered to the other party to the Contract, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of binding dispute resolution proceedings but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration is stayed pursuant to this Section 15.3.2, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 15.3.3 Either party may, within 30 days from the date that mediation has been concluded without resolution of the dispute or 60 days after mediation has been demanded without resolution of the dispute, demand in writing that the other party file for binding dispute resolution. If such a demand is made and the party receiving the demand fails to file for binding dispute resolution within 60 days after receipt thereof, then both parties waive their rights to binding dispute resolution proceedings with respect to the initial decision.

§ 15.3.4 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

## **ARTICLE 16 ADDITIONAL DEFINITION**

### **§ 16.1 Additional Definitions**

§ 16.1.1 Reviewed, accepted, approved, satisfactory, equal to, proper, as directed and similar terms: These shall mean the decision rests with Design Professional, whose decision shall be final and binding upon the Contractor and Subcontractors.

§ 16.1.1 Project, Work, Job: In the technical sections or on the drawings, these terms may be used interchangeably and are synonymous. They shall mean the facility, construction and/or improvement within the intent and scope of the Contract Documents. The terms shall mean the entire facility, or separable parts as appropriate to the use of the term, including that under subcontract where applicable, and includes labor, materials, equipment, services and skill.

§ 16.1.1 Notice to Proceed: This shall mean verbal or written notice by the Owner or Nexus to the Contractor to commence Work of the Contract, issued either before or after execution of the Contract. If verbally given, and the Contractor requests, the notice shall be confirmed in writing. In issuing the Notice, stipulations may be included as to time and other requirements that may condition commencement of the Work.

### **§ 16.2 Use of Drawings and Specifications**

§ 16.2.1 During construction, the Contractor shall examine and use all Specifications and Drawings for the Project, including those that may primarily pertain to other work the Contractor normally does not perform with his own forces. The Contractor shall use all of the Project Drawings and Specifications: for a complete understanding of the Project and the Work; to determine the type of construction and systems; for coordination; to determine what other work may be involved in various parts or phases; to anticipate and notify others when work will be required; and all other relevant matters related to the Project. The Contractor shall also be bound by all the requirements to complete his Work, that are applicable to, pertain to, or affect the Work, as may be shown or inferred by the entire set of Drawings and Specifications.

### **§ 16.3 Periodic Payment Estimate**

§ 16.3.1 When required by the Owner to establish a schedule of money available to make payment of periodic Applications for Payment, the Contractor shall provide an estimate, by months, of the anticipated amounts for each periodic payment. The retained percentage shall be considered in the estimate schedule, as well as anticipated job progress and materials delivery. The schedule will be deemed an estimate only, for financial planning purposes, and the Contractor shall not be bound to conform to the schedule. The schedule may be required by the Contract Documents or requested by the Owner after Contract execution.

## **§ 16.4 Layout of the Work**

**§ 16.4.1** The Contractor shall employ a qualified engineer or registered surveyor to stake out and locate the construction, locate property markers and other points as needed to properly locate the Work under this Contract, locate all significant corners of each unit, roads and parking areas, locate pertinent features of the site and establish necessary references and bench marks, all of which the Contractor shall preserve.

**§ 16.4.2** The Contractor shall recognize that the drawings necessarily are diagrammatic, in many instances. All work and in particular, exposed piping, ducts, conduit and similar items shall be neatly and carefully laid out to provide the most useful space utilization and the most orderly appearance. Except as otherwise indicated or directed, piping and similar work shall be installed as close to ceilings and walls as conditions permit, located to prevent interference with other work or with the use of the spaces in the manner required by the functions of the room and the Owner. Valves shall be located in inconspicuous but accessible places. Before proceeding with any work, particularly where exposed, the Contractor shall carefully plan the layout and review it with Nexus for acceptability of location

**§ 16.4.3** The Contractor shall verify grades, lines, levels and dimensions shown on drawings and report any errors or inconsistencies to Nexus for decision before commencing work. The Contractor and Subcontractor shall be responsible for the correct location, dimensions and elevations of his Work. As the Work progresses, the Contractor shall be responsible for the layout of the exact location of all partitions and similar features, as guide to all trades.

## **§ 16.5 General Quality of Work, Installation and Operation**

**§ 16.5.1** All of the Work shall be strictly first quality, in materials, erection, installation and workmanship.

**§ 16.5.2** The Contractor shall request interpretations from The Design Professionals through Nexus for the following: Work indicated on the Drawings or specified in such a manner as to make it impossible to produce Work of the highest quality within the space shown; possibilities of damaging effects of expansion and contraction; discrepancies found between Drawings or between Drawings and Specifications. If the Contractor does not request such interpretation, no excuse will be entertained thereafter for failure to carry out and guarantee the Work in a satisfactory manner. Elements of the Work intended to protect against the weather shall be guaranteed weatherproof and watertight.

**§ 16.5.3** Proper performance of the Contract shall imply correct and proper placement, proper or published results for products and equipment, fitting and operation of fixed or movable and operating parts of the Work, including doors, windows, hardware and all systems and equipment. Materials and equipment shall be complete in every respect, with parts, connections, anchors, devices, backing, fittings and other necessary items, and shall be completely installed, anchored, fitted and placed in operating condition. Before buying, constructing or installing work, the Contractor shall notify Nexus of conditions which exist in the Contract Documents which will adversely affect proper operation or first quality installation.

**§ 16.5.4** Throughout Project, accommodate various materials and pieces of equipment that are fitted to other materials and equipment and various materials that are applied to which other materials attach. Take all reasonable precautions to ensure materials, devices, items, equipment or other products can be satisfactorily applied or installed to each other or work of others and make necessary adjustments during preparation of shop drawings or in advance of field or shop work to accommodate other work.

**§ 16.5.5** Materials or equipment shall be installed or applied according to directions of the manufacturer or recommendations of an association dealing primarily with materials, unless specifically designated otherwise. In no case shall installation, including any temporary work necessary (e.g. shoring), be below standard recommended by manufacturer. Where specified requirements exceed the manufacturer's standards, the specification shall govern. Fabrication (including reinforcing and accessories) and installation shall be provided to ensure proper placement and use of the item or material under the location, use, condition and available space to serve intended function and to meet

code requirements. Equipment and devices shall be provided and installed to "fail safe" under normal operating conditions and it shall be Contractor's obligation to provide and install work in such manner.

### **§ 16.6 General Fire Safety**

**§ 16.6.1** The Contractor shall exercise extreme care to maintain and exercise adequate fire safety precautions throughout construction. This shall include providing sufficient devices, watchmen, standby helpers or other precautions during construction, in use of temporary heat, welding, brazing, sweating, testing or other phases or work. Welding, brazing, cutting and sweating operations performed in vicinity of, or accessible to, combustible materials shall be adequately protected to make certain that sparks or hot slag do not reach the combustible materials and start a fire. Glass and glazed material shall be masked from splatter. When necessary to do cutting, welding, brazing, sweating, in vicinity of wood, or combustible material (and the combustible material cannot be removed), the materials shall be adequately protected with fireproof coverings. In addition, a helper shall be stationed nearby with proper fire extinguishers to guard against sparks and fire.

**§ 16.6.2** Whenever combustible materials have been exposed to sparks, molten metal, hot slag or splatter, a person shall be kept at the place of work for at least two hours after completion to make sure that smoldering fires have not been started. Whenever cutting or welding operations are carried on in a vertical pipe shaft, a man to act as a fire guard shall be employed to examine floors below the point of cutting or welding. This fire guard shall be kept on duty at least two hours after completion or work to guard against fires and he shall examine each level after this time, prior to leaving.

## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

**AGENDA SECTION: New Business**

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**ITEM:** 7.E. Agreement - City of Crystal/RAS ISD 281 - Forest Play Area

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**COMMENTS BY:** Kristen Hoheisel, Chief Financial Officer

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**Recommended Action:** Approve the agreement between City of Crystal and RAS ISD 281 for the Forest Elementary play area.

	Yes	No	Abstention
Helen Bassett			
ReNae Bowman			
Dr. Greta Evans-Becker			
Aviva Hillenbrand			
Kim Holmes			
Caroline Long			
Dr. Kenneth Wutoh			

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_



**To: Members of the School Board  
Dr. Teri Staloch, Superintendent**  
**From: Kristen Hoheisel, Chief Financial Officer**  
**Date: September 3, 2025**  
**Re: Forest School Play Area**

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**Executive Summary:**

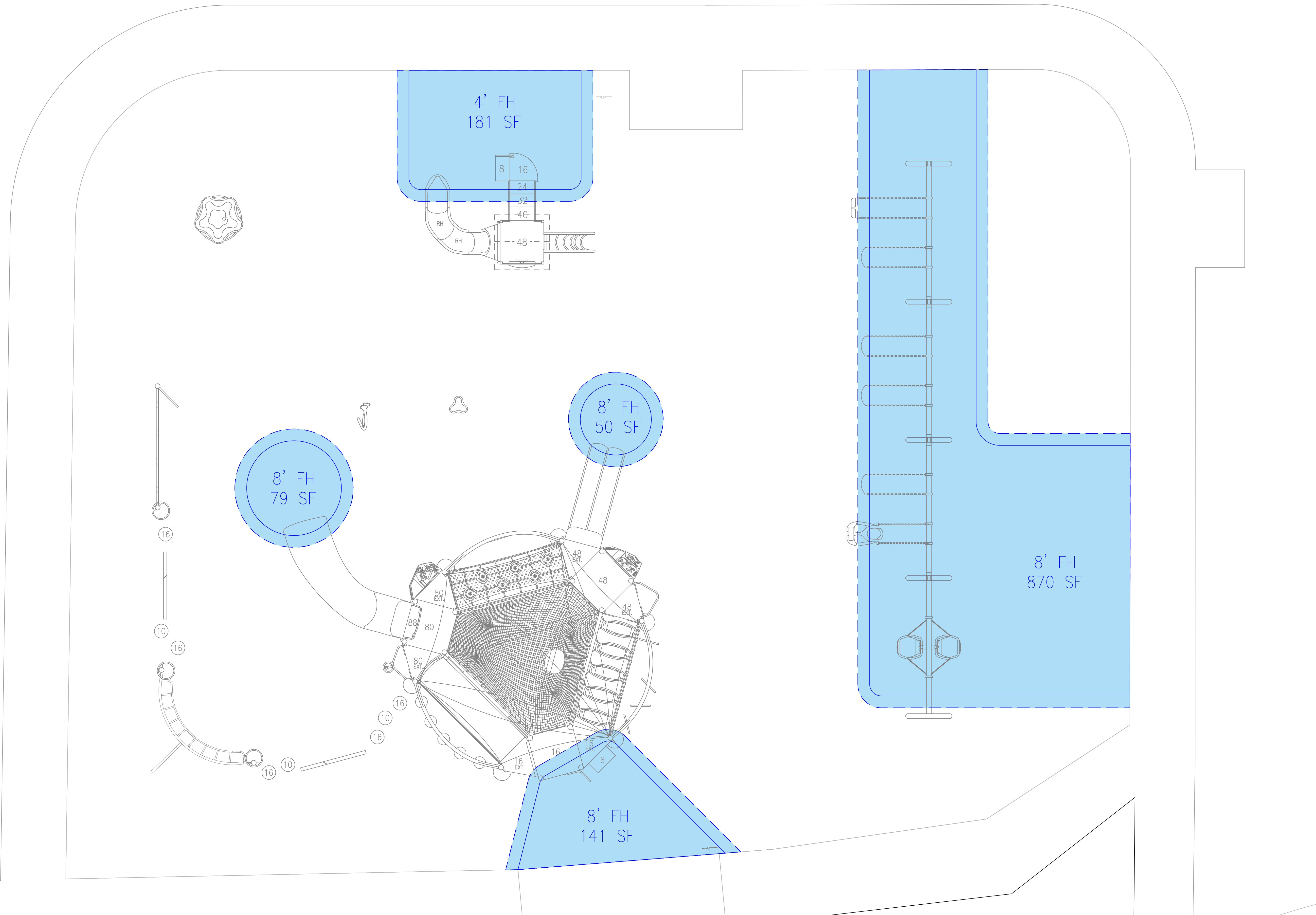
As discussed at the August 18, 2025 school board work session, the City of Crystal has reached out to the district to see if we have interest in partnering with them to upgrade the play area and surrounding areas at Forest Elementary School. A Hennepin County Youth Activity Grant is available to support the cost of the project and the City of Crystal plans on applying for that grant.

We have worked with the city on the details of the project, the grant, a land use agreement for the play area and picnic shelter replacement at Forest Elementary School. This agreement supports the November 20, 1962 that is currently in place .



**POURED-IN-PLACE DETAILS**

TOTAL AREA	1389 SF
PIP BY CRITICAL FALL HEIGHTS	SQ FT
4' CFH PIP	181
8' CFH PIP	1140
TOTAL PIP	1321



FLAGSHIP RECREATION  
 11123 UPPER 33RD ST N  
 LAKE ELMO, MN 55082  
 763-550-7860  
 FLAGSHIPPLAY.COM  
 @FLAGSHIPPLAY



THIS PLAY AREA & PLAY EQUIPMENT IS  
 DESIGNED FOR AGE RANGES AS NOTED  
 ON PLAN.

**Forest Park - Opt 1B  
 SUBGRADE PREPARATION  
 & SAFETY SURFACING**

7001 48th Ave N  
 Crystal, MN 55428

SALES  
 REPRESENTATIVE:  
 Brett Altergott

DESIGNED BY:  
 JLZT  
 7/29/25


1/4" = 1'-0"

SHEET


**LG101**





 **Forest Park - Option 1B**

Crystal\_ForestPark 07.28.25 Opt1B • 7.29.2025

 **flagship**  
recreation

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*LS* landscape structures



### Forest Park - Option 1B

Crystal\_ForestPark 07.28.25 Opt1B • 7.29.2025







 **Forest Park - Option 1B**  
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**PROJECT INFORMATION**

Forest Park - Opt 1B

7001 48th Ave. N

Crystal, MN 55428

Contract Year: 2025

**EQUIPMENT INFORMATION & PRICING**

<u>Qty</u>	<u>Item No.</u>	<u>Description</u>	<u>Price</u>	<u>Ext Price</u>
1	111237A	Square Tenderdeck	\$1,066	\$1,066.00
1	111288A	Driver Panel Above Deck	\$1,025	\$1,025.00
4	111396B	137"Post For Roof DB	\$485	\$1,940.00
2	111404F	108"Alum Post DB	\$403	\$806.00
1	132117C	SlideWinder2 48"Dk DB 2 Right	\$3,555	\$3,555.00
1	139262A	Loop Arch 48"Dk DB	\$1,805	\$1,805.00
1	144984A	Storefront Panel	\$571	\$571.00
1	153020C	Curved Transfer Module 48"Dk Right DB	\$3,647	\$3,647.00
1	166809A	E-Pod Seat	\$423	\$423.00
1	179225A	Square Poly Roof Custom Logo Panels	\$1,760	\$1,760.00
1	184489C	Overhead Trekker Ladder w/o Deck Connections DB	\$3,330	\$3,330.00
2	307436A	Footprint Balance Beam DB	\$597	\$1,194.00
1	323661A	Volo w/Shade DB Only	\$103,652	\$103,652.00
5	120711A	Pod Climber 16" DB	\$383	\$1,915.00
1	152179A	Saddle Spinner DB 16"Height	\$1,010	\$1,010.00
3	158997A	Pod Climber 10" DB	\$377	\$1,131.00
4	174018A	Belt Seat ProGuard Chains for 8' Beam Height	\$168	\$672.00
1	176038A	Full Bucket Seat ProGuard Chains for 8' Beam Height	\$474	\$474.00
1	177351A	Molded Bucket Seat (5-12 yrs) w/Harness ProGuard Chains fc	\$1,163	\$1,163.00
1	185927A	Flywheel Spinner DB Only	\$4,549	\$4,549.00
1	201889A	JigJag Climber Single w/Firepole Aluminum Posts and DB Onl	\$2,866	\$2,866.00
1	221292A	5" Arch Swing Frame 8' Beam Height Only DB Only	\$3,738	\$3,738.00
2	221293A	5" Arch Swing Frame Additional Bay 8' Beam Height Only DB	\$2,275	\$4,550.00
1	237294A	Friendship Swing w/5" Arch Frame Additional Bay ProGuard (	\$4,906	\$4,906.00
1	182503A	Welcome Sign (LSI Provided) Ages 2-5 years Direct Bury	\$0	\$0.00
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury	\$0	\$0.00

**Total Equipment Cost at State Contract Pricing**

**\$151,748.00**



City of Crystal Parks & Recreation  
 4800 Douglas Dr. N  
 Crystal, MN 55429  
 John Elholm - Recreation Director

**PRELIMINARY BUDGET - THIS IS AN ESTIMATE & NOT A FORMAL QUOTE**

	Preliminary Budget	Possible Additions	Possible Reductions	QTY	Notes
<b>Play Equipment</b>					
Forest Park - OPT(B) - Volo w/ Shade	151,748.00				2025 State Contract Price
State Contract #218091	(12,139.84)			8%	(6% discount under \$80,000 & 8% discount \$80,000 & above)
Contingency for 2026 Price Increase		7,587.00			
Sales Tax - if applicable	0.00				ST3 Certificate of Exemption must be provided by owner.
					185
<b>Delivery of Play equipment</b>	1,800.00				Estimated / Final quote will be provided upon final design.
<b>Mobilization</b>	750.00				Mobilization of Installation Crew to Job Site (Trailer Skid Steer Augur, Tools, Mixer, Etc.)
Dumpster(s) - 30 Yard	750.00				Disposal of packaging material - <b>Deduct if Provided by Owner/Volunteers</b>
<b>Site work</b>					
Demo of Existing Equipment & Excavation (Bauer Quote #1018)	8,934.62			1	Removal of Existing Equip & Excavation of Surfacing - <b>Deduct if Provided by Owner/Volunteers</b>
<b>Border Options</b>	Use Existing				
<b>Equipment Installation (Labor &amp; Concrete for Footings)</b>	36,263.51			25.98%	Full professional installation by Landscape Structures Certified Installers. <b>Standard labor rate unless otherwise noted</b>
Special Equipment (Lull, Lift, Compactor, etc.)	1,618.59				Rental - Req'd for Shade Fabric, Roofs, etc.
<b>Concrete Flatwork</b>	By Others				
<b>Subgrade Prep &amp; Engineered Wood Fiber Surfacing (EWF)</b>					
EWF - Playground Safety Surfacing (CY)	8,685.00			193	IPEMA Certified Meets ASTM, ADA & CPSC - <i>Installed AFTER Fabric</i> - <b>Deduct INSTALL LABOR if by Owner/Volunteers</b>
EWF Freight	1,200.00				
<b>Subgrade Prep &amp; Poured In Place (PIP) or Turf Surfacing</b>					
Compacted Aggregate Base (Recycled Concrete or Class 5) (Tons)	3,680.15			52	Class 5 Agg w/ Fines or Recycled Concrete, Material & Install 4" - 6" Compacted <b>Required for PIP &amp; Turf Installations</b>
Drain Tile (LF)	TBD			0	Wrapped w/ Clear Agg - Drain Stubs Req'd Inside Container. <b>Improper Drainage Will Cause PIP to Fail and is NOT Warrantied.</b>
Poured In Place Rubber Surfacing (Sq. Ft.)	32,021.04			1,321	<b>ESTIMATED</b> 50/50 mix of Standard Colors/Black Speckled (Designs & Premium Colors Extra)
Security Guard	TBD				24-48 Hr Site Security required during Installation & cure time. Cure times vary with weather and thickness. Defects or damage due to trespass before sufficient cure time will not be covered by warranty. <b>Flagship Recreation will put up an orange fence around the PIP area. Onsite security and chain link construction fence can be added if desired by the client.</b>
Site Restoration (Sq.Ft.)	City of Crystal			0	Backfilling Req'd to Stabilize Border - Not Responsible for "Movement" - <b>Not Included</b>
Payment & Performance Bonds	4,938.21				Included By Request
	Preliminary Total	Additions Total	Reductions Total		Total w/ Additions & Reductions
	240,249.27	7,587.00	0.00		247,836.27

# Forest School Park (2026)



S:\landscapes\2025\072825\072825\_000\ForestPark01B.dwg

## Forest School Playground Improvements | Concept Plan

Crystal, Minnesota  
 June 4, 2025 | WSB Project number: 028783-000





FOREST PARK

Welcome to  
Forest  
Playground  
Provided and maintained by the City of Grand  
\* Open for public use between sunrise and 10 pm \*



**CITY RESOLUTION NO. 2025-75**

**ISD 281 RESOLUTION NO. \_\_\_\_\_**

**LAND USE AGREEMENT FOR  
PLAY AREA AND PICNIC SHELTER REPLACEMENT AT FOREST SCHOOL**

WHEREAS, Independent School District No. 281 (hereinafter ISD 281) and the City of Crystal have a long history of working together to provide quality recreation facilities for ISD 281 students and the Crystal community, and

188

WHEREAS, ISD 281 and the City of Crystal currently work together operating the play area and picnic shelter at 7001 48<sup>th</sup> Avenue North (Forest School), and

WHEREAS, on November 20, 1962, the parties entered into an Agreement (the "Agreement") establishing a joint venture wherein that the City performed certain work to develop recreational facilities and ISD 281 furnished sod at recreational space serving Forest Elementary and Cavanaugh Elementary (the "School Property"); and

WHEREAS, the Agreement also designated certain other responsibilities of the parties including maintenance and supervision of the facilities and liability for claims; and

WHEREAS, the recreational facilities at the School Property are in poor condition and the parties desire to continue working together to replace the play area, picnic shelter and related facilities (PROJECT); and

WHEREAS, in order to fund its share of the PROJECT, the City intends to apply for a grant from the Hennepin County Youth Activities Program; and

WHEREAS, provided that the City receives such grant, the parties agree as follows:

NOW, THEREFORE BE IT RESOLVED BY THE ISD 281 and the City of Crystal:

- I. ISD 281 owns the School Property where the PROJECT is located which is currently operated jointly and cooperatively pursuant the Agreement.
- II. The PROJECT will serve both public school and public recreational purposes.
- III. The parties hereby ratify the terms of the Agreement, which is attached hereto as Exhibit A, except otherwise modified by this Land Use Agreement, with the exception of the following:
  - a. The obligations in Paragraphs 1, 2, 4, and 6 that have been performed by the City.
  - b. The obligations in Paragraphs 3, 4, and 6 that have been performed by the School
- IV. ISD 281 will provide funds for play area surfacing for the PROJECT.
- V. The City will apply for a grant from the Hennepin County Youth Activities Program (the "Grant") for the PROJECT.
- VI. If the Grant is received, the City will provide the remaining construction costs and one hundred (100) percent of the ongoing maintenance costs for the PROJECT.

VII. If the Grant is received, the City will finalize design and construct the PROJECT, including obtaining any necessary bids, hiring contractors and overseeing construction. ISD 281 authorizes the City to perform such work on the School Property.

VIII. City agrees that the PROJECT area can be used for school-approved functions at the sole discretion of ISD 281.


IX. ISD 281 agrees that the PROJECT area can be used for public recreational purposes when not being used for school-approved functions.

CERTIFICATION

I hereby certify that the foregoing resolution is a true and correct copy of the resolution presented to and adopted by Independent School District 281 and Crystal City Council at duly authorized meetings, as shown by the minutes of said meetings.

Adopted by the City of Crystal this  
2<sup>nd</sup> day of September 2025.


Adopted by ISD 281 this  
3<sup>rd</sup> day of September 2025.

  
\_\_\_\_\_  
Julie Deshler  
Mayor

  
\_\_\_\_\_  
Dr. Greta Evams-Becker  
School Board Chair

ATTEST:

  
\_\_\_\_\_  
Kim Therres  
Assistant City Manager

  
\_\_\_\_\_  
ReNae Bowman  
School Board Clerk



## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

<b>AGENDA SECTION:</b>	<b>Policy</b>
<b>ITEM:</b>	8.A. Policy Committee Report
<b>PRESENTER:</b>	Dr. Kenneth Wutoh, Committee Spokesperson

The Policy Committee will review the memorandum attached to the agenda.



**To: School Board and Superintendent Staloch**  
**From: Policy Committee**  
**Date: September 3, 2025**  
**Re: Policy Committee Report**

The Policy Committee convened on Aug 27th, 2025 to continue its work on reviewing and advancing policies. The committee remains committed to ensuring that policies are updated.

As part of this process, the Cabinet is actively reviewing and providing input and engaging other relevant stakeholders as appropriate.

We appreciate the dedication of all involved in this critical work and will continue to provide updates as policies progress through review and approval.

POLICY FOR SECOND READ			
Policy Number and Title	Leg. Change	Policy Change	Description of Change
<a href="#">533 Policy - Wellness</a>	Y	Bringing back for second read	<ul style="list-style-type: none"> <li>Updated with consist language around parents/guardians/caregivers</li> </ul>
POLICIES FOR FIRST READ			
Policy Number and Title	Mandated Annual Review	Policy Change	Description of Change
<a href="#">410 Policy: Family and Medical Leave</a>	Y	Combined AP and Policy	<ul style="list-style-type: none"> <li>Added II. General Statement of Policy</li> <li>Added Policy 102.1 Equity</li> </ul>
<a href="#">413 Policy: Harassment and Violence</a>	Y	Combined AP and Policy Added Reference	<ul style="list-style-type: none"> <li>Section D: Protected Classification Definitions: added letter D.</li> <li>Added Policy 102.1 Equity</li> </ul>
<a href="#">415 Policy: Mandated Reporting of Maltreatment of Vulnerable Adults</a>	Y	Combined AP and Policy  191	<ul style="list-style-type: none"> <li>Added II. General Statement of Policy</li> </ul>
<a href="#">506 Policy: Student</a>	Y	Added References	<ul style="list-style-type: none"> <li>Added Policy 102.1</li> </ul>

<a href="#">Discipline</a>			<ul style="list-style-type: none"> <li>Equity</li> <li>Added AP 506.1</li> </ul>
<a href="#">514 Policy: Bullying Prohibition</a>	Y	Added Language Added Reference	<ul style="list-style-type: none"> <li>Section V: School District Action Letter D and E added language.</li> <li>Section VIII: Notice added letter H</li> <li>Added Policy 102.1 Equity Policy</li> <li>Added Policy 403 AP Discipline, Suspension and Dismissal of School District Employee</li> </ul>
<a href="#">524 Policy: Internet Acceptable Use and Safety</a>	Y	Added Reference	<ul style="list-style-type: none"> <li>Added Policy 102.1 Equity</li> </ul>
<a href="#">722 Policy: Data Practices and Data Subject Requests</a>		Combined AP and Policy Added References.	<ul style="list-style-type: none"> <li>Added III: Definitions A-O.</li> <li>Added VI: Data By An Individual request A-J</li> <li>Added VII: Requests By An Individual Subject Of The Data</li> <li>Added VIII: Costs added C. Data Belonging to an Individual Subject</li> <li>Added Legal References</li> </ul>
<b>In Progress</b>			
<a href="#">501 Policy - School Weapons</a> Going to a future Study Session	Y	Added verbiage	Active shooter incidents added



## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

**AGENDA SECTION:** Policy

**ITEM:** 8.B. Second Read (Action) - Policy

**PRESENTER:** Member(s) of the Policy Committee

**PURPOSE:**

The Policy Committee will review the following policy for second read in preparation for vote:

- [533 Policy - Wellness](#)

**RECOMMENDATION:**

Approve 533 Policy - Wellness.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

## 533 POLICY - WELLNESS

### I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness and mental health, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

### II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition promotion and education, physical activity, mental well-being and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, **guardians, caregivers,** students, representatives of the school food department, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Students need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All **enrolled District 281** students in **preK-22** will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students based **on the USDA guidelines and state regulations; with consideration of try to accommodate** the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

### III. WELLNESS GOALS

- A. Nutrition Promotion and Education
  - 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:

offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;

- a. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
  - b. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

#### B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

#### C. Communications with Parents

1. The school district recognizes that parents, guardians, and caregivers have a primary role in promoting their student's children's health and well-being.
2. The school district will support parents, guardians, and caregivers' efforts to provide a healthy diet and daily physical activity for their student(s) children.
3. The school district encourages parents, guardians, and caregivers to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents, guardians, and caregivers' efforts to provide their student(s) children with opportunities to be physically active outside of school.

## IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

C. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.

D. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
2. All competitive foods will meet the [USDA Smart Snacks in School](#) (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (childcare) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

E. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
  - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. *[Note: Healthy party ideas are available from the [USDA](#).]*
  - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet [Smart Snacks](#) nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

- F. Food and Beverage Marketing in Schools
  - 4. School-based marketing will be consistent with nutrition education and health promotion.
  - 5. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the [Smart Snacks](#) nutrition standards.

## V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

### A. Wellness Coordinator

- 1. The superintendent will designate a school district official(s) to oversee the school district's wellness- related activities (Wellness Coordinator(s)). The Wellness Coordinator(s) will ensure that each school implements the policy. **The Nutrition Services assistant director and the Human Resources director will serve as Wellness Coordinators and be responsible for the implementation and oversight of the local school wellness policy to ensure each school's compliance with the district's wellness policy.**
- 2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

### B. Public Involvement

- 1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
- 2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

## VI. POLICY IMPLEMENTATION AND MONITORING

### A. Implementation and Publication

- 1. After approval by the school board, the wellness policy will be implemented throughout the school district.
- 2. The school district will post its wellness policy on its website, to the extent it maintains a website.

### B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
  - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
  - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
  - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

D. Recordkeeping

1. The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:
  - a. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

**Legal References:** **Minn. Stat. § 121A.215 (Local School District Wellness Policy; [website](#))**

42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

42 U.S.C. § 1758b (Local School Wellness Policy)

42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)

7 U.S.C. § 5341 (Establishment of Dietary Guidelines)

7 C.F.R. § 210.10 (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Local Resources:** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
United States Department of Agriculture, [www.fns.usda.gov](http://www.fns.usda.gov)

**Revisions:** ~~June 1, 2015~~  
~~June 5, 2017~~

DRAFT



## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

<b>AGENDA SECTION:</b>	<b>Policy</b>
<b>ITEM:</b>	8.C. First Reads - Policies
<b>PRESENTER:</b>	Member(s) of the Policy Committee

### **PURPOSE:**

The Policy Committee will review First Read drafts of the following policies with the Board:

- [410 Policy - Family and Medical Leave](#)
- [413 Policy - Discrimination, Harassment, and Violence](#)
- [415 Policy - Mandated Reporting of Maltreatment of Vulnerable Adults](#)
- [506 Policy - Student Discipline](#)
- [514 Policy - Bullying Prohibition](#)
- [524 Policy - Internet, Technology, and Cell Phone Acceptable Use and Safety](#)
- [722 Policy - Public Data and Data Subjects](#)

### **ROLE OF THE BOARD:**

Review the above-listed policies, understanding that the proposed changes made to each of them will bring them into alignment with the Minnesota School Boards Association (MSBA) model policies.

It is recommended that these policies come for Second Read-Action at the Tuesday, September 23, 2025 Business Meeting.

## **ADMINISTRATIVE PROCEDURE 410 POLICY - FAMILY AND MEDICAL LEAVE**

### **I. PURPOSE**

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

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

Procedures and policies regarding family and medical leave will be adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

### **III. DEFINITIONS**

A. “Covered active duty” means:

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

B. “Covered servicemember” means:

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

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

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

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

4. to address financial and legal arrangements for a covered military member;
  5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
  6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
  7. to attend post-deployment activities related to a covered military member;
  8. to address care needs of a covered military member's parent who is incapable of self-care; and
  9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
  2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code section 101.

### III. LEAVE ENTITLEMENT

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

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee's child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;

- d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
  - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.

~~*[Note: An employer is permitted to choose any one of the following methods for determining the 12-month period in which the 12 weeks of FMLA leave entitlement occurs: (a) the calendar year; (b) any fixed 12-month leave year, such as a fiscal year, a year required by State law, or a year starting on an employee's anniversary date; (c) the 12-month period measured forward from the date any employee's first FMLA leave; or (d) a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. It is recommended, however, that school districts use the 12-month rolling measurement as it prevents employees from stacking 12-week leave entitlement that could occur if, for example, a calendar or fiscal year is utilized. Where a calendar, fiscal or similar period is used, an employee could use 12 weeks at the end of the period and then again at the beginning of the period, providing an entitlement to a leave of 24 consecutive weeks. If a school district changes its definition of a "year" in this policy, it must give employees notice of at least 60 days before implementing this change.]*~~

3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
- a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
  - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, ~~206~~supperation, or therapy, means a qualifying injury or

illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
  - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
  - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.

9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

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

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

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a

covered servicemember with a serious injury or illness.

5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

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

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

leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.

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

## V. OTHER

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

## VI. DISSEMINATION OF POLICY

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

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

**Cross References:** MSBA School Law Bulletin “M” (Licensed and Non-Licensed School District Employee Leave)  
[102.1 \(Equity Policy\)](#)

## 413 POLICY ~~ADMINISTRATIVE PROCEDURE~~ - DISCRIMINATION, HARASSMENT, AND VIOLENCE

### I. PURPOSE

The purpose of ~~this administrative procedure is to implement~~ Policy 413 ~~and is to~~ foster learning and working environments free from discrimination, harassment, and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity and/or expression, or disability (Protected Class).

### II. GENERAL STATEMENT OF PROCEDURE

- A. The school district prohibits any form of discrimination, harassment, or violence on the basis of a person's protected class. Any student or school district personnel who discriminates and/or harasses an individual or group of students or school district personnel based on the individual or group's Protected Class is in violation of this Procedure.
- B. Any student or school district personnel who inflicts, threatens to inflict, or attempts to inflict violence upon an individual or group of students or school district personnel based on the individual or group's Protected Class is in violation of this Procedure.
- C. The school district will take appropriate action, which may include, but is not limited to: conducting an investigation; placing one or more individuals in a different setting or location or on administrative leave; restorative justice; remedial response and/or corrective action, including discipline, in response to reports or complaints of discrimination, harassment, or violence against an individual or group of students or school personnel based on the individual or group's Protected Class.

### III. DEFINITIONS

Many of the terms used in Policy 413 and this Procedure are defined in the Minnesota Human Rights Act, Minn. Stat. Chap. 363A, specifically 363A.03. To the extent there are terms used in the Policy or Procedure which are not defined in the Minnesota Human Rights Act, and/or are specific to the educational setting, they are included below:

- A. "Assault" is:
  1. an act done with intent to cause fear in another of immediate bodily harm or death;

2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ protected status when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. has the purpose or effect of substantially interfering with an individual’s work or academic performance; or
  3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classification Definitions:

Definitions

1. “Disability” means, with respect to an individual who
  - a. has a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment or;
  - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
2. “Familial status” means the condition of one or more minors having legal status or custody with:
  - a. the minor’s parent or parents or the minor’s legal guardian or guardians; or
  - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of

securing legal custody of an individual who has not attained the age of majority.

**[NOTE: The 2024 Minnesota legislature revised the definition of “familial status”].**

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

**[NOTE: The 2023 Minnesota legislature redefined ‘sexual orientation’ in the Minnesota Human Rights Act.]**

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial Response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of the person who is the target of the prohibited conduct.

F. Sexual Harassment:

1. “Sexual harassment” includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
  - c. that conduct or communication has the purpose or effect of

substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence:

1. "Sexual violence" is a physical act of aggression or force, or the threat of aggression or force, which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's 3 intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

- H. “Violence” is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, an individual’s Protected Class.
- I. “Restorative Justice” examines the harmful impact of an action or actions and considers what can be done to repair that harm. This cooperative model includes trained facilitators in a process that aims to hold accountable the person(s) who caused the harm, provide the opportunity for those harmed to communicate as little or as much about the impact of the harm on them as they want to, and allows for full participation by all parties impacted.

#### IV. REPORTING PROCEDURES

- A. Any person who believes they have been the target or victim of discrimination, harassment, or violence on the basis of that person’s Protected Class by a student or school district personnel, or any person with knowledge or belief of conduct which may constitute discrimination, harassment, or violence prohibited by this Procedure toward an individual or group of students or school district personnel must report the alleged acts immediately to an appropriate school district official designated by this Procedure.
- B. The school district encourages the reporting party or complainant to use the report form available on the district’s website or from the school building or district office, but oral reports or written documents other than the form are considered complaints as well.
- C. Nothing in this Procedure prevents any person from reporting discrimination, harassment, or violence directly to a school district human rights officer or to the superintendent.
- D. In Each School Building. The building principal, the principal’s designee, or the building supervisor (a “building leader”) is the person responsible for receiving oral or written reports of discrimination, harassment, or violence at the building level. Any school district personnel who receives a report of discrimination, harassment, or violence must inform the building leader immediately. If the complaint involves the building leader, the complaint may be made, or sent directly, to the superintendent or the school district human rights officer by the reporting party or complainant. The Human Rights Officer must ensure that Board policy and related procedures, practices, and appropriate action(s), including discipline, are equitably and fully implemented and serve as the primary contact on policy and procedural matters.
- E. School personnel must be alert to possible situations, circumstances, or events that might include acts of discrimination, harassment, or violence. Any school personnel who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute discrimination, harassment, or violence must make reasonable efforts to address the discrimination, harassment, or violence and inform the building leader immediately. School district employees who fail to inform the building leader or school district administration of conduct that may constitute discrimination, harassment, or violence or who fail to make reasonable efforts to address and/or resolve the discrimination, harassment, or violence immediately may be subject to action(s) up to and including discipline.

- F. Upon receipt of a report, the building leader must notify the school district human rights officer immediately, without screening or investigating the report. The building leader may request, but may not insist upon, a written complaint. A written statement of the facts alleged must be forwarded within 24 hours by the building leader to the human rights officer. If the report was given verbally, the building leader must reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any discrimination, harassment, or violence report or complaint as described above may result in action(s) up to and including discipline against the building leader who received the report.
- G. The school board designated the Executive Director of Human Resources as the school district Human Rights Officer. If the complaint involves the Human Rights Officer, the complaint must be filed directly with the superintendent.
- H. Submission of a good faith complaint or report of discrimination, harassment, or violence will not negatively affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- I. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and any witnesses, as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- J. Retaliation against anyone who, in good faith, complains of, reports, witnesses, and/or participates in an investigation of discrimination, harassment, or violence is strictly prohibited.
- K. Knowing and intentional false accusations or reports of discrimination, harassment, or violence are prohibited.
- L. Potential Responses to Substantiated Violations of this Procedure:
  - 1. Students who commit, or are a party to, acts of discrimination, harassment, or violence, or who engage in reprisal or intentional false reporting may receive remedial responses, positive behavioral interventions, corrective action, and/or discipline up to and including suspension and/or expulsion.
  - 2. Employees who permit, condone, or tolerate discrimination, harassment, or violence, or engage in an act of reprisal or intentional false reporting of discrimination, harassment, or violence may face disciplinary action up to and including termination.
  - 3. Consequences for other individuals engaging in prohibited acts of discrimination, harassment, or violence may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of

harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

## **VII. DISSEMINATION OF PROCEDURE AND TRAINING**

The District is committed to providing professional development and training to employees and students about it.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

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

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** RAS Policy 102 (Equal Educational Opportunity)  
**RAS Policy 102.1 (Equity Policy)**  
RAS Policy 401 (Equal Employment Opportunity)  
RAS Policy 402 (Disability Nondiscrimination Policy)  
RAS Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
RAS Policy 406 (Public and Private Personnel Data)  
RAS Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
RAS Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

RAS Policy 506 (Student Discipline)  
RAS Policy 514 (Bullying Prohibition Policy)  
RAS Policy 515 (Protection and Privacy of Pupil Records)  
RAS Policy 521 (Student Disability Nondiscrimination)  
RAS Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)  
RAS Policy 524 (Internet Acceptable Use and Safety Policy)  
RAS Policy 525 (Violence Prevention)  
RAS Policy 526 (Hazing Prohibition)  
RAS Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

DRAFT

## **ADMINISTRATIVE PROCEDURE 415 POLICY - MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

- A. "Abuse" means:
  - 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in Minnesota Statutes sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in Minnesota Statutes section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in Minnesota Statutes section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in Minnesota Statutes sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
  - 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the

- vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under Minnesota Statutes section 245.825.
3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341 between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.
  4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.
- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Mandated reporter" means a professional or professional's delegate while engaged in education.
- G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.

- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.
- J. "School personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. "Vulnerable adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

### III. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The report shall, to the extent possible, identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data, as defined under Minnesota Statutes section 13.02, to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material

circumstances surrounding the reported incident may be guilty of a misdemeanor.

- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against a vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

#### IV. INVESTIGATION

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

#### V. DISSEMINATION OF POLICY AND TRAINING

- A. This policy should appear in school personnel handbooks as appropriate.
- B. The school district will develop a method of discussing this policy with employees as appropriate.
- C. This policy should be reviewed at least annually for compliance with state law.

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

**Cross References:** [MSBA/MASA Model Policy 103 \(Complaints – Students, Employees, Parents, Other Persons\)](#)  
[MSBA/MASA Model Policy 211 \(Criminal or Civil Action Against School District, School Board Member, Employee, or Student\)](#)  
[MSBA/MASA Model Policy 403 \(Discipline, Suspension, and Dismissal of School District Employees\)](#)  
[MSBA/MASA Model Policy 406 \(Public and Private Personnel Data\)](#)  
[MSBA/MASA Model Policy 414 \(Mandated Reporting of Child Neglect or Physical or Sexual Abuse\)](#)

DRAFT

Robbinsdale Area Schools  
Independent School District 281  
Adopted: June 3, 2019  
Revised: January 11, 2024  
Revised: ~~September 4, 2024~~ July 2025  
Approved: (enter date)

## 506 POLICY - STUDENT DISCIPLINE

### I. PURPOSE

The purpose of student discipline is to: prevent or minimize harm to the student and others; minimize disruption to the learning and working environments; and ensure that students are held accountable for their actions to the extent their behavior was knowing and intentional, unsafe or dangerous and/or in violation of the Student Conduct Procedure, Board policy, or the law. The purpose of this policy is to articulate the school board's commitment to professional development for employees designed to result in: the use of discipline only when other corrective actions are not effective and/or practicable; equity in student discipline; and the use of non-exclusionary discipline whenever possible.

Effective responses to student misconduct consider the age and cognitive development of the student and include: framing instruction and coaching to the needs of the particular student; building or strengthening relationships; repair of harm; restorative practices designed to restore relationships, and re-engage students in the learning community. Effective discipline is educational, not punitive.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the

quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### III. PROCESS

The superintendent is directed to develop administrative Procedure and Processes for the School District that meet the state and federal requirements established in law or rule.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Pre Assessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.58 (Corporal Punishment; Prone Restraint; And Certain Physical Holds)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. §§ 121A.60 (Definitions)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.611 (Recess and Other Breaks)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 152.22, Subd. 6 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

**Cross References:** [RAS Equity Policy 102.1](#)  
RAS Policy 413 (Harassment and Violence)  
RAS Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and

Prevention Instruction)  
RAS Policy 501 (School Weapons)  
RAS Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
RAS Policy 503 (Student Attendance)  
RAS Policy 505 (Distribution of Non School-Sponsored Materials on School Premises by Students and Employees)  
RAS Policy 507.5 (School Resource Officers)  
RAS Policy 514 (Bullying Prohibition Policy)  
RAS Policy 524 (Internet Acceptable Use and Safety Policy)  
RAS Policy 525 (Violence Prevention)  
RAS Policy 526 (Hazing Prohibition)  
RAS Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)  
RAS Policy 610 (Field Trips)  
RAS Policy 709 (Student Transportation Safety Policy)  
RAS Policy 711 (Video Recording on School Buses)  
RAS Policy 712 (Video Surveillance Other Than on Buses)  
[RAS AP 506.1 \(Student Discipline\)](#)

Robbinsdale Area Schools  
Independent School District 281  
Original Adoption: 2003  
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Approved: (enter date)

## **514 POLICY - BULLYING PROHIBITION**

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards, to ensure a healthy school climate, and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
1. on the school premises, at the school functions or activities, on the school transportation;
  2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
  3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a co curricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of

bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II. above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved;
  2. The levels of harm, surrounding circumstances, and nature of the behavior;
  3. Past incidences or past or continuing patterns of behavior;
  4. The relationship between the parties involved; and
  5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension

and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
  - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  - 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying malicious and sadistic conduct, and sexual exploitation.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts students’ learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property, or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA).

However, prohibited conduct need not be based on any particular characteristic defined in this paragraph of the MHRA.

- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying, or cyberbullying as defined in this policy, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person

with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to the Executive Director of Schools and Student Services or the Executive Director of Human Resources. If the complaint involves the building report taker, the complaint shall be made or filed directly with the Executive Director of Schools and Student Services or the Executive Director of Human Resources by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against

whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

## V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and the student's developmental age and behavioral history shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct who have been involved in a reported and confirmed incident of the remedial or disciplinary action taken, to the extent permitted by law. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall annually provide information, discuss this policy with school personnel and volunteers, and provide appropriate training to school district staff regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional learning, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional learning includes, but is not limited to the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.

- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable programs and initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate, to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

## VIII. NOTICE

- A. This policy shall appear in the student handbook. The school district will give annual notice of this policy to students, parents or guardians, and staff.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.
- H. The school district designates building leadership as the primary contact person in the school building to receive reports of prohibited conduct

## IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Statutes, sections 121A.031 and 121A.0312 other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)  
Minn Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. Ch. 124E (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

***Cross References:***

**Policy 102.1 (Equity Policy)**  
**Policy 403AP (Discipline, Suspension, and Dismissal of School District Employees)**  
Policy 413 (Harassment and Violence)  
Policy 414AP (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
Policy 415AP (Mandated Reporting of Maltreatment of Vulnerable Adults) Policy 423 (Employee-Student Relationships)  
Policy 501 (School Weapons Policy)  
Policy 507AP (Corporal Punishment)  
Policy 515 (Protection and Privacy of Pupil Records)  
Policy 521 (Student Disability Nondiscrimination)  
Policy 522 (Student Gender or Sexual Orientation Nondiscrimination) Policy 524 (Internet Acceptable Use and Safety Policy)  
Policy 525AP (Violence Prevention)  
Policy 526 (Hazing Prohibition)  
Policy 529AP (Staff Notification of Violent Behavior by Students) Policy 709 (Student Transportation Safety Policy)  
Policy 711AP (Video Recording on School Buses)  
Policy 712AP (Video Surveillance Other Than on Buses) Student Behavior Handbook: [A Guide to Student Support and Behavior](#)

## **524 POLICY - INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY**

### **I. PURPOSE**

The purpose of this policy is to set forth policies for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

## V. PROCESS

The superintendent is directed to develop the Internet Acceptable Use and Safety Guidelines and procedures, including but not limited to Unacceptable Uses, Filtering, Use of Social Media, Use of Personal Devices to Access School District Resources Media for the School District, that meets the Federal and State requirements established in law or rule.

Under new legislation the superintendent and school district administration will establish rules and procedures regarding student possession and use of cellphones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

**Legal References:** 15 U.S.C. § 6501 et seq. (Children’s Online Privacy Protection Act) 17 U.S.C. § 101 et seq. (Copyrights)  
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA)) 47 C.F.R. § 54.520 (FCC rules implementing CIPA)  
Minn. Stat. § 121A.031 (School Student Bullying Policy) Minn. Stat. § 125B.15 (Internet Access for Students)  
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act) Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)  
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)  
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)  
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)  
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012) Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011) Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)  
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)  
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

**Cross References:** [RAS Equity Policy 102.1](#)  
RAS Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
RAS Policy 406 (Public and Private Personnel Data)  
RAS Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)  
RAS Policy 506 (Student Discipline)  
RAS Policy 514 (Bullying Prohibition Policy)  
RAS Policy 515 (Protection and Privacy of Pupil Records)  
RAS Policy 519 (Interviews of Students by Outside Agencies)  
RAS Policy 521 (Student Disability Nondiscrimination)  
RAS Policy 522 (Student Sex Nondiscrimination) RAS Policy 603 (Curriculum Development)

RAS AP 524.1 (Internet, Technology and Cell Phone Acceptable Use and Safety)  
RAS AP 524.2 (Student Use of Cell Phone and Other Personal Electronic Devices)  
RAS Policy 604 (Instructional Curriculum)  
RAS Policy 606 (Textbooks and Instructional Materials) RAS Policy 806  
(Crisis Management Policy)  
RAS Policy 904 (Distribution of Materials on School District Property by  
Nonschool Persons)

DRAFT

## 722 POLICY - PUBLIC DATA AND DATA SUBJECTS REQUESTS

### I. PURPOSE

The purpose of this policy is ~~to implement Policy 722 and~~ to comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100- 1205.2000 in responding to requests for public data.

### II. GENERAL STATEMENT OF PROCEDURE

- A. The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.
- B. All requests for public data must be made in writing directed to the responsible authority.
- C. The responsible authority will respond to a data request in a timely manner.

### III. DEFINITIONS

Many of the terms used in Policy 722 ~~and this Procedure~~ are defined in the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.02. To the extent there are terms used in the Policy ~~or Procedure~~ which are not defined in the Minnesota Government Data Practices Act, and/or are specific to the educational setting, they are included below:

#### A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

#### B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

#### C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official

#### D. Government Data

All data collected, created, received, ~~maintained~~ maintained or disseminated by any government entity

regardless of its physical form, storage media or conditions of use.

E. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

~~“Government data” means all data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.~~

F. Inspection

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

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or

federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

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

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

~~C. Public Data~~

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

~~D. Responsible Authority~~

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

~~E. Summary Data~~

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

#### IV. REQUESTS FOR PUBLIC DATA

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

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

- a. Date the request is made;
- b. A clear description of the data requested;

- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
    - d. Method to contact the requestor (such as phone number, address, or email address).
  2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.
  3. The identity of the requestor is public, if provided, but cannot be required by the government entity.
  4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
  1. The responsible authority will notify the requestor in writing as follows:
    - a. The requested data does not exist; or
    - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
      - (1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
      - (2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
    - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
  2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

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

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

## **VI. DATA BY AN INDIVIDUAL DATA SUBJECT**

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration

and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the Commissioner of Education may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.

- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

## **VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA**

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
  - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
  - 2. Date the request is made;
  - 3. A clear description of the data requested;
  - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
  - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
  - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data

## **VIII. COSTS**

- A. Public Data
  - 1. The school district will charge for copies provided as follows:
    - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
    - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

- (1) The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
- (2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

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

#### B. Summary Data

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

#### C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

#### Data Practices Contacts

##### Responsible Authority:

Amy O'Hern, Executive Director Human Resources

Education Service Center | 4148 Winnetka Avenue, New Hope, MN 55427

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 13.01 (Government Data)  
Minn. Stat. § 13.02 (Definitions)  
Minn. Stat. § 13.025 (Government Entity Obligation)  
Minn. Stat. § 13.03 (Access to Government Data)  
Minn. Stat. § 13.04 (Rights of Subjects to Data)  
Minn. Stat. § 13.05 (Duties of Responsible Authority)  
Minn. Stat. § 13.32 (Educational Data)  
Minn. Rules Part 1205.0300 (Access to Public Data)  
Minn. Rules Part 1205.0400 (Access to Private Data)

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

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## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

**AGENDA SECTION: Administrative Reports**

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**ITEM:** 9.A. Superintendent's Report

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**PRESENTED BY:** Dr. Teri Staloch, Superintendent

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Superintendent Staloch will provide an update regarding things happening in the district.



# Superintendent's Board Report

Dr. Teri Staloch  
Superintendent  
Robbinsdale Area Schools



Sept. 3, 2025



ROBBINSDALE  
Area Schools

# Our mission

*The mission of  
Robbinsdale Area Schools  
is to inspire and educate  
all learners to develop  
their unique potential and  
positively contribute to  
their community.*



253





ROBBINSDALE  
Area Schools

# Centering Safety, Connection and Care

Honoring our neighbors at  
Annunciation Catholic School and  
church.



# School Board Recognition Month

September is **School Board Recognition Month**, a time to honor the dedicated leaders who serve as the guiding light for student success in public schools across the state.

Thank you, Robbinsdale Area Schools Board of Education for your commitment to our students and families.



# Welcoming New Teachers

During the week of Aug. 18, we joyously welcomed our new teachers to Rdale! They received training and professional development from their various sites, as well as a collective new teacher orientation.

- They learned about Rdale's mission and strategies for a successful year.
- Time to meet the district leadership team and one another before jumping into the school year.



# Great Kick-Off to the Year

On Monday, Aug. 25, from 8 to 9:30 a.m. at Cooper High School, we gathered for a fantastic kick-off to the 2025-26 school year, focusing on the theme **Take Yourself On: Believe, Belong, Become.**

- Students and staff were featured throughout the event, including:
  - Co-emcee Chad Hill, Cooper senior
  - American Indian Royalty students
  - Rdale Teacher of the Year Markus Hahn
  - Cooper Marching Band and Bella Voce





ROBBINSDALE  
Area Schools

# Great Kick-Off to the Year





ROBBINSDALE  
Area Schools

# Great Kick-Off to the Year



# Record-breaking Vaccine Clinic

The vaccine clinic held at Meadow Lake Elementary on Aug. 26 **broke the Minnesota Department of Health record for largest community clinic, serving 121 students.** This broke the record set last year at Armstrong's vaccine clinic with 95 students.

- We have hosted five clinics in the last two years in partnership with MDH.
- Ensures that our students have free and equitable access to vaccines.



# District Professional Development

Across the district, staff took part in various professional development sessions to be best equipped for the 2025-26 school year.

- Wit and Wisdom ELA curriculum
- Catalyst Foundational Skills
- Coregulation and De-escalation Training for High School





ROBBINSDALE  
Area Schools

# District Professional Development



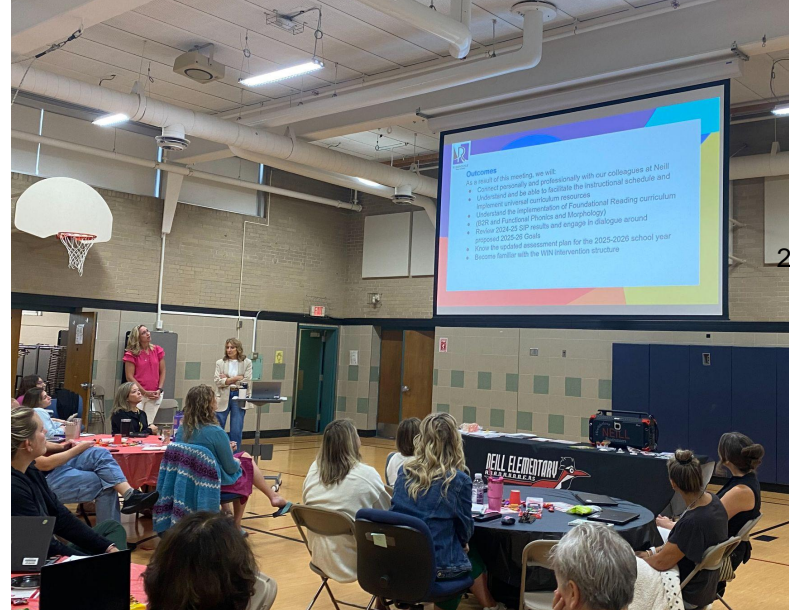


ROBBINSDALE  
Area Schools

# Welcome Back Meetings

The start of a new school year brings excitement and anticipation — for both students and staff.

- First-day staff meetings held across the district
- Energy, enthusiasm, and “first-day jitters” for staff too
- Focus on academics and outcomes for kids embedded in presentations



# Thank You, Custodians!

Throughout this summer, our custodians and facilities staff have been working tirelessly to repair, deep clean, and care for all of our buildings.

Because of their hard work, our schools are welcoming learning environments for our students!



# Well Attended Open Houses

All of our schools held open houses last week to welcome students and their families to the 2025-26 school year.

- Families and students met their teachers, dropped off school supplies and engaged with their school community
- Building great relationships before the school year has officially begun





ROBBINSDALE  
Area Schools

# Well Attended Open Houses



# First Day of School!

A joyful start as students returned to classrooms this week across Rdale!

- Yesterday we welcomed back grades 1–5, 6, and 9
- Today, grades 7–8 and 11–12 returned to school
- Tomorrow, kindergarteners begin their school journey





ROBBINSDALE  
Area Schools

# First Day of School!





ROBBINSDALE  
Area Schools

# First Day of School!





ROBBINSDALE  
Area Schools

# Thank You



270





## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

**AGENDA SECTION:** Administrative Reports

**ITEM:** 9.B. Administrative Reports

**PRESENTER:** Dr. Teri Staloch, Superintendent

Superintendent Staloch will introduce any administrative reports for this evening.

**School Board of Robbinsdale Area Schools**

Business Meeting – September 3, 2025

**AGENDA SECTION:** Board Committee Reports and Board Reports**ITEM:** 10. Board Committee Reports and Board Reports**COMMENTS BY:** Dr. Greta Evans-Becker, School Board Chair

This portion of the agenda provides an opportunity for each Board member to do a brief update regarding work pertaining to their Board duties.



## School Board of Robbinsdale Area Schools

Closed Session – September 3, 2025

**AGENDA SECTION:** Closed Session

**ITEM:** Closed Session for attorney-client privilege

**COMMENTS BY:** Dr. Greta Evans-Becker, School Board Chair

Chair Evans-Becker will read the following into record:

*I move to go into closed session to receive confidential legal advice pursuant to the attorney-client privilege and Minnesota Statutes section 13D.05, subdivision 3(b), in regard to ISD 281 v. City of New Hope.*

*The closed session will begin at (time), and will be held in this room. The Board will return to open session after the closed session, and reserves the right to take action in open session based on the discussion that occurs in closed session.*

**Recommended Action:** Move to close session.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

**Time:** \_\_\_\_\_

Return from closed session.

**Time:** \_\_\_\_\_

# FUTURE EVENTS:

## Policy Committee Meeting

Wednesday, September 17, 2025

5:00 p.m. at ESC in Room 207



## School Board of Robbinsdale Area Schools

Business Meeting – September 3, 2025

**AGENDA SECTION:** Adjourn the Meeting

**ITEM:** 13. Adjourn the Meeting

**COMMENTS BY:** Dr. Greta Evans-Becker, School Board Chair

**Recommended Action:** Adjourn the business meeting.

**Motion by:** \_\_\_\_\_ **Yes:** \_\_\_\_\_ **Passed:** \_\_\_\_\_

**Second by:** \_\_\_\_\_ **No:** \_\_\_\_\_ **Failed:** \_\_\_\_\_

**Abstentions:** \_\_\_\_\_

**Time Adjourned:** \_\_\_\_\_