

Business Committee - Regular School Board Meeting

Duluth Public Schools, ISD 709

Agenda

Tuesday, September 20, 2011

District Services Center

709 Portia Johnson Dr.

Duluth, MN 55811

6:30 PM

1. **Financial Report**

Recommendation: It is recommended that the Duluth School Board approve the Financial Report as presented.

- | | |
|---|-------------|
| A. <u>Financial Report</u> | <u>7</u> |
| Preliminary July results will be presented at the Business Committee meeting. | |
| B. <u>Approval of Payment of Claims</u> | |
| This report is attached as an <i>Extra</i> on Board Book | |
| C. <u>Budget Revisions</u> | <u>19</u> |
| Preliminary July budget revisions are attached. | |
| D. <u>Wire Transfers</u> | <u>21</u> |
| E. <u>Investment Transactions</u> | <u>22</u> |
| Attached is a preliminary version of the July investment transactions. | |
| F. <u>WADM Projections</u> | |
| WADM Projections are suspended until October. | |
| G. <u>Fund Raisers</u> - NONE | |
| H. <u>Investments in School Children</u> | <u>23</u> |
| 2. <u>Bids, R.F.P.s and Quotes Reports</u> | |
| A. <u>Bids</u> | |
| 1) <u>Bid #1213 – District-wide Snow Plowing Services</u> | <u>24</u> |
| Billington Contracting, Inc. | \$26,130.00 |
| Sinnott Blacktop | \$39,195.00 |
| Viele Contracting | \$35,149.00 |

Recommendation: It is recommended the School Board approve entering into contracts with the firms listed above based on their low responsive bids as shown on the Bid Tab and Letter of Recommendation, as provided in response to Bid #1213 – District-wide Snow Plowing Services. The total estimated cost of the contract related to Bid #1213 – District-wide Snow Plowing Services as listed above is \$100,474.00.

2) PLACEHOLDER - for Bids related to the LRF

B. R.F.P.s

1) PLACEHOLDER - for RFP's related to the LRF

C. Quotes

1) PLACEHOLDER – For Quotes Related to the LRF

3. **Policies and Regulations**

A. Policies
 B. Regulations
 4. Contracts, Change Orders, and Leases

A. Contracts

1) Congdon Park School Additional Design Services for Johnson Controls, Inc.

Johnson Control, Inc. contract amendment for additional services to further develop the parking area and relocated ice rink/warming buildings and revisions to the main building to conform to the new zoning code.

Recommendation: It is recommended the School Board authorize administration to approve the required contract amendments with Johnson Controls, Inc. for ongoing site options at Congdon Park School at an estimated cost of \$92,180.00.

2) Mary Ellis Hollenhorst

31

Attached is a contract with Mary Ellis Hollenhorst for mental health consultant services for the Headstart program in the amount of \$36,000.00.

Recommendation: It is recommended that the Duluth School Board approve the contract with Mary Ellis Hollenhorst in the amount of \$36,000.00.

3) Marlys Johnson

34

Attached is a contract with Marlys Johnson for mental health consulting services for the Headstart program in the amount of \$36,000.00.

Recommendation: It is recommended that the Duluth School Board approve the contract with Marlys Johnson in the amount of \$36,000.00.

B. Change Orders

1) Denfeld High School

37

a. Denfeld HS LRFP – CIP Concrete/Foundations

Change Order #8, Bid #1159, BP #2R, (Contract #0330) – Northland Concrete and Masonry, LLC. Change Order increase to provide concrete at the metal deck for floor infills, provide concrete sealer in Area 5, cut out old wood floor and for concrete heat/accelerator due to late pours **Add: \$11,609.00**

b. Denfeld HS LRFP – Structural Steel/Metal Decking/Misc. Metals - Erection

Change Order #15, Bid #1159, BP #2R, (Contract #0510) – Red Cedar Steel Erectors, Inc. Change Order increase for extra work due to field conditions. **Add: \$4,465.00**

c. Denfeld HS LRFP – Structural Steel/Metal Decking/Misc. Metals - Erection

Change Order #16, Bid #1159, BP #2R, (Contract #0510) – Red Cedar Steel Erectors, Inc.. Change Order increase for stair landing modifications and to install metal deck and angle at floor infills **Add: \$3,990.00**

d. Denfeld HS LRFP – Storefront/Windows

Change Order #7, Bid #1159, BP #2R, (Contract #0840) – St. Germain’s Glass, Inc. Change Order increase to demo and replace the existing east entrances of Area 6 with aluminum storefront and remove magnets, provide filler screws and supply a locknetics horn. **Add: \$18,894.00**

e. Denfeld HS LRFP – Drywall/Plaster

Change Order #17, Bid #1176, (Contract #0920) – Minuti-Ogle Company, Inc. Change Order increase to provide gyp walls and additional furring, bulkhead and soffit. **Add: \$2,715.00**

f. Denfeld HS LRFP – Drywall/Plaster

Change Order #18, Bid #1176, (Contract #0920) – Minuti-Ogle Company, Inc. Change Order increase to extend the gyp wall, construct “doghouse” shafts at the kitchen attic, add bulkhead and wall furring, build soffit, plaster around the door to close off rough clay tile and for additional framing to support the ramp outside of the lecture hall **Add: \$13,814.00**

g. Denfeld HS LRFP – Drywall/Plaster

Change Order #19, Bid #1176, (Contract #0920) – Minuti-Ogle Company, Inc. Change Order increase to add FRP at the stair wall, rebuild soffit around a beam, patch holes in the shaft, and plaster walls in Area 3 **Add: \$13,329.00**

h. Denfeld HS LRFP – Casework - Supply

Change Order #5, Bid #1176, (Contract #1230) – Haldeman-Homme, Inc. Change Order increase to supply additional solid surface sill at the new window, credit supply of solid surface sills, supply PLAM raceway and supply revised casework for FACS lab **Add: \$17,922.00**

i. Denfeld HS LRFP – Metal Lockers

Change Order #1, Bid #1193, (Contract #1050) – Olympus Lockers and Storage Products, Inc. Change Order increase to add combination locks to lockers **Add: \$25,795.00**

j. Denfeld HS LRFP – Landscaping

Change Order #1, Bid #1193, (Contract #3290) – Urban Companies, LLC. Change Order increase to provide keystone retaining wall including crushed stone base and drain tile **Add: \$5,750.00**

Recommendation: It is recommended the School Board approve the change order as listed above at Denfeld High School reflecting a total increase of \$118,283.00, which remains within the overall budget district-wide.

2) Eastern Middle School

57

a. Eastern MS LRFP – Landscaping and Sodding

Change Order #3, Bid #1165, WS #33 Urban Companies, LLC.

Change Order increase for revised restoration under the chiller. **Add: \$4,300.00**

b. Eastern MS LRFP – Excavation/Site Earthwork

Change Order #13, Bid #1165, WS #31 – Arnt Construction Company, Inc.

Change Order increase to replace the damaged catch basin and curb **Add: \$2,936.00**

c. Eastern MS LRFP – Excavation/Site Earthwork

Change Order #14, Bid #1165, WS #31 – Arnt Construction Company, Inc.

Change Order increase to add drain basin and revise drainage in the sidewalk **Add: \$1,447.00**

Recommendation: It is recommended the School Board approve the change order as listed above at Eastern Middle School reflecting a total increase of \$8,683.00 which remains within the overall budget district-wide.

3) Lester Park School

63

a. Lester Park ES LRFP – Joint Sealers

Change Order #3, Bid #1164, WS #11 – Seal-Treat, Inc.. Change Order increase to add second sealant joint at cast stone pieces **Add: \$745.00**

Recommendation: It is recommended the School Board approve the change order as listed above at Lester Park School reflecting a total increase of \$745.00, which remains within the overall budget district-wide.

4) Piedmont School

65

a. Piedmont ES LRFP – Demolition, Earthwork & Site Utilities

Change Order #12, Bid #1183, WS #33 – Northland Constructors of Duluth, LLC. Change Order increase for 2” asphalt concrete pavement overlay for the vacated portion of Ensign Street and for rip rap and swale **Add: \$10,047.00**

b. Piedmont ES LRFP – Chain Link Fences and Gates

Change Order #3, Bid #1183, WS #35 – Century Fence Company.

Change Order decrease to change the concrete fence post footings along the service driveway. **Deduct: \$198.00**

Recommendation: It is recommended the School Board approve the change order as listed above at Piedmont School reflecting a total increase of \$9,849.00, which remains within the overall budget district-wide.

5) PLACEHOLDER - for Change Orders Related to the LRFP

C. Leases

5. Resolutions

- A. B-9-11-2929 - Authorized account Signers 69

Recommendation: It is recommended that the Duluth School Board approve Resolution B-9-11-2929 - Authorized Account Signers

- B. B-9-11-2932 - Resolution to approve the site plan schematic design for Congdon Park School 70

Recommendation: It is recommended that the Duluth School Board approve Resolution B-9-11-2932 - Resolution to approve the site plan schematic design for Congdon Park School

- C. Resolution B-9-11-2933 - Authorizing the Sale of Woodland Middle School Property 71

Recommendation: It is recommended that the Duluth School Board approve Resolution B-9-11-2933 - Authorizing the Sale of Woodland Middle School Property.

- D. Resolution B-9-11-2934 Authorizing the Sale of the Lincoln Park School Property Located at 2424 West 5th Street 72

Recommendation: It is recommended that the Duluth School Board approve Resolution B-9-11-2934 Authorizing the Sale of the Lincoln Park School Property Located at 2424 West 5th Street.

E. PLACEHOLDER - Resolutions authorizing the purchase of properties relating to the Long-range Facilities Plan and relocation expenses that apply to these properties

F. PLACEHOLDER - Resolutions authorizing the sale of properties relating to the Long-range Facilities Plan and relocation expenses that apply to these properties

G. PLACEHOLDER - Resolutions for Schematic Designs related to the LRFP

6. Informational

The items listed below are informational only and do not require board action.

- A. Expenditure Contracts 73

Superintendent Foster or the Director of Business Services has signed the following expenditure contracts during the month of August 2011.

B. Revenue Contracts - NONE

C. Other Contracts - NONE

- D. Facilities Management & Capital Project Status Report 141

- E. Johnson Controls, Inc. Long-Range Facilities Plan Status Report 155

- F. Change Orders Relating to the Long Range Facilities Plan 176

Kerry Leider was in attendance to answer questions regarding the enclosed report.

- G. Contracts Signed in Relation to the Long Range Facilities Plan 182

Kerry Leider was in attendance to answer questions regarding the attached report.

H. Soil Issue - Grant Elementary

An unsuitable soil issue has been discovered at Grant Elementary School. More information will be forthcoming as it is obtained.

I. Maximum Levy Certification Update

Bill Hanson provided an update on the timeline for certification.

J. Grant Writing Services

Superintendent Foster presented options for Grant Writing Services.

K. Agenda Format

Superintendent Foster presented possible options for the board meeting agenda format.

L. In-Process Cost Reduction Efforts

Superintendent Foster presented areas to be reviewed for possible cost reductions.

M. District Sustainability Update

Dave Taylor gave a brief presentation updating the board on sustainability efforts within the district.

7. **Future Items**

A. Actuarial Review

B. FY 11 Financial Audit

C. Preliminary Levy Certification

STATEMENT OF REVENUES AND EXPENDITURES
 (IN THOUSANDS)

	CURRENT MONTH				YEAR - TO - DATE				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$21,529	\$21,529
Tuition, Fees, Admissions	96	225	(129)	(57.5)	96	225	(130)	(57.6)	2,927	2,927
Other Local Revenues	268	338	(70)	(20.6)	268	338	(70)	(20.6)	2,011	2,041
State Sources	4,823	2,291	2,532	110.5	4,823	2,291	2,532	110.5	78,891	78,891
Federal Aids from CFL	195	998	(803)	(80.4)	195	998	(803)	(80.4)	10,764	11,215
Federal Direct Aids	881	1,352	(471)	(34.8)	881	1,352	(471)	(34.8)	3,237	3,237
Local Sales	0	-	0	N/A	0	-	0	N/A	8,706	8,706
Sale of Bonds or Loans	0	0	0	N/A	0	0	0	N/A	4,588	4,588
Total Revenues	6,263	5,204	1,059	20.4	6,263	5,204	1,059	20.4	132,651	133,132
<u>Expenditures</u>										
Salaries	2,107	965	(1,142)	(118.4)	2,107	965	(1,142)	(118.4)	58,145	58,100
Benefits	361	1,907	1,546	81.1	361	1,907	1,546	81.1	27,476	27,439
Purchased Services	336	294	(42)	(14.3)	336	294	(42)	(14.3)	11,261	11,636
Supplies & Materials	49	62	13	20.4	49	62	13	20.4	4,588	4,663
Chargebacks	0	0	0	N/A	0	0	0	N/A	(21)	(20)
Capital Expenditures	8,584	7,774	(810)	(10.4)	8,584	7,774	(810)	(10.4)	61,914	61,553
Debt Service	5,403	5,335	(68)	(1.3)	5,403	5,335	(68)	(1.3)	19,894	19,894
Other	75	352	277	78.6	75	352	277	78.6	7,580	8,053
Total Expenditures	16,915	16,689	(226)	(1.4)	16,915	16,689	(226)	(1.4)	190,836	191,317
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A	0	0
Operating Excess (Deficit)	(10,652)	(\$11,485)	833	7.3	(10,652)	(\$11,485)	833	7.3	(\$58,185)	(\$58,185)

DULUTH PUBLIC SCHOOLS - ISD 709

STATEMENT OF REVENUES AND EXPENDITURES

PAGE 3

July 11

(IN THOUSANDS)

General Fund **TOTAL**

	CURRENT MONTH				YEAR-TO-DATE				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$7,989	\$7,989
Tuition, Fees, Admissions	35	141	(106)	(75.2)	35	141	(106)	(75.2)	1,240	1,240
Other Local Revenues	239	297	(58)	(19.5)	239	297	(58)	(19.5)	623	653
State Sources	4,407	1,978	2,429	122.8	4,407	1,978	2,429	122.8	68,272	68,272
Federal Aids from CFL	104	880	(776)	(88.2)	104	880	(776)	(88.2)	7,440	7,641
Federal Direct Aids	0	6	(6)	(100.0)	0	6	(6)	(100.0)	148	148
Local Sales	0	0	0	N/A	0	0	0	N/A	0	0
Sale of Bonds or Loans	0	5	0	0.0	0	5	0	0.0	0	0
Total Revenues	4,785	3,307	1,483	44.8	4,785	3,307	1,483	44.8	85,713	85,944
<u>Expenditures</u>										
Salaries	1,850	727	(1,123)	(154.5)	1,850	727	(1,123)	(154.5)	50,250	50,206
Benefits	288	1,692	1,404	83.0	288	1,692	1,404	83.0	24,033	23,997
Purchased Services	223	226	3	1.5	223	226	3	1.5	6,621	6,655
Supplies & Materials	36	30	(6)	(19.5)	36	30	(6)	(19.5)	1,452	1,527
Chargebacks	0	0	0	N/A	0	0	0	N/A	(316)	(316)
Capital Expenditures	0	0	0	N/A	0	0	0	N/A	297	261
Debt Service	0	0	0	N/A	0	0	0	N/A	0	0
Other	55	77	22	29.0	55	77	22	29.0	2,643	2,882
Total Expenditures	2,451	2,752	301	10.9	2,451	2,752	301	10.9	84,980	85,211
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A		
Operating Excess (Deficit)	\$2,334	\$555	1,779	320.5	\$2,334	\$555	\$1,779	320.5	\$733	\$733

STATEMENT OF REVENUES AND EXPENDITURES
 (IN THOUSANDS)

	CURRENT MONTH				YEAR - TO - DATE				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$7,364	\$7,364
Tuition, Fees, Admissions	0	85	(85)	(100.0)	0	85	(85)	(100.0)	870	870
Other Local Revenues	18	23	(5)	(22.4)	18	23	(5)	(22.4)	293	294
State Sources	3,928	1,482	2,446	165.1	3,928	1,482	2,446	165.1	63,340	63,340
Federal Aids from CFL	0	190	(190)	(100.0)	0	190	(190)	(100.0)	1178	1178
Federal Direct Aids	0	0	0	N/A	0	0	0	N/A	0	0
Local Sales	0	0	0	N/A	0	0	0	N/A	0	0
Sale of Bonds or Loans	0	5	0	0.0	0	5	0	0.0	0	0
Total Revenues	3,946	1,785	2,166	121.4	3,946	1,785	2,166	121.4	73,044	73,045
<u>Expenditures</u>										
Salaries	1,626	603	(1,023)	(169.7)	1,626	603	(1,023)	(169.7)	42,739	42,648
Benefits	246	1,497	1,251	83.6	246	1,497	1,251	83.6	20,641	20,641
Purchased Services	198	206	8	3.9	198	206	8	3.9	5,774	5,744
Supplies & Materials	34	32	(2)	(7.0)	34	32	(2)	(7.0)	996	993
Chargebacks	0	0	0	N/A	0	0	0	N/A	(338)	(338)
Capital Expenditures	0	0	0	N/A	0	0	0	N/A	193	143
Debt Service	0	0	0	N/A	0	0	0	N/A	0	0
Other	53	74	21	28.8	53	74	21	28.8	2,306	2,481
Total Expenditures	2,157	2,412	255	10.6	2,157	2,412	255	10.6	72,312	72,313
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A	0	0
Operating Excess (Deficit)	\$1,789	(\$627)	2,416	385.3	\$1,789	(\$627)	\$2,416	385.3	\$733	\$733

STATEMENT OF REVENUES AND EXPENDITURES
 (IN THOUSANDS)

	CURRENT MONTH				YEAR-TO-DATE				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$626	\$626
Tuition, Fees, Admissions	35	56	(21)	(37.6)	35	56	(21)	(37.6)	370	370
Other Local Revenues	221	274	(53)	(19.3)	221	274	(53)	(19.3)	330	359
State Sources	479	496	(17)	(3.5)	479	496	(17)	(3.5)	4,933	4,933
Federal Aids from CFL	104	690	(586)	(84.9)	104	690	(586)	(84.9)	6,262	6,463
Federal Direct Aids	0	6	(6)	(100.0)	0	6	(6)	(100.0)	148	148
Local Sales	0	0	0	N/A	0	0	0	N/A	0	0
Sale of Bonds or Loans	0	0	0	N/A	0	0	0	N/A	0	0
Total Revenues	839	1,522	(683)	(44.9)	839	1,522	(683)	(44.9)	12,669	12,899
<u>Expenditures</u>										
Salaries	224	124	(100)	(80.3)	224	124	(100)	(80.3)	7,512	7,558
Benefits	42	195	153	78.5	42	195	153	78.5	3,392	3,356
Purchased Services	25	20	(5)	(22.7)	25	20	(5)	(22.7)	847	912
Supplies & Materials	2	(2)	(4)	(181.0)	2	(2)	(4)	(181.0)	456	534
Chargebacks	0	0	0	N/A	0	0	0	N/A	21	21
Capital Expenditures	0	0	0	N/A	0	0	0	N/A	104	118
Debt Service	0	0	0	N/A	0	0	0	N/A	0	0
Other	2	3	1	32.7	2	3	1	32.7	337	400
Total Expenditures	294	340	46	13.6	294	340	46	13.6	12,669	12,899
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A	0	0
Operating Excess (Deficit)	\$545	1,182	(637)	(53.9)	\$545	\$1,182	(\$637)	(53.9)	(\$0)	(\$0)

STATEMENT OF REVENUES AND EXPENDITURES
 (IN THOUSANDS)

	CURRENT MONTH				YEAR - T O - D A T E				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$0	\$0
Tuition, Fees, Admissions	0	0	0	N/A	0	0	0	N/A	0	0
Other Local Revenues	12	3	9	300.0	12	3	9	300.0	19	19
State Sources	0	1	(1)	(100.0)	0	1	(1)	(100.0)	148	148
Federal Aids from CFL	0	34	(34)	(100.0)	0	34	(34)	(100.0)	2,015	2,015
Federal Direct Aids	0	0	0	N/A	0	0	0	N/A	0	0
Local Sales	0	0	0	N/A	0	0	0	N/A	1,124	1,124
Sale of Bonds or Loans	0	0	0	N/A	0	0	0	N/A	0	0
Total Revenues	12	38	(26)	(68.1)	12	38	(26)	(68.1)	3,306	3,306
<u>Expenditures</u>										
Salaries	17	18	1	2.9	17	18	1	2.9	942	942
Benefits	7	12	5	43.5	7	12	5	43.5	425	425
Purchased Services	6	6	0	0.8	6	6	0	0.8	111	111
Supplies & Materials	1	0	(1)	N/A	1	0	(1)	N/A	1,682	1,682
Chargebacks	0	0	0	N/A	0	0	0	N/A	106	106
Capital Expenditures	0	0	0	N/A	0	0	0	N/A	10	10
Debt Service	0	0	0	N/A	0	0	0	N/A	0	0
Other	0	1	1	75.0	0	1	1	75.0	30	30
Total Expenditures	32	37	5	14.3	32	37	5	14.3	3,306	3,306
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A	0	0
Operating Excess (Deficit)	(\$19)	\$1	(\$20)	(2,040.1)	(\$19)	\$1	(\$20)	(2,040.1)	\$0	\$0

STATEMENT OF REVENUES AND EXPENDITURES
 (IN THOUSANDS)

	CURRENT MONTH				YEAR-TO-DATE				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$0	\$0
Tuition, Fees, Admissions	0	0	0	N/A	0	0	(0)	(100.0)	0	0
Other Local Revenues	0	0	0	N/A	0	0	0	N/A	0	0
State Sources	226	83	143	172.4	226	83	143	172.4	4,660	4,660
Federal Aids from CFL	0	0	0	N/A	0	0	0	N/A	0	0
Federal Direct Aids	0	0	0	N/A	0	0	0	N/A	0	0
Local Sales	0	0	0	N/A	0	0	0	N/A	0	0
Sale of Bonds or Loans	0	0	0	N/A	0	0	0	N/A	0	0
Total Revenues	226	83	143	172.4	226	83	143	172.2	4,660	4,660
<u>Expenditures</u>										
Salaries	33	26	(7)	(26.4)	33	26	(7)	(26.4)	1,188	1,188
Benefits	11	20	9	44.2	11	20	9	44.2	640	640
Purchased Services	(18)	(30)	(12)	(40.5)	(18)	(30)	(12)	(40.5)	3,186	3,186
Supplies & Materials	9	0	(9)	N/A	9	0	(9)	N/A	261	261
Chargebacks	0	0	0	N/A	0	0	0	N/A	1	1
Capital Expenditures	0	0	0	N/A	0	0	0	N/A	115	115
Debt Service	0	0	0	N/A	0	0	0	N/A	0	0
Other	0	0	(0)	N/A	0	0	(0)	N/A	2	2
Total Expenditures	35	16	(19)	(117.9)	35	16	(19)	(117.9)	5,393	5,393
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A	0	0
Operating Excess (Deficit)	\$191	\$67	\$124	185.4	\$191	\$67	\$124	185.1	(\$733)	(\$733)

STATEMENT OF REVENUES AND EXPENDITURES
 (IN THOUSANDS)

	CURRENT MONTH				YEAR-TO-DATE				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$893	\$893
Tuition, Fees, Admissions	61	84	(23)	(27.9)	61	84	(23)	(27.9)	1,037	1,037
Other Local Revenues	3	22	(19)	(85.7)	3	22	(19)	(85.7)	599	599
State Sources	0	45	(45)	(100.0)	0	45	(45)	(100.0)	2,159	2,159
Federal Aids from CFL	91	84	7	8.5	91	84	7	8.5	1,309	1,309
Federal Direct Aids	299	764	(465)	(60.9)	299	764	(465)	(60.9)	1,925	1,925
Local Sales	0	0	0	N/A	0	0	0	N/A	0	0
Sale of Bonds or Loans	0	0	0	N/A	0	0	0	N/A	0	0
Total Revenues	454	999	(545)	(54.6)	454	999	(545)	(54.6)	7,922	7,922
<u>Expenditures</u>										
Salaries	150	130	(20)	(15.6)	150	130	(20)	(15.6)	4,806	4,806
Benefits	33	131	98	75.0	33	131	98	75.0	1,809	1,809
Purchased Services	16	19	3	16.0	16	19	3	16.0	469	469
Supplies & Materials	4	11	7	68.1	4	11	7	68.1	291	291
Chargebacks	0	0	0	N/A	0	0	0	N/A	189	189
Capital Expenditures	0	0	0	N/A	0	0	0	N/A	33	33
Debt Service	0	0	0	N/A	0	0	0	N/A	0	0
Other	1	0	(1)	N/A	1	0	(1)	N/A	275	274
Total Expenditures	203	291	88	30.2	203	291	88	30.2	7,873	7,873
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A		
Operating Excess (Deficit)	\$251	\$708	(\$457)	(64.6)	\$251	\$708	(\$457)	(64.6)	\$49	\$49

STATEMENT OF REVENUES AND EXPENDITURES
 (IN THOUSANDS)

	CURRENT MONTH				YEAR-TO-DATE				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$1,508	\$1,508
Tuition, Fees, Admissions	0	0	0	N/A	0	0	0	N/A	0	0
Other Local Revenues	14	16	(2)	(11.1)	14	16	(2)	(11.1)	96	96
State Sources	47	18	29	163.8	47	18	29	163.8	665	665
Federal Aids from CFL	0	0	0	N/A	0	0	0	N/A	0	250
Federal Direct Aids	0	0	0	N/A	0	0	0	N/A	0	0
Local Sales	0	0	0	N/A	0	0	0	N/A	7,097	7,097
Sale of Bonds or Loans	0	0	0	N/A	0	0	0	N/A	0	0
Total Revenues	62	34	28	81.5	62	34	28	81.5	9,366	9,616
<u>Expenditures</u>										
Salaries	52	60	8	13.6	52	60	8	13.6	871	871
Benefits	20	48	28	58.7	20	48	28	58.7	332	332
Purchased Services	108	68	(40)	(59.1)	108	68	(40)	(59.1)	0	340
Supplies & Materials	0	20	20	100.0	0	20	20	100.0	300	300
Chargebacks	0	0	0	N/A	0	0	0	N/A	0	0
Capital Expenditures	4	0	(4)	N/A	4	0	(4)	N/A	3,642	3,337
Debt Service	0	0	0	N/A	0	0	0	N/A	0	0
Other	0	0	0	N/A	0	0	0	N/A	4,588	4,803
Total Expenditures	184	196	12	6.1	184	196	12	6.1	9,733	9,983
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A	0	0
Operating Excess (Deficit)	(\$122)	(\$162)	\$40	24.4	(\$122)	(\$162)	\$40	24.4	(\$366)	(\$366)

STATEMENT OF REVENUES AND EXPENDITURES
 (IN THOUSANDS)

	CURRENT MONTH				YEAR-TO-DATE				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$0	\$0
Tuition, Fees, Admissions	0	0	0	N/A	0	0	0	N/A	0	0
Other Local Revenues	0	0	0	N/A	0	0	0	N/A	168	168
State Sources	0	0	0	N/A	0	0	0	N/A	168	168
Federal Aids from CFL	0	0	0	N/A	0	0	0	N/A	0	0
Federal Direct Aids	0	0	0	N/A	0	0	0	N/A	0	0
Local Sales	0	0	0	N/A	0	0	0	N/A	0	0
Sale of Bonds or Loans	0	0	0	N/A	0	0	0	N/A	0	0
Total Revenues	0	0	0	N/A	0	0	0	N/A	337	337
<u>Expenditures</u>										
Salaries	5	4	(1)	(16.8)	5	4	(1)	(16.8)	87	87
Benefits	2	4	2	41.8	2	4	2	41.8	37	37
Purchased Services	1	5	4	75.2	1	5	4	75.2	153	153
Supplies & Materials	0	1	1	100.0	0	1	1	100.0	41	41
Chargebacks	0	0	0	N/A	0	0	0	N/A	0	0
Capital Expenditures	8,580	7,774	(806)	(10.4)	8,580	7,774	(806)	(10.4)	57,816	57,796
Debt Service	0	0	0	N/A	0	0	0	N/A	0	0
Other	20	274	254	92.8	20	274	254	92.8	10	30
Total Expenditures	8,607	8,062	(545)	(6.8)	8,607	8,062	(545)	(6.8)	58,144	58,144
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A	0	0
Operating Excess (Deficit)	(\$8,607)	(\$8,062)	(\$545)	(6.8)	(\$8,607)	(\$8,062)	(\$545)	(6.8)	(\$57,807)	(\$57,807)

STATEMENT OF REVENUES AND EXPENDITURES
 (IN THOUSANDS)

	CURRENT MONTH				YEAR-TO-DATE				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$11,139	\$11,139
Tuition, Fees, Admissions	0	0	0	N/A	0	0	0	N/A	0	0
Other Local Revenues	0	0	0	N/A	0	0	0	N/A	0	0
State Sources	143	166	(23)	(14.1)	143	166	(23)	(14.1)	2,817	2,817
Federal Aids from CFL	0	0	0	N/A	0	0	0	N/A	0	0
Federal Direct Aids	582	582	0	0.0	582	582	0	0.0	1,164	1,164
Local Sales	0	0	0	N/A	0	0	0	N/A	0	0
Sale of Bonds or Loans	0	0	0	N/A	0	0	0	N/A	4,588	4,588
Total Revenues	725	748	(23)	(3.1)	725	748	(23)	(3.1)	19,709	19,709
<u>Expenditures</u>										
Salaries	0	0	0	N/A	0	0	0	N/A	0	0
Benefits	0	0	0	N/A	0	0	0	N/A	0	0
Purchased Services	0	0	0	N/A	0	0	0	N/A	0	0
Supplies & Materials	0	0	0	N/A	0	0	0	N/A	0	0
Chargebacks	0	0	0	N/A	0	0	0	N/A	0	0
Capital Expenditures	0	0	0	N/A	0	0	0	N/A	0	0
Debt Service	5,403	5,335	(68)	(1.3)	5,403	5,335	(68)	(1.3)	19,894	19,894
Other	0	0	0	N/A	0	0	0	N/A	0	0
Total Expenditures	5,403	5,335	(68)	(1.3)	5,403	5,335	(68)	(1.3)	19,894	19,894
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A	0	0
Operating Excess (Deficit)	(\$4,678)	(\$4,587)	(\$91)	(2.0)	(\$4,678)	(\$4,587)	(\$91)	(2.0)	(\$185)	(\$185)

STATEMENT OF REVENUES AND EXPENDITURES
 (IN THOUSANDS)

	CURRENT MONTH				YEAR-TO-DATE				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$0	\$0
Tuition, Fees, Admissions	0	0	0	N/A	0	0	0	N/A	0	0
Other Local Revenues	0	0	0	N/A	0	0	0	N/A	325	325
State Sources	0	0	0	N/A	0	0	0	N/A	0	0
Federal Aids from CFL	0	0	0	N/A	0	0	0	N/A	0	0
Federal Direct Aids	0	0	0	N/A	0	0	0	N/A	0	0
Local Sales	0	0	0	N/A	0	0	0	N/A	0	0
Sale of Bonds or Loans	0	0	0	N/A	0	0	0	N/A	0	0
Total Revenues	0	0	0	N/A	0	0	0	N/A	325	325
<u>Expenditures</u>										
Salaries	0	0	0	N/A	0	0	0	N/A	0	0
Benefits	0	0	0	N/A	0	0	0	N/A	200	200
Purchased Services	0	0	0	N/A	0	0	0	N/A	0	0
Supplies & Materials	0	0	(0)	N/A	0	0	(0)	N/A	0	0
Chargebacks	0	0	0	N/A	0	0	0	N/A	0	0
Capital Expenditures	0	0	0	N/A	0	0	0	N/A	0	0
Debt Service	0	0	0	N/A	0	0	0	N/A	0	0
Other	0	0	0	N/A	0	0	0	N/A	0	0
Total Expenditures	0	0	(0)	N/A	0	0	(0)	N/A	200	200
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A	0	0
Operating Excess (Deficit)	(\$0)	\$0	(\$0)	N/A	(\$0)	\$0	(\$0)	N/A	\$125	\$125

STATEMENT OF REVENUES AND EXPENDITURES
 (IN THOUSANDS)

	CURRENT MONTH				YEAR-TO-DATE				ANNUAL BUDGET	
	FY2012	FY2011	\$ Variance	% Variance	FY2012	FY2011	\$ Variance	% Variance	Adopted	Revised
<u>Revenues</u>										
Levy	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	\$0	\$0
Tuition, Fees, Admissions	0	0	0	N/A	0	0	0	N/A	650	650
Other Local Revenues	0	0	0	N/A	0	0	0	N/A	180	180
State Sources	0	0	0	N/A	0	0	0	N/A	0	0
Federal Aids from CFL	0	0	0	N/A	0	0	0	N/A	0	0
Federal Direct Aids	0	0	0	N/A	0	0	0	N/A	0	0
Local Sales	0	0	0	N/A	0	0	0	N/A	484	484
Sale of Bonds or Loans	0	0	0	N/A	0	0	0	N/A	0	0
Total Revenues	0	0	0	N/A	0	0	0	N/A	1,314	1,314
<u>Expenditures</u>										
Salaries	0	0	0	N/A	0	0	0	N/A	0	0
Benefits	0	0	0	N/A	0	0	0	N/A	0	0
Purchased Services	0	0	0	N/A	0	0	0	N/A	720	720
Supplies & Materials	0	0	0	N/A	0	0	0	N/A	560	560
Chargebacks	0	0	0	N/A	0	0	0	N/A	0	0
Capital Expenditures	0	0	0	N/A	0	0	0	N/A	0	0
Debt Service	0	0	0	N/A	0	0	0	N/A	0	0
Other	0	0	0	N/A	0	0	0	N/A	34	34
Total Expenditures	0	0	0	N/A	0	0	0	N/A	1,314	1,314
Transfers In (Out)	0	0	0	N/A	0	0	0	N/A	0	0
Operating Excess (Deficit)	\$0	\$0	\$0	N/A	\$0	\$0	\$0	N/A	(\$0)	(\$0)

**ISD #709 - Duluth Public Schools
ACH & Wire Transfer Summary
Period Ending 07/31/2011**

<u>CHECK DATE</u>	<u>VENDOR ID</u>	<u>DESCRIPTION</u>	<u>MSDLFA</u>
07/08/2011	V106466	CITISTREET FOR MSRS	1,086,423.11
07/08/2011	V79764	DULUTH FEDERATION OF TEA	23,097.30
07/08/2011	V107231	DULUTH TEACHERS CREDIT	16,232.67
07/08/2011	V79766	DULUTH TEACHERS CREDIT	1,503,713.49
07/08/2011	V79711	DULUTH TEACHERS RETIRE	214,820.53
07/08/2011	V106637	EBC - FLEX EFT	16,960.25
07/08/2011	V106635	EBC - HRA EFT	94,932.24
07/08/2011	V106636	EBC - TSA EFT	211,603.68
07/08/2011	V05173	MN CHILD SUPPORT EFT	1,826.31
07/08/2011	V79708	PUBLIC EMPLOYEES RETIREMENT	50,999.50
07/11/2011	V102915	FEDERAL 941 PR TAXES	545,901.71
07/11/2011	V102916	MN STATE PR TAXES	99,499.70
07/22/2011	V106466	CITISTREET FOR MSRS	178,464.83
07/22/2011	V79764	DULUTH FEDERATION OF TEA	23,070.88
07/22/2011	V107231	DULUTH TEACHERS CREDIT	16,637.67
07/22/2011	V79766	DULUTH TEACHERS CREDIT	1,429,366.19
07/22/2011	V79711	DULUTH TEACHERS RETIRE	205,186.09
07/22/2011	V106637	EBC - FLEX EFT	16,960.25
07/22/2011	V106635	EBC - HRA EFT	93,348.97
07/22/2011	V106636	EBC - TSA EFT	128,814.58
07/22/2011	V05173	MN CHILD SUPPORT EFT	1,983.57
07/22/2011	V79708	PUBLIC EMPLOYEES RETIREMENT	47,762.85
07/25/2011	V102915	FEDERAL 941 PR TAXES	509,716.91
07/25/2011	V102916	MN STATE PR TAXES	92,441.97
07/26/2011	V106737	ASSOCIATED BANK (EFT)	1,662,878.75
07/26/2011	V06645	MEDICA HEALTH PLAN (EFT)	190,957.90
07/26/2011	V106638	PEIP - HLTH EFT	2,557,775.48
07/26/2011	V05012	U S BANK TRUST N A CORP EFT	2,486,872.52
07/26/2011	V80030	DELTA DENTAL PLAN OF MN(EFT)	60,062.32
07/26/2011	V104923	HARRIS BANK	22,177.04
07/26/2011	V100499	MN DEPT OF REVENUE EFT	365.00
			13,590,854.26

**ISD 709 – Duluth Public Schools
Investment Activity for FY 2012
As of July 31, 2011**

Beginning Investment Balance (June 30, 2011): \$ **7,519,400.88**

Add Purchases:

<u>Date</u>	<u>Issuer</u>	<u>Broker</u>	<u>Matures</u>	<u>Yield (YTM)</u>
-------------	---------------	---------------	----------------	------------------------

Total Purchases \$ **0.00**

Deduct Maturities/Calls/Sales:

<u>Date</u>	<u>Issuer</u>	<u>Broker</u>	<u>Matures</u>	<u>Yield (YTM)</u>
7/27	MN Trust Term Series	PMA	07/27/11	0.13%

\$ 5,000,000.00

Total Maturities \$ **5,000,000.00**

Other items:

Add:	Money Market Funds Interest	\$	40.85
	Market Value Adjustment		0.00
	Other Interest		0.00

Deduct:	Transaction Fees/Other		0.00
	Beginning Value Adjustment		50,052.89

Total Other \$ **-50,012.04**

Ending Investment Balance (July 31, 2011) \$ **2,469,388.84**

Note: Ending Investment Balance as of July 31, 2010 was \$ 3,528,185.01

SCHOOL	FIRST NAME	LAST NAME/ORG.	RESTRICTION	AMOUNT
East High	Nancy	Biele	East High Class of 71 - Bench	\$100.00
East High	Mr. & Mrs.	Scott Fisher	East High Class of 71 - Bench	100.00
East High	Gevry	Stephens & Tom Hoff	East High Class of 71 - Bench	50.00
East High	Patty & Tapio	Toivenen	East High Class of 71 - Bench	50.00
East High	Karl & Kerry	Everett	East High Class of 71 - Bench	20.00
East High	Jeff & Barb	Hagenbrock	East High Class of 71 - Bench	20.00
East High	Dick & Kathryn	Freimoth	East High Class of 71 - Bench	20.00
East High	D.L.	Berntson-Gutz	East High Class of 71 - Bench	20.00
			TOTAL	\$380.00



FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

*Mailing Address: 215 North 1st Avenue East
Duluth, Minnesota 55802*

Construction Management (218) 336-8907

Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson

From: Kerry M. Leider

Date: August 31, 2011

Re: Bid # 1213 – District-Wide Snow Plowing Services

Four bids were received in response to the School District's request for bids for District-wide Snow Plowing Services for FY12. The total low bids determined from acceptable site-specific proposals are as follows:

Billington Contracting, Inc.	\$ 26,130.00
Sinnott Blacktop	\$ 39,195.00
Viele Contracting	\$ 35,149.00

It is recommended the Duluth School Board approve the bids as noted above for the work defined in Bid #1213, for a total estimated cost of \$100,474.00.

Attached please find the Bid Tab and comparison with other fiscal years for reference.

Attachment

BID TABULATION
SNOW PLOWING SERVICES
 for the period of July 1, 2011 through June 30, 2012
 BID #1213

Vendor		Billington Contracting			Four Seasons			Sinnott Blacktop			Viele Contracting		
		Bid Bond:	yes		Bid Bond:	yes		Bid Bond:	yes		Bid Bond:	yes	
		1-6"	6-12"	12+	1-6"	6-12"	12+	1-6"	6-12"	12+	1-6"	6-12"	12+
1	Central	\$450.00	\$600.00	\$700.00				\$370.00	\$500.00	\$800.00			
2	Congdon Park	\$130.00	\$200.00	\$250.00							\$80.00	\$126.00	\$196.00
3	Denfeld	\$450.00	\$600.00	\$750.00	\$1,004.00	\$1,506.00	\$2,008.00	\$785.00	\$900.00	\$1,100.00			
4	Eastern High	\$550.00	\$700.00	\$900.00							\$350.00	\$530.00	\$720.00
5	Grant	\$150.00	\$250.00	\$300.00									
6	Eastern Middle	\$250.00	\$300.00	\$350.00							\$300.00	\$450.00	\$600.00
7	HOCHS	no bids											
8	Homecroft	\$400.00	\$500.00	\$600.00							\$209.00	\$339.00	\$439.00
9	Kenwood	\$100.00	\$150.00	\$200.00							\$80.00	\$126.00	\$196.00
10	Lakewood	\$300.00	\$450.00	\$650.00							\$209.00	\$339.00	\$439.00
11	Laura MacArthur							\$425.00	\$600.00	\$800.00			
12	Lester Park	\$400.00	\$500.00	\$600.00							\$80.00	\$130.00	\$180.00
13	Lincoln Park	\$85.00	\$125.00	\$170.00				\$260.00	\$450.00	\$780.00			
14	Lowell	\$400.00	\$500.00	\$600.00							\$350.00	\$520.00	\$720.00
15	Morgan Park				\$591.00	\$886.50	\$1,182.00	\$400.00	\$600.00	\$800.00			
16	Nettleton	no bids											
17	Piedmont	\$350.00	\$450.00	\$550.00				\$350.00	\$475.00	\$650.00			
18	Rockridge	\$100.00	\$150.00	\$200.00							\$80.00	\$130.00	\$180.00
19	Stowe				\$482.50	\$723.75	\$965.00	\$475.00	\$750.00	\$975.00			
20	Transportation				\$265.50	\$398.25	\$531.00	\$200.00	\$300.00	\$400.00			
21	Woodland	\$400.00	\$500.00	\$600.00							\$209.00	\$369.00	\$509.00
<i>Total of all sites per snowfall rate</i>		\$4,515.00	\$5,975.00	\$7,420.00	\$2,343.00	\$3,514.50	\$4,686.00	\$3,265.00	\$4,575.00	\$6,305.00	\$1,947.00	\$3,059.00	\$4,179.00
<i>Estimated Total Annual Amount</i>		\$91,610.00			\$49,203.00			\$67,695.00			\$41,449.00		

Incorrect on Form of Proposal

bid not signed

\$72,240.00	\$11,950.00	\$7,420.00	\$37,488.00	\$7,029.00	\$4,686.00	\$52,240.00	\$9,150.00	\$6,305.00	\$31,152.00	\$6,118.00	\$4,179.00
	\$91,610.00			\$49,203.00			\$67,695.00			\$41,449.00	
\$6,400.00	\$1,000.00	\$600.00							\$5,600.00	\$1,040.00	\$720.00
	\$8,000.00									\$7,360.00	
			\$7,720.00	\$1,447.50	\$965.00	\$7,600.00	\$1,500.00	\$975.00			
				\$10,132.50				\$10,075.00			

\$370.00	\$500.00	\$800.00
\$80.00	\$126.00	\$196.00
\$450.00	\$600.00	\$750.00
\$350.00	\$530.00	\$720.00
\$150.00	\$250.00	\$300.00
\$250.00	\$300.00	\$350.00

\$209.00	\$339.00	\$439.00
\$80.00	\$126.00	\$196.00
\$209.00	\$339.00	\$439.00
\$425.00	\$600.00	\$800.00
\$80.00	\$130.00	\$180.00
\$85.00	\$125.00	\$170.00
\$350.00	\$520.00	\$720.00
\$400.00	\$600.00	\$800.00

\$350.00	\$450.00	\$550.00
\$80.00	\$130.00	\$180.00
\$475.00	\$750.00	\$975.00
\$200.00	\$300.00	\$400.00
\$209.00	\$369.00	\$509.00
\$4,802.00	\$7,084.00	\$9,474.00

\$100,474.00

\$76,832.00	\$14,168.00	\$9,474.00
	\$100,474.00	

PRICE COMPARISON SNOW PLOWING SERVICES

Snow Fall	Bid #1213 FY12 July 1, 2011 - June 30, 2012			Bid #1199-1 FY11 July 2, 2010 - June 30, 2011			Bid #1122 FY09 July 2, 2008 - June 30, 2009		
	1-6"	6-12"	12+	1-6"	6-12"	12+	1-6"	6-12"	12+
Central	\$370.00	\$500.00	\$800.00	\$340.00	\$510.00	\$680.00	\$322.14	\$516.94	\$644.27
Over Flow Parking				\$50.00	\$85.00	\$155.00			
Over Flow Parking				\$50.00	\$85.00	\$155.00			
STC Main				\$160.00	\$300.00	\$480.00	\$222.24	\$314.36	\$444.49
STC Upper				\$75.00	\$170.00	\$395.00	\$222.24	\$314.36	\$444.49
Congdon Park	\$80.00	\$126.00	\$196.00	\$100.00	\$150.00	\$200.00	\$92.51	\$138.21	\$201.34
Denfeld	\$450.00	\$600.00	\$750.00	\$260.00	\$390.00	\$520.00	\$234.99	\$340.77	\$400.75
East	\$250.00	\$300.00	\$350.00	\$325.00	\$487.00	\$650.00	\$276.66	\$390.93	\$553.32
Grant	\$150.00	\$250.00	\$300.00				\$159.75	\$235.50	\$397.25
HOCHS	<i>no bid</i>			\$200.00	\$300.00	\$400.00			
Homecroft	\$209.00	\$339.00	\$439.00	\$220.00	\$350.00	\$450.00	\$244.44	\$380.05	\$488.92
Kenwood	\$80.00	\$126.00	\$196.00						
Lakewood	\$209.00	\$339.00	\$439.00	\$220.00	\$350.00	\$460.00	\$244.87	\$367.30	\$489.73
Laura MacArthur	\$425.00	\$600.00	\$800.00	\$150.00	\$300.00	\$400.00	\$135.00	\$155.00	\$180.00
Lester Park	\$80.00	\$130.00	\$180.00	\$100.00	\$150.00	\$200.00	\$87.06	\$130.60	\$174.13
Lincoln Park	\$85.00	\$125.00	\$170.00	\$240.00	\$440.00	\$780.00	\$100.75	\$122.00	\$156.00
Lowell	\$350.00	\$520.00	\$720.00	\$375.00	\$562.00	\$750.00	\$178.50	\$230.00	\$289.00
Morgan Park	\$400.00	\$600.00	\$800.00	\$360.00	\$540.00	\$720.00	\$125.50	\$230.00	\$390.50
Nettleton	<i>no bid</i>			\$200.00	\$325.00	\$500.00	\$157.50	\$250.00	\$405.04
Ordean	\$350.00	\$530.00	\$720.00	\$375.00	\$562.00	\$750.00	\$272.07	\$435.32	\$598.56
Piedmont	\$350.00	\$450.00	\$550.00				\$124.00	\$158.50	\$200.00
Rockridge	\$80.00	\$130.00	\$180.00	\$100.00	\$150.00	\$200.00	\$97.95	\$152.36	\$244.87
Stowe	\$475.00	\$750.00	\$975.00	\$452.50	\$678.75	\$905.00	\$168.00	\$250.00	\$320.00
Transportation	\$200.00	\$300.00	\$400.00	\$192.50	\$288.75	\$385.00			
Woodland	\$209.00	\$369.00	\$509.00	\$220.00	\$380.00	\$520.00	\$244.87	\$408.11	\$544.15
<i>Total of all sites per snowfall rate</i>	\$4,802.00	\$7,084.00	\$9,474.00	\$4,765.00	\$7,553.50	\$10,655.00	\$3,711.04	\$5,520.31	\$7,566.81
<i>Estimated Total Annual Amount</i>	\$100,474.00			\$102,002.00			\$77,984.07		

AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of September 2011 by and between Independent School District #709, a public corporation, hereinafter called District, and Mary Ellis Hollenhorst, an independent contractor, hereinafter called Contractor.

THE PURPOSE OF THE AGREEMENT is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

The terms and conditions of this Agreement are as follows: (insert as appropriate)

1. **Dates of Service.** This Agreement shall be deemed to be effective as of September 1, 2011, and shall remain in effect until August 31, 2012 unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.
2. **Performance.** (see attachment)
3. **Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$36,000. Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless TIN is provided.
4. **Requests for Reimbursement.** Contractor shall request reimbursement on a monthly basis. This invoice must be submitted within 10 days of the end of the month being billed for.
5. **Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs.
6. **Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.
7. **Relationship.** It is agreed that nothing contained herein is intended to or shall be construed in any manner as creating or establishing a relationship between the parties for any purpose whatsoever. Contractor and its officers, agents, servants and employees shall not be construed as employees of the District and any and all claims which may or might arise under the Worker's Compensation Act on behalf of the Contractor's officers, agents, servants or employees shall in no way be the responsibility of the District.

8. **Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail care of Duluth Head Start, ISD 709, 2102 Blackman Avenue, Duluth, MN 55811. All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to: 5814 McNiven Rd. Chisholm, MN 55719.

9. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

10. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

11. **Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

12. **Cancellation.** Either party shall have the right to terminate this Agreement, without cause, upon (30) days written notice to the other party as provided for in this Agreement.

13. **Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals"; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

14. **Insurance.** (If applicable)

AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 709

CONTRACTOR

Chair

Mary L. Elli Hollerhoest
Name

Clerk

Mental Health Consultant
Title

Janet M. Beer
Program Director

471-60-9827
Taxpayer Identification Number

W. C. Hanson
Director of Budget and Finance

Contract Purpose

The Mental Health Consultant (MHC) provides consultations to staff and parents, and observations and written reports of individual and groups of children to the classroom staff and Disabilities/Mental Health Coordinator in order to promote the social and emotional well-being of children in Head Start.

Contract Requirements

1. The MHC will complete behavioral health observations and submit subsequent written reports for children referred by the D/MH Coordinator in order to:
 - a. Provide informal behavioral health assessment information for child either with an elevated ASQ: SE and indication from the teacher that there are behavioral concerns in the classroom; or report from the teacher that the child's behavior is not responding to strategies from the Head Start Behavior Guidance Policy.
 - b. Schedule follow up meetings with classroom staff and parent(s) to talk about findings from the observation and offer suggestions and strategies for helping the child function more successfully in the classroom (and/or at home.) (Child Action Plan)
 - c. Consult with D/MH Coordinator to refer children/families as needed for further mental health assessments either through community mental health services or Early Childhood Special Education, ISD #709
2. The MHC may be asked to re-visit the classrooms a few weeks after the initial observations in order to:
 - a. Re-look at the child and identify changes in classroom behavior.
 - b. Provide follow-up information to the teacher and family advocate that can be shared with parents.
3. The MHC will occasionally be asked to make whole class observations and submit subsequent written reports in order to look at group dynamics and other issues when several children have behavior issues. (Classroom Action Plan). The MHC will follow up with a meeting with the classroom team to devise strategies and discuss relationship issues within the team and within the group.
4. The MHC will consult with Family Advocates on an as-needed basis to assist them in working with parents who have concerns about their children's behavior.
5. The MHC will meet with the Head Start Director and/or D/MH Coordinator regularly to:
 - a. Assess the efficacy of the Classroom Observation model in terms of meeting individual child and family needs and to identify possible changes and adaptations as needed.
 - b. Identify other needed services for Head Start and make plans to develop them, such as training staff, attending mental health workshops, or providing input into the MH Service Plan and PIR for Duluth Head Start.

AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of September 2011 by and between Independent School District #709, a public corporation, hereinafter called District, and Marlys Johnson an independent contractor, hereinafter called Contractor.

THE PURPOSE OF THE AGREEMENT is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

The terms and conditions of this Agreement are as follows: (insert as appropriate)

1. **Dates of Service.** This Agreement shall be deemed to be effective as of September 1, 2011, and shall remain in effect until August 31, 2012 unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.

2. **Performance.** (see attachment)

3. **Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$36,000. Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. This Agreement will not be approved unless TIN is provided.

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6. **Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.

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8. **Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail care of Duluth Head Start, ISD 709, 2102 N. Blackman Avenue, Duluth, MN 55811. All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to 5162 London Rd, Duluth, MN 55804

9. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

10. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

11. **Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

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14. **Insurance.** (If applicable)

AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 709

CONTRACTOR

Chair

Marilyn Johnson, MA, LP
Name

Clerk

12cmH Consultants
Title

Janet M. Henn
Program Director

471-54-0941
Taxpayer Identification Number

WCHanson
Director of Budget and Finance

Contract Purpose

The Mental Health Consultant (MHC) provides consultations to staff and parents, and observations and written reports of individual and groups of children to the classroom staff and Disabilities/Mental Health Coordinator in order to promote the social and emotional well-being of children in Head Start.

Contract Requirements

1. The MHC will complete behavioral health observations and submit subsequent written reports for children referred by the D/MH Coordinator in order to:
 - a. Provide informal behavioral health assessment information for child either with an elevated ASQ: SE and indication from the teacher that there are behavioral concerns in the classroom; or report from the teacher that the child's behavior is not responding to strategies from the Head Start Behavior Guidance Policy.
 - b. Schedule follow up meetings with classroom staff and parent(s) to talk about findings from the observation and offer suggestions and strategies for helping the child function more successfully in the classroom (and/or at home.) (Child Action Plan)
 - c. Consult with D/MH Coordinator to refer children/families as needed for further mental health assessments either through community mental health services or Early Childhood Special Education, ISD #709
2. The MHC may be asked to re-visit the classrooms a few weeks after the initial observations in order to:
 - a. Re-look at the child and identify changes in classroom behavior.
 - b. Provide follow-up information to the teacher and family advocate that can be shared with parents.
3. The MHC will occasionally be asked to make whole class observations and submit subsequent written reports in order to look at group dynamics and other issues when several children have behavior issues. (Classroom Action Plan). The MHC will follow up with a meeting with the classroom team to devise strategies and discuss relationship issues within the team and within the group.
4. The MHC will consult with Family Advocates on an as-needed basis to assist them in working with parents who have concerns about their children's behavior.
5. The MHC will meet with the Head Start Director and/or D/MH Coordinator regularly to:
 - a. Assess the efficacy of the Classroom Observation model in terms of meeting individual child and family needs and to identify possible changes and adaptations as needed.
 - b. Identify other needed services for Head Start and make plans to develop them, such as training staff, attending mental health workshops, or providing input into the MH Service Plan and PIR for Duluth Head Start.



FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907


Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 6, 2011

Re: Bid #1159, Bid Package #2R, (Contract #0330) – CIP Concrete/Foundations at Denfeld High School – Change Order #8 – Northland Concrete and Masonry Company, LLC

Bid #1159, BP#2R (Contract #0330) – CIP Concrete/Foundations at Denfeld High School was approved at the Regular School Board Meeting on August 31, 2009 with a bid of \$372,370.00.

Change Order #8 to this bid is to provide concrete at the metal deck for floor infills at mechanical shafts, provide concrete sealer in Area 5, cut out old wood floor for installation of tube steel and for additional charges for concrete heat/accelerator due to late pours resulting in an increase of \$11,609.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1159, BP#2R (Contract #0330) – CIP Concrete/Foundations at Denfeld High School adding \$11,609.00 to the previously awarded base bid and change orders for a new contract total of \$534,743.00.

Attachment

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMA

AUG 23 2011

AUG 30 2011

(Instructions on reverse side)

OWNER

CONSTRUCTION MANAGER

ARCHITECT

CONTRACTOR

FIELD

OTHER

PCO # 389

BID # 1159

PROJECT: DENFELD HIGH SCHOOL
4405 WEST 4TH STREET
(Name and address) DULUTH, MINNESOTA 55807

CHANGE ORDER NO.: 0330-008

INITIATION DATE: 8/17/11

TO CONTRACTOR: NORTHLAND CONCRETE AND MASONRY, LLC
12026 RIVERWOOD DRIVE
(Name and address) BURNSVILLE, MINNESOTA 55337

PROJECT NOS.: 0807-03

CONTRACT FOR: Contract #330
CIP Concrete Slabs

CONTRACT DATE: 8/31/09

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for Request For Change Order #064, #093, #177, #192 as noted on the attached page as RFCO #064, #093, #177, #192.

RECEIVED
SEP 02 2011
I.S.D. #709
FACILITIES MGMT

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	372,370.00
Net change by previously authorized Change Orders	\$	150,764.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	523,134.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	11,609.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	534,743.00
The Contract Time will be (increased) (decreased) (unchanged) by	zero	(-0-) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

PROGRAM MANAGER: JOHNSON CONTROLS, INC.
ADDRESS 215 North 1st Avenue East, Rm. 100, Duluth, MN 55802
BY: [Signature] DATE: 9/2/11

ARCHITECT: DSGW ARCHITECTS
ADDRESS 2 West First Street, Duluth, MN 55801
BY: [Signature] DATE: 8/29/11

CONSTRUCTION MANAGER: BOSSARDT CORPORATION
ADDRESS 8300 Norman Center Drive, Ste. 770, Mpls, MN 55437
BY: [Signature] DATE: 8/23/11

CONTRACTOR: NORTHLAND CONCRETE AND MASONRY, LLC
ADDRESS 12026 Riverwood Drive, Burnsville, MN 55337
BY: [Signature] DATE: 8/22/11

OWNER: INDEPENDENT SCHOOL DISTRICT #709
ADDRESS 215 North 1st Avenue East, Duluth, MN 55802
BY: _____ DATE: _____



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FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907

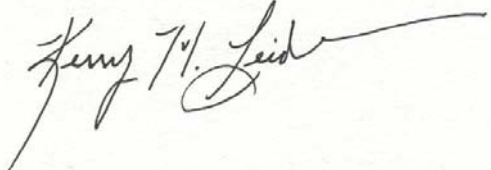
Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 1, 2011

Re: Bid #1159, Bid Package #2R, (Contract #0510) – Structural Steel/Metal Decking/Misc. Metals - Erection at Denfeld High School – Change Order #15– Red Cedar Steel Erectors, Inc.

Bid #1159, BP#2R (Contract #0840) – Structural Steel/Metal Decking/Misc. Metals - Erection at Denfeld High School was approved at the Regular School Board Meeting on August 31, 2009 with a bid of \$287,000.00.

Change Order #15 to this bid is for extra work due to field conditions resulting in an increase of \$4,465.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1159, BP#2R (Contract #0510) – Structural Steel/Metal Decking/Misc. Metals - Erection at Denfeld High School adding \$4,465.00 to the previously awarded base bid and change orders for a new contract total of \$333,243.00.

Attachment

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

AUG - 2 2011
AUG - 8 2011

OWNER	<input type="checkbox"/>
CONSTRUCTION MANAGER	<input type="checkbox"/>
ARCHITECT	<input type="checkbox"/>
CONTRACTOR	<input type="checkbox"/>
FIELD	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

PCO # 4030
 BID #1159

(Instructions on reverse side)

PROJECT: DENFELD HIGH SCHOOL
 (Name and address) 4405 WEST 4TH STREET
 DULUTH, MINNESOTA 55807

CHANGE ORDER NO.: 510-015

INITIATION DATE: 7/20/11

TO CONTRACTOR: RED CEDAR STEEL ERECTORS, INC.
 (Name and address) 4621 DOMAIN DRIVE
 MENOMONIE, WISCONSIN 54751

PROJECT NOS.: 0807-03

CONTRACT FOR: Contract #510
 Str. Steel - Erection

CONTRACT DATE: 8/31/09

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for RFCO-139 as shown on the attached page.

RECEIVED
 AUG 23 2011

I.S.D. #709
FACILITIES MGMT

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) (Contracted Maximum Price) was	\$	287,000.00
Net change by previously authorized Change Orders	\$	41,778.00
The (Contract Sum) (Contracted Maximum Price) prior to this Change Order was	\$	328,778.00
The (Contract Sum) (Contracted Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	4,465.00
The new (Contract Sum) (Contracted Maximum Price) including this Change Order will be	\$	333,243.00
The Contract Time will be (increased) (decreased) (unchanged) by	zero	(-0-) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

PROGRAM MANAGER: JOHNSON CONTROLS, INC.
 ADDRESS 215 North 1st Avenue East, Rm. 100, Duluth, MN 55802

ARCHITECT: DSGW ARCHITECTS
 ADDRESS 2 West First Street, Duluth, MN 55801

BY: [Signature] DATE: 8/23/11

BY: [Signature] DATE: 8/11/11

CONSTRUCTION MANAGER: BOSSARDT CORPORATION
 ADDRESS 8300 Norman Center Drive, Ste. 770, Mpls, MN 55437

BY: [Signature] DATE: 8/2/11

CONTRACTOR: RED CEDAR STEEL ERECTORS, INC.
 ADDRESS: 4621 Domain Drive, Menomonie, WI 54751
 BY: [Signature] DATE: 7-29-11

OWNER: INDEPENDENT SCHOOL DISTRICT #709
 ADDRESS 215 North 1st Avenue East, Duluth, MN 55802

BY: _____ DATE: _____



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FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907

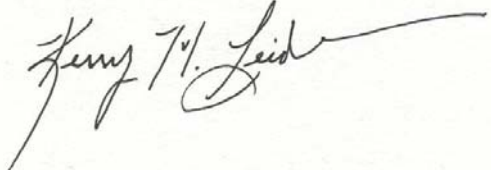
Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 6, 2011

Re: Bid #1159, Bid Package #2R, (Contract #0510) – Structural Steel/Metal Decking/Misc. Metals - Erection at Denfeld High School – Change Order #16– Red Cedar Steel Erectors, Inc.

Bid #1159, BP#2R (Contract #0840) – Structural Steel/Metal Decking/Misc. Metals - Erection at Denfeld High School was approved at the Regular School Board Meeting on August 31, 2009 with a bid of \$287,000.00.

Change Order #16 to this bid is for modifications to the stair landing in Ceramics to make wall space for outlets for seven pottery stations and to install metal deck and angle at floor infills for mechanical shafts resulting in an increase of \$3,990.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1159, BP#2R (Contract #0510) – Structural Steel/Metal Decking/Misc. Metals - Erection at Denfeld High School adding \$3,990.00 to the previously awarded base bid and change orders for a new contract total of \$337,233.00.

Attachment

AUG 22 2011

CHANGE ORDER

AUG 30 2011

CONSTRUCTION MANAGER-ADVISER EDITION
AIA DOCUMENT G701/CMa

CONSTRUCTION MANAGER	<input type="checkbox"/> PCO # 4234
ARCHITECT	<input type="checkbox"/> BID #1159
CONTRACTOR	<input type="checkbox"/>
FIELD	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

(Instructions on reverse side)

PROJECT: DENFELD HIGH SCHOOL
 (Name and address) 4405 WEST 4TH STREET
 DULUTH, MINNESOTA 55807

CHANGE ORDER NO.: 510-016

INITIATION DATE: 7/27/11

TO CONTRACTOR: RED CEDAR STEEL ERECTORS, INC.
 (Name and address) 4621 DOMAIN DRIVE
 MENOMONIE, WISCONSIN 54751

PROJECT NOS.: 0807-03

CONTRACT FOR: Contract #510
 Str. Steel - Erection

CONTRACT DATE: 8/31/09

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for Proposal Request #280R and Request Field Change Order #064 as noted on the attached page as PR #280R and RFCO #064.

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 I.S.D. #709
 FACILITIES MGMT

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	287,000.00
Net change by previously authorized Change Orders	\$	46,243.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	333,243.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	3,990.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	337,233.00
The Contract Time will be (increased) (decreased) (unchanged) by	zero	(-0-) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

PROGRAM MANAGER: JOHNSON CONTROLS, INC.
 ADDRESS 215 North 1st Avenue East, Rm. 100, Duluth, MN 55802

ARCHITECT: DSGW ARCHITECTS
 ADDRESS 2 West First Street, Duluth, MN 55801

BY: [Signature] DATE: 9/2/11

BY: [Signature] DATE: 8/29/11

CONSTRUCTION MANAGER: BOSSARDT CORPORATION
 ADDRESS 8300 Norman Center Drive, Ste. 770, Mpls, MN 55437

BY: [Signature] DATE: 8/23/11

CONTRACTOR: RED CEDAR STEEL ERECTORS, INC.
 ADDRESS: 4621 Domain Drive, Menomonie, WI 54751

OWNER: INDEPENDENT SCHOOL DISTRICT #709
 ADDRESS 215 North 1st Avenue East, Duluth, MN 55802

BY: [Signature] DATE: 8-15-11

BY: _____ DATE: _____



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FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907


Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 1, 2011

Re: Bid #1159, Bid Package #2R, (Contract #0840) – Storefront/Windows at Denfeld High School – Change Order #7– St. Germain’s Glass, Inc.

Bid #1159, BP#2R (Contract #0840) – Storefront/Windows at Denfeld High School was approved at the Regular School Board Meeting on August 31, 2009 with a bid of \$253,066.00.

Change Order #7 to this bid is to demo and replace the existing east entrances of Area 6 with aluminum storefront, remove magnets, provide filler screws and supply a locknetics horn resulting in an increase of \$18,894.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1159, BP#2R (Contract #0840) – Storefront/Windows at Denfeld High School adding \$18,894.00 to the previously awarded base bid and change orders for a new contract total of \$315,906.00.

Attachment

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

AUG - 8 2011

JUL 22 2011

CONSTRUCTION MANAGER
ARCHITECT
CONTRACTOR
FIELD
OTHER

PCO.# 4417
 BID #1159

(Instructions on reverse side)

PROJECT: DENFELD HIGH SCHOOL
4405 WEST 4TH STREET
(Name and address) DULUTH, MINNESOTA 55807

CHANGE ORDER NO.: 840-007

INITIATION DATE: 7/18/11

TO CONTRACTOR: ST. GERMAIN'S GLASS, INC.
212 NORTH 40TH AVENUE WEST
(Name and address) DULUTH, MINNESOTA 55807

PROJECT NOS.: 0807-03

CONTRACT FOR: Contract #840 Storefront
Windows

CONTRACT DATE: 10/20/09

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for PR-249 and PR285 as noted on attached page.

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I.S.D.#709
FACILITIES MGMT

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) (Contract Sum) was	\$	253,066.00
Net change by previously authorized Change Orders	\$	43,946.00
The (Contract Sum) (Contract Sum) prior to this Change Order was	\$	297,012.00
The (Contract Sum) (Contract Sum) will be (increased) (decreased) by this Change Order	\$	18,894.00
The new (Contract Sum) (Contract Sum) including this Change Order will be	\$	315,906.00
The Contract Time will be (increased) (unchanged) by	zero	(-0-) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

PROGRAM MANAGER: JOHNSON CONTROLS, INC.
ADDRESS 215 North 43rd Avenue East, Rm. 100, Duluth, MN 55802

ARCHITECT: DSGW ARCHITECTS
ADDRESS 2 West First Street, Duluth, MN 55801

BY: *[Signature]* DATE: 8/23/11

BY: *[Signature]* DATE: 8/11/11

CONSTRUCTION MANAGER: BOSSARDT CORPORATION
ADDRESS 8300 Norman Center Drive, Ste. 770, Mpls, MN 55437

BY: *[Signature]* DATE: 8/2/11

CONTRACTOR: ST. GERMAIN'S GLASS, INC.
ADDRESS: 212 North 40th Avenue West, Duluth, MN 55807

OWNER: INDEPENDENT SCHOOL DISTRICT #709
ADDRESS 215 North 1st Avenue East, Duluth, MN 55802

BY: *[Signature]* DATE: 7/21/11

BY: _____ DATE: _____



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FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907


Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 1, 2011

Re: Bid #1176, Bid Package #3, (Contract #0920) – Drywall/Plaster at Denfeld High School – Change Order #17 – Minuti-Ogle Company, Inc.

Bid #1176, BP#3 (Contract #0920) – Drywall/Plaster at Denfeld High School was approved at the Regular School Board Meeting on February 23, 2010 with a bid of \$1,359,800.00.

Change Order #17 to this bid is to provide gyp walls and additional furring and bulkhead at 1112A and soffit at 2118 resulting in an increase of \$2,715.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1176, BP#3 (Contract #0920) – Drywall/Plaster at Denfeld High School adding \$2,715.00 to the previously awarded base bid and change orders for a new contract total of \$1,603,232.00.

Attachment

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa AUG - 8 2011

JUL 22 2011

CONSTRUCTION MANAGER
ARCHITECT
CONTRACTOR
FIELD
OTHER

PCO # 218
 BID #1176 46

(Instructions on reverse side)

PROJECT: DENFELD HIGH SCHOOL
4405 WEST 4TH STREET
(Name and address) DULUTH, MINNESOTA 55807

920-017
CHANGE ORDER NO.: 7/18/11
INITIATION DATE: 0807-03
PROJECT NOS.:
CONTRACT FOR: Contract #920
Drywall/Plaster
CONTRACT DATE: 2/23/10

TO CONTRACTOR: MINUTI-OGLE COMPANY, INC.
7030 6TH STREET NORTH
(Name and address) OAKDALE, MINNESOTA 55128

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for PR-242 and PR-275 as noted on attached page.

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I.S.D. #709
FACILITIES MGMT

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) (Contract Maximum Price) was	\$	1,359,800.00
Net change by previously authorized Change Orders	\$	240,717.00
The (Contract Sum) (Contract Maximum Price) prior to this Change Order was	\$	1,600,517.00
The (Contract Sum) (Contract Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	2,715.00
The new (Contract Sum) (Contract Maximum Price) including this Change Order will be	\$	1,603,232.00
The Contract Time will be (increased) (decreased) (unchanged) by	zero	-0-
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged days

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

PROGRAM MANAGER: JOHNSON CONTROLS, INC.

ARCHITECT: DSGW ARCHITECTS

ADDRESS 215 North 1st Avenue East, Rm. 100, Duluth, MN 55802

ADDRESS 2 West First Street, Duluth, MN 55801

BY: *[Signature]* DATE: 8/22/11

BY: *[Signature]* DATE: 8/14/11

CONSTRUCTION MANAGER: BOSSARDT CORPORATION

ADDRESS 8300 Norman Center Drive, Ste. 770, Mpls, MN 55437

BY: *[Signature]* DATE: 8/21/11

CONTRACTOR: MINUTI-OGLE COMPANY, INC.
ADDRESS: 7030 6th Street North, Oakdale, Minnesota 55128

OWNER: INDEPENDENT SCHOOL DISTRICT #709
ADDRESS 215 North 1st Avenue East, Duluth, MN 55802

BY: *[Signature]* DATE: 7/21/11

BY: _____ DATE: _____



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FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907


Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 1, 2011

Re: Bid #1176, Bid Package #3, (Contract #0920) – Drywall/Plaster at Denfeld High School – Change Order #18 – Minuti-Ogle Company, Inc.

Bid #1176, BP#3 (Contract #0920) – Drywall/Plaster at Denfeld High School was approved at the Regular School Board Meeting on February 23, 2010 with a bid of \$1,359,800.00.

Change Order #18 to this bid is to extend the gyp wall at the ceramics stair, construct “doghouse” shafts at the kitchen attic, add bulkhead in Corridor 1098, add wall furring for fin tube radiation in Room 3005, build soffit and add gyp to cover the rough block/brick edges at Rom 1013, plaster around door 1077 to close off rough clay tile and for additional framing to support the ramp outside the lecture hall resulting in an increase of \$13,814.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1176, BP#3 (Contract #0920) – Drywall/Plaster at Denfeld High School adding \$13,814.00 to the previously awarded base bid and change orders for a new contract total of \$1,617,046.00.

Attachment

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION
AIA DOCUMENT G701/CMa

AUG 12 2011

AUG 17 2011

(Instructions on reverse side)

CONSTRUCTION MANAGER
ARCHITECT
CONTRACTOR
FIELD
OTHER

PCO # 231
 BID #1176

PROJECT: DENFELD HIGH SCHOOL
4405 WEST 4TH STREET
(Name and address) DULUTH, MINNESOTA 55807

CHANGE ORDER NO.: 920-018

INITIATION DATE: 7/27/11

TO CONTRACTOR: MINUTI-OGLE COMPANY, INC.
7030 6TH STREET NORTH
(Name and address) OAKDALE, MINNESOTA 55128

PROJECT NOS.: 0807-03

CONTRACT FOR: Contract #920
Drywall/Plaster

CONTRACT DATE: 2/23/10

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for Request For Change Order 178, #180, #182, #183, #184, #185 and Proposal Request #280R as noted on the attached page as RFCO #178, #180, #182, #183, #184, #185 and PR #280R.

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FACILITIES MGMT

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	1,359,800.00
Net change by previously authorized Change Orders	\$	243,432.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	1,603,232.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	13,814.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	1,617,046.00
The Contract Time will be (increased) (decreased) (unchanged) by	zero	(-0-) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

PROGRAM MANAGER: JOHNSON CONTROLS, INC.

ARCHITECT: DSGW ARCHITECTS

ADDRESS 215 North 1st Avenue East, Rm. 100, Duluth, MN 55802

ADDRESS 2 West First Street, Duluth, MN 55801

BY: *Kevin Strong* DATE: 8/26/11

BY: *Foley, Cky* DATE: 8/15/11

CONSTRUCTION MANAGER: BOSSARDT CORPORATION

ADDRESS 8300 Norman Center Drive, Ste. 770, Mpls, MN 55437

BY: *W. P. ...* DATE: 8-12-11

CONTRACTOR: MINUTI-OGLE COMPANY, INC.
ADDRESS: 7030 6th Street North, Oakdale, Minnesota 55128

OWNER: INDEPENDENT SCHOOL DISTRICT #709
ADDRESS 215 North 1st Avenue East, Duluth, MN 55802

BY: *Bob ...* DATE: 8/16/11

BY: _____ DATE: _____



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FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907


Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 6, 2011

Re: Bid #1176, Bid Package #3, (Contract #0920) – Drywall/Plaster at Denfeld High School – Change Order #19 – Minuti-Ogle Company, Inc.

Bid #1176, BP#3 (Contract #0920) – Drywall/Plaster at Denfeld High School was approved at the Regular School Board Meeting on February 23, 2010 with a bid of \$1,359,800.00.

Change Order #19 to this bid is to add FRP at the stair wall, rebuild soffit around the beam at grid 18 under the exterior canopy, patch holes in the shaft at choir room 211, and plaster walls in area 3 resulting in an increase of \$13,329.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1176, BP#3 (Contract #0920) – Drywall/Plaster at Denfeld High School adding \$13,329.00 to the previously awarded base bid and change orders for a new contract total of \$1,630,375.00.

Attachment

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

AUG 24 2011

AUG 30 2011

(Instructions on reverse side)

CONSTRUCTION MANAGER
ARCHITECT
CONTRACTOR
FIELD
OTHER

PCO # 296
 BID #1176

PROJECT: DENFELD HIGH SCHOOL
4405 WEST 4TH STREET
(Name and address) DULUTH, MINNESOTA 55807

CHANGE ORDER NO.: 920-019

INITIATION DATE: 8/17/11

TO CONTRACTOR: MINUTI-OGLE COMPANY, INC.
7030 6TH STREET NORTH
(Name and address) OAKDALE, MINNESOTA 55128

PROJECT NOS.: 0807-03

CONTRACT FOR: Contract #920
Drywall/Plaster

CONTRACT DATE: 2/23/10

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for Request For Change Order 170, #179, #193 and Proposal Request #299 as noted on the attached page as RFCO #170, #179, #193 and PR #299.

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I.S.D. #709
FACILITIES MGMT

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	1,359,800.00
Net change by previously authorized Change Orders	\$	257,246.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	1,617,046.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	13,329.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	1,630,375.00
The Contract Time will be (increased) (decreased) (unchanged) by	zero	(-0-) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

PROGRAM MANAGER: JOHNSON CONTROLS, INC.

ARCHITECT: DSGW ARCHITECTS

ADDRESS: 215 North 1st Avenue East, Rm. 100, Duluth, MN 55802

ADDRESS: 2 West First Street, Duluth, MN 55801

BY: *[Signature]* DATE: 9/2/11

BY: *[Signature]* DATE: 8/29/11

CONSTRUCTION MANAGER: BOSSARDT CORPORATION

ADDRESS: 8300 Norman Center Drive, Ste. 770, Mpls, MN 55437

BY: *[Signature]* DATE: 8-24-11

CONTRACTOR: MINUTI-OGLE COMPANY, INC.
ADDRESS: 7030 6th Street North, Oakdale, Minnesota 55128

OWNER: INDEPENDENT SCHOOL DISTRICT #709
ADDRESS: 215 North 1st Avenue East, Duluth, MN 55802

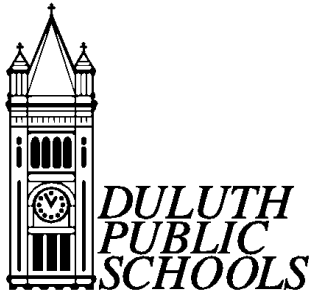
BY: *[Signature]* DATE: 8/23/11

BY: _____ DATE: _____



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FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

*Mailing Address: 215 North 1st Avenue East
Duluth, Minnesota 55802*

Construction Management (218) 336-8907


Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 1, 2011

Re: Bid #1176, Bid Package #3, (Contract #1230) – Casework-Supply at Denfeld High School – Change Order #5 – Haldeman-Homme, Inc.

Bid #1176, BP#3 (Contract #1230) – Casework - Supply at Denfeld High School was approved at the Regular School Board Meeting on February 23, 2010 with a bid of \$272,130.00.

Change Order #5 to this bid is to supply additional solid surface sill at the new window, supply PLAM raceway, supply revised casework for the FACS lab and a credit to supply the solid surface sills resulting in an increase of \$17,922.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1176, BP#3 (Contract #1230) – Casework - Supply at Denfeld High School adding \$17,922.00 to the previously awarded base bid and change orders for a new contract total of \$333,414.00.

Attachment

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

AUG - 1 2011
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OWNER	<input type="checkbox"/>
CONSTRUCTION MANAGER	<input type="checkbox"/>
ARCHITECT	<input type="checkbox"/>
CONTRACTOR	<input type="checkbox"/>
FIELD	<input type="checkbox"/>
OTHER	<input type="checkbox"/>

PCO # 5225
 BID #1176

(Instructions on reverse side)

PROJECT: DENFELD HIGH SCHOOL
 4405 WEST 4TH STREET
 (Name and address) DULUTH, MINNESOTA 55807

CHANGE ORDER NO.: 1230-005

INITIATION DATE: 7/18/11

TO CONTRACTOR: HALDEMAN-HOMME, INC.
 430 INDUSTRIAL BOULEVARD
 (Name and address) MINNEAPOLIS, MINNESOTA 55413

PROJECT NOS.: 0807-03

CONTRACT FOR: Contract #1230
 Casework - Supply

CONTRACT DATE: 2/23/10

The Contract is changed as follows:

Provide material as necessary to complete the work for PR-228, PR-26, PR-283R, and PR-291 as noted on attached page.

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I.S.D. #709
FACILITIES MGMT

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	272,130.00
Net change by previously authorized Change Orders	\$	43,362.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	315,492.00
The (Contract Sum) (Guaranteed Maximum Price) will be (Increased) (decreased) (unchanged) by this Change Order	\$	17,922.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	333,414.00
The Contract Time will be (increased) (decreased) (unchanged) by	zero	(-0-) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

PROGRAM MANAGER: JOHNSON CONTROLS, INC.

ARCHITECT: DSGW ARCHITECTS

ADDRESS 215 North 1st Avenue East, Rm. 100, Duluth, MN 55802

ADDRESS 2 West First Street, Duluth, MN 55801

BY: *Kevin Stoney* DATE: 8/23/11

BY: *Foley Key* DATE: 8/4/11

CONSTRUCTION MANAGER: BOSSARDT CORPORATION

ADDRESS 8300 Norman Center Drive, Ste. 770, Mpls, MN 55437

BY: *Rob DeW* DATE: 8/2/11

CONTRACTOR: HALDEMAN-HOMME, INC.
 ADDRESS: 430 Industrial Boulevard, Minneapolis, MN 55413

OWNER: INDEPENDENT SCHOOL DISTRICT #709
 ADDRESS 215 North 1st Avenue East, Duluth, MN 55802

BY: *Mark DeW* DATE: 7/28/11

BY: _____ DATE: _____



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21533





FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907


Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 6, 2011

Re: Bid #1193, (Contract #1050) – Metal Lockers at Denfeld High School – Change Order #1 – Olympus Lockers and Storage Products, Inc.

Bid #1193, (Contract #1050) – Metal Lockers at Denfeld High School was approved at the Regular School Board Meeting on June 24, 2010 with a bid of \$170,374.00.

Change Order #1 to this bid is to add combination locks at the lockers resulting in an increase of \$25,795.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1193, (Contract #1050) – Metal Lockers at Denfeld High School adding \$25,795.00 to the previously awarded base bid for a new contract total of \$196,169.00.

Attachment

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

AUG 23 2011

AUG 30 2011

CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PCO #223
 BID #1050 54
 1123

(Instructions on reverse side)

PROJECT: DENFELD HIGH SCHOOL
 4405 WEST 4TH STREET
 (Name and address) DULUTH, MINNESOTA 55807

CHANGE ORDER NO.: 1050-001
 INITIATION DATE: 7/18/11

TO CONTRACTOR: OLYMPUS LOCKERS AND STORAGE
 6560 EDENVALE BOULEVARD
 (Name and address) EDEN PRAIRIE, MINNESOTA 55346

PROJECT NOS.: 0807-03
 CONTRACT FOR: Contract #1050
 Lockers
 CONTRACT DATE: 6/24/10

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for RFCO-121 as noted on attached page.

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 I.S.D. #709
 FACILITIES MGMT

Not valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) (Contracted Maximum Price) was	\$	170,374.00
Net change by previously authorized Change Orders	\$	0.00
The (Contract Sum) (Contracted Maximum Price) prior to this Change Order was	\$	170,374.00
The (Contract Sum) (Contracted Maximum Price) will be (increased) (Contracted) (unchanged) by this Change Order	\$	25,795.00
The new (Contract Sum) (Contracted Maximum Price) including this Change Order will be	\$	196,169.00
The Contract Time will be (increased) (Contracted) (unchanged) by	zero	(-0-) days
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

PROGRAM MANAGER: JOHNSON CONTROLS, INC.

ARCHITECT: DSGW ARCHITECTS

ADDRESS 215 North 1st Avenue East, Rm. 100, Duluth, MN 55802

ADDRESS 2 West First Street, Duluth, MN 55801

BY: *Kevin Shroy* DATE: 9/2/11

BY: *Fred Key* DATE: 8/29/11

CONSTRUCTION MANAGER: BOSSARDT CORPORATION

ADDRESS 8300 Norman Center Drive, Ste. 770, Mpls, MN 55437

BY: *Todd Peron* DATE: 8/23/11

CONTRACTOR: OLYMPUS LOCKERS AND STORAGE
 ADDRESS: 6560 Edenvale Boulevard, Eden Prairie, MN 55346

OWNER: INDEPENDENT SCHOOL DISTRICT #709
 ADDRESS 215 North 1st Avenue East, Duluth, MN 55802

BY: *[Signature]* DATE: 8/19/11

BY: _____ DATE: _____



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FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907


Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 1, 2011

Re: Bid #1193, (Contract #3290) – Landscaping at Denfeld High School – Change Order #1 – Urban Companies, LLC

Bid #1193, (Contract #3290) – Landscaping at Denfeld High School was approved at the Regular School Board Meeting on June 24, 2010 with a bid of \$24,750.00.

Change Order #1 to this bid is to provide a keystone retaining wall including crushed stone base and drain tile resulting in an increase of \$5,750.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1193, (Contract #3290) – Landscaping at Denfeld High School adding \$5,750.00 to the previously awarded base bid for a new contract total of \$30,500.00.

Attachment

CHANGE ORDER

CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G701/CMa

AUG 15 2011
AUG 22 2011

OWNER
 CONSTRUCTION MANAGER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

PCO #229 56
BID #1193
3290-001

(Instructions on reverse side)

PROJECT: DENFELD HIGH SCHOOL
4405 WEST 4TH STREET
(Name and address) DULUTH, MINNESOTA 55807

CHANGE ORDER NO.: 7/18/11
INITIATION DATE: 0807-03
PROJECT NOS.: Contract #3290
CONTRACT FOR: Landscaping
CONTRACT DATE: 6/24/10

TO CONTRACTOR: URBAN COMPANIES, LLC
3781 LABORE ROAD
(Name and address) ST. PAUL, MINNESOTA 55110

The Contract is changed as follows:

Provide labor and material as necessary to complete the work for PR-277 as noted on attached page.

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of valid until signed by the Owner, Construction Manager, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$	24,750.00
Net change by previously authorized Change Orders	\$	0.00
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$	24,750.00
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order	\$	5,750.00
The new (Contract Sum) (Guaranteed Maximum Price) including this Change Order will be	\$	30,500.00
The Contract Time will be (increased) (decreased) (unchanged) by	zero	-0-
The date of Substantial Completion as of the date of this Change Order therefore is		unchanged days

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

PROGRAM MANAGER: JOHNSON CONTROLS, INC.

ARCHITECT: DSGW ARCHITECTS

ADDRESS 715 North 1st Avenue East, Rm. 100, Duluth, MN 55802

ADDRESS 2 West First Street, Duluth, MN 55801

BY: *Kevin Shroy* DATE: 8/26/11

BY: *Kelly Clark* DATE: 8/18/11

CONSTRUCTION MANAGER: BOSSARDT CORPORATION

ADDRESS 8300 Norman Center Drive, Ste. 770, Mpls, MN 55437

BY: *Bob Sheen* DATE: 8/16/11

CONTRACTOR: URBAN COMPANIES, LLC
ADDRESS: 3781 Labore Road, St. Paul, MN 55110
BY: *[Signature]* DATE: 8/18/11

OWNER: INDEPENDENT SCHOOL DISTRICT #709
ADDRESS 215 North 1st Avenue East, Duluth, MN 55802

BY: _____ DATE: _____



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FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907

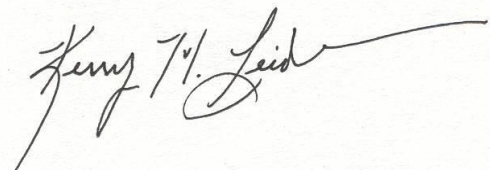
Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 1, 2011

Re: Bid #1165 – Eastern Middle School Project – WS #33 – Landscaping and Sodding
– Urban Companies, LLC – Change Order #3

Bid #1165, WS #33 – Landscaping and Sodding at East Middle School was approved at the Special School Board Meeting on October 6, 2009 with a base bid of \$49,000.00.

Change Order #3 to this bid is to revise the restoration under the chiller resulting in an increase of \$4,300.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1165, WS #33 – Landscaping and Sodding at East Middle School adding \$4,300.00 to the previously awarded base bid and change orders for a new contract total of \$64,641.00.

Attachment



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L.S.D. #709
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Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address): Eastern Middle School - Bid #1165 2900 East 4 th Street Duluth, MN 55812	CHANGE ORDER NUMBER: 003 INITIATION DATE: July 27 th , 2011	OWNER: <input checked="" type="checkbox"/> CONSTRUCTION MANAGER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input checked="" type="checkbox"/>
TO CONTRACTOR (Name and address): Urban Companies, LLC 3781 LaBore Road St. Paul, MN 55110	PROJECT NUMBERS: 080331 / 90281-2 CONTRACT DATE: October 7, 2009 CONTRACT FOR: Work Scope 33	

THE CONTRACT IS CHANGED AS FOLLOWS:

Item No. 001 - PCO #337R - Revised restoration under chiller per LHB PR #67-R1.
 Total Amount Item No. 001: \$4,300.00
 Total Amount This Change Order: \$4,300.00

The original Contract Sum was	\$	49,000.00
Net change by previously authorized Change Orders	\$	11,341.00
The Contract Sum prior to this Change Order was	\$	60,341.00
The Contract Sum will be increased by this Change Order in the amount of	\$	4,300.00
The new Contract Sum including this Change Order will be	\$	64,641.00

The Contract Time will be unchanged by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is June 1, 2012.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Kraus-Anderson Construction Company
CONSTRUCTION MANAGER (Firm name)
 8625 Rendova Street NE, PO Box 158, Circle Pines, MN
 55014

LHB Engineers & Architects
ARCHITECT (Firm name)
 21 West Superior Street Suite 500, Duluth, MN 55802

ADDRESS
 Patrick Mulcahey
 BY (Signature)
 Patrick Mulcahey 8-11-11
 (Typed name) DATE:

ADDRESS
 Kevin Holm 8-16-11
 BY (Signature)
 Kevin Holm
 (Typed name) DATE:

Urban Companies, LLC
CONTRACTOR (Firm name)
 3781 LaBore Road, St. Paul, MN 55110

Duluth Public Schools - ISD #709
OWNER (Firm name)
 215 North 1st Avenue East, Duluth, MN 55802

ADDRESS
 Greg Urban 8/18/11
 BY (Signature)
 Greg Urban
 (Typed name) DATE:

ADDRESS
 Bill Hanson
 BY (Signature)
 Bill Hanson
 (Typed name) DATE:



FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907

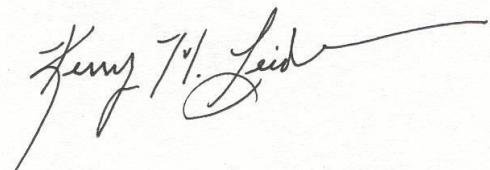
Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 9, 2011

Re: Bid #1165 – Eastern Middle School Project – WS #31 – Excavation/Site Earthwork
– Arnt Construction Company, Inc. – Change Order #13

Bid #1165, WS #31 – Excavation/Site Earthwork at East Middle School was approved at the Special School Board Meeting on October 6, 2009 with a base bid of \$1,000,900.00.

Change Order #13 to this bid is for replacement of the catch basin and curb damaged from snow plowing resulting in an increase of \$2,936.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1165, WS #31 – Excavation/Site Earthwork at East Middle School adding \$2,936.00 to the previously awarded base bid and change orders for a new contract total of \$1,161,926.00.

Attachment



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Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address): Eastern Middle School - Bid #1165 2900 East 4 th Street Duluth, MN 55812	CHANGE ORDER NUMBER: 013 INITIATION DATE: July 27 th , 2011	OWNER: <input checked="" type="checkbox"/> CONSTRUCTION MANAGER: <input checked="" type="checkbox"/> ARCHITECT: <input checked="" type="checkbox"/> CONTRACTOR: <input checked="" type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input checked="" type="checkbox"/>
TO CONTRACTOR (Name and address): Arnt Construction Company, Inc. 2190 Phelps Road PO Box 549 Hugo, MN 55038	PROJECT NUMBERS: 080331 / 90281-2 CONTRACT DATE: October 7, 2009 CONTRACT FOR: Work Scope 31	

THE CONTRACT IS CHANGED AS FOLLOWS:

Item No. 001 - PCO #343 - Material and labor to replace the catch basin and curb damaged by snow plowing.
Total Amount Item No. 001: \$2,936.00

Total Amount This Change Order: \$2,936.00

The original Contract Sum was	\$	1,000,900.00
Net change by previously authorized Change Orders	\$	158,090.00
The Contract Sum prior to this Change Order was	\$	1,158,990.00
The Contract Sum will be increased by this Change Order in the amount of	\$	2,936.00
The new Contract Sum including this Change Order will be	\$	1,161,926.00

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is June 1, 2012.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Kraus-Anderson Construction Company
CONSTRUCTION MANAGER (Firm name)
8625 Rendova Street NE, PO Box 158, Circle Pines, MN
55014

LHB Engineers & Architects
ARCHITECT (Firm name)
21 West Superior Street Suite 500, Duluth, MN 55802

ADDRESS

BY (Signature)
Patrick Mulcahey
(Typed name) DATE: 8-26-11

ADDRESS

BY (Signature)
Kevin Holm
(Typed name) DATE: 8-31-11

Arnt Construction Company, Inc.
CONTRACTOR (Firm name)
2190 Phelps Road, PO Box 549, Hugo, MN 55038
ADDRESS

Duluth Public Schools - ISD #709
OWNER (Firm name)
215 North 1st Avenue East, Duluth, MN 55802
ADDRESS

BY (Signature)
Nick Arnt
(Typed name) DATE: 8-24-11

BY (Signature)
(Typed name) DATE:



FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907

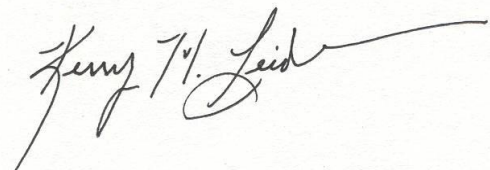
Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 9, 2011

Re: Bid #1165 – Eastern Middle School Project – WS #31 – Excavation/Site Earthwork
– Arnt Construction Company, Inc. – Change Order #14

Bid #1165, WS #31 – Excavation/Site Earthwork at East Middle School was approved at the Special School Board Meeting on October 6, 2009 with a base bid of \$1,000,900.00.

Change Order #14 to this bid is to add a drain basin and revise drainage in the sidewalk resulting in an increase of \$1,447.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1165, WS #31 – Excavation/Site Earthwork at East Middle School adding \$1,447.00 to the previously awarded base bid and change orders for a new contract total of \$1,163,373.00.

Attachment



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Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
Eastern Middle School - Bid #1165
2900 East 4th Street
Duluth, MN 55812

CHANGE ORDER NUMBER: 014
INITIATION DATE: August 17th, 2011

OWNER:
CONSTRUCTION MANAGER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
Arnt Construction Company, Inc.
2190 Phelps Road
PO Box 549
Hugo, MN 55038

PROJECT NUMBERS: 080331 /
90281-2
CONTRACT DATE: October 7, 2009
CONTRACT FOR: Work Scope 31

THE CONTRACT IS CHANGED AS FOLLOWS:

Item No. 001 - PCO #272 - Add drain basin in sidewalk and revise drainage in sidewalk per LHB PR #50.
Total Amount Item No. 001: \$1,447.00

Total Amount This Change Order: \$1,447.00

The original Contract Sum was	\$	1,000,900.00
Net change by previously authorized Change Orders	\$	161,026.00
The Contract Sum prior to this Change Order was	\$	1,161,926.00
The Contract Sum will be increased by this Change Order in the amount of	\$	1,447.00
The new Contract Sum including this Change Order will be	\$	1,163,373.00

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is June 1, 2012.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Kraus-Anderson Construction Company
CONSTRUCTION MANAGER (Firm name)
8625 Rendova Street NE, PO Box 158, Circle Pines, MN
55014

LHB Engineers & Architects
ARCHITECT (Firm name)
21 West Superior Street Suite 500, Duluth, MN 55802

ADDRESS

BY (Signature)
Patrick Mulcahey
(Typed name) DATE: 8-26-11

ADDRESS

BY (Signature)
Kevin Holm
(Typed name) DATE: 8-31-11

Arnt Construction Company, Inc.
CONTRACTOR (Firm name)
2190 Phelps Road, PO Box 549 Hugo, MN 55038

Duluth Public Schools - ISD #709
OWNER (Firm name)
215 North 1st Avenue East, Duluth, MN 55802

ADDRESS

BY (Signature)
Nick Arnt
(Typed name) DATE: 8-24-11

ADDRESS

BY (Signature)

(Typed name) DATE:



FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East

Duluth, Minnesota 55802

Construction Management (218) 336-8907

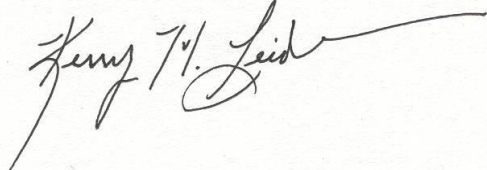
Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: Bill Hanson
School Board Members

From: Kerry M. Leider 

Date: September 1, 2011

Re: Bid #1164, WS #11 – Joint Sealers at Lester Park School – Change Order #3– Seal-Treat, Inc.

Bid #1164, WS #11 – Joint Sealers at Lester Park School was approved at the Regular School Board Meeting on October 6, 2009.

Change Order #3 to this bid is to add a second sealant joint at the cast stone pieces resulting in an increase of \$745.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #114, WS #11 – Joint Sealers at Lester Park School adding \$745.00 to the previously awarded base bid and change orders for a new contract total of \$41,200.00.

Attachments



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Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
Lester Park Elementary School - Bid
#1164
5300 Glenwood Avenue
Duluth, MN

CHANGE ORDER NUMBER: 003
INITIATION DATE: July 20th, 2011

OWNER:
CONSTRUCTION MANAGER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
Seal-Treat, Inc.
9823 Valley View Road
Eden Prairie, MN 55344

PROJECT NUMBERS: 080021.00 /
90295
CONTRACT DATE: October 7, 2009
CONTRACT FOR: Work Scope 11

THE CONTRACT IS CHANGED AS FOLLOWS:

Item No. 001 - PCO #220 - Add second sealant joint at cast stone pieces per SJA PR #75.
Total Amount This Change Order: \$745.00

The original Contract Sum was	\$	30,170.00
Net change by previously authorized Change Orders	\$	10,285.00
The Contract Sum prior to this Change Order was	\$	40,455.00
The Contract Sum will be increased by this Change Order in the amount of	\$	745.00
The new Contract Sum including this Change Order will be	\$	41,200.00

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is May 15, 2011.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Kraus-Anderson Construction Company
CONSTRUCTION MANAGER (Firm name)
8625 Rendova Street NE, PO Box 158, Circle Pines, MN
55014
ADDRESS

SJA Architects, Inc.
ARCHITECT (Firm name)
11 East Superior Street, Suite 340, Duluth, MN 55802
ADDRESS

BY (Signature)
Braden J. Foley
(Typed name) DATE: 7-29-11

BY (Signature)
Larry Turbes
(Typed name) DATE: 8-9-11

Seal-Treat, Inc.
CONTRACTOR (Firm name)
9823 Valley View Road, Eden Prairie, MN 55344
ADDRESS

Duluth Public Schools - ISD #709
OWNER (Firm name)
215 North 1st Avenue East, Duluth, MN 55802
ADDRESS

BY (Signature)
Tom Mosher
(Typed name) DATE: 7/22/11

BY (Signature)
Bill Hanson
(Typed name) DATE:



FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

*Mailing Address: 215 North 1st Avenue East
Duluth, Minnesota 55802*

Construction Management (218) 336-8907

Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

**To: Bill Hanson
School Board Members**

From: Kerry M. Leider

Date: September 1, 2011

Re: Bid # 1183 – Lincoln Piedmont School (WS #33) – Demolition, Earthwork and Site Utilities – Northland Constructors of Duluth, LLC - Change Order #12

Bid #1183 - Lincoln Piedmont School (WS #33) – Demolition, Earthwork and Site Utilities was approved at the Regular School Board Meeting on May 4, 2010 with a bid of \$1,535,211.00.

Change Order #12 to this bid is for bituminous paving for the vacated portion of Ensign Street, to change the sidewalk layout connecting the Media Center exit to the sidewalk along Ensign Street and for grading clarifications at the west filtration basin resulting in an increase of \$10,047.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1183 - Lincoln Piedmont School (WS #33) – Demolition, Earthwork and Site Utilities adding \$10,047.00 to the previously awarded base bid and change orders for a new contract total of \$2,255,316.00.

Attachment

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Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
 Lincoln-Piedmont Elementary School
 2827 Chambersburg Avenue
 Duluth, MN 55811

CHANGE ORDER NUMBER: 012
INITIATION DATE: 7/13/11

OWNER:
CONSTRUCTION MANAGER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
 Northland Constructors of Duluth LLC
 4843 Rice Lake Road
 Duluth, MN 55803

PROJECT NUMBERS: 080020.00 /
 20213
CONTRACT DATE: 05/04/2010
CONTRACT FOR: General
 Construction

THE CONTRACT IS CHANGED AS FOLLOWS:

Item No. 001 - PCO 173 Bituminous paving Ensign Drive \$6,992.00
 Item No. 002 - PCO 178 Change sidewalk layout No cost change
 Item No. 003 - PCO 179 Rip rap and swale \$3,055.00

Total Amount This Change Order \$10,047.00

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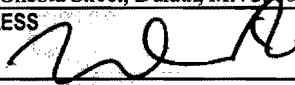
I.S.D. #709
 FACILITIES MGMT


The original Contract Sum was	\$	1,535,211.00
Net change by previously authorized Change Orders	\$	710,058.00
The Contract Sum prior to this Change Order was	\$	2,245,269.00
The Contract Sum will be increased by this Change Order in the amount of	\$	10,047.00
The new Contract Sum including this Change Order will be	\$	2,255,316.00

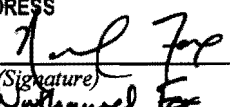
The Contract Time will be increased by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is 7/18/11.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive..

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Kraus-Anderson Construction Company
CONSTRUCTION MANAGER (Firm name)
 3716 Oneota Street, Duluth, MN 55807
ADDRESS

BY (Signature)
 Mike Dosan, Jr. 8-2-11
(Typed name) DATE:

SJA Architects
ARCHITECT (Firm name)
 11 E. Superior Street, Ste. 340, Duluth, MN 55802
ADDRESS

BY (Signature)
 Larry Turbes 8-9-11
(Typed name) DATE:

Northland Constructors of Duluth LLC
CONTRACTOR (Firm name)
 4843 Rice Lake Road, Duluth, MN 55803
ADDRESS

BY (Signature)
 Northland Constructors 7/22/11
(Typed name) DATE:

ISD #709 Duluth Public Schools
OWNER (Firm name)
 215 N. 1st Avenue East, Duluth, MN 55802
ADDRESS
BY (Signature)
(Typed name) DATE:



FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

*Mailing Address: 215 North 1st Avenue East
Duluth, Minnesota 55802*

Construction Management (218) 336-8907

Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

**To: Bill Hanson
School Board Members**

From: Kerry M. Leider

Date: September 1, 2011

**Re: Bid # 1183 – Lincoln Piedmont School (WS #35) – Chain Link Fences and Gates –
Century Fence Company - Change Order #3**

Bid #1183 - Lincoln Piedmont School (WS #35) – Chain Link Fences and Gates was approved at the Regular School Board Meeting on May 4, 2010 with a bid of \$11,186.00.

Change Order #3 to this bid is to change the concrete fence post footings from 24” to 12” diameter along the service driveway curb and playground curb resulting in a decrease of \$198.00.

Recommendation:

It is recommended the School Board approve the change order as listed above pertaining to Bid #1183 - Lincoln Piedmont School (WS #35) – Chain Link Fences and Gates deducting \$198.00 from the previously awarded base bid and change orders for a new contract total of \$17,530.00.

Attachment

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Change Order - Construction Manager-Adviser Edition

PROJECT (Name and address):
 Lincoln-Piedmont Elementary School
 2827 Chambersburg Avenue
 Duluth, MN 55811

CHANGE ORDER NUMBER: 003
INITIATION DATE: 7/15/11

OWNER:
CONSTRUCTION MANAGER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

TO CONTRACTOR (Name and address):
 Century Fence Company
 14839 Lake Drive
 PO Box 277
 Forest Lake, MN 55025

PROJECT NUMBERS: 080020.00/
 20213
CONTRACT DATE: 05/04/2010
CONTRACT FOR: General
 Construction

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THE CONTRACT IS CHANGED AS FOLLOWS:

Item No. 001 - PCO 183 Change concrete fence post footings (\$198.00)

Total Amount This Change Order (\$198.00)

I.S.D.#709
 FACILITIES MGMT

The original Contract Sum was	\$	11,186.00
Net change by previously authorized Change Orders	\$	6,542.00
The Contract Sum prior to this Change Order was	\$	17,728.00
The Contract Sum will be increased by this Change Order in the amount of	\$	-198.00
The new Contract Sum including this Change Order will be	\$	17,530.00

The Contract Time will be increased by Zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is 7/18/2011.

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive..

NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Kraus-Anderson Construction Company
CONSTRUCTION MANAGER (Firm name)
 3716 Oneota Street, Duluth, MN 55807
ADDRESS

BY (Signature)
 Mike Dosan, Jr. *[Signature]*
 (Typed name) **DATE:** 8-2-11

SJA Architects
ARCHITECT (Firm name)
 11 E. Superior Street, Ste. 340, Duluth, MN 55802
ADDRESS

BY (Signature)
 Larry Turbes *[Signature]*
 (Typed name) **DATE:** 8-9-11

Century Fence Company
CONTRACTOR (Firm name)
 14839 Lake Drive, PO Box 277, Forest Lake, MN 55025
ADDRESS

BY (Signature)
 Dan Witte *[Signature]*
 (Typed name) **DATE:** 7-26-11

ISD #709 Duluth Public Schools
OWNER (Firm name)
 215 N. 1st Avenue E., Duluth, MN 55802
ADDRESS

BY (Signature)
 (Typed name) **DATE:**

RESOLUTION

Authorized Student Activity Bank Account Signer

RESOLVED, by the School Board of Independent School District No. 709, St.

Louis County, Minnesota, that it hereby authorizes the following:

<u>District Building</u>	<u>Banking Institution</u>	<u>Account Number</u>	<u>Addition of Authorized Signer</u>	<u>Removal of Authorized Signer</u>
East	Northshore Bank Of Commerce	XXXXXX9	Shawn Roed	
Denfeld	DTCU	XXXX2	Tom Pearson	
Lincoln/Piedmont	US Bank (Acct Closure)	XXXXXX1		Cher Obst Diana Stratioti
Piedmont	DTCU (New Account)	XXXXX	Cher Obst Diana Stratioti Jody LeBlanc Terry Dzuck	

RESOLUTION

Approving the Site Plan Schematic Design at Congdon Park School

WHEREAS, on November 17, 2009 by Resolution #B-11-09-2686, the Duluth School Board approved the Schematic Design Pertaining to the Building Only at Congdon Park School; and

WHEREAS, the Site Plan Schematic Design for Congdon Park School was specifically excluded in that resolution for action at a later date; now, therefore

BE IT RESOLVED, by the School Board of Independent School District No. 709, St. Louis County, State of Minnesota, that the Site Plan Schematic Design Pertaining to Congdon Park School, as presented at the September 12, 2011 Business Committee Meeting and attached hereto is hereby approved.

RESOLUTION**Authorizing the Sale of the Woodland Middle School Property Located at 201 Clover Street**

WHEREAS, the School Board by Resolution B-6-07-2452 adopted a Long-range Facilities Plan for the District, and therein also directed the District's administrative staff to commence with the disposition of certain non-school sites including the Woodland Middle School property; and

WHEREAS, said property will no longer be used for purposes set forth in Minnesota Statute Section 123B.51.

NOW, THEREFORE, BE IT RESOLVED that the School Board hereby authorizes the sale of real property located at 201 Clover Street legally described as Lots 1-10, partial 11, partial 31-33 & 34, Block 18, Motor Line Division; Lots 1-10 & partial 11-22, Block 19, Motor Line Division; Lots 1-4 & 6-26, Block 2, Clover Hill Division; All of Block 3 (Lots 1-14), Clover Hill Division (together with vacated right of way); All of Block 4 (Lots 1-16), Clover Hill Division (together with vacated right of way), All of Block 5 (Lots 1-17), Clover Hill Division (together with vacated right of way); Lots 6-12, Block 8, Clover Hill Division (together with vacated right of way), All of Block 9 (Lots 1-12), Clover Hill Division (together with vacated right of way); All of Block 18 (Lots 1, 12-16), Willard's Addition; Lot 8, Block 19, Willard's Addition; Lots 1-3, Block 6, Mount Royal Division, City of Duluth, in St. Louis County, and;

BE IT FURTHER RESOLVED that the School Board authorizes the School Board Chair to execute a purchase agreement consistent with the terms considered by the board in Executive Closed Session on September 12, 2011 and to sign all other documents required for closing this sale transaction.

RESOLUTION

Authorizing the Sale of the Lincoln Park School Property Located at 2424 West 5th Street

WHEREAS, the School Board by Resolution B-6-07-2452 adopted a Long-range Facilities Plan for the District, and therein also directed the District's administrative staff to commence with the disposition of certain non-school sites including the Lincoln Park School property; and

WHEREAS, said property will no longer be used for purposes set forth in Minnesota Statute Section 123B.51.

NOW, THEREFORE, BE IT RESOLVED that the School Board hereby authorizes the sale of real property located at 2424 West Fifth Street legally described as All of Block 21, Duluth Proper, Second Division, City of Duluth, in St. Louis County, and;

BE IT FURTHER RESOLVED that the School Board authorizes the School Board Chair to execute a purchase agreement consistent with the terms considered by the board in Executive Closed Session on September 20, 2011 and to sign all other documents required for closing this sale transaction.

Expenditure Contracts Signed – August 2011

For your information, Superintendent Foster or the Director of Business Services has signed the following expenditure contracts during the month of August 2011:

Expenditure Contracts

<u>Name</u>	<u>Amount</u>	<u>Source</u>	<u>Description</u>
LeAnna Hudson	22,000.00	General	Families in Transition Program
Dr. Paula Pedersen	5,200.00	General	Intercultural Effectiveness Training
Dr. Paula Pedersen	5,400.00	General	Intercultural Effectiveness Training
MN Alliance with Youth	19,500.00	MNAWY Funding	Americorp Fellowships-Morgan Park
MN Alliance with Youth	13,000.00	MNAWY Funding	Americorp Fellowships-East High
MN Alliance with Youth	13,000.00	MNAWY Funding	Americorp Fellowships-Denfeld High
MN Alliance with Youth	19,500.00	MNAWY Funding	Americorp Fellowships-Woodland

AGREEMENT

74

THIS AGREEMENT, made and entered into this 29th day of August, 2011, by and between Independent School District #709, a public corporation, hereinafter called District, and LeAnna Hudson, an independent contractor, hereinafter called Contractor.

THE PURPOSE OF THE AGREEMENT is to set out the terms and conditions whereby Contractor will provide programs or services for the District at the times and locations set forth in this Agreement.

The terms and conditions of this Agreement are as follows: *(insert as appropriate)*

1. **Dates of Service.** This Agreement shall be deemed to be effective as of Aug 29, 2011, and shall remain in effect until June 30, 2012, unless terminated earlier as provided for herein, or unless and until all obligations set forth in this Agreement have been satisfactorily fulfilled, whichever occurs first.
2. **Performance.** (Provide A SEPARATE PAGE detailing a description of the programs or services to be performed by contractor, as well as the funding source for payment.)
3. **Reimbursement.** In consideration of the performance of Contractor of its obligations pursuant to this Agreement, District hereby agrees to reimburse Contractor for its services and expenses in performing said obligations up to a sum not to exceed \$ 22,000. Contractor is required by Minnesota Statutes, Section 270.66, subd. 3, to provide their Taxpayer Identification Number (TIN) used in the enforcement of Federal and State tax laws. The TIN will be available to Federal and State tax authorities and State personnel involved in the payment of State obligations. *This Agreement will not be approved unless TIN is provided.*
4. **Requests for Reimbursement.** Contractor shall request reimbursement on a monthly (Monthly, quarterly, other - *please describe*) basis, using either the District Invoice (included as Attachment A) OR the contractor's official invoice. This invoice must be submitted within 10 days of the end of the period being billed for.
5. **Propriety of Expenses.** The fact that the District has reimbursed Contractor for any expense claimed by Contractor shall not preclude District from questioning the propriety of any such item. District reserves the right to offset any overpayment or disallowance of any item or items at any time under this Agreement by reducing future payments to Contractor. This clause shall not be construed to bar any other legal remedies District may have to recover funds expended by Contractor for disallowed costs.
6. **Ownership of Materials.** The District reserves the rights to reproduce the programming in any fashion, or appropriate the contents of the programming, or any portion thereof, to its own use for any and all programs, forms and other materials that Contractor has provided, prepared, or utilized in performance of the terms of this Agreement.
7. **Relationship.** It is agreed that nothing contained herein is intended to or shall be construed in any manner as creating or establishing a relationship between the parties for any purpose whatsoever. Contractor and its officers, agents, servants and employees shall not be construed as employees of the District and any and all claims which may or might arise under the

Worker's Compensation Act on behalf of the Contractor's officers, agents, servants or employees shall in no way be the responsibility of the District.

8. **Notices.** All notices to be given by Contractor to District shall be deemed to have been given by depositing the same in writing in the United States Mail care of Bill Hanson, Director of Budget & Finance, ISD 709, Duluth Public Schools, 215 North 1st Avenue East, Duluth, MN 55802. All notices to be given by District to Contractor shall be deemed to have been given by depositing the same in writing in the United States Mail to 1545 Torgeson Rd Duluth MN 55804.
(Mailing address, including zip code)

9. **Assignment.** Contractor shall not in any way assign or transfer any of its rights, interests or obligations under this Agreement in any way whatsoever without the prior written approval of the District.

10. **Governing Laws.** This Agreement, together with all its paragraphs, terms and provisions is made in the State of Minnesota and shall be construed and interpreted in accordance with the laws of the State of Minnesota.

11. **Entire Agreement.** This Agreement contains the entire understanding of the parties hereto with respect to the subject matter hereof and shall not be changed or otherwise altered except by written agreement of the parties.

12. **Cancellation.** Either party shall have the right to terminate this Agreement, without cause, upon (30) days written notice to the other party as provided for in this Agreement.

13. **Data Practices.** Contractor further understands and agrees that it shall be bound by the Minnesota Government Data Practices Act (Minnesota Statutes 13.03-13.04) with respect to "data on individuals"; as defined in 13.02, subd. 5 of that Statute) which it collects, receives, stores, uses, creates or disseminates pursuant to this Agreement.

14. **Insurance.** (If applicable)

AS EVIDENCE OF THEIR ASSENT TO THE TERMS AND CONDITIONS OF THIS AGREEMENT, set forth above, the parties hereto have caused this Agreement to be executed by their duly authorized officers as of the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 709

CONTRACTOR

Chair

LeAnna Hudson
Name

Clerk

In Home Practitioner
Title Date

[Signature]
Program Director

27-0804055
Taxpayer Identification Number

[Signature]
Director of Budget and Finance

8/11/2011
Date

Families In Transition Program Agreement

Support services to be provided to the Families In Transition Program include:

- Connecting with ISD 709 Families in Transition program coordinator to determine needs of families and students
- Meet with families in shelters or households to determine concerns and community support options
- Provide parenting support individually or in small groups at shelter and/or transitional housing sites
- Assist parents in maintaining appointments for children/youth within the community and school

Funding will be provided by the Duluth Public Schools McKinney –Vento Homeless Education Grant –code 1303.00-purchased services/consulting category. Contract will not exceed \$2~~7~~²,000.

LeAnna Hudson was contracted to work with parents in the Families in Transition Program and provide added community and school support. A clear and thorough understanding of the Duluth community and local agencies is important for this role to be effective. We did not feel it necessary to pursue other options as her experiences with the community were sufficient and very adequate. The contract amount was based on an average hourly rate according to the DFT labor contract.

Dr. Paula Pedersen
AND
DULUTH PUBLIC SCHOOLS, ISD 709,
East High School

AGREEMENT FOR: Consulting/Training on Intercultural Effectiveness

The following is an Agreement between *Dr. Paula Pedersen*, (hereafter referred to as the CONSULTANT) and Duluth Public Schools, ISD 709/East High School (hereafter referred to as the DISTRICT). This Agreement shall be effective December, 2010-May, 2011.

WORK DUTIES

This contract is for consulting, designing and implementing training of the Intercultural Leadership Project at East High School by Paula Pedersen.

- Training will take place at McCabe
- Training design will include 32 hours of training, plus preparation, assessment, data summary
- Intended audience will consist of East High School Staff. (Cohort #1)

WORK PERIOD

Consulting/designing will take place between December, 2010-May, 2011.

FEEES FOR SERVICES

CONSULTANT will be reimbursed for \$5,200 for 41/2 days of training, preparation, assessment and summaries of data.

INVOICING

CONSULTANT will invoice the DISTRICT upon completion of training. Invoices should outline work performed during the invoice period and final invoicing should be submitted within 30 days after the ending date of the contract.

ONE TIME PAYMENT

CONSULTANT will receive full and final payment upon satisfactory completion of the work and receipt and submission of the invoice from the CONSULTANT.

ADDITIONAL CONDITIONS

1. CONSULTANT will comply with all state and federal reporting requirements. CONSULTANT will comply with MN Government Data Practices Act, Minnesota Statutes Chapter 13, as applied to all data.
2. CONSULTANT consents to disclosure of its social security number, federal employer tax ID number and/or Minnesota Tax ID number already provided to the district.

- 3. The numbers may be used in the enforcement of federal and state laws resulting in action requiring the contractor to file tax returns, pay delinquent taxes or other state liabilities.
- 4. Services must be provided to the satisfaction of the DISTRICT and not in violation of any federal, state or local laws, ordinances, rules and regulations. CONSULTANT will not be paid for work considered in violation of any of those laws or if work is found unsatisfactory.

CANCELLATION

This agreement may be cancelled by DISTRICT or the CONSULTANT at any time, with or without cause, upon 30 days written notice. In the event of such a cancellation, the contractor shall be entitled to payment, determined on a pro rata basis, for work performed to DISTRICT's satisfaction.

AMENDMENTS

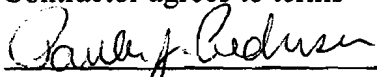
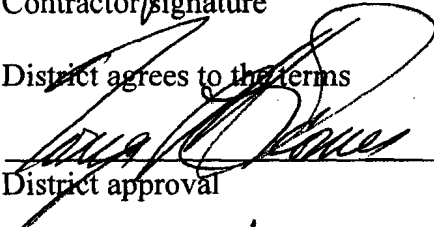
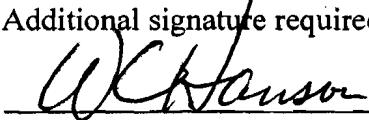
Amendments must be in writing and indicate approval by both parties to the amended terms.

STATE AUDIT

The books, records, documents and accounting procedures of the contractor and its employees relevant to this agreement must be made available by the STATE for a minimum of 6 years from the end of the agreement.

LIABILITY

The contractor agrees to indemnify, save and hold the district/agency; its employees harmless from any and all claims or causes of action, including attorney's fees incurred arising from the performance of this agreement by the contractor and its agents or employees.

Contractor agrees to terms	
	<u>12/5/2010</u>
Contractor signature	Date signed
District agrees to the terms	
	<u>12/5/10</u>
District approval	Date signed
Additional signature required	
	<u>8/18/11</u>
	Date signed

Dr. Paula Pedersen
AND
DULUTH PUBLIC SCHOOLS, ISD 709,
East High School

AGREEMENT FOR: Consulting/Training on Intercultural Effectiveness

The following is an Agreement between *Dr. Paula Pedersen*, (hereafter referred to as the CONSULTANT) and Duluth Public Schools, ISD 709/East High School (hereafter referred to as the DISTRICT). This Agreement shall be effective May, 2011- December, 2011.

WORK DUTIES

This contract is for consulting, designing and implementing training of the Intercultural Leadership Project at East High School by Paula Pedersen.

- Training will take place at the former Lakeview Castle.
- Training design will include 32 hours of training, plus preparation, assessment, data summary, follow up with staff
- Intended audience will consist of East High School Staff. (Cohort #2)

WORK PERIOD

Consulting/designing will take place May, 2011-December, 2011

FEES FOR SERVICES

CONSULTANT will be reimbursed for \$5,400 for 4 1/2 days of training, preparation, assessment, summaries of data and follow up with staff.

INVOICING

CONSULTANT will invoice the DISTRICT upon completion of training. Invoices should outline work performed during the invoice period and final invoicing should be submitted within 30 days after the ending date of the contract.

ONE TIME PAYMENT

CONSULTANT will receive full and final payment upon satisfactory completion of the work and receipt and submission of the invoice from the CONSULTANT.

ADDITIONAL CONDITIONS

1. CONSULTANT will comply with all state and federal reporting requirements. CONSULTANT will comply with MN Government Data Practices Act, Minnesota Statutes Chapter 13, as applied to all data.
2. CONSULTANT consents to disclosure of its social security number, federal employer tax ID number and/or Minnesota Tax ID number already provided to the district.
3. The numbers may be used in the enforcement of federal and state laws resulting in action requiring the contractor to file tax returns, pay delinquent taxes or other

- 4. Services must be provided to the satisfaction of the DISTRICT and not in violation of any federal, state or local laws, ordinances, rules and regulations. CONSULTANT will not be paid for work considered in violation of any of those laws or if work is found unsatisfactory.

CANCELLATION

This agreement may be cancelled by DISTRICT or the CONSULTANT at any time, with or without cause, upon 30 days written notice. In the event of such a cancellation, the contractor shall be entitled to payment, determined on a pro rata basis, for work performed to DISTRICT's satisfaction.

AMENDMENTS

Amendments must be in writing and indicate approval by both parties to the amended terms.

STATE AUDIT

The books, records, documents and accounting procedures of the contractor and its employees relevant to this agreement must be made available by the STATE for a minimum of 6 years from the end of the agreement.

LIABILITY

The contractor agrees to indemnify, save and hold the district/agency; its employees harmless from any and all claims or causes of action, including attorney's fees incurred arising from the performance of this agreement by the contractor and its agents or employees.

Contractor agrees to terms <u>Bobby Pedrum</u>	<u>5/9/11</u>
Contractor signature	Date signed
District agrees to the terms <u>[Signature]</u>	<u>5/9/11</u>
District approval	Date signed
Additional signature required <u>W. Hanson</u>	<u>8/18/11</u>
	Date signed



Engagement. Voice. Success.



Host Site Agreement AmeriCorps Promise Fellows

Name of Host Site: Duluth Public Schools – Morgan Park Middle School	Total # of Fellows: 3
Lead Contact Name: Bill Gronseth	Email: William.Gronseth@duluth.k12.mn.us

The purpose of this agreement is to establish the basic parameters of relationship between Promise Fellow Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year.

Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).

Key Players	1
Host Site Expectations	2
Site Coordinator Responsibilities	6
Site Supervisor Responsibilities	7
Minnesota Alliance With Youth Responsibilities	10
Prohibited Activities for AmeriCorps members.....	11
Non-displacement policy.....	12
Non-discrimination policy.....	13
Certification (please sign & submit to the Alliance)	14

General Information

The Minnesota Alliance With Youth (the Alliance) is the leading convener, collaborator and capacity-builder for youth development in Minnesota. Our mission is to ignite the spark in all young people to become actively engaged, develop strong voices, and acquire the skills needed for success in school, work, and life.

In order to ensure all youth achieve success in school, work, and life, we focus on four strategies: 1) strengthening youth success in school and learning, 2) increasing youth contribution through service & leadership opportunities, 3) developing and magnifying youth voice, and 4) promoting collaboration and innovation. As a leading affiliate of America’s Promise Alliance, we actively participate in the Grad Nation movement, a national effort to end the high school dropout crisis and prepare young people for college and the 21st century workforce. We believe AmeriCorps Promise Fellows can be part of Minnesota’s long-term strategy to address our graduation crisis by providing data-driven, evidenced-based supports to youth in grades 6-10.

Key Players

- Minnesota Alliance With Youth is responsible for statewide program management.
- Duluth Public Schools (DPS) is the fiscal host for the Alliance.
- ServeMinnesota is the funder for the Promise Fellows, providing federal and state AmeriCorps funding to the Alliance to operate the program.
- Host Site: is the organization/school/district/agency who will lead the efforts to support and ensure all Alliance and AmeriCorps requirements are met by their AmeriCorps Promise Fellows. The Host Site may be an individual organization looking to create or strengthen

partnerships with one or more schools and one or more community-based organizations to increase the number of youth served.

- **Host Community:** Host Communities refers to a cluster of organizations and schools within a neighborhood, town, city, county or region that are ready to create or deepen their school-community partnership and intensify their school-reform efforts. They may apply to host clusters of 2 or more Promise Fellows across several organizations. These organizations and school(s) commit to providing integrated wrap-around support to identified groups of youth. The goal of the Host Community model is to avoid duplication and allow for more effective sharing of information and resources to support youth in and out of school. Each Host Community must identify their lead contact along with the supervisor(s) for the Promise Fellow(s).

Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).

Host Site Expectations

I. ROLE

The Host Site provides both the location and support for AmeriCorps members (also known as **AmeriCorps Promise Fellows** or simply, members). Host sites provide space for members to perform their service as well as provide direct supervision and coaching for the members.

II. WHO PLAYS THE PART

Administration and staff of the Host Site.

III. RESPONSIBILITIES

The Host Site will be responsible for the following:

A. Commitment to Addressing our Dropout Crisis & Academic Achievement Gap in Minnesota

The Host Site agrees to make a commitment to fight the dropout crisis in their home community. The backgrounds of youth at-risk of dropping out are also mirrored in Minnesota's growing academic achievement gap, one of the largest in the nation. The Minnesota Alliance With Youth joins with schools and public and private non-profit community organizations across Minnesota to strengthen the community's ability to address the dropout crisis & academic achievement gap through national service; to develop leaders with a lifelong commitment to an ethic of service; and to build a system of community service that involves community-wide collaboration with and for youth. In particular, the Alliance Promise Fellows use data driven, multi-tiered, evidence-based best practices to support youth who are falling behind and not on track to graduate on time. Fellows, along with their host sites, are working to provide the right support to the right youth at the right time.

The Alliance AmeriCorps Promise Fellows are currently funded by Federal AmeriCorps and ServeMinnesota (including State funding through the National Service Trust Act and Minnesota AmeriCorps Innovation Fund legislation). Host Sites must be recognized as a school or public or private non-profit organization or institution, having been in official existence for at least one year. Host Sites must clearly identify how a member will address unmet needs through capacity building and direct service activities in the priority areas identified and have a strong commitment to the framework of the Five Promises and the Grad Nation Movement in Minnesota.

B. Overview of AmeriCorps Promise Fellow Service

Each Promise Fellow follows a position description, which was submitted with the Site's Application to host a Fellow. The Position Description provides an outline of proposed service activities.

For Fellows serving at School and Community-Based Organization Sites, they work towards the following goals:

- Coordinate programs and volunteers so that at least 30 youth (approx. 6th – 10th graders) will demonstrate improvement in the grades in core academic subjects (math, reading); improve attendance; decrease behavioral referrals.
- Engage youth, specifically those on the Focus List, in at least 20 hours of civic engagement activities during the year.
- Recruit and/or support community volunteers to give 30 hours (appx) to support youth; volunteers, including family members, work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.

For Fellows serving at Statewide Organizations, they work towards the following goals:

- Build the capacity of their host organization to support schools and communities in addressing the achievement gap, graduation and dropout prevention efforts (for example, by researching best practices, developing programs, building relationships, etc.)
- Develop a plan with their supervisor to share organizational resources with local communities and sites. Examples include training/expertise/written resources on youth development, civic engagement, and volunteer retention.

C. Provide Host Site Cash Match –\$6,500 per Fellow

1. Host Sites will be required to provide Duluth Public Schools/Minnesota Alliance With Youth with the appropriate cash match of \$6,500 per Fellow. The Cash Match is determined by the number of Fellows hosted at a particular site.
2. The cash match is due within thirty days of the beginning of the program year (due date: September 15th). However, sites may choose to pay half of the cash match by September 15th and the other half of the cash match by March 15th of the program year, if arrangements are made in writing to the Alliance staff prior to September 15th.
3. ***There will be no refunds if a member decides to end his/her term of service early for whatever reason (ex. for compelling reasons or for cause) after 2 months.*** Before that time, arrangements will be reviewed on a case-by-case basis. Please note: there is the possibility to rehire if the Fellow has served less than 30% of their hours. This will be determined on a case by case basis.
4. The Minnesota Alliance With Youth is a federally funded program through the Corporation for National and Community Service. Federal dollars are typically not allowed to be used as cash match for another federal grant without prior certification. If you are using federal dollars as match, you will be required to provide written authorization from your grantee giving authorization to do so.

Please sign and initial the following statement:

WJH have read and understand the provisions regarding the Host Site Cash Match

Signed by Organizational Representative: _____

WJHanson

D. AmeriCorps service environment

The Host Site agrees to provide the member with a suitable service environment:

- Non-displacement:** At no time should an AmeriCorps Promise Fellow (also known as a member) be used to displace an employee or paid position.
- Meaningful Service:** Members service should focus on capacity building and other meaningful service activities. Appropriate activities for members are outlined in each member's position description. In addition, the Host Site agrees to monitor the Fellow's service so that members do not engage in prohibited or inappropriate service activities (see list of prohibited activities for details). Examples of inappropriate direct service may include food preparation, classroom substitutes, office photocopying, answering phones, running errands, etc.
- Safe environment:** Provide the member with a safe service environment. Provide training and details on health and safety procedures specific to host site environment.
- Computer access:** Provide the Fellow access to a computer with Internet for Alliance related purposes (i.e. checking e-mail, using Alliance online reporting systems, using the Alliance website, etc.) Provide a school/organization email address to ensure prompt communication with school and Alliance staff, if possible.
- Work space:** Provide reasonable space, technology and materials for the member to fulfill his or her responsibilities. This includes a desk, phone, computer, access to office supplies, access to a copy machine, etc.
- Provide mileage reimbursement:** Provide member appropriate mileage reimbursement for required Alliance/AmeriCorps meetings as well as reimbursement for other required expenses incurred by member while conducting Host Site related work (ex. bus/parking pass reimbursement, reimbursement for supplies, etc). The rate and process for member's receiving reimbursement is determined by the site.
- Insurance:** Sites must provide liability insurance that covers the Promise Fellow while performing **ALL** duties assigned by the site. While the Alliance covers workers compensation claims for the Fellow(s), the site is expected to cover the Fellow while they are serving. A copy of the insurance must be made available upon request.

Please sign and initial the following statement:

WCH I have read and understand the provisions regarding the Host Site Insurance Requirement.

Signed by Organizational Representative: _____

WCHanson

E. Staff support

The Host Site agrees to fill the following roles to support the member:

- Site supervisor:** Assign a staff person(s) who provides daily, regular, ongoing supervision to the member(s); may approve timesheets and progress reports.
- Site Coordinator:** Assign a staff member who helps the Fellow in accessing and analyzing data regarding students in the cohort; may support the completion of progress reports and other evaluation requirements.
- Lead Contact:** A staff person who serves as the main contact for the Alliance program staff. This person will be the link between Alliance program staff and the Host Site and be charged with completing all required paperwork (including progress reports, timesheets, fulfilling host site cash match requirements, etc).

- ❑ **Youth Success Team:** The Youth Success Team refers to the school personnel and community partners identified on the MOU who will provide support and assistance in getting the right supports to the right students at the right time. Examples: School Social Worker, Family Liaison, Community Education, 4-H Extension, Girl Scouts, Boys & Girls Clubs, etc.

Please note: These positions do not necessarily need to be three different people. Some sites have found it helpful to separate out who provides direct, daily support to the member from who is in charge of the reporting functions.

F. Member Recruitment

The Host Site agrees to take the lead in member recruitment in its local community. It is the responsibility of the Host Site to ensure its complete MSY (member service year) award is filled – reaching a 100% enrollment rate.

There exists no guarantee of successful placement of a member at a Host Site. If the agency does not fulfill a 100% enrollment rate, this will be taken into consideration if the agency re-applies for the program the following year. The goal is to have each Promise Fellow slot filled by August 1st. Members may begin accruing hours once they have successfully completed the enrollment process (including submitting eligibility documents, passing background check including FBI finger printing, and completing a member agreement).

G. Member Selection Process

The Host Site agrees to work jointly with Alliance staff in interviewing, selecting, and placing AmeriCorps Promise Fellows with host sites. Please note that the Alliance MUST complete a final interview with the potential Fellow before an offer can be made. The Minnesota Alliance With Youth is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. In addition, sites must commit to recruiting a diverse, qualified pool of applicants. Please note that accommodations must be made available to all qualified applicants and members. The Alliance partners with host sites to achieve our goal of 100% retention of Promise Fellows.

Please Note: *The Host Site may not hire an AmeriCorps member as a staff person during his or her term of service, if doing so would not allow the member to fulfill his or her responsibilities as an AmeriCorps member.*

H. On-Site Member Training and Support

The Host Site agrees to provide training for its Promise Fellow:

- ❑ **Staff Training:** The Host Site will invite all AmeriCorps members to participate in any relevant on-site training and staff meetings. Promise Fellows may record this time towards their service hours.
- ❑ **Coordinating Member Hours:** The Host Site will be responsible for coordinating the service component and service-readiness training of member service which will be no less than 1725 hours, served Monday – Friday and optional weekends and evenings.
- ❑ **Member's Term of Service:** The member's term of service with the Program begins on August 15, 2011. The member will begin service at their placement site on or before that date (Approximately). The planned last date for service is August 14, 2012. These dates can only be altered under extreme circumstances and only once

arrangements are agreed upon, in writing, by the program, site, and member. The Host Site is responsible for providing orientation, service specific training, supervision, direction, evaluation and organization of the site service activities performed by the member during this time.

I. Evaluation

- The host site agrees to complete all program evaluation requirements including weekly data collection, monthly progress reports, mid-year and end of the year member performance evaluations and other evaluation requirements that may be requested by the Alliance throughout the year (ex. program feedback surveys, recruiting surveys, etc). All evaluation procedures and documentation will be provided to the host sites by the Alliance.
- The Host Site commits to monitoring the Fellow in tracking & completing **Monthly Progress Reports** to ensure program is aligned with evaluation goals. They will assist Fellow in maintaining and collecting data on a **weekly basis** (ex. grades/NWEA, attendance, behavioral referrals, etc). In addition, the host site will support the Fellow and Site Coordinator in using data to identify students for Focus Lists.

- J. Member Unemployment Insurance and Support - Please note that AmeriCorps members are not eligible for Unemployment insurance and may not make claims for support.** Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17) (B). *Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.*

Further, Minnesota Economic Security law, Section 268.04 Subd. 12 (10) (d). provides that the term "employment" does not apply to service performed (d)"as part of an unemployment work relief or work training program assisted or financed in whole or in part by any federal agency or an agency of a state of political subdivision thereof, by an individual receiving such work relief or work training." The provision applies to participants who perform the services for the state of Minnesota or an instrumentality of the state, including a charitable or educational organization.

Therefore, according to the provisions and laws stated above, the member and host site understands that they are not eligible to receive unemployment compensation benefits from their AmeriCorps term of service, regardless of exit status.

Please sign and initial the following statement:

WCH I have read and understand the provisions regarding Member Unemployment Benefits.

Signed by Organizational Representative: _____

W. C. Hanson

Site Coordinator Responsibilities

I. ROLE

The Site Coordinator acts as the key contact person regarding access to data and information related to the students on the Focus List. He/she may or may not be the direct supervisor of the Fellow.

II. WHO PLAYS THE PART

The Site Coordinator should be a full or part-time staff member placed within a school who will be able to provide 4-6 hours per week to review weekly student data using the early warning indicators (less than 80% attendance, one or more behavior referrals, or poor course performance in English or Math) and identify youth who are heading off track.

III. RESPONSIBILITIES

Site Coordinators are responsible for the following functions:

- A. **Data Access:** The Site Coordinator gathers and tracks student data on a weekly basis using the early warning indicators which is used to identify students on the Fellow's Focus List. The Site Coordinator will share this information with the Fellow(s).
- B. **Youth Success Team Meetings:** The Site Coordinator convenes a weekly meeting with the Fellow(s) and the Youth Success Team consisting of Promise Fellows, teachers, school social workers, school personnel and community members who use data to determine appropriate interventions for each youth and monitor participant involvement and improvement over time.
- C. **Progress Reporting:** Assist the Promise Fellow in completing monthly progress reports by providing timely, accurate information regarding students on the Focus List.

IV. ADDITIONAL DUTIES

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, and other activities as appropriate;
- To attend regularly scheduled site coordinator and site supervisor meetings (appx. 3 per year);
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs.

Name of Site Coordinator: _____

Denise Clairmont

Please sign and date the following statement:

I understand and will fulfill the responsibilities of the Site Coordinator Role.

Signature of Site Coordinator: _____

Denise Clairmont

Site Supervisor Responsibilities

I. ROLE

The site supervisor will provide direct supervision to the AmeriCorps Promise Fellow.

II. WHO PLAYS THE PART

The site supervisor is a staff person who will be able to provide the most direct supervision to the member. Principals are strongly encouraged to assign another staff member (ex. School social worker, counselor, dean of students) to fulfill this responsibility.

Note: An AmeriCorps member cannot serve as a site supervisor to another member.

III. RESPONSIBILITIES

Site supervisors are responsible for the following Alliance functions:

A. Support & Collaborate with the Alliance

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, displaying Alliance Promise Fellows/AmeriCorps signage, and other activities as appropriate;
- To ensure that the host site follows through on the program design and works to meet each performance measure as outlined in the Host Site Application.
- To attend regularly scheduled host site supervisor meetings (appx. 3 per year).
- To participate in regularly scheduled site visits (2 per year, appx.)
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs;
- To communicate regularly with the Alliance staff and notify them immediately if a member is in violation of their member agreement.

B. Initial Duties

The site supervisor is responsible for the following at the start of the program year:

- ❑ **Site Supervisor Orientation:** The site supervisor will attend the Site Supervisor Orientation facilitated by Alliance staff to understand the supervisor role and the member's role in the program. This will be held regionally during the spring/summer.
- ❑ **Member orientation:** The site supervisor will orient the member to the Host Site organization, including the Youth Success team. Topics should include but not be limited to mission, structure, expectations, space, staff, resources for support, personnel policies, and procedures, etc. Supervisors are expected to attend one day of the member orientation which is typically within the first month of service.

C. Ongoing Duties

The site supervisor will perform the following duties on an ongoing basis:

- ❑ **Supervision and support:** Provide daily supervision and support to the member. Maintain an environment that will allow the member to feel valued and part of the team. Maintain open lines of communication with the Promise Fellow, Alliance staff, and organization staff in relation to the member's role and performance.
- ❑ **Communicate Regularly with the Alliance:** To provide and maintain supervision and open communications with member and Alliance staff;
 - i. **Mediation & Progressive Discipline Process:** The site supervisor will work closely with the Alliance if disciplinary action is needed or if the member's service activities need to be accommodated for any reason. The Site Supervisor understands that he/she will notify the Alliance immediately of any problems or concerns with the member or their service (Staff and other resources are available to assist in resolving such challenges). The Site

Supervisor will include Alliance in the development of any action plan designed to improve and/or correct the performance of the member;

- ❑ **Member Training:** To provide member on-the-job training and involve the member in appropriate staff meetings, retreats, and training events; AmeriCorps members are expected to adhere to Host Site policies regarding such issues as confidentiality, safety, classroom participation, discipline, etc.
 - ❑ **Member Development:** To allow and positively support member development during the week for on-site AmeriCorps related research, reporting and evaluative activities, off-site training, education and other relevant meetings or activities. **The Site Supervisor will provide the Fellow with support and time to attend Alliance-required retreats and monthly meetings as outlined on the program calendar and updated throughout the year.** The Site Supervisor understands that this will mean the Fellow(s) will occasionally be absent from the site and will need to be released from their site to attend required Alliance meetings.
 - ❑ To develop service activities with member throughout the service year allowing for leadership development opportunities;
 - ❑ To understand if for any reason the member withdraws or is released from the Host Site or the MN Alliance With Youth there exists no guarantee of the assignment of another member; Please contact Alliance staff to determine if your site is eligible to refill your Promise Fellow slot.
 - ❑ To report any injuries that a member obtained while providing AmeriCorps service hours at the partner site. Contact Alliance staff for information on how to report an injury within 24 hours of the incident.
- D. **Time sheet verification:** The site supervisor will be responsible for working with the member to coordinate and verify the member's service hours each week using the AmeriCorps and Alliance online system called OnCorps. This includes approving all timesheets on a regular and timely basis. **Failure to do so could result in the member's living allowance being held until all timesheets are approved.**
- E. **Evaluation**
Site Supervisors commits to supporting the Fellow and site coordinator in completing all evaluation requirements.
 - ❑ **Monthly Progress Reports:** Supervisors will assist the member in completing monthly progress reports during the course of the year along with tracking student data on a weekly basis. These reports help establish measures for evaluation of member service impact and communicate with the Alliance concerning development and attainment of those measures and impact. Supervisors work **with** the member to complete the required Alliance progress reports. The reports will include tracking the quantitative progress of students on the focus list on a **weekly basis** (using the early warning indicators) along with narrative sections reporting on the Fellow's personal and professional growth. Reports will be submitted using the OnCorps system.
 - ❑ **Member performance evaluations:** The member performance evaluation provides an opportunity for site supervisors to evaluate the member's strengths and areas for growth. This evaluation is due in January and again in June. It is an AmeriCorps requirement that the host site completes an evaluation for each member. **Failure to complete the documents could lead to the Fellow not receiving their Education**

Award. A copy of the most current evaluation form is available on the OnCorps website under resources or may be obtained from Alliance staff. Sites may use the form throughout the member's term of service but only need to submit the documents at the mid-point and end of the year.

Name of Site Supervisor: Deborah DeVaney

Please sign and date the following statement:

I understand and will fulfill the responsibilities of the Site Supervisor Role.

Signature of Site Supervisor: [Handwritten Signature]

Minnesota Alliance With Youth Responsibilities

I. ROLE

The Minnesota Alliance With Youth (the Alliance) serves as the host for the AmeriCorps Promise Fellows with Duluth Public Schools serving as the fiscal host. The Alliance is also responsible for the supervision of the program statewide. This includes member management, site management, fiscal and programmatic reporting, and compliance with all AmeriCorps provisions and regulations.

II. WHO PLAYS THE PART

All Alliance staff work with Promise Fellows and host sites. For contact information, visit our website at www.mnyouth.net.

III. RESPONSIBILITIES

Alliance staff are responsible for the following:

A. Member Recruitment

Alliance staff will conduct broad-based, statewide recruitment. The Alliance will develop recruitment materials to distribute to Host Sites for their local recruitment efforts. The Alliance will accept applications and forward applicants to the Host Sites during the interview process. Once a final candidate is selected, the Alliance will interview the applicant and also will need to have on file a copy of his/her AmeriCorps application, including references.

B. Member Selection Process

Alliance program staff will work in conjunction with the partnering the Host Site in interviewing, selecting and placing AmeriCorps members.

The Minnesota Alliance With Youth staff reserves the right to make the final decision regarding the selection of AmeriCorps members.

As part of the screening process of applicants, the Alliance staff will conduct state and county criminal background checks on applicants prior to their official acceptance into the program. The Alliance reserves the right to disqualify a member for not disclosing past criminal history on the application or for not clearing the background check. At the request of the Host Site (in writing) and with permission from the member in writing, the Alliance will share the results of an applicant's criminal FBI background check, which includes fingerprinting.

The Alliance is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation.

C. Member Training and Events

The Alliance staff will be responsible for coordinating and sponsoring Promise Fellow trainings and events. Alliance trainings are required for all members. Training occurs monthly. A calendar of training and events is made available at the beginning of the year and is updated as needs arise. In addition, Fellows may be asked to attend in special events which may include evening or weekend attendance. Adequate notice will be given electronically so arrangements can be made.

D. Member Support

Alliance program staff will be responsible for providing support to members:

- ❑ **Site visits:** Alliance staff will conduct a minimum of two site visits during the year to check-in with the member in relation to their AmeriCorps service. Site visits will be scheduled by Alliance staff, site supervisor, and the member.
- ❑ **Monitoring program requirements:** the Alliance program staff will monitor and track program requirements, as well as provide support for members as they work to complete these requirements, which include community service, civic engagement, service hours, reporting, etc. Members and sites will report on the grades, attendance, and behavior referral for students identified as being on the Focus List on a regular basis.

Promise Fellows and site supervisors (and site coordinators as needed) will be given access to an online database to monitor the member's progress in completing his or her service hours.

- ❑ **Regular Communication:** Staff will communicate with members and host sites through phone calls, email updates, newsletters, etc to inform partners of upcoming events, training, and other program requirements. Alliance staff also mentor and meet with member, host site and staff to provide additional, informal support, coaching, and problem-solving as needed.

E. Program Management

Alliance staff will be responsible for managing the program:

- ❑ **Member personnel file:** Alliance staff maintain a personnel file for each member, which includes pre-service paperwork and eligibility documents required by CNCS and the Duluth Public Schools.
- ❑ **Member Benefits:** Alliance provides monthly living allowance of approximately \$1,000 per month; Health Insurance; Workers Compensation; and FICA.
- ❑ **Time sheets:** Alliance staff will record and track members' service hours as reported on their time sheets using an online system.
- ❑ **Data collection:** Alliance staff will collect and report program data weekly, monthly & quarterly, including in-kind reports, member performance evaluations, and progress monitoring reports as those outlined by AmeriCorps regulations and agreed upon by ServeMinnesota and the Alliance.
- ❑ **Conflict resolution:** The Alliance staff will work in conjunction with the site supervisor in resolving any Promise Fellow-related issues that may occur during the program year.

Prohibited Activities for AmeriCorps Members

- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- Providing a direct benefit to:
 - A for-profit entity;
 - A labor union;
 - A partisan political organization;
 - An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
 - A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
- Fund-raising in the following ways:
 - Raising funds for his or her living allowance.
 - Raising funds for an organization's operating expenses or endowment.
 - Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
 - Writing grant applications for funding provided by any other federal agencies.
- Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.
- Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.
- Note: Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

Non-Displacement Policy

Prohibition on Displacing an Employee or a Position. The Grantee (the Alliance) may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer (Host Site) of an AmeriCorps Promise Fellow.

Prohibition on Displacing a Volunteer. The Grantee (the Alliance) may not displace a volunteer, including partial displacement such as reducing a volunteer's hours, by using an AmeriCorps member.

Prohibition on Promotional Infringement. The Grantee (the Alliance) may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.

Prohibition on Displacing Employee Services, Duties or Activities. An AmeriCorps Promise Fellow may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.

Prohibition on Supplanting, Hiring or Infringing on Recall Rights. A Promise Fellow may not perform any services or duties, or engage in activities, that:

- a) will supplant the hiring of employed workers; or
- b) are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

Other Prohibitions. An AmeriCorps member may not perform services or duties that have been performed by or were assigned to any:

- a. Currently employed worker;
- b. Employee who recently resigned or was discharged;
- c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
- e. Employee who is on strike or is being locked out.

Non-Discrimination & Sexual Harassment Policy

The Minnesota Alliance With Youth does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of the Alliance, or any bona fide occupational qualifications.

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Minnesota Alliance With Youth
2233 University Ave W
Suite 235
St. Paul, MN 55114

or

Office of Civil Right and Inclusiveness, Corporation for National and Community Service
1201 New York Avenue, NW
Washington, D.C. 20525
(202) 606-7503 (voice); (202) 565-2799 (TTY); eo@cns.gov (e-mail)

The Alliance makes every effort to ensure that its host sites have similar non-discrimination policies. Members with questions or concerns about any type of discrimination in their service host site are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or Alliance staff. If the host site is found to be engaging in such activities, removal of current member(s) and denial of future members at that agency may result.

Discrimination on the part of fellow Alliance staff, members and host sites will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to

disciplinary action, up to and including dismissal from the program. The Alliance will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that he or she has been subject to harassment of any kind, or who has knowledge about harassment of others, should report the harassment to an immediate supervisor, superior, and/or Alliance program staff. Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from the Minnesota Alliance With Youth Promise Fellows.

This site agreement serves as a binding contract between the Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year. The terms of this agreement will end on August 14, 2012.

Amendments to this agreement can be made only with the consent of both parties and shall be done in writing.

I understand that failure to fulfill the responsibilities outlined in this agreement will be noted during the year. Failure to fulfill responsibilities outlined in this agreement will become part of the selection criteria in the re-application process for selecting sites and awarding members for the following program year. Failure to comply with this agreement could result in immediate removal of the Fellow from the Host Site.

The Alliance reserves the right to make adjustments to this agreement as needed.

By signing this agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this agreement.

A. NAME OF HOST SITE DULUTH PUBLIC SCHOOLS

William Hanson, Director of Business Services

Host Site Representative Name



Host Site Representative Signature

8/18/11
Date

Denise Clairmont, Principal

Site Coordinator Name



Site Coordinator Signature

8/22/11
Date

Deb Devaney

Site Supervisor Name



Site Supervisor Signature

8/26/11
Date

B. MINNESOTA ALLIANCE WITH YOUTH

Sarah Dixon

Chief Executive Officer



Chief Executive Officer signature

8/26/11
Date



Engagement. Voice. Success.



Host Site Agreement AmeriCorps Promise Fellows

Name of Host Site: Duluth Public Schools - East High School	Total # of Fellows: 2
Lead Contact Name: Bill Gronseth	Email: William.Gronseth@duluth.k12.mn.us

The purpose of this agreement is to establish the basic parameters of relationship between Promise Fellow Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year.

Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).

Key Players	1
Host Site Expectations	2
Site Coordinator Responsibilities	6
Site Supervisor Responsibilities	7
Minnesota Alliance With Youth Responsibilities	10
Prohibited Activities for AmeriCorps members.....	11
Non-displacement policy.....	12
Non-discrimination policy.....	13
Certification (please sign & submit to the Alliance)	14

General Information

The Minnesota Alliance With Youth (the Alliance) is the leading convener, collaborator and capacity-builder for youth development in Minnesota. Our mission is to ignite the spark in all young people to become actively engaged, develop strong voices, and acquire the skills needed for success in school, work, and life.

In order to ensure all youth achieve success in school, work, and life, we focus on four strategies: 1) strengthening youth success in school and learning, 2) increasing youth contribution through service & leadership opportunities, 3) developing and magnifying youth voice, and 4) promoting collaboration and innovation. As a leading affiliate of America's Promise Alliance, we actively participate in the Grad Nation movement, a national effort to end the high school dropout crisis and prepare young people for college and the 21st century workforce. We believe AmeriCorps Promise Fellows can be part of Minnesota's long-term strategy to address our graduation crisis by providing data-driven, evidenced-based supports to youth in grades 6-10.

Key Players

- Minnesota Alliance With Youth is responsible for statewide program management.
- Duluth Public Schools (DPS) is the fiscal host for the Alliance.
- ServeMinnesota is the funder for the Promise Fellows, providing federal and state AmeriCorps funding to the Alliance to operate the program.
- Host Site: is the organization/school/district/agency who will lead the efforts to support and ensure all Alliance and AmeriCorps requirements are met by their AmeriCorps Promise Fellows. The Host Site may be an individual organization looking to create or strengthen

partnerships with one or more schools and one or more community-based organizations to increase the number of youth served.

- **Host Community:** Host Communities refers to a cluster of organizations and schools within a neighborhood, town, city, county or region that are ready to create or deepen their school-community partnership and intensify their school-reform efforts. They may apply to host clusters of 2 or more Promise Fellows across several organizations. These organizations and school(s) commit to providing integrated wrap-around support to identified groups of youth. The goal of the Host Community model is to avoid duplication and allow for more effective sharing of information and resources to support youth in and out of school. Each Host Community must identify their lead contact along with the supervisor(s) for the Promise Fellow(s).

Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).

Host Site Expectations

I. ROLE

The Host Site provides both the location and support for AmeriCorps members (also known as **AmeriCorps Promise Fellows** or simply, members). Host sites provide space for members to perform their service as well as provide direct supervision and coaching for the members.

II. WHO PLAYS THE PART

Administration and staff of the Host Site.

III. RESPONSIBILITIES

The Host Site will be responsible for the following:

A. Commitment to Addressing our Dropout Crisis & Academic Achievement Gap in Minnesota

The Host Site agrees to make a commitment to fight the dropout crisis in their home community. The backgrounds of youth at-risk of dropping out are also mirrored in Minnesota's growing academic achievement gap, one of the largest in the nation. The Minnesota Alliance With Youth joins with schools and public and private non-profit community organizations across Minnesota to strengthen the community's ability to address the dropout crisis & academic achievement gap through national service; to develop leaders with a lifelong commitment to an ethic of service; and to build a system of community service that involves community-wide collaboration with and for youth. In particular, the Alliance Promise Fellows use data driven, multi-tiered, evidence-based best practices to support youth who are falling behind and not on track to graduate on time. Fellows, along with their host sites, are working to provide the right support to the right youth at the right time.

The Alliance AmeriCorps Promise Fellows are currently funded by Federal AmeriCorps and ServeMinnesota (including State funding through the National Service Trust Act and Minnesota AmeriCorps Innovation Fund legislation). Host Sites must be recognized as a school or public or private non-profit organization or institution, having been in official existence for at least one year. Host Sites must clearly identify how a member will address unmet needs through capacity building and direct service activities in the priority areas identified and have a strong commitment to the framework of the Five Promises and the Grad Nation Movement in Minnesota.

B. Overview of AmeriCorps Promise Fellow Service

Each Promise Fellow follows a position description, which was submitted with the Site's Application to host a Fellow. The Position Description provides an outline of proposed service activities.

For Fellows serving at School and Community-Based Organization Sites, they work towards the following goals:

- Coordinate programs and volunteers so that at least 30 youth (approx. 6th – 10th graders) will demonstrate improvement in the grades in core academic subjects (math, reading); improve attendance; decrease behavioral referrals.
- Engage youth, specifically those on the Focus List, in at least 20 hours of civic engagement activities during the year.
- Recruit and/or support community volunteers to give 30 hours (appx) to support youth; volunteers, including family members, work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.

For Fellows serving at Statewide Organizations, they work towards the following goals:

- Build the capacity of their host organization to support schools and communities in addressing the achievement gap, graduation and dropout prevention efforts (for example, by researching best practices, developing programs, building relationships, etc.)
- Develop a plan with their supervisor to share organizational resources with local communities and sites. Examples include training/expertise/written resources on youth development, civic engagement, and volunteer retention.

C. Provide Host Site Cash Match –\$6,500 per Fellow

1. Host Sites will be required to provide Duluth Public Schools/Minnesota Alliance With Youth with the appropriate cash match of \$6,500 per Fellow. The Cash Match is determined by the number of Fellows hosted at a particular site.
2. The cash match is due within thirty days of the beginning of the program year (due date: September 15th). However, sites may choose to pay half of the cash match by September 15th and the other half of the cash match by March 15th of the program year, if arrangements are made in writing to the Alliance staff prior to September 15th.
3. ***There will be no refunds if a member decides to end his/her term of service early for whatever reason (ex. for compelling reasons or for cause) after 2 months.*** Before that time, arrangements will be reviewed on a case-by-case basis. ***Please note:*** there is the possibility to rehire if the Fellow has served less than 30% of their hours. This will be determined on a case by case basis.
4. The Minnesota Alliance With Youth is a federally funded program through the Corporation for National and Community Service. Federal dollars are typically not allowed to be used as cash match for another federal grant without prior certification. If you are using federal dollars as match, you will be required to provide written authorization from your grantee giving authorization to do so.

Please sign and initial the following statement:

WCH I have read and understand the provisions regarding the Host Site Cash Match

Signed by Organizational Representative: _____

WCHanson

D. AmeriCorps service environment

The Host Site agrees to provide the member with a suitable service environment:

- ❑ **Non-displacement:** At no time should an AmeriCorps Promise Fellow (also known as a member) be used to displace an employee or paid position.
- ❑ **Meaningful Service:** Members service should focus on capacity building and other meaningful service activities. Appropriate activities for members are outlined in each member's position description. In addition, the Host Site agrees to monitor the Fellow's service so that members do not engage in prohibited or inappropriate service activities (see list of prohibited activities for details). Examples of inappropriate direct service may include food preparation, classroom substitutes, office photocopying, answering phones, running errands, etc.
- ❑ **Safe environment:** Provide the member with a safe service environment. Provide training and details on health and safety procedures specific to host site environment.
- ❑ **Computer access:** Provide the Fellow access to a computer with Internet for Alliance related purposes (i.e. checking e-mail, using Alliance online reporting systems, using the Alliance website, etc.) Provide a school/organization email address to ensure prompt communication with school and Alliance staff, if possible.
- ❑ **Work space:** Provide reasonable space, technology and materials for the member to fulfill his or her responsibilities. This includes a desk, phone, computer, access to office supplies, access to a copy machine, etc.
- ❑ **Provide mileage reimbursement:** Provide member appropriate mileage reimbursement for required Alliance/AmeriCorps meetings as well as reimbursement for other required expenses incurred by member while conducting Host Site related work (ex. bus/parking pass reimbursement, reimbursement for supplies, etc). The rate and process for member's receiving reimbursement is determined by the site.
- ❑ **Insurance:** Sites must provide liability insurance that covers the Promise Fellow while performing **ALL** duties assigned by the site. While the Alliance covers workers compensation claims for the Fellow(s), the site is expected to cover the Fellow while they are serving. A copy of the insurance must be made available upon request.

Please sign and initial the following statement:

WCH have read and understand the provisions regarding the Host Site Insurance Requirement.

Signed by Organizational Representative: _____

WCHanson

E. Staff support

The Host Site agrees to fill the following roles to support the member:

- ❑ **Site supervisor:** Assign a staff person(s) who provides daily, regular, ongoing supervision to the member(s); may approve timesheets and progress reports.
- ❑ **Site Coordinator:** Assign a staff member who helps the Fellow in accessing and analyzing data regarding students in the cohort; may support the completion of progress reports and other evaluation requirements.
- ❑ **Lead Contact:** A staff person who serves as the main contact for the Alliance program staff. This person will be the link between Alliance program staff and the Host Site and be charged with completing all required paperwork (including progress reports, timesheets, fulfilling host site cash match requirements, etc).

- ❑ **Youth Success Team:** The Youth Success Team refers to the school personnel and community partners identified on the MOU who will provide support and assistance in getting the right supports to the right students at the right time. Examples: School Social Worker, Family Liaison, Community Education, 4-H Extension, Girl Scouts, Boys & Girls Clubs, etc.

Please note: These positions do not necessarily need to be three different people. Some sites have found it helpful to separate out who provides direct, daily support to the member from who is in charge of the reporting functions.

F. **Member Recruitment**

The Host Site agrees to take the lead in member recruitment in its local community. It is the responsibility of the Host Site to ensure its complete MSY (member service year) award is filled – reaching a 100% enrollment rate.

There exists no guarantee of successful placement of a member at a Host Site. If the agency does not fulfill a 100% enrollment rate, this will be taken into consideration if the agency re-applies for the program the following year. The goal is to have each Promise Fellow slot filled by August 1st. Members may begin accruing hours once they have successfully completed the enrollment process (including submitting eligibility documents, passing background check including FBI finger printing, and completing a member agreement).

G. **Member Selection Process**

The Host Site agrees to work jointly with Alliance staff in interviewing, selecting, and placing AmeriCorps Promise Fellows with host sites. Please note that the Alliance MUST complete a final interview with the potential Fellow before an offer can be made. The Minnesota Alliance With Youth is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. In addition, sites must commit to recruiting a diverse, qualified pool of applicants. Please note that accommodations must be made available to all qualified applicants and members. The Alliance partners with host sites to achieve our goal of 100% retention of Promise Fellows.

Please Note: *The Host Site may not hire an AmeriCorps member as a staff person during his or her term of service, if doing so would not allow the member to fulfill his or her responsibilities as an AmeriCorps member.*

H. **On-Site Member Training and Support**

The Host Site agrees to provide training for its Promise Fellow:

- ❑ **Staff Training:** The Host Site will invite all AmeriCorps members to participate in any relevant on-site training and staff meetings. Promise Fellows may record this time towards their service hours.
- ❑ **Coordinating Member Hours:** The Host Site will be responsible for coordinating the service component and service-readiness training of member service which will be no less than 1725 hours, served Monday – Friday and optional weekends and evenings.
- ❑ **Member's Term of Service:** The member's term of service with the Program begins on August 15, 2011. The member will begin service at their placement site on or before that date (Approximately). The planned last date for service is August 14, 2012. These dates can only be altered under extreme circumstances and only once

arrangements are agreed upon, in writing, by the program, site, and member. The Host Site is responsible for providing orientation, service specific training, supervision, direction, evaluation and organization of the site service activities performed by the member during this time.

I. **Evaluation**

- The host site agrees to complete all program evaluation requirements including weekly data collection, monthly progress reports, mid-year and end of the year member performance evaluations and other evaluation requirements that may be requested by the Alliance throughout the year (ex. program feedback surveys, recruiting surveys, etc). All evaluation procedures and documentation will be provided to the host sites by the Alliance.
- The Host Site commits to monitoring the Fellow in tracking & completing **Monthly Progress Reports** to ensure program is aligned with evaluation goals. They will assist Fellow in maintaining and collecting data on a **weekly basis** (ex. grades/NWEA, attendance, behavioral referrals, etc). In addition, the host site will support the Fellow and Site Coordinator in using data to identify students for Focus Lists.

J. **Member Unemployment Insurance and Support – Please note that AmeriCorps members are not eligible for Unemployment insurance and may not make claims for support.**

Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17) (B). *Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.*

Further, Minnesota Economic Security law, Section 268.04 Subd. 12 (10) (d). provides that the term "employment" does not apply to service performed (d)"as part of an unemployment work relief or work training program assisted or financed in whole or in part by any federal agency or an agency of a state of political subdivision thereof, by an individual receiving such work relief or work training." The provision applies to participants who perform the services for the state of Minnesota or an instrumentality of the state, including a charitable or educational organization.

Therefore, according to the provisions and laws stated above, the member and host site understands that they are not eligible to receive unemployment compensation benefits from their AmeriCorps term of service, regardless of exit status.

Please sign and initial the following statement:

WCH I have read and understand the provisions regarding Member Unemployment Benefits.

Signed by Organizational Representative: _____

WCHanson

Site Coordinator Responsibilities

I. ROLE

The Site Coordinator acts as the key contact person regarding access to data and information related to the students on the Focus List. He/she may or may not be the direct supervisor of the Fellow.

II. WHO PLAYS THE PART

The Site Coordinator should be a full or part-time staff member placed within a school who will be able to provide 4-6 hours per week to review weekly student data using the early warning indicators (less than 80% attendance, one or more behavior referrals, or poor course performance in English or Math) and identify youth who are heading off track.

III. RESPONSIBILITIES

Site Coordinators are responsible for the following functions:

- A. **Data Access:** The Site Coordinator gathers and tracks student data on a weekly basis using the early warning indicators which is used to identify students on the Fellow's Focus List. The Site Coordinator will share this information with the Fellow(s).
- B. **Youth Success Team Meetings:** The Site Coordinator convenes a weekly meeting with the Fellow(s) and the Youth Success Team consisting of Promise Fellows, teachers, school social workers, school personnel and community members who use data to determine appropriate interventions for each youth and monitor participant involvement and improvement over time.
- C. **Progress Reporting:** Assist the Promise Fellow in completing monthly progress reports by providing timely, accurate information regarding students on the Focus List.

IV. ADDITIONAL DUTIES

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, and other activities as appropriate;
- To attend regularly scheduled site coordinator and site supervisor meetings (appx. 3 per year);
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs.

Name of Site Coordinator: LAURIE KNAPP

Please sign and date the following statement:

X I understand and will fulfill the responsibilities of the Site Coordinator Role.

Signature of Site Coordinator: 

Site Supervisor Responsibilities

I. ROLE

The site supervisor will provide direct supervision to the AmeriCorps Promise Fellow.

II. WHO PLAYS THE PART

The site supervisor is a staff person who will be able to provide the most direct supervision to the member. Principals are strongly encouraged to assign another staff member (ex. School social worker, counselor, dean of students) to fulfill this responsibility.

Note: An AmeriCorps member cannot serve as a site supervisor to another member.

III. RESPONSIBILITIES

Site supervisors are responsible for the following Alliance functions:

A. Support & Collaborate with the Alliance

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, displaying Alliance Promise Fellows/AmeriCorps signage, and other activities as appropriate;
- To ensure that the host site follows through on the program design and works to meet each performance measure as outlined in the Host Site Application.
- To attend regularly scheduled host site supervisor meetings (appx. 3 per year).
- To participate in regularly scheduled site visits (2 per year, appx.)
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs;
- To communicate regularly with the Alliance staff and notify them immediately if a member is in violation of their member agreement.

B. Initial Duties

The site supervisor is responsible for the following at the start of the program year:

- **Site Supervisor Orientation:** The site supervisor will attend the Site Supervisor Orientation facilitated by Alliance staff to understand the supervisor role and the member's role in the program. This will be held regionally during the spring/summer.
- **Member orientation:** The site supervisor will orient the member to the Host Site organization, including the Youth Success team. Topics should include but not be limited to mission, structure, expectations, space, staff, resources for support, personnel policies, and procedures, etc. Supervisors are expected to attend one day of the member orientation which is typically within the first month of service.

C. Ongoing Duties

The site supervisor will perform the following duties on an ongoing basis:

- **Supervision and support:** Provide daily supervision and support to the member. Maintain an environment that will allow the member to feel valued and part of the team. Maintain open lines of communication with the Promise Fellow, Alliance staff, and organization staff in relation to the member's role and performance.
- **Communicate Regularly with the Alliance:** To provide and maintain supervision and open communications with member and Alliance staff;
 - i. **Mediation & Progressive Discipline Process:** The site supervisor will work closely with the Alliance if disciplinary action is needed or if the member's service activities need to be accommodated for any reason. The Site Supervisor understands that he/she will notify the Alliance immediately of any problems or concerns with the member or their service (Staff and other resources are available to assist in resolving such challenges). The Site

Supervisor will include Alliance in the development of any action plan designed to improve and/or correct the performance of the member;

- ❑ **Member Training:** To provide member on-the-job training and involve the member in appropriate staff meetings, retreats, and training events; AmeriCorps members are expected to adhere to Host Site policies regarding such issues as confidentiality, safety, classroom participation, discipline, etc.
 - ❑ **Member Development:** To allow and positively support member development during the week for on-site AmeriCorps related research, reporting and evaluative activities, off-site training, education and other relevant meetings or activities. **The Site Supervisor will provide the Fellow with support and time to attend Alliance-required retreats and monthly meetings as outlined on the program calendar and updated throughout the year.** The Site Supervisor understands that this will mean the Fellow(s) will occasionally be absent from the site and will need to be released from their site to attend required Alliance meetings.
 - ❑ To develop service activities with member throughout the service year allowing for leadership development opportunities;
 - ❑ To understand if for any reason the member withdraws or is released from the Host Site or the MN Alliance With Youth there exists no guarantee of the assignment of another member; Please contact Alliance staff to determine if your site is eligible to refill your Promise Fellow slot.
 - ❑ To report any injuries that a member obtained while providing AmeriCorps service hours at the partner site. Contact Alliance staff for information on how to report an injury within 24 hours of the incident.
- D. Time sheet verification:** The site supervisor will be responsible for working with the member to coordinate and verify the member's service hours each week using the AmeriCorps and Alliance online system called OnCorps. This includes approving all timesheets on a regular and timely basis. **Failure to do so could result in the member's living allowance being held until all timesheets are approved.**
- E. Evaluation**
Site Supervisors commits to supporting the Fellow and site coordinator in completing all evaluation requirements.
- ❑ **Monthly Progress Reports:** Supervisors will assist the member in completing monthly progress reports during the course of the year along with tracking student data on a weekly basis. These reports help establish measures for evaluation of member service impact and communicate with the Alliance concerning development and attainment of those measures and impact. Supervisors work **with** the member to complete the required Alliance progress reports. The reports will include tracking the quantitative progress of students on the focus list on a **weekly basis** (using the early warning indicators) along with narrative sections reporting on the Fellow's personal and professional growth. Reports will be submitted using the OnCorps system.
 - ❑ **Member performance evaluations:** The member performance evaluation provides an opportunity for site supervisors to evaluate the member's strengths and areas for growth. This evaluation is due in January and again in June. It is an AmeriCorps requirement that the host site completes an evaluation for each member. **Failure to complete the documents could lead to the Fellow not receiving their Education**

Award. A copy of the most current evaluation form is available on the OnCorps website under resources or may be obtained from Alliance staff. Sites may use the form throughout the member's term of service but only need to submit the documents at the mid-point and end of the year.

Name of Site Supervisor: LAURIE KNAPP

Please sign and date the following statement:

I understand and will fulfill the responsibilities of the Site Supervisor Role.

Signature of Site Supervisor: 

Minnesota Alliance With Youth Responsibilities

I. ROLE

The Minnesota Alliance With Youth (the Alliance) serves as the host for the AmeriCorps Promise Fellows with Duluth Public Schools serving as the fiscal host. The Alliance is also responsible for the supervision of the program statewide. This includes member management, site management, fiscal and programmatic reporting, and compliance with all AmeriCorps provisions and regulations.

II. WHO PLAYS THE PART

All Alliance staff work with Promise Fellows and host sites. For contact information, visit our website at www.mnyouth.net.

III. RESPONSIBILITIES

Alliance staff are responsible for the following:

A. Member Recruitment

Alliance staff will conduct broad-based, statewide recruitment. The Alliance will develop recruitment materials to distribute to Host Sites for their local recruitment efforts. The Alliance will accept applications and forward applicants to the Host Sites during the interview process. Once a final candidate is selected, the Alliance will interview the applicant and also will need to have on file a copy of his/her AmeriCorps application, including references.

B. Member Selection Process

Alliance program staff will work in conjunction with the partnering the Host Site in interviewing, selecting and placing AmeriCorps members.

The Minnesota Alliance With Youth staff reserves the right to make the final decision regarding the selection of AmeriCorps members.

As part of the screening process of applicants, the Alliance staff will conduct state and county criminal background checks on applicants prior to their official acceptance into the program. The Alliance reserves the right to disqualify a member for not disclosing past criminal history on the application or for not clearing the background check. At the request of the Host Site (in writing) and with permission from the member in writing, the Alliance will share the results of an applicant's criminal FBI background check, which includes fingerprinting.

Prohibited Activities for AmeriCorps Members

- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious prostylization.
- Providing a direct benefit to:
 - A for-profit entity;
 - A labor union;
 - A partisan political organization;
 - An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
 - A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
- Fund-raising in the following ways:
 - Raising funds for his or her living allowance.
 - Raising funds for an organization's operating expenses or endowment.
 - Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
 - Writing grant applications for funding provided by any other federal agencies.
- Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.
- Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.
- Note:** Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

Non-Displacement Policy

Prohibition on Displacing an Employee or a Position. The Grantee (the Alliance) may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer (Host Site) of an AmeriCorps Promise Fellow.

Prohibition on Displacing a Volunteer. The Grantee (the Alliance) may not displace a volunteer, including partial displacement such as reducing a volunteer's hours, by using an AmeriCorps member.

Prohibition on Promotional Infringement. The Grantee (the Alliance) may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.

Prohibition on Displacing Employee Services, Duties or Activities. An AmeriCorps Promise Fellow may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.

Prohibition on Supplanting, Hiring or Infringing on Recall Rights. A Promise Fellow may not perform any services or duties, or engage in activities, that:

- a) will supplant the hiring of employed workers; or
- b) are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

Other Prohibitions. An AmeriCorps member may not perform services or duties that have been performed by or were assigned to any:

- a. Currently employed worker;
- b. Employee who recently resigned or was discharged;
- c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
- e. Employee who is on strike or is being locked out.

Non-Discrimination & Sexual Harassment Policy

The Minnesota Alliance With Youth does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of the Alliance, or any bona fide occupational qualifications.

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Minnesota Alliance With Youth
2233 University Ave W
Suite 235
St. Paul, MN 55114

or

Office of Civil Right and Inclusiveness, Corporation for National and Community Service
1201 New York Avenue, NW
Washington, D.C. 20525
(202) 606-7503 (voice); (202) 565-2799 (TTY); eo@cns.gov (e-mail)

The Alliance makes every effort to ensure that its host sites have similar non-discrimination policies. Members with questions or concerns about any type of discrimination in their service host site are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or Alliance staff. If the host site is found to be engaging in such activities, removal of current member(s) and denial of future members at that agency may result.

Discrimination on the part of fellow Alliance staff, members and host sites will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to

disciplinary action, up to and including dismissal from the program. The Alliance will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that he or she has been subject to harassment of any kind, or who has knowledge about harassment of others, should report the harassment to an immediate supervisor, superior, and/or Alliance program staff. Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from the Minnesota Alliance With Youth Promise Fellows.

CERTIFICATION

This site agreement serves as a binding contract between the Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year. The terms of this agreement will end on August 14, 2012.

Amendments to this agreement can be made only with the consent of both parties and shall be done in writing.

I understand that failure to fulfill the responsibilities outlined in this agreement will be noted during the year. Failure to fulfill responsibilities outlined in this agreement will become part of the selection criteria in the re-application process for selecting sites and awarding members for the following program year. Failure to comply with this agreement could result in immediate removal of the Fellow from the Host Site.

The Alliance reserves the right to make adjustments to this agreement as needed.

By signing this agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this agreement.

A. NAME OF HOST SITE DULUTH PUBLIC SCHOOLS

William Hanson, Director of Business Services

Host Site Representative Name

Host Site Representative Signature

Date

Laurie Knapp, Principal

Site Coordinator Name

Site Coordinator Signature

Date

Laurie Knapp, Principal

Site Supervisor Name

Site Supervisor Signature

Date

B. MINNESOTA ALLIANCE WITH YOUTH

Sarah Dixon

Chief Executive Officer

Chief Executive Officer signature

Date



Engagement. Voice. Success.



Host Site Agreement AmeriCorps Promise Fellows

Name of Host Site: Duluth Public Schools - Denfeld High School	Total # of Fellows: 2
Lead Contact Name: Bill Gronseth	Email: William.Gronseth@duluth.k12.mn.us

The purpose of this agreement is to establish the basic parameters of relationship between Promise Fellow Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year.

Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).

Key Players	1
Host Site Expectations	2
Site Coordinator Responsibilities	6
Site Supervisor Responsibilities	7
Minnesota Alliance With Youth Responsibilities	10
Prohibited Activities for AmeriCorps members.....	11
Non-displacement policy.....	12
Non-discrimination policy.....	13
Certification (please sign & submit to the Alliance)	14

General Information

The Minnesota Alliance With Youth (the Alliance) is the leading convener, collaborator and capacity-builder for youth development in Minnesota. Our mission is to ignite the spark in all young people to become actively engaged, develop strong voices, and acquire the skills needed for success in school, work, and life.

In order to ensure all youth achieve success in school, work, and life, we focus on four strategies: 1) strengthening youth success in school and learning, 2) increasing youth contribution through service & leadership opportunities, 3) developing and magnifying youth voice, and 4) promoting collaboration and innovation. As a leading affiliate of America's Promise Alliance, we actively participate in the Grad Nation movement, a national effort to end the high school dropout crisis and prepare young people for college and the 21st century workforce. We believe AmeriCorps Promise Fellows can be part of Minnesota's long-term strategy to address our graduation crisis by providing data-driven, evidenced-based supports to youth in grades 6-10.

Key Players

- Minnesota Alliance With Youth is responsible for statewide program management.
- Duluth Public Schools (DPS) is the fiscal host for the Alliance.
- ServeMinnesota is the funder for the Promise Fellows, providing federal and state AmeriCorps funding to the Alliance to operate the program.
- Host Site: is the organization/school/district/agency who will lead the efforts to support and ensure all Alliance and AmeriCorps requirements are met by their AmeriCorps Promise Fellows. The Host Site may be an individual organization looking to create or strengthen

partnerships with one or more schools and one or more community-based organizations to increase the number of youth served.

- **Host Community:** Host Communities refers to a cluster of organizations and schools within a neighborhood, town, city, county or region that are ready to create or deepen their school-community partnership and intensify their school-reform efforts. They may apply to host clusters of 2 or more Promise Fellows across several organizations. These organizations and school(s) commit to providing integrated wrap-around support to identified groups of youth. The goal of the Host Community model is to avoid duplication and allow for more effective sharing of information and resources to support youth in and out of school. Each Host Community must identify their lead contact along with the supervisor(s) for the Promise Fellow(s).

Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).

Host Site Expectations

I. ROLE

The Host Site provides both the location and support for AmeriCorps members (also known as AmeriCorps *Promise Fellows* or simply, members). Host sites provide space for members to perform their service as well as provide direct supervision and coaching for the members.

II. WHO PLAYS THE PART

Administration and staff of the Host Site.

III. RESPONSIBILITIES

The Host Site will be responsible for the following:

A. Commitment to Addressing our Dropout Crisis & Academic Achievement Gap in Minnesota

The Host Site agrees to make a commitment to fight the dropout crisis in their home community. The backgrounds of youth at-risk of dropping out are also mirrored in Minnesota's growing academic achievement gap, one of the largest in the nation. The Minnesota Alliance With Youth joins with schools and public and private non-profit community organizations across Minnesota to strengthen the community's ability to address the dropout crisis & academic achievement gap through national service; to develop leaders with a lifelong commitment to an ethic of service; and to build a system of community service that involves community-wide collaboration with and for youth. In particular, the Alliance Promise Fellows use data driven, multi-tiered, evidence-based best practices to support youth who are falling behind and not on track to graduate on time. Fellows, along with their host sites, are working to provide the right support to the right youth at the right time.

The Alliance AmeriCorps Promise Fellows are currently funded by Federal AmeriCorps and ServeMinnesota (including State funding through the National Service Trust Act and Minnesota AmeriCorps Innovation Fund legislation). Host Sites must be recognized as a school or public or private non-profit organization or institution, having been in official existence for at least one year. Host Sites must clearly identify how a member will address unmet needs through capacity building and direct service activities in the priority areas identified and have a strong commitment to the framework of the Five Promises and the Grad Nation Movement in Minnesota.

B. Overview of AmeriCorps Promise Fellow Service

Each Promise Fellow follows a position description, which was submitted with the Site's Application to host a Fellow. The Position Description provides an outline of proposed service activities.

For Fellows serving at School and Community-Based Organization Sites, they work towards the following goals:

- Coordinate programs and volunteers so that at least 30 youth (approx. 6th – 10th graders) will demonstrate improvement in the grades in core academic subjects (math, reading); improve attendance; decrease behavioral referrals.
- Engage youth, specifically those on the Focus List, in at least 20 hours of civic engagement activities during the year.
- Recruit and/or support community volunteers to give 30 hours (appx) to support youth; volunteers, including family members, work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.

For Fellows serving at Statewide Organizations, they work towards the following goals:

- Build the capacity of their host organization to support schools and communities in addressing the achievement gap, graduation and dropout prevention efforts (for example, by researching best practices, developing programs, building relationships, etc.)
- Develop a plan with their supervisor to share organizational resources with local communities and sites. Examples include training/expertise/written resources on youth development, civic engagement, and volunteer retention.

C. Provide Host Site Cash Match –\$6,500 per Fellow

1. Host Sites will be required to provide Duluth Public Schools/Minnesota Alliance With Youth with the appropriate cash match of \$6,500 per Fellow. The Cash Match is determined by the number of Fellows hosted at a particular site.
2. The cash match is due within thirty days of the beginning of the program year (due date: September 15th). However, sites may choose to pay half of the cash match by September 15th and the other half of the cash match by March 15th of the program year, if arrangements are made in writing to the Alliance staff prior to September 15th.
3. ***There will be no refunds if a member decides to end his/her term of service early for whatever reason (ex. for compelling reasons or for cause) after 2 months.*** Before that time, arrangements will be reviewed on a case-by-case basis. ***Please note:*** there is the possibility to rehire if the Fellow has served less than 30% of their hours. This will be determined on a case by case basis.
4. The Minnesota Alliance With Youth is a federally funded program through the Corporation for National and Community Service. Federal dollars are typically not allowed to be used as cash match for another federal grant without prior certification. If you are using federal dollars as match, you will be required to provide written authorization from your grantee giving authorization to do so.

Please sign and initial the following statement:

WCH ***I have read and understand the provisions regarding the Host Site Cash Match***

Signed by Organizational Representative: _____

WCHanson

D. AmeriCorps service environment

The Host Site agrees to provide the member with a suitable service environment:

- ❑ **Non-displacement:** At no time should an AmeriCorps Promise Fellow (also known as a member) be used to displace an employee or paid position.
- ❑ **Meaningful Service:** Members service should focus on capacity building and other meaningful service activities. Appropriate activities for members are outlined in each member's position description. In addition, the Host Site agrees to monitor the Fellow's service so that members do not engage in prohibited or inappropriate service activities (see list of prohibited activities for details). Examples of inappropriate direct service may include food preparation, classroom substitutes, office photocopying, answering phones, running errands, etc.
- ❑ **Safe environment:** Provide the member with a safe service environment. Provide training and details on health and safety procedures specific to host site environment.
- ❑ **Computer access:** Provide the Fellow access to a computer with Internet for Alliance related purposes (i.e. checking e-mail, using Alliance online reporting systems, using the Alliance website, etc.) Provide a school/organization email address to ensure prompt communication with school and Alliance staff, if possible.
- ❑ **Work space:** Provide reasonable space, technology and materials for the member to fulfill his or her responsibilities. This includes a desk, phone, computer, access to office supplies, access to a copy machine, etc.
- ❑ **Provide mileage reimbursement:** Provide member appropriate mileage reimbursement for required Alliance/AmeriCorps meetings as well as reimbursement for other required expenses incurred by member while conducting Host Site related work (ex. bus/parking pass reimbursement, reimbursement for supplies, etc). The rate and process for member's receiving reimbursement is determined by the site.
- ❑ **Insurance:** Sites must provide liability insurance that covers the Promise Fellow while performing ALL duties assigned by the site. While the Alliance covers workers compensation claims for the Fellow(s), the site is expected to cover the Fellow while they are serving. A copy of the insurance must be made available upon request.

Please sign and initial the following statement:

WCH I have read and understand the provisions regarding the Host Site Insurance Requirement.

Signed by Organizational Representative: _____

WCHanson

E. Staff support

The Host Site agrees to fill the following roles to support the member:

- ❑ **Site supervisor:** Assign a staff person(s) who provides daily, regular, ongoing supervision to the member(s); may approve timesheets and progress reports.
- ❑ **Site Coordinator:** Assign a staff member who helps the Fellow in accessing and analyzing data regarding students in the cohort; may support the completion of progress reports and other evaluation requirements.
- ❑ **Lead Contact:** A staff person who serves as the main contact for the Alliance program staff. This person will be the link between Alliance program staff and the Host Site and be charged with completing all required paperwork (including progress reports, timesheets, fulfilling host site cash match requirements, etc).

- ❑ **Youth Success Team:** The Youth Success Team refers to the school personnel and community partners identified on the MOU who will provide support and assistance in getting the right supports to the right students at the right time. Examples: School Social Worker, Family Liaison, Community Education, 4-H Extension, Girl Scouts, Boys & Girls Clubs, etc.

Please note: These positions do not necessarily need to be three different people. Some sites have found it helpful to separate out who provides direct, daily support to the member from who is in charge of the reporting functions.

F. **Member Recruitment**

The Host Site agrees to take the lead in member recruitment in its local community. It is the responsibility of the Host Site to ensure its complete MSY (member service year) award is filled – reaching a 100% enrollment rate.

There exists no guarantee of successful placement of a member at a Host Site. If the agency does not fulfill a 100% enrollment rate, this will be taken into consideration if the agency re-applies for the program the following year. The goal is to have each Promise Fellow slot filled by August 1st. Members may begin accruing hours once they have successfully completed the enrollment process (including submitting eligibility documents, passing background check including FBI finger printing, and completing a member agreement).

G. **Member Selection Process**

The Host Site agrees to work jointly with Alliance staff in interviewing, selecting, and placing AmeriCorps Promise Fellows with host sites. Please note that the Alliance MUST complete a final interview with the potential Fellow before an offer can be made. The Minnesota Alliance With Youth is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. In addition, sites must commit to recruiting a diverse, qualified pool of applicants. Please note that accommodations must be made available to all qualified applicants and members. The Alliance partners with host sites to achieve our goal of 100% retention of Promise Fellows.

Please Note: *The Host Site may not hire an AmeriCorps member as a staff person during his or her term of service, if doing so would not allow the member to fulfill his or her responsibilities as an AmeriCorps member.*

H. **On-Site Member Training and Support**

The Host Site agrees to provide training for its Promise Fellow:

- ❑ **Staff Training:** The Host Site will invite all AmeriCorps members to participate in any relevant on-site training and staff meetings. Promise Fellows may record this time towards their service hours.
- ❑ **Coordinating Member Hours:** The Host Site will be responsible for coordinating the service component and service-readiness training of member service which will be no less than 1725 hours, served Monday – Friday and optional weekends and evenings.
- ❑ **Member's Term of Service:** The member's term of service with the Program begins on August 15, 2011. The member will begin service at their placement site on or before that date (Approximately). The planned last date for service is August 14, 2012. These dates can only be altered under extreme circumstances and only once

arrangements are agreed upon, in writing, by the program, site, and member. The Host Site is responsible for providing orientation, service specific training, supervision, direction, evaluation and organization of the site service activities performed by the member during this time.

I. **Evaluation**

- The host site agrees to complete all program evaluation requirements including weekly data collection, monthly progress reports, mid-year and end of the year member performance evaluations and other evaluation requirements that may be requested by the Alliance throughout the year (ex. program feedback surveys, recruiting surveys, etc). All evaluation procedures and documentation will be provided to the host sites by the Alliance.
- The Host Site commits to monitoring the Fellow in tracking & completing **Monthly Progress Reports** to ensure program is aligned with evaluation goals. They will assist Fellow in maintaining and collecting data on a **weekly basis** (ex. grades/NWEA, attendance, behavioral referrals, etc). In addition, the host site will support the Fellow and Site Coordinator in using data to identify students for Focus Lists.

J. **Member Unemployment Insurance and Support – Please note that AmeriCorps members are not eligible for Unemployment insurance and may not make claims for support.**

Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17) (B). *Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.*

Further, Minnesota Economic Security law, Section 268.04 Subd. 12 (10) (d). provides that the term "employment" does not apply to service performed (d)"as part of an unemployment work relief or work training program assisted or financed in whole or in part by any federal agency or an agency of a state of political subdivision thereof, by an individual receiving such work relief or work training." The provision applies to participants who perform the services for the state of Minnesota or an instrumentality of the state, including a charitable or educational organization.

Therefore, according to the provisions and laws stated above, the member and host site understands that they are not eligible to receive unemployment compensation benefits from their AmeriCorps term of service, regardless of exit status.

Please sign and initial the following statement:

WCH I have read and understand the provisions regarding Member Unemployment Benefits.

Signed by Organizational Representative: _____

WCHanson

Site Coordinator Responsibilities

I. ROLE

The Site Coordinator acts as the key contact person regarding access to data and information related to the students on the Focus List. He/she may or may not be the direct supervisor of the Fellow.

II. WHO PLAYS THE PART

The Site Coordinator should be a full or part-time staff member placed within a school who will be able to provide 4-6 hours per week to review weekly student data using the early warning indicators (less than 80% attendance, one or more behavior referrals, or poor course performance in English or Math) and identify youth who are heading off track.

III. RESPONSIBILITIES

Site Coordinators are responsible for the following functions:

- A. **Data Access:** The Site Coordinator gathers and tracks student data on a weekly basis using the early warning indicators which is used to identify students on the Fellow's Focus List. The Site Coordinator will share this information with the Fellow(s).
- B. **Youth Success Team Meetings:** The Site Coordinator convenes a weekly meeting with the Fellow(s) and the Youth Success Team consisting of Promise Fellows, teachers, school social workers, school personnel and community members who use data to determine appropriate interventions for each youth and monitor participant involvement and improvement over time.
- C. **Progress Reporting:** Assist the Promise Fellow in completing monthly progress reports by providing timely, accurate information regarding students on the Focus List.

IV. ADDITIONAL DUTIES

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, and other activities as appropriate;
- To attend regularly scheduled site coordinator and site supervisor meetings (appx. 3 per year);
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs.

Name of Site Coordinator: Ed Crawford

Please sign and date the following statement:

Ed Crawford I understand and will fulfill the responsibilities of the Site Coordinator Role.

Signature of Site Coordinator: Ed Crawford

Site Supervisor Responsibilities

I. ROLE

The site supervisor will provide direct supervision to the AmeriCorps Promise Fellow.

II. WHO PLAYS THE PART

The site supervisor is a staff person who will be able to provide the most direct supervision to the member. Principals are strongly encouraged to assign another staff member (ex. School social worker, counselor, dean of students) to fulfill this responsibility.

Note: An AmeriCorps member cannot serve as a site supervisor to another member.

III. RESPONSIBILITIES

Site supervisors are responsible for the following Alliance functions:

A. Support & Collaborate with the Alliance

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, displaying Alliance Promise Fellows/AmeriCorps signage, and other activities as appropriate;
- To ensure that the host site follows through on the program design and works to meet each performance measure as outlined in the Host Site Application.
- To attend regularly scheduled host site supervisor meetings (appx. 3 per year).
- To participate in regularly scheduled site visits (2 per year, appx.)
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs;
- To communicate regularly with the Alliance staff and notify them immediately if a member is in violation of their member agreement.

B. Initial Duties

The site supervisor is responsible for the following at the start of the program year:

- ❑ **Site Supervisor Orientation:** The site supervisor will attend the Site Supervisor Orientation facilitated by Alliance staff to understand the supervisor role and the member's role in the program. This will be held regionally during the spring/summer.
- ❑ **Member orientation:** The site supervisor will orient the member to the Host Site organization, including the Youth Success team. Topics should include but not be limited to mission, structure, expectations, space, staff, resources for support, personnel policies, and procedures, etc. Supervisors are expected to attend one day of the member orientation which is typically within the first month of service.

C. Ongoing Duties

The site supervisor will perform the following duties on an ongoing basis:

- ❑ **Supervision and support:** Provide daily supervision and support to the member. Maintain an environment that will allow the member to feel valued and part of the team. Maintain open lines of communication with the Promise Fellow, Alliance staff, and organization staff in relation to the member's role and performance.
- ❑ **Communicate Regularly with the Alliance:** To provide and maintain supervision and open communications with member and Alliance staff;
 - i. **Mediation & Progressive Discipline Process:** The site supervisor will work closely with the Alliance if disciplinary action is needed or if the member's service activities need to be accommodated for any reason. The Site Supervisor understands that he/she will notify the Alliance immediately of any problems or concerns with the member or their service (Staff and other resources are available to assist in resolving such challenges). The Site

Supervisor will include Alliance in the development of any action plan designed to improve and/or correct the performance of the member;

- ❑ **Member Training:** To provide member on-the-job training and involve the member in appropriate staff meetings, retreats, and training events; AmeriCorps members are expected to adhere to Host Site policies regarding such issues as confidentiality, safety, classroom participation, discipline, etc.
 - ❑ **Member Development:** To allow and positively support member development during the week for on-site AmeriCorps related research, reporting and evaluative activities, off-site training, education and other relevant meetings or activities. **The Site Supervisor will provide the Fellow with support and time to attend Alliance-required retreats and monthly meetings as outlined on the program calendar and updated throughout the year.** The Site Supervisor understands that this will mean the Fellow(s) will occasionally be absent from the site and will need to be released from their site to attend required Alliance meetings.
 - ❑ To develop service activities with member throughout the service year allowing for leadership development opportunities;
 - ❑ To understand if for any reason the member withdraws or is released from the Host Site or the MN Alliance With Youth **there exists no guarantee of the assignment of another member;** Please contact Alliance staff to determine if your site is eligible to refill your Promise Fellow slot.
 - ❑ To report any injuries that a member obtained while providing AmeriCorps service hours at the partner site. Contact Alliance staff for information on how to report an injury within 24 hours of the incident.
- D. Time sheet verification:** The site supervisor will be responsible for working with the member to coordinate and verify the member's service hours each week using the AmeriCorps and Alliance online system called OnCorps. This includes approving all timesheets on a regular and timely basis. **Failure to do so could result in the member's living allowance being held until all timesheets are approved.**
- E. Evaluation**
Site Supervisors commits to supporting the Fellow and site coordinator in completing all evaluation requirements.
- ❑ **Monthly Progress Reports:** Supervisors will assist the member in completing monthly progress reports during the course of the year along with tracking student data on a weekly basis. These reports help establish measures for evaluation of member service impact and communicate with the Alliance concerning development and attainment of those measures and impact. Supervisors work **with** the member to complete the required Alliance progress reports. The reports will include tracking the quantitative progress of students on the focus list on a **weekly** basis (using the early warning indicators) along with narrative sections reporting on the Fellow's personal and professional growth. Reports will be submitted using the OnCorps system.
 - ❑ **Member performance evaluations:** The member performance evaluation provides an opportunity for site supervisors to evaluate the member's strengths and areas for growth. This evaluation is due in January and again in June. It is an AmeriCorps requirement that the host site completes an evaluation for each member. ***Failure to complete the documents could lead to the Fellow not receiving their Education***

Award. A copy of the most current evaluation form is available on the OnCorps website under resources or may be obtained from Alliance staff. Sites may use the form throughout the member's term of service but only need to submit the documents at the mid-point and end of the year.

Name of Site Supervisor: Ed Crawford

Please sign and date the following statement:

Ed Crawford I understand and will fulfill the responsibilities of the Site Supervisor Role.

Signature of Site Supervisor: Ed Crawford

Minnesota Alliance With Youth Responsibilities

I. ROLE

The Minnesota Alliance With Youth (the Alliance) serves as the host for the AmeriCorps Promise Fellows with Duluth Public Schools serving as the fiscal host. The Alliance is also responsible for the supervision of the program statewide. This includes member management, site management, fiscal and programmatic reporting, and compliance with all AmeriCorps provisions and regulations.

II. WHO PLAYS THE PART

All Alliance staff work with Promise Fellows and host sites. For contact information, visit our website at www.mnyouth.net.

III. RESPONSIBILITIES

Alliance staff are responsible for the following:

A. Member Recruitment

Alliance staff will conduct broad-based, statewide recruitment. The Alliance will develop recruitment materials to distribute to Host Sites for their local recruitment efforts. The Alliance will accept applications and forward applicants to the Host Sites during the interview process. Once a final candidate is selected, the Alliance will interview the applicant and also will need to have on file a copy of his/her AmeriCorps application, including references.

B. Member Selection Process

Alliance program staff will work in conjunction with the partnering the Host Site in interviewing, selecting and placing AmeriCorps members.

The Minnesota Alliance With Youth staff reserves the right to make the final decision regarding the selection of AmeriCorps members.

As part of the screening process of applicants, the Alliance staff will conduct state and county criminal background checks on applicants prior to their official acceptance into the program. The Alliance reserves the right to disqualify a member for not disclosing past criminal history on the application or for not clearing the background check. At the request of the Host Site (in writing) and with permission from the member in writing, the Alliance will share the results of an applicant's criminal FBI background check, which includes fingerprinting.

The Alliance is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation.

C. Member Training and Events

The Alliance staff will be responsible for coordinating and sponsoring Promise Fellow trainings and events. Alliance trainings are required for all members. Training occurs monthly. A calendar of training and events is made available at the beginning of the year and is updated as needs arise. In addition, Fellows may be asked to attend in special events which may include evening or weekend attendance. Adequate notice will be given electronically so arrangements can be made.

D. Member Support

Alliance program staff will be responsible for providing support to members:

- ❑ **Site visits:** Alliance staff will conduct a minimum of two site visits during the year to check-in with the member in relation to their AmeriCorps service. Site visits will be scheduled by Alliance staff, site supervisor, and the member.
- ❑ **Monitoring program requirements:** the Alliance program staff will monitor and track program requirements, as well as provide support for members as they work to complete these requirements, which include community service, civic engagement, service hours, reporting, etc. Members and sites will report on the grades, attendance, and behavior referral for students identified as being on the Focus List on a regular basis.

Promise Fellows and site supervisors (and site coordinators as needed) will be given access to an online database to monitor the member's progress in completing his or her service hours.

- ❑ **Regular Communication:** Staff will communicate with members and host sites through phone calls, email updates, newsletters, etc to inform partners of upcoming events, training, and other program requirements. Alliance staff also mentor and meet with member, host site and staff to provide additional, informal support, coaching, and problem-solving as needed.

E. Program Management

Alliance staff will be responsible for managing the program:

- ❑ **Member personnel file:** Alliance staff maintain a personnel file for each member, which includes pre-service paperwork and eligibility documents required by CNCS and the Duluth Public Schools.
- ❑ **Member Benefits:** Alliance provides monthly living allowance of approximately \$1,000 per month; Health Insurance; Workers Compensation; and FICA.
- ❑ **Time sheets:** Alliance staff will record and track members' service hours as reported on their time sheets using an online system.
- ❑ **Data collection:** Alliance staff will collect and report program data weekly, monthly & quarterly, including in-kind reports, member performance evaluations, and progress monitoring reports as those outlined by AmeriCorps regulations and agreed upon by ServeMinnesota and the Alliance.
- ❑ **Conflict resolution:** The Alliance staff will work in conjunction with the site supervisor in resolving any Promise Fellow-related issues that may occur during the program year.

Prohibited Activities for AmeriCorps Members

- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
- Providing a direct benefit to:
 - A for-profit entity;
 - A labor union;
 - A partisan political organization;
 - An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
 - A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
- Fund-raising in the following ways:
 - Raising funds for his or her living allowance.
 - Raising funds for an organization's operating expenses or endowment.
 - Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
 - Writing grant applications for funding provided by any other federal agencies.
- Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.
- Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.
- Note:** Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

Non-Displacement Policy

Prohibition on Displacing an Employee or a Position. The Grantee (the Alliance) may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer (Host Site) of an AmeriCorps Promise Fellow.

Prohibition on Displacing a Volunteer. The Grantee (the Alliance) may not displace a volunteer, including partial displacement such as reducing a volunteer's hours, by using an AmeriCorps member.

Prohibition on Promotional Infringement. The Grantee (the Alliance) may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.

Prohibition on Displacing Employee Services, Duties or Activities. An AmeriCorps Promise Fellow may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.

Prohibition on Supplanting, Hiring or Infringing on Recall Rights. A Promise Fellow may not perform any services or duties, or engage in activities, that:

- a) will supplant the hiring of employed workers; or
- b) are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

Other Prohibitions. An AmeriCorps member may not perform services or duties that have been performed by or were assigned to any:

- a. Currently employed worker;
- b. Employee who recently resigned or was discharged;
- c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
- e. Employee who is on strike or is being locked out.

Non-Discrimination & Sexual Harassment Policy

The Minnesota Alliance With Youth does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of the Alliance, or any bona fide occupational qualifications.

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Minnesota Alliance With Youth
2233 University Ave W
Suite 235
St. Paul, MN 55114

or

Office of Civil Right and Inclusiveness, Corporation for National and Community Service
1201 New York Avenue, NW
Washington, D.C. 20525
(202) 606-7503 (voice); (202) 565-2799 (TTY); eo@cns.gov (e-mail)

The Alliance makes every effort to ensure that its host sites have similar non-discrimination policies. Members with questions or concerns about any type of discrimination in their service host site are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or Alliance staff. If the host site is found to be engaging in such activities, removal of current member(s) and denial of future members at that agency may result.

Discrimination on the part of fellow Alliance staff, members and host sites will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to

disciplinary action, up to and including dismissal from the program. The Alliance will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that he or she has been subject to harassment of any kind, or who has knowledge about harassment of others, should report the harassment to an immediate supervisor, superior, and/or Alliance program staff. Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from the Minnesota Alliance With Youth Promise Fellows.

August 14, 2012.

Amendments to this agreement can be made only with the consent of both parties and shall be done in writing.

I understand that failure to fulfill the responsibilities outlined in this agreement will be noted during the year. Failure to fulfill responsibilities outlined in this agreement will become part of the selection criteria in the re-application process for selecting sites and awarding members for the following program year. Failure to comply with this agreement could result in immediate removal of the Fellow from the Host Site.

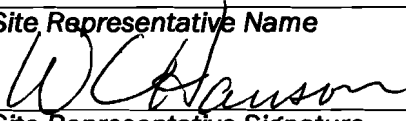
The Alliance reserves the right to make adjustments to this agreement as needed.

By signing this agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this agreement.

A. NAME OF HOST SITE DULUTH PUBLIC SCHOOLS

William Hanson, Director of Business Services

Host Site Representative Name



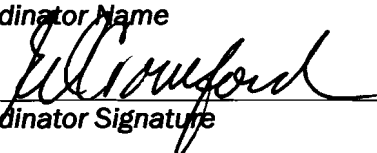
8/18/11

Host Site Representative Signature

Date

Ed Crawford, Principal

Site Coordinator Name



8/22/11

Site Coordinator Signature

Date

Ed Crawford, Principal

Site Supervisor Name



8/22/11

Site Supervisor Signature

Date

B. MINNESOTA ALLIANCE WITH YOUTH

Sarah Dixon

Chief Executive Officer



8/26/11

Chief Executive Officer signature

Date



Engagement. Voice. Success.



Host Site Agreement AmeriCorps Promise Fellows

Name of Host Site: Duluth Public Schools – Woodland Middle School	Total # of Fellows: 3
Lead Contact Name: Bill Gronseth	Email: William.Gronseth@duluth.k12.mn.us

The purpose of this agreement is to establish the basic parameters of relationship between Promise Fellow Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year.

Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).

Key Players	1
Host Site Expectations	2
Site Coordinator Responsibilities	6
Site Supervisor Responsibilities	7
Minnesota Alliance With Youth Responsibilities	10
Prohibited Activities for AmeriCorps members.....	11
Non-displacement policy.....	12
Non-discrimination policy.....	13
Certification (please sign & submit to the Alliance)	14

General Information

The Minnesota Alliance With Youth (the Alliance) is the leading convener, collaborator and capacity-builder for youth development in Minnesota. Our mission is to ignite the spark in all young people to become actively engaged, develop strong voices, and acquire the skills needed for success in school, work, and life.

In order to ensure all youth achieve success in school, work, and life, we focus on four strategies: 1) strengthening youth success in school and learning, 2) increasing youth contribution through service & leadership opportunities, 3) developing and magnifying youth voice, and 4) promoting collaboration and innovation. As a leading affiliate of America’s Promise Alliance, we actively participate in the Grad Nation movement, a national effort to end the high school dropout crisis and prepare young people for college and the 21st century workforce. We believe AmeriCorps Promise Fellows can be part of Minnesota’s long-term strategy to address our graduation crisis by providing data-driven, evidenced-based supports to youth in grades 6-10.

Key Players

- Minnesota Alliance With Youth is responsible for statewide program management.
- Duluth Public Schools (DPS) is the fiscal host for the Alliance.
- ServeMinnesota is the funder for the Promise Fellows, providing federal and state AmeriCorps funding to the Alliance to operate the program.
- Host Site: is the organization/school/district/agency who will lead the efforts to support and ensure all Alliance and AmeriCorps requirements are met by their AmeriCorps Promise Fellows. The Host Site may be an individual organization looking to create or strengthen

partnerships with one or more schools and one or more community-based organizations to increase the number of youth served.

- **Host Community:** Host Communities refers to a cluster of organizations and schools within a neighborhood, town, city, county or region that are ready to create or deepen their school-community partnership and intensify their school-reform efforts. They may apply to host clusters of 2 or more Promise Fellows across several organizations. These organizations and school(s) commit to providing integrated wrap-around support to identified groups of youth. The goal of the Host Community model is to avoid duplication and allow for more effective sharing of information and resources to support youth in and out of school. Each Host Community must identify their lead contact along with the supervisor(s) for the Promise Fellow(s).

Please complete this agreement and fax/mail to the Alliance Offices (651-528-8588).

Host Site Expectations

I. ROLE

The Host Site provides both the location and support for AmeriCorps members (also known as **AmeriCorps Promise Fellows** or simply, members). Host sites provide space for members to perform their service as well as provide direct supervision and coaching for the members.

II. WHO PLAYS THE PART

Administration and staff of the Host Site.

III. RESPONSIBILITIES

The Host Site will be responsible for the following:

A. Commitment to Addressing our Dropout Crisis & Academic Achievement Gap in Minnesota

The Host Site agrees to make a commitment to fight the dropout crisis in their home community. The backgrounds of youth at-risk of dropping out are also mirrored in Minnesota's growing academic achievement gap, one of the largest in the nation. The Minnesota Alliance With Youth joins with schools and public and private non-profit community organizations across Minnesota to strengthen the community's ability to address the dropout crisis & academic achievement gap through national service; to develop leaders with a lifelong commitment to an ethic of service; and to build a system of community service that involves community-wide collaboration with and for youth. In particular, the Alliance Promise Fellows use data driven, multi-tiered, evidence-based best practices to support youth who are falling behind and not on track to graduate on time. Fellows, along with their host sites, are working to provide the right support to the right youth at the right time.

The Alliance AmeriCorps Promise Fellows are currently funded by Federal AmeriCorps and ServeMinnesota (including State funding through the National Service Trust Act and Minnesota AmeriCorps Innovation Fund legislation). Host Sites must be recognized as a school or public or private non-profit organization or institution, having been in official existence for at least one year. Host Sites must clearly identify how a member will address unmet needs through capacity building and direct service activities in the priority areas identified and have a strong commitment to the framework of the Five Promises and the Grad Nation Movement in Minnesota.

B. Overview of AmeriCorps Promise Fellow Service

Each Promise Fellow follows a position description, which was submitted with the Site's Application to host a Fellow. The Position Description provides an outline of proposed service activities.

For Fellows serving at School and Community-Based Organization Sites, they work towards the following goals:

- Coordinate programs and volunteers so that at least 30 youth (approx. 6th – 10th graders) will demonstrate improvement in the grades in core academic subjects (math, reading); improve attendance; decrease behavioral referrals.
- Engage youth, specifically those on the Focus List, in at least 20 hours of civic engagement activities during the year.
- Recruit and/or support community volunteers to give 30 hours (appx) to support youth; volunteers, including family members, work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.

For Fellows serving at Statewide Organizations, they work towards the following goals:

- Build the capacity of their host organization to support schools and communities in addressing the achievement gap, graduation and dropout prevention efforts (for example, by researching best practices, developing programs, building relationships, etc.)
- Develop a plan with their supervisor to share organizational resources with local communities and sites. Examples include training/expertise/written resources on youth development, civic engagement, and volunteer retention.

C. Provide Host Site Cash Match –\$6,500 per Fellow

1. Host Sites will be required to provide Duluth Public Schools/Minnesota Alliance With Youth with the appropriate cash match of \$6,500 per Fellow. The Cash Match is determined by the number of Fellows hosted at a particular site.
2. The cash match is due within thirty days of the beginning of the program year (due date: September 15th). However, sites may choose to pay half of the cash match by September 15th and the other half of the cash match by March 15th of the program year, if arrangements are made in writing to the Alliance staff prior to September 15th.
3. ***There will be no refunds if a member decides to end his/her term of service early for whatever reason (ex. for compelling reasons or for cause) after 2 months.*** Before that time, arrangements will be reviewed on a case-by-case basis. *Please note:* there is the possibility to rehire if the Fellow has served less than 30% of their hours. This will be determined on a case by case basis.
4. The Minnesota Alliance With Youth is a federally funded program through the Corporation for National and Community Service. Federal dollars are typically not allowed to be used as cash match for another federal grant without prior certification. If you are using federal dollars as match, you will be required to provide written authorization from your grantee giving authorization to do so.

Please sign and initial the following statement:

WJH I have read and understand the provisions regarding the Host Site Cash Match

Signed by Organizational Representative: _____

W. Hanson

D. AmeriCorps service environment

The Host Site agrees to provide the member with a suitable service environment:

- ❑ **Non-displacement:** At no time should an AmeriCorps Promise Fellow (also known as a member) be used to displace an employee or paid position.
- ❑ **Meaningful Service:** Members service should focus on capacity building and other meaningful service activities. Appropriate activities for members are outlined in each member's position description. In addition, the Host Site agrees to monitor the Fellow's service so that members do not engage in prohibited or inappropriate service activities (see list of prohibited activities for details). Examples of inappropriate direct service may include food preparation, classroom substitutes, office photocopying, answering phones, running errands, etc.
- ❑ **Safe environment:** Provide the member with a safe service environment. Provide training and details on health and safety procedures specific to host site environment.
- ❑ **Computer access:** Provide the Fellow access to a computer with Internet for Alliance related purposes (i.e. checking e-mail, using Alliance online reporting systems, using the Alliance website, etc.) Provide a school/organization email address to ensure prompt communication with school and Alliance staff, if possible.
- ❑ **Work space:** Provide reasonable space, technology and materials for the member to fulfill his or her responsibilities. This includes a desk, phone, computer, access to office supplies, access to a copy machine, etc.
- ❑ **Provide mileage reimbursement:** Provide member appropriate mileage reimbursement for required Alliance/AmeriCorps meetings as well as reimbursement for other required expenses incurred by member while conducting Host Site related work (ex. bus/parking pass reimbursement, reimbursement for supplies, etc). The rate and process for member's receiving reimbursement is determined by the site.
- ❑ **Insurance:** Sites must provide liability insurance that covers the Promise Fellow while performing **ALL** duties assigned by the site. While the Alliance covers workers compensation claims for the Fellow(s), the site is expected to cover the Fellow while they are serving. A copy of the insurance must be made available upon request.

Please sign and initial the following statement:

WAH I have read and understand the provisions regarding the Host Site Insurance Requirement.

Signed by Organizational Representative: *W. C. Johnson*

E. Staff support

The Host Site agrees to fill the following roles to support the member:

- ❑ **Site supervisor:** Assign a staff person(s) who provides daily, regular, ongoing supervision to the member(s); may approve timesheets and progress reports.
- ❑ **Site Coordinator:** Assign a staff member who helps the Fellow in accessing and analyzing data regarding students in the cohort; may support the completion of progress reports and other evaluation requirements.
- ❑ **Lead Contact:** A staff person who serves as the main contact for the Alliance program staff. This person will be the link between Alliance program staff and the Host Site and be charged with completing all required paperwork (including progress reports, timesheets, fulfilling host site cash match requirements, etc).

- ❑ **Youth Success Team:** The Youth Success Team refers to the school personnel and community partners identified on the MOU who will provide support and assistance in getting the right supports to the right students at the right time. Examples: School Social Worker, Family Liaison, Community Education, 4-H Extension, Girl Scouts, Boys & Girls Clubs, etc.

Please note: These positions do not necessarily need to be three different people. Some sites have found it helpful to separate out who provides direct, daily support to the member from who is in charge of the reporting functions.

F. Member Recruitment

The Host Site agrees to take the lead in member recruitment in its local community. It is the responsibility of the Host Site to ensure its complete MSY (member service year) award is filled – reaching a 100% enrollment rate.

There exists no guarantee of successful placement of a member at a Host Site. If the agency does not fulfill a 100% enrollment rate, this will be taken into consideration if the agency re-applies for the program the following year. The goal is to have each Promise Fellow slot filled by August 1st. Members may begin accruing hours once they have successfully completed the enrollment process (including submitting eligibility documents, passing background check including FBI finger printing, and completing a member agreement).

G. Member Selection Process

The Host Site agrees to work jointly with Alliance staff in interviewing, selecting, and placing AmeriCorps Promise Fellows with host sites. Please note that the Alliance **MUST** complete a final interview with the potential Fellow before an offer can be made. The Minnesota Alliance With Youth is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. In addition, sites must commit to recruiting a diverse, qualified pool of applicants. Please note that accommodations must be made available to all qualified applicants and members. The Alliance partners with host sites to achieve our goal of 100% retention of Promise Fellows.

Please Note: *The Host Site may not hire an AmeriCorps member as a staff person during his or her term of service, if doing so would not allow the member to fulfill his or her responsibilities as an AmeriCorps member.*

H. On-Site Member Training and Support

The Host Site agrees to provide training for its Promise Fellow:

- ❑ **Staff Training:** The Host Site will invite all AmeriCorps members to participate in any relevant on-site training and staff meetings. Promise Fellows may record this time towards their service hours.
- ❑ **Coordinating Member Hours:** The Host Site will be responsible for coordinating the service component and service-readiness training of member service which will be no less than 1725 hours, served Monday – Friday and optional weekends and evenings.
- ❑ **Member's Term of Service:** The member's term of service with the Program begins on August 15, 2011. The member will begin service at their placement site on or before that date (Approximately). The planned last date for service is August 14, 2012. These dates can only be altered under extreme circumstances and only once

arrangements are agreed upon, in writing, by the program, site, and member. The Host Site is responsible for providing orientation, service specific training, supervision, direction, evaluation and organization of the site service activities performed by the member during this time.

I. Evaluation

- The host site agrees to complete all program evaluation requirements including weekly data collection, monthly progress reports, mid-year and end of the year member performance evaluations and other evaluation requirements that may be requested by the Alliance throughout the year (ex. program feedback surveys, recruiting surveys, etc). All evaluation procedures and documentation will be provided to the host sites by the Alliance.
- The Host Site commits to monitoring the Fellow in tracking & completing **Monthly Progress Reports** to ensure program is aligned with evaluation goals. They will assist Fellow in maintaining and collecting data on a **weekly basis** (ex. grades/NWEA, attendance, behavioral referrals, etc). In addition, the host site will support the Fellow and Site Coordinator in using data to identify students for Focus Lists.

J. Member Unemployment Insurance and Support – Please note that AmeriCorps members are not eligible for Unemployment insurance and may not make claims for support.

Pursuant to the AmeriCorps Provisions, Section B.11.div. (page 25) "The U.S. Department of Labor ruled on April 20, 1995 that federal unemployment compensation law does not require coverage for members because no employer-employee relationship exists." In the National and Community Service Trust Act of 1993, Congress included the following provision: "(B) RULE. A participant shall not be considered to be an employee of the program in which the participant is enrolled." 42 U.S.C. 12511(17) (B). *Therefore, an AmeriCorps participant is not an employee of the program for purposes of the Fair Labor Standards Act.*

Further, Minnesota Economic Security law, Section 268.04 Subd. 12 (10) (d). provides that the term "employment" does not apply to service performed (d)"as part of an unemployment work relief or work training program assisted or financed in whole or in part by any federal agency or an agency of a state of political subdivision thereof, by an individual receiving such work relief or work training." The provision applies to participants who perform the services for the state of Minnesota or an instrumentality of the state, including a charitable or educational organization.

Therefore, according to the provisions and laws stated above, the member and host site understands that they are not eligible to receive unemployment compensation benefits from their AmeriCorps term of service, regardless of exit status.

Please sign and initial the following statement:

WCH I have read and understand the provisions regarding Member Unemployment Benefits.

Signed by Organizational Representative: _____

WCHanson

Site Coordinator Responsibilities

I. ROLE

The Site Coordinator acts as the key contact person regarding access to data and information related to the students on the Focus List. He/she may or may not be the direct supervisor of the Fellow.

II. WHO PLAYS THE PART

The Site Coordinator should be a full or part-time staff member placed within a school who will be able to provide 4-6 hours per week to review weekly student data using the early warning indicators (less than 80% attendance, one or more behavior referrals, or poor course performance in English or Math) and identify youth who are heading off track.

III. RESPONSIBILITIES

Site Coordinators are responsible for the following functions:

- A. **Data Access:** The Site Coordinator gathers and tracks student data on a weekly basis using the early warning indicators which is used to identify students on the Fellow's Focus List. The Site Coordinator will share this information with the Fellow(s).
- B. **Youth Success Team Meetings:** The Site Coordinator convenes a weekly meeting with the Fellow(s) and the Youth Success Team consisting of Promise Fellows, teachers, school social workers, school personnel and community members who use data to determine appropriate interventions for each youth and monitor participant involvement and improvement over time.
- C. **Progress Reporting:** Assist the Promise Fellow in completing monthly progress reports by providing timely, accurate information regarding students on the Focus List.

IV. ADDITIONAL DUTIES

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, and other activities as appropriate;
- To attend regularly scheduled site coordinator and site supervisor meetings (appx. 3 per year);
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs.

Name of Site Coordinator: Vance Hopkins

Please sign and date the following statement:

I understand and will fulfill the responsibilities of the Site Coordinator Role.

Signature of Site Coordinator: Vance Hopkins

Site Supervisor Responsibilities

I. ROLE

The site supervisor will provide direct supervision to the AmeriCorps Promise Fellow.

II. WHO PLAYS THE PART

The site supervisor is a staff person who will be able to provide the most direct supervision to the member. Principals are strongly encouraged to assign another staff member (ex. School social worker, counselor, dean of students) to fulfill this responsibility.

Note: An AmeriCorps member cannot serve as a site supervisor to another member.

III. RESPONSIBILITIES

Site supervisors are responsible for the following Alliance functions:

A. Support & Collaborate with the Alliance

- To participate fully as a partner of Minnesota Alliance With Youth by attending planning meetings, trainings, special events, displaying Alliance Promise Fellows/AmeriCorps signage, and other activities as appropriate;
- To ensure that the host site follows through on the program design and works to meet each performance measure as outlined in the Host Site Application.
- To attend regularly scheduled host site supervisor meetings (appx. 3 per year).
- To participate in regularly scheduled site visits (2 per year, appx.)
- To encourage and support member efforts to develop and implement collaborative programs involving other member(s) and Host Site(s) to address community needs;
- To communicate regularly with the Alliance staff and notify them immediately if a member is in violation of their member agreement.

B. Initial Duties

The site supervisor is responsible for the following at the start of the program year:

- **Site Supervisor Orientation:** The site supervisor will attend the Site Supervisor Orientation facilitated by Alliance staff to understand the supervisor role and the member's role in the program. This will be held regionally during the spring/summer.
- **Member orientation:** The site supervisor will orient the member to the Host Site organization, including the Youth Success team. Topics should include but not be limited to mission, structure, expectations, space, staff, resources for support, personnel policies, and procedures, etc. Supervisors are expected to attend one day of the member orientation which is typically within the first month of service.

C. Ongoing Duties

The site supervisor will perform the following duties on an ongoing basis:

- **Supervision and support:** Provide daily supervision and support to the member. Maintain an environment that will allow the member to feel valued and part of the team. Maintain open lines of communication with the Promise Fellow, Alliance staff, and organization staff in relation to the member's role and performance.
- **Communicate Regularly with the Alliance:** To provide and maintain supervision and open communications with member and Alliance staff;
 - i. **Mediation & Progressive Discipline Process:** The site supervisor will work closely with the Alliance if disciplinary action is needed or if the member's service activities need to be accommodated for any reason. The Site Supervisor understands that he/she will notify the Alliance immediately of any problems or concerns with the member or their service (Staff and other resources are available to assist in resolving such challenges). The Site

Supervisor will include Alliance in the development of any action plan designed to improve and/or correct the performance of the member;

- ❑ **Member Training:** To provide member on-the-job training and involve the member in appropriate staff meetings, retreats, and training events; AmeriCorps members are expected to adhere to Host Site policies regarding such issues as confidentiality, safety, classroom participation, discipline, etc.
 - ❑ **Member Development:** To allow and positively support member development during the week for on-site AmeriCorps related research, reporting and evaluative activities, off-site training, education and other relevant meetings or activities. **The Site Supervisor will provide the Fellow with support and time to attend Alliance-required retreats and monthly meetings as outlined on the program calendar and updated throughout the year.** The Site Supervisor understands that this will mean the Fellow(s) will occasionally be absent from the site and will need to be released from their site to attend required Alliance meetings.
 - ❑ To develop service activities with member throughout the service year allowing for leadership development opportunities;
 - ❑ To understand if for any reason the member withdraws or is released from the Host Site or the MN Alliance With Youth **there exists no guarantee of the assignment of another member;** Please contact Alliance staff to determine if your site is eligible to refill your Promise Fellow slot.
 - ❑ To report any injuries that a member obtained while providing AmeriCorps service hours at the partner site. Contact Alliance staff for information on how to report an injury within 24 hours of the incident.
- D. Time sheet verification:** The site supervisor will be responsible for working with the member to coordinate and verify the member's service hours each week using the AmeriCorps and Alliance online system called OnCorps. This includes approving all timesheets on a regular and timely basis. **Failure to do so could result in the member's living allowance being held until all timesheets are approved.**
- E. Evaluation**
Site Supervisors commits to supporting the Fellow and site coordinator in completing all evaluation requirements.
- ❑ **Monthly Progress Reports:** Supervisors will assist the member in completing monthly progress reports during the course of the year along with tracking student data on a weekly basis. These reports help establish measures for evaluation of member service impact and communicate with the Alliance concerning development and attainment of those measures and impact. Supervisors work with the member to complete the required Alliance progress reports. The reports will include tracking the quantitative progress of students on the focus list on a **weekly basis** (using the early warning indicators) along with narrative sections reporting on the Fellow's personal and professional growth. Reports will be submitted using the OnCorps system.
 - ❑ **Member performance evaluations:** The member performance evaluation provides an opportunity for site supervisors to evaluate the member's strengths and areas for growth. This evaluation is due in January and again in June. It is an AmeriCorps requirement that the host site completes an evaluation for each member. ***Failure to complete the documents could lead to the Fellow not receiving their Education***

Award. A copy of the most current evaluation form is available on the OnCorps website under resources or may be obtained from Alliance staff. Sites may use the form throughout the member's term of service but only need to submit the documents at the mid-point and end of the year.

Name of Site Supervisor: Vance Hopkins Holly Bowen-Burky

Please sign and date the following statement:

I understand and will fulfill the responsibilities of the Site Supervisor Role.

Signature of Site Supervisor: Vance Hopkins Holly Bowen-Burky

Minnesota Alliance With Youth Responsibilities

I. ROLE

The Minnesota Alliance With Youth (the Alliance) serves as the host for the AmeriCorps Promise Fellows with Duluth Public Schools serving as the fiscal host. The Alliance is also responsible for the supervision of the program statewide. This includes member management, site management, fiscal and programmatic reporting, and compliance with all AmeriCorps provisions and regulations.

II. WHO PLAYS THE PART

All Alliance staff work with Promise Fellows All Alliance and host sites. For contact information, visit our website at www.mnyouth.net.

III. RESPONSIBILITIES

Alliance staff are responsible for the following:

A. Member Recruitment

Alliance staff will conduct broad-based, statewide recruitment. The Alliance will develop recruitment materials to distribute to Host Sites for their local recruitment efforts. The Alliance will accept applications and forward applicants to the Host Sites during the interview process. Once a final candidate is selected, the Alliance will interview the applicant and also will need to have on file a copy of his/her AmeriCorps application, including references.

B. Member Selection Process

Alliance program staff will work in conjunction with the partnering the Host Site in interviewing, selecting and placing AmeriCorps members.

The Minnesota Alliance With Youth staff reserves the right to make the final decision regarding the selection of AmeriCorps members.

As part of the screening process of applicants, the Alliance staff will conduct state and county criminal background checks on applicants prior to their official acceptance into the program. The Alliance reserves the right to disqualify a member for not disclosing past criminal history on the application or for not clearing the background check. At the request of the Host Site (in writing) and with permission from the member in writing, the Alliance will share the results of an applicant's criminal FBI background check, which includes fingerprinting.

The Alliance is an equal opportunity employer and is committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation.

C. Member Training and Events

The Alliance staff will be responsible for coordinating and sponsoring Promise Fellow trainings and events. Alliance trainings are required for all members. Training occurs monthly. A calendar of training and events is made available at the beginning of the year and is updated as needs arise. In addition, Fellows may be asked to attend in special events which may include evening or weekend attendance. Adequate notice will be given electronically so arrangements can be made.

D. Member Support

Alliance program staff will be responsible for providing support to members:

- ❑ **Site visits:** Alliance staff will conduct a minimum of two site visits during the year to check-in with the member in relation to their AmeriCorps service. Site visits will be scheduled by Alliance staff, site supervisor, and the member.
- ❑ **Monitoring program requirements:** the Alliance program staff will monitor and track program requirements, as well as provide support for members as they work to complete these requirements, which include community service, civic engagement, service hours, reporting, etc. Members and sites will report on the grades, attendance, and behavior referral for students identified as being on the Focus List on a regular basis.

Promise Fellows and site supervisors (and site coordinators as needed) will be given access to an online database to monitor the member's progress in completing his or her service hours.

- ❑ **Regular Communication:** Staff will communicate with members and host sites through phone calls, email updates, newsletters, etc to inform partners of upcoming events, training, and other program requirements. Alliance staff also mentor and meet with member, host site and staff to provide additional, informal support, coaching, and problem-solving as needed.

E. Program Management

Alliance staff will be responsible for managing the program:

- ❑ **Member personnel file:** Alliance staff maintain a personnel file for each member, which includes pre-service paperwork and eligibility documents required by CNCS and the Duluth Public Schools.
- ❑ **Member Benefits:** Alliance provides monthly living allowance of approximately \$1,000 per month; Health Insurance; Workers Compensation; and FICA.
- ❑ **Time sheets:** Alliance staff will record and track members' service hours as reported on their time sheets using an online system.
- ❑ **Data collection:** Alliance staff will collect and report program data weekly, monthly & quarterly, including in-kind reports, member performance evaluations, and progress monitoring reports as those outlined by AmeriCorps regulations and agreed upon by ServeMinnesota and the Alliance.
- ❑ **Conflict resolution:** The Alliance staff will work in conjunction with the site supervisor in resolving any Promise Fellow-related issues that may occur during the program year.

Prohibited Activities for AmeriCorps Members

- Attempting to influence legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious prostylization.
- Providing a direct benefit to:
 - A for-profit entity;
 - A labor union;
 - A partisan political organization;
 - An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
 - A nonprofit entity that fails to comply with the restrictions contained in section 501(c)(3) of U.S. Code Title 26.
- Fund-raising in the following ways:
 - Raising funds for his or her living allowance.
 - Raising funds for an organization's operating expenses or endowment.
 - Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
 - Writing grant applications for funding provided by any other federal agencies.
- Voter registration drives by AmeriCorps members is an unacceptable service activity. In addition, Corporation funds may not be used to conduct a voter registration drive.
- Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.
- Note: Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-Corporation funds. The AmeriCorps logo should not be worn while doing so.

Non-Displacement Policy

Prohibition on Displacing an Employee or a Position. The Grantee (the Alliance) may not displace an employee or position, including partial displacement such as reduction in hours, wages or employment benefits, as a result of the use by such employer (Host Site) of an AmeriCorps Promise Fellow.

Prohibition on Displacing a Volunteer. The Grantee (the Alliance) may not displace a volunteer, including partial displacement such as reducing a volunteer's hours, by using an AmeriCorps member.

Prohibition on Promotional Infringement. The Grantee (the Alliance) may not create a community service opportunity that will infringe in any manner on the promotional opportunity of an employed individual.

Prohibition on Displacing Employee Services, Duties or Activities. An AmeriCorps Promise Fellow may not perform any services or duties, or engage in activities that would otherwise be performed by an employee, as part of the assigned duties of such employee.

Prohibition on Supplanting, Hiring or Infringing on Recall Rights. A Promise Fellow may not perform any services or duties, or engage in activities, that:

- a) will supplant the hiring of employed workers; or
- b) are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

Other Prohibitions. An AmeriCorps member may not perform services or duties that have been performed by or were assigned to any:

- a. Currently employed worker;
- b. Employee who recently resigned or was discharged;
- c. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
- d. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
- e. Employee who is on strike or is being locked out.

Non-Discrimination & Sexual Harassment Policy

The Minnesota Alliance With Youth does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of the Alliance, or any bona fide occupational qualifications.

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Minnesota Alliance With Youth
2233 University Ave W
Suite 235
St. Paul, MN 55114

or

Office of Civil Right and Inclusiveness, Corporation for National and Community Service
1201 New York Avenue, NW
Washington, D.C. 20525
(202) 606-7503 (voice); (202) 565-2799 (TTY); eo@cns.gov (e-mail)

The Alliance makes every effort to ensure that its host sites have similar non-discrimination policies. Members with questions or concerns about any type of discrimination in their service host site are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or Alliance staff. If the host site is found to be engaging in such activities, removal of current member(s) and denial of future members at that agency may result.

Discrimination on the part of fellow Alliance staff, members and host sites will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to

disciplinary action, up to and including dismissal from the program. The Alliance will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that he or she has been subject to harassment of any kind, or who has knowledge about harassment of others, should report the harassment to an immediate supervisor, superior, and/or Alliance program staff. Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from the Minnesota Alliance With Youth Promise Fellows.

CERTIFICATION

This site agreement serves as a binding contract between the Host Site and the Minnesota Alliance With Youth for the 2011-2012 program year. The terms of this agreement will end on August 14, 2012.

Amendments to this agreement can be made only with the consent of both parties and shall be done in writing.

I understand that failure to fulfill the responsibilities outlined in this agreement will be noted during the year. Failure to fulfill responsibilities outlined in this agreement will become part of the selection criteria in the re-application process for selecting sites and awarding members for the following program year. Failure to comply with this agreement could result in immediate removal of the Fellow from the Host Site.

The Alliance reserves the right to make adjustments to this agreement as needed.

By signing this agreement, I acknowledge that I have read, understand and agree to all terms and conditions of this agreement.

A. NAME OF HOST SITE DULUTH PUBLIC SCHOOLS

William Hanson, Director of Business Services

Host Site Representative Name

William Hanson

Host Site Representative Signature

8/18/11

Date

Vance Hopkins, Assistant Principal

Site Coordinator Name

Vance Hopkins

Site Coordinator Signature

8/22/11

Date

~~Vance Hopkins, Assistant Principal~~ Holly Bowen Bailey

Site Supervisor Name

Holly Bowen Bailey

Site Supervisor Signature

8/22/11

8/22/11

Date

B. MINNESOTA ALLIANCE WITH YOUTH

Sarah Dixon

Chief Executive Officer

Sarah Dixon

Chief Executive Officer signature

8/26/11

Date

FACILITIES MANAGEMENT & CAPITAL PROJECT STATUS REPORT

September 2011

141

Facilities Management – General

Jamar Company is complete with HOCHS roof repairs. We are still looking at some additional slate tile repairs and some window flashing work above the loading dock.

The District has worked with Minnesota Power related to energy conservation measures at the new sites and has received \$135,623.59 in Conservation Improvement Project refund checks for this calendar year. The funds were distributed by site as follows:

Denfeld HS	\$20,664.30
East HS	\$31,162.17
Lester Park School	\$32,382.55
Piedmont School	\$26,614.39
Laura MacArthur School	\$28,409.93

Attached is a project log related to the rebates showing the overall amount received to date.

Capital Construction:

Punch lists for the five new sites have been completed, and contractors are making the repairs as indicated.

Meetings are still occurring for the build-out of the Memorial Community Center at the new MacArthur.

Training is occurring each week for Operations and Maintenance personnel on multiple systems such as boilers, energy management, lighting control, generator, fire alarm, and other new equipment at all five new sites.

Maintenance:

During the month of August, Facilities Management Operations Crews have been working with staff at the sites preparing for the LFRP move. Facilities Management is working with Wherley to do the physical moves.

Specific to the month of August, 237 work order requests were successfully responded to and closed.

Health, Safety & Environmental Management

- Emergency Response Crisis Management (ERCM) activities included:
 - Preparations for the start of the 11-12 school year including: inventories, personnel identification program and procedure development and continual work on advancing and improving our ERCM program district-wide.
 - Finalizing the revisions and ordering this year's ERCM Classroom Guide, which will be customized and hung in every classroom throughout the district.

- Workers' Compensation activities included:
 - Filing of six new employee accident reports during the month of August. Three of the accidents, based on federal requirements, are classified as "OSHA Recordable".
 - Ongoing management of several open Workers' Compensation cases.
- Ongoing involvement with various issues related to the construction currently underway across the district.
- Continued removal of waste classified as "hazardous" from several building sites throughout the district. The waste was brought to the "Clean Shop" at WLSSD for disposal and/or recycling.
- Trainings in the areas of asbestos operations and maintenance were completed for our HVAC personnel.

Risk Management

A claim has been submitted to our insurance provider related to a sprinkler system failure at the new East High School in August. The cost associated with this incident as well as responsible parties are still being investigated.

Other than above, there have been no significant claims or changes in status relating to insurance policies for general liability, property, auto, and school leader's legal liability.

Project Log - ISD 709 - Minnesota Power Rebates						
Year	School	Gen. Contractor	Site Visit	Estimated Energy Savings	Rebate Amount	Rebate Submittal
2008	Stowe Elem	Johnson Control	Yes	249,854	\$16,686.16	2008
2008	Lakewood Elem	Bossardt	Yes	314,159	\$20,651.52	2008
2009	Lowell Elem	Johnson Control	Yes	498,408	\$27,626.61	2009
2009	Homecroft Elem	Johnson Control	Yes	433,917	\$25,338.66	2009
2010	Denfeld HS	Bossardt	Yes	643,315	\$22,846.91	2010
2010	East HS	Bossardt	Yes	679,918	\$23,816.83	2010
2011	Denfeld HS	Bossardt	Yes	479,409	\$20,664.30	2011
2011	East HS	Bossardt	Yes	697,787	\$31,162.17	2011
2011	Lester Park Elem	Kraus Anderson	Yes	561,598	\$32,382.55	2011
2011	Piedmont Elem	Kraus Anderson	Yes	703,792	\$26,614.39	2011
2011	Laura MacArthur Elem	Bossardt	Yes	462,585	\$28,409.93	2011
2012	Eastern Middle	Kraus Anderson				
2012	Lincoln Park Middle	Kraus Anderson				
2012	Grant Elem	Bossardt				
2013	Congdon Elem	Johnson Control				
Total				5,724,742	\$276,200.04	

GL Transactions by Object Code within Org. Key

GL Ledger Code: GL

Fiscal Year: 2012

144

FQA: 06-870-012-386-JOB

ALT FACILITIES/HOCHS

Object: 152000

BUILDING ACQUISITION/CONSTRUCT

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/26/2011	145641		00616832	V34360	JAMAR COMPANY	TILE REPAIRS	OH	20,863.00	0.00	20,863.00
						Object 152000	Total:	20,863.00	0.00	20,863.00
						FQA 06-870-012-386-JOB	Total:	20,863.00	0.00	20,863.00

FQA: 06-870-215-386-JOB

ALT FACILITIES/DENFELD

Object: 152000

BUILDING ACQUISITION/CONSTRUCT

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/21/2011	AUG 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	SAME AS ABOVE	OH	319.61	0.00	319.61
07/21/2011	JULY 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	SAME AS ABOVE	OH	319.61	0.00	319.61
07/26/2011	DFLD BP5 APP 7		00616872	V102926	STRETAR MASONRY AND	DENFELD APP 7 BP 5	OH	5,201.25	0.00	5,201.25
07/26/2011	DFLD BOSS 6/11		00616834	V87763	JOHNSON CONTROLS INC	DNFLD BOSS REIM JUNE	OH	13,290.35	0.00	13,290.35
07/26/2011	DFLD APP 8		00616829	V28830	HALDEMAN HOMME INC	DENFELD APPLICATION 8	OH	8,851.10	0.00	8,851.10
07/26/2011	DFLD APP 8		00616812	V101653	APi ELECTRIC COMPANY	DENFELD APPLICATION 8	OH	28,500.00	0.00	28,500.00
07/26/2011	DFLD APP 7		00616861	V107268	REGIONAL CONTRACTING &	DENFELD APPLICATION 7	OH	14,913.34	0.00	14,913.34
07/26/2011	DFLD APP 7		00616849	V107097	MULTIPLE CONCEPTS INTERIORS	DENFELD APPLICATION 7	OH	42,092.60	0.00	42,092.60
07/26/2011	DFLD APP 7		00616828	V106953	GRAZZINI BROTHERS AND	DENFELD APPLICATION 7	OH	1,130.02	0.00	1,130.02
07/26/2011	DFLD APP 4		00616858	V107261	OLYMPUS LOCKERS & STORAGE	DENFELD APPLICATION 4	OH	5,828.24	0.00	5,828.24
07/26/2011	DFLD APP 16		00616867	V105887	SHANNON'S INC	DENFELD APPLICATION 16	OH	60,940.52	0.00	60,940.52
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	3,144.56	0.00	3,144.56
07/26/2011	DFLD APP 16		00616814	V61181	BENSON ELECTRIC CO INC	DENFELD APPLICATION 16	OH	33,088.12	0.00	33,088.12
07/26/2011	JUNE 11 DFLD		00616815	V107094	BOSSARDT CORPORATION	JUNE 11 REIMBURSABLES	OH	13,635.85	0.00	13,635.85
07/26/2011	DFLD APP 14		00616847	V106951	MINUTI-OGLE CO INC	DENFELD APPLICATION 14	OH	4,925.37	0.00	4,925.37
07/26/2011	DFLD APP 11		00616855	V89594	O BRIEN A G PLUMBING	DENFELD APPLICATION 11	OH	24,620.98	0.00	24,620.98
07/26/2011	DFLD APP 10		00616841	V00917	LIPE BROS CONST INC	DENFELD APPLICATION 10	OH	2,866.57	0.00	2,866.57
07/26/2011	9039NCM-17		00616851	V106518	NORTHLAND CONCRETE AND	DENFELD BID 1155 APP 17	OH	465.50	0.00	465.50
07/26/2011	11426		00616863	V106506	RJS CONSTRUCTION GROUP	DENFELD APPLICATION 13	OH	55,130.59	0.00	55,130.59
07/26/2011	DFLD PROF FEE 30		00616834	V87763	JOHNSON CONTROLS INC	DENFELD PROF FEE APP 30	OH	66,861.01	0.00	66,861.01
						Object 152000	Total:	386,125.19	0.00	386,125.19
						FQA 06-870-215-386-JOB	Total:	386,125.19	0.00	386,125.19

FQA: 06-870-220-386-JOB

ALT FACILITIES/EAST

GL Transactions by Object Code within Org. Key

GL Ledger Code: GL
 Fiscal Year: 2012
 Object: 152000

BUILDING ACQUISITION/CONSTRUCT

145

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/26/2011	EAST PROF FEE 28		00616834	V87763	JOHNSON CONTROLS INC	EAST PROF FEE APP 28	OH	38,819.48	0.00	38,819.48
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	2,056.41	0.00	2,056.41
07/26/2011	EAST KA 6/11		00616834	V87763	JOHNSON CONTROLS INC	EAST KRAUS REIM JUNE	OH	5,974.39	0.00	5,974.39
07/26/2011	EAST 6/11		00616837	V105888	KRAUS-ANDERSON	JUNE REIMB & ADJUSTMENTS	OH	2,464.12	0.00	2,464.12
07/26/2011	EAST APP 14		00616875	V106468	THELEN HEATING & ROOFING INC	EAST APPLICATION 14	OH	367,691.01	0.00	367,691.01
07/26/2011	EAST APP 14		00616831	V02687	HARBOR CITY MASONRY	EAST APPLICATION 14	OH	200.75	0.00	200.75
Object 152000							Total:	417,206.16	0.00	417,206.16
FQA 06-870-220-386-JOB							Total:	417,206.16	0.00	417,206.16

FQA: 06-870-320-386-JOB ALT FACILITIES/ORDEAN

Object: 152000 BUILDING ACQUISITION/CONSTRUCT

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/26/2011	33548		00616844	V106469	MAVO SYSTEMS INC	ORDEAN FLOORS	OH	450.00	0.00	450.00
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	1,650.31	0.00	1,650.31
07/26/2011	881154-16		00616845	V106893	MCDOWALL COMPANY	ORDEAN APPLICATION 16	OH	43,771.41	0.00	43,771.41
07/26/2011	JUNE 11 ORD		00616815	V107094	BOSSARDT CORPORATION	JUNE 11 REIMBURSABLES	OH	1,383.92	0.00	1,383.92
07/26/2011	ORD APP 17		00616823	V106836	EL-JAY PLUMBING & HEATING	ORDEAN APPLICATION 17	OH	6,576.30	0.00	6,576.30
07/26/2011	ORD APP 22		00616813	V105879	BELKNAP ELECTRIC	ORDEAN APPLICATION 22	OH	2,729.04	0.00	2,729.04
07/26/2011	ORD APP 7		00616842	V107256	MASTER FLOORS LLC	ORDEAN APPLICATION 7	OH	49,421.64	0.00	49,421.64
07/26/2011	ORD APP 9		00616859	V106503	PALMER WEST CONST CO INC	ORDEAN APPLICATION 9	OH	13,276.13	0.00	13,276.13
07/26/2011	ORD ARI REIMB		00616834	V87763	JOHNSON CONTROLS INC	ORD ARI REIMB FY10	OH	3,519.78	0.00	3,519.78
07/26/2011	ORD BP4 APP 17		00616840	V00917	LIPE BROS CONST INC	ORDEAN APPLICATION 17	OH	5,525.43	0.00	5,525.43
07/26/2011	ORD PROF FEE 28		00616834	V87763	JOHNSON CONTROLS INC	ORDEAN PROF FEE APP 28	OH	25,263.37	0.00	25,263.37
07/26/2011	33464		00616844	V106469	MAVO SYSTEMS INC	ORDEAN FLOORS	OH	989.00	0.00	989.00
07/26/2011	ORD SUPT 6/11		00616834	V87763	JOHNSON CONTROLS INC	ORD SUPT 6/11	OH	6,123.55	0.00	6,123.55
Object 152000							Total:	160,679.88	0.00	160,679.88
FQA 06-870-320-386-JOB							Total:	160,679.88	0.00	160,679.88

FQA: 06-870-470-386-JOB ALT FACILITIES/GRANT

Object: 152000 BUILDING ACQUISITION/CONSTRUCT

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/21/2011	AUG 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	COMMERCIAL LEASE AGREEMENT FOR OH		580.94	0.00	580.94
07/21/2011	JULY 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	COMMERCIAL LEASE AGREEMENT FOR OH		580.94	0.00	580.94

GL Transactions by Object Code within Org. Key

GL Ledger Code: GL

Fiscal Year: 2012

146

07/26/2011	JUNE 11 GRANT	00616815	V107094	BOSSARDT CORPORATION	JUNE 11 REIMBURSABLES	OH	368.99	0.00	368.99
					Object 152000	Total:	1,530.87	0.00	1,530.87
					FQA 06-870-470-386-JOB	Total:	1,530.87	0.00	1,530.87

FQA: 06-871-215-000-000

GF SAVINGS-DENFELD

Object: 152000

BUILDING ACQUISITION/CONSTRUCT

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/21/2011	AUG 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	SAME AS ABOVE	OH	166.41	0.00	166.41
07/21/2011	JULY 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	SAME AS ABOVE	OH	166.41	0.00	166.41
07/26/2011	DFLD APP 10		00616841	V00917	LIPE BROS CONST INC	DENFELD APPLICATION 10	OH	1,430.85	0.00	1,430.85
07/26/2011	11426		00616863	V106506	RJS CONSTRUCTION GROUP	DENFELD APPLICATION 13	OH	190,899.96	0.00	190,899.96
07/26/2011	DFLD APP 4		00616858	V107261	OLYMPUS LOCKERS & STORAGE	DENFELD APPLICATION 4	OH	9,966.46	0.00	9,966.46
07/26/2011	DFLD APP 5		00616870	V63580	ST GERMAINS GLASS CO	DENFELD APPLICATION 5	OH	3,239.08	0.00	3,239.08
07/26/2011	DFLD APP 16		00616814	V61181	BENSON ELECTRIC CO INC	DENFELD APPLICATION 16	OH	77,255.52	0.00	77,255.52
07/26/2011	DFLD APP 16		00616867	V105887	SHANNON'S INC	DENFELD APPLICATION 16	OH	5,307.94	0.00	5,307.94
07/26/2011	DFLD APP 14		00616847	V106951	MINUTI-OGLE CO INC	DENFELD APPLICATION 14	OH	8,147.24	0.00	8,147.24
07/26/2011	DFLD APP 7		00616861	V107268	REGIONAL CONTRACTING &	DENFELD APPLICATION 7	OH	141.69	0.00	141.69
07/26/2011	DFLD APP 8		00616829	V28830	HALDEMAN HOMME INC	DENFELD APPLICATION 8	OH	71,613.44	0.00	71,613.44
07/26/2011	DFLD BOSS 6/11		00616834	V87763	JOHNSON CONTROLS INC	DNFLD BOSS REIM JUNE	OH	6,920.90	0.00	6,920.90
07/26/2011	DFLD PROF FEE 30		00616834	V87763	JOHNSON CONTROLS INC	DENFELD PROF FEE APP 30	OH	34,817.55	0.00	34,817.55
07/26/2011	JUNE 11 DFLD		00616815	V107094	BOSSARDT CORPORATION	JUNE 11 REIMBURSABLES	OH	7,100.82	0.00	7,100.82
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	1,637.52	0.00	1,637.52
07/26/2011	DFLD APP 11		00616855	V89594	O BRIEN A G PLUMBING	DENFELD APPLICATION 11	OH	36,381.28	0.00	36,381.28
					Object 152000	Total:	455,193.07	0.00	455,193.07	

Object: 155500

TECHNOLOGY EQUIPMENT

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/21/2011	6604	308777	00616784	V106529	RAV TECHNOLOGIES AUDIO	DENFELD HIGH SCHOOL AUDITORIUM	OH	7,669.00	0.00	7,669.00
					Object 155500	Total:	7,669.00	0.00	7,669.00	
					FQA 06-871-215-000-000	Total:	462,862.07	0.00	462,862.07	

FQA: 06-871-220-000-000

GEN FUND SAVINGS-EAST

Object: 152000

BUILDING ACQUISITION/CONSTRUCT

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/26/2011	EAST 6/11		00616837	V105888	KRAUS-ANDERSON	JUNE REIMB & ADJUSTMENTS	OH	2,248.60	0.00	2,248.60
07/26/2011	09014-00005		00616826	V106954	GLADSTONE CONSTRUCTION	EAST APPLICATION 5	OH	15,795.65	0.00	15,795.65

GL Transactions by Object Code within Org. Key

GL Ledger Code: GL

Fiscal Year: 2012

147

07/26/2011	EAST APP 14	00616831	V02687	HARBOR CITY MASONRY	EAST APPLICATION 14	OH	966.79	0.00	966.79	
07/26/2011	EAST APP 14	00616875	V106468	THELEN HEATING & ROOFING	INCEAST APPLICATION 14	OH	84,996.26	0.00	84,996.26	
07/26/2011	EAST KA 6/11	00616834	V87763	JOHNSON CONTROLS INC	EAST KRAUS REIM JUNE	OH	5,451.82	0.00	5,451.82	
07/26/2011	EAST PROF FEE 28	00616834	V87763	JOHNSON CONTROLS INC	EAST PROF FEE APP 28	OH	35,416.36	0.00	35,416.36	
07/26/2011	PGM MGMT APP 36	00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	1,876.57	0.00	1,876.57	
07/26/2011	09013-00009	00616826	V106954	GLADSTONE CONSTRUCTION	EAST APPLICATION 7	OH	57,237.50	0.00	57,237.50	
						Object 152000	Total:	203,989.55	0.00	203,989.55
						FQA 06-871-220-000-000	Total:	203,989.55	0.00	203,989.55

FQA: 06-871-320-000-000

GEN FUND SAVINGS-ORDEAN

Object: 152000 BUILDING ACQUISITION/CONSTRUCT

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/26/2011	ORD APP 22		00616813	V105879	BELKNAP ELECTRIC	ORDEAN APPLICATION 22	OH	14,929.47	0.00	14,929.47
07/26/2011	ORD APP 3		00616869	V03559	ST GERMAINS COUNTERTOPS	ORDEAN APPLICATION 3	OH	5,207.56	0.00	5,207.56
07/26/2011	ORD APP 6		00616829	V28830	HALDEMAN HOMME INC	ORDEAN APPLICATION 6	OH	63,153.99	0.00	63,153.99
07/26/2011	ORD ARI REIMB		00616834	V87763	JOHNSON CONTROLS INC	ORD ARI REIMB FY10	OH	2,629.20	0.00	2,629.20
07/26/2011	ORD PROF FEE 28		00616834	V87763	JOHNSON CONTROLS INC	ORDEAN PROF FEE APP 28	OH	18,871.23	0.00	18,871.23
07/26/2011	ORD APP 17		00616823	V106836	EL-JAY PLUMBING & HEATING	ORDEAN APPLICATION 17	OH	873.77	0.00	873.77
07/26/2011	ORD SUPT 6/11		00616834	V87763	JOHNSON CONTROLS INC	ORD SUPT 6/11	OH	4,574.17	0.00	4,574.17
07/26/2011	881154-16		00616845	V106893	MCDOWALL COMPANY	ORDEAN APPLICATION 16	OH	2,271.68	0.00	2,271.68
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	1,232.74	0.00	1,232.74
07/26/2011	JUNE 11 ORD		00616815	V107094	BOSSARDT CORPORATION	JUNE 11 REIMBURSABLES	OH	1,033.76	0.00	1,033.76
						Object 152000	Total:	114,777.57	0.00	114,777.57
						FQA 06-871-320-000-000	Total:	114,777.57	0.00	114,777.57

FQA: 06-871-470-000-000

GEN FUND SAVINGS-GRANT SCHL

Object: 152000 BUILDING ACQUISITION/CONSTRUCT

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/21/2011	AUG 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	SAME AS ABOVE	OH	326.25	0.00	326.25
07/21/2011	JULY 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	SAME AS ABOVE	OH	326.25	0.00	326.25
07/26/2011	JUNE 11 GRANT		00616815	V107094	BOSSARDT CORPORATION	JUNE 11 REIMBURSABLES	OH	207.22	0.00	207.22
						Object 152000	Total:	859.72	0.00	859.72
						FQA 06-871-470-000-000	Total:	859.72	0.00	859.72

FQA: 06-872-013-000-000

LEASE LEVY COP TRANS OLD

GL Transactions by Object Code within Org. Key

GL Ledger Code: GL
 Fiscal Year: 2012
 Object: 152000

BUILDING ACQUISITION/CONSTRUCT

148

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/26/2011	TRANSP 9/08		00616834	V87763	JOHNSON CONTROLS INC	SURVEYING	OH	6,951.47	0.00	6,951.47
						Object 152000	Total:	6,951.47	0.00	6,951.47
						FQA 06-872-013-000-000	Total:	6,951.47	0.00	6,951.47

FQA: 06-872-200-000-000 LEASE LEVY COP DW OLD

Object: 118501 OVERTIME,SHIFT DIFFERENTIAL

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/22/2011	02150DP	EARN REG		7066		BERNDT, BETTY GRS.	3	432.00	0.00	432.00
						Object 118501	Total:	432.00	0.00	432.00

Object: 121000 FICA/MEDICARE

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/22/2011	02150DP	CONT REG		N/A..N/A		LEASE LV COP-DST	2	31.64	0.00	31.64
						Object 121000	Total:	31.64	0.00	31.64

Object: 121400 PERA

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/22/2011	02150DP	CONT REG		N/A..N/A		LEASE LV COP-DST	2	31.32	0.00	31.32
						Object 121400	Total:	31.32	0.00	31.32

Object: 127000 WORKERS COMPENSATION

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/22/2011	02150DP	CONT REG		N/A..N/A		LEASE LV COP-DST	2	1.84	0.00	1.84
						Object 127000	Total:	1.84	0.00	1.84

Object: 128000 UNEMPLOYMENT COMPENSATION

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/22/2011	02150DP	CONT REG		N/A..N/A		LEASE LV COP-DST	2	4.32	0.00	4.32
						Object 128000	Total:	4.32	0.00	4.32
						FQA 06-872-200-000-000	Total:	501.12	0.00	501.12

FQA: 06-872-215-000-000 LEASE LEVY COP DENFELD OLD

GL Transactions by Object Code within Org. Key

GL Ledger Code: GL
 Fiscal Year: 2012
 Object: 152000

BUILDING ACQUISITION/CONSTRUCT

149

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/15/2011	11-23	180212	00616704	V105453	WILLMAN SERVICE	BUILDING ACQUISITION/CONSTRUCT	OH	3,780.00	0.00	3,780.00
07/21/2011	AUG 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	SAME AS ABOVE	OH	295.23	0.00	295.23
07/21/2011	JULY 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	SAME AS ABOVE	OH	295.23	0.00	295.23
07/26/2011	DFLD APP 16		00616867	V105887	SHANNON'S INC	DENFELD APPLICATION 16	OH	940.65	0.00	940.65
07/26/2011	DFLD APP 4		00616810	V107190	ADVANCE TERRAZZO & TILE CO	DENFELD APPLICATION 4	OH	104,593.10	0.00	104,593.10
07/26/2011	DFLD APP 5		00616870	V63580	ST GERMAINS GLASS CO	DENFELD APPLICATION 5	OH	19,571.37	0.00	19,571.37
07/26/2011	DFLD APP 7		00616828	V106953	GRAZZINI BROTHERS AND	DENFELD APPLICATION 7	OH	16,254.98	0.00	16,254.98
07/26/2011	DFLD APP 7		00616861	V107268	REGIONAL CONTRACTING &	DENFELD APPLICATION 7	OH	2,656.77	0.00	2,656.77
07/26/2011	DFLD APP 8		00616812	V101653	APi ELECTRIC COMPANY	DENFELD APPLICATION 8	OH	9,500.00	0.00	9,500.00
07/26/2011	DFLD APP 8		00616829	V28830	HALDEMAN HOMME INC	DENFELD APPLICATION 8	OH	8,940.50	0.00	8,940.50
07/26/2011	DFLD BOSS 6/11		00616834	V87763	JOHNSON CONTROLS INC	DNFLD BOSS REIM JUNE	OH	12,275.55	0.00	12,275.55
07/26/2011	11426		00616863	V106506	RJS CONSTRUCTION GROUP	DENFELD APPLICATION 13	OH	165,391.78	0.00	165,391.78
07/26/2011	DFLD PROF FEE 30		00616834	V87763	JOHNSON CONTROLS INC	DENFELD PROF FEE APP 30	OH	61,765.67	0.00	61,765.67
07/26/2011	9039NCM-17		00616851	V106518	NORTHLAND CONCRETE AND	DENFELD BID 1155 APP 17	OH	4,189.50	0.00	4,189.50
07/26/2011	DS-00002		00616868	V107267	SPANJERS A J COMPANY INC	DENFELD APPLICATION 2	OH	41,101.75	0.00	41,101.75
07/26/2011	JUNE 11 DFLD		00616815	V107094	BOSSARDT CORPORATION	JUNE 11 REIMBURSABLES	OH	12,594.67	0.00	12,594.67
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	2,904.45	0.00	2,904.45
07/26/2011	DFLD APP 10		00616841	V00917	LIPE BROS CONST INC	DENFELD APPLICATION 10	OH	569.43	0.00	569.43
07/26/2011	DFLD APP 11		00616855	V89594	O BRIEN A G PLUMBING	DENFELD APPLICATION 11	OH	7,771.42	0.00	7,771.42
07/26/2011	DFLD APP 11		00616857	V106726	OLYMPIC WALL SYSTEMS INC	DENFELD APPLICATION 11	OH	12,163.00	0.00	12,163.00
07/26/2011	DFLD APP 12		00616860	V106725	RED CEDAR STEEL ERECTORS INC	DENFELD APPLICATION 12	OH	9,072.50	0.00	9,072.50
07/26/2011	DFLD APP 14		00616811	V106682	AMERICAN STRUCTURAL METALS	DENFELD APPLICATION 14	OH	12,881.05	0.00	12,881.05
07/26/2011	DFLD APP 14		00616847	V106951	MINUTI-OGLE CO INC	DENFELD APPLICATION 14	OH	23,960.29	0.00	23,960.29
07/26/2011	DFLD APP 16		00616814	V61181	BENSON ELECTRIC CO INC	DENFELD APPLICATION 16	OH	39,376.36	0.00	39,376.36
Object 152000							Total:	572,845.25	0.00	572,845.25
FQA 06-872-215-000-000							Total:	572,845.25	0.00	572,845.25

FQA: 06-872-220-000-000

COP CONSTRUCTION/EAST OLD

Object: 152000

BUILDING ACQUISITION/CONSTRUCT

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/26/2011	EAST APP 14		00616831	V02687	HARBOR CITY MASONRY	EAST APPLICATION 14	OH	4,115.46	0.00	4,115.46
07/26/2011	EAST 6/11		00616837	V105888	KRAUS-ANDERSON	JUNE REIMB & ADJUSTMENTS	OH	1,463.11	0.00	1,463.11
07/26/2011	EAST APP 14		00616875	V106468	THELEN HEATING & ROOFING INC	EAST APPLICATION 14	OH	16,905.33	0.00	16,905.33
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	1,221.17	0.00	1,221.17
07/26/2011	EAST KA 6/11		00616834	V87763	JOHNSON CONTROLS INC	EAST KRAUS REIM JUNE	OH	3,547.21	0.00	3,547.21

GL Transactions by Object Code within Org. Key

GL Ledger Code: GL

Fiscal Year: 2012

150

07/26/2011	EAST PROF FEE 28	00616834	V87763	JOHNSON CONTROLS INC	EAST PROF FEE APP 28	OH	23,048.93	0.00	23,048.93
					Object 152000	Total:	50,301.21	0.00	50,301.21
					FQA 06-872-220-000-000	Total:	50,301.21	0.00	50,301.21

FQA: 06-872-320-000-000

COP CONSTRUCTION/ORDEAN OLD

Object: 152000

BUILDING ACQUISITION/CONSTRUCT

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/26/2011	ORD APP 7		00616842	V107256	MASTER FLOORS LLC	ORDEAN APPLICATION 7	OH	20,779.56	0.00	20,779.56
07/26/2011	ORD APP 7		00616848	V106727	MOLIN CONCRETE PRODUCTS	COORDEAN APPLICATION 7	OH	11,024.75	0.00	11,024.75
07/26/2011	ORD APP 7		00616865	V107145	SEAL TREAT INC	ORDEAN APPLICATION 7	OH	11,041.85	0.00	11,041.85
07/26/2011	ORD APP 8		00616871	V106597	STEINBRECHER PAINTING INC	ORDEAN APPLICATION 8	OH	36,222.55	0.00	36,222.55
07/26/2011	ORD APP 8		00616877	V107122	TWIN CITY ACOUSTICS INC	ORDEAN APPLICATION 8	OH	101,600.13	0.00	101,600.13
07/26/2011	ORD APP 9		00616859	V106503	PALMER WEST CONST CO INC	ORDEAN APPLICATION 9	OH	91,260.31	0.00	91,260.31
07/26/2011	ORD APP 9		00616873	V61015	SUPERIOR GLASS INC	ORDEAN APPLICATION 9	OH	55,556.95	0.00	55,556.95
07/26/2011	ORD ARI REIMB		00616834	V87763	JOHNSON CONTROLS INC	ORD ARI REIMB FY10	OH	17,473.69	0.00	17,473.69
07/26/2011	ORD BP4 APP 17		00616840	V00917	LIPE BROS CONST INC	ORDEAN APPLICATION 17	OH	49,728.90	0.00	49,728.90
07/26/2011	ORD PROF FEE 28		00616834	V87763	JOHNSON CONTROLS INC	ORDEAN PROF FEE APP 28	OH	125,418.20	0.00	125,418.20
07/26/2011	2010DEHS-13		00616830	V107009	HANSON MASONRY AND	ORDEAN APPLICATION 13	OH	21,251.50	0.00	21,251.50
07/26/2011	ORD SUPT 6/11		00616834	V87763	JOHNSON CONTROLS INC	ORD SUPT 6/11	OH	30,399.90	0.00	30,399.90
07/26/2011	881154-16		00616845	V106893	MCDOWALL COMPANY	ORDEAN APPLICATION 16	OH	9,363.76	0.00	9,363.76
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	8,192.82	0.00	8,192.82
07/26/2011	JUNE 11 ORD		00616815	V107094	BOSSARDT CORPORATION	JUNE 11 REIMBURSABLES	OH	6,870.35	0.00	6,870.35
07/26/2011	ORD APP 1		00616820	V107500	DANT CLAYTON CORPORATION	ORDEAN APPLICATION 1	OH	37,466.86	0.00	37,466.86
07/26/2011	ORD APP 1		00616880	V107499	UPPER MIDWEST ATHLETIC	ORDEAN APPLICATION 1	OH	5,747.50	0.00	5,747.50
07/26/2011	ORD APP 1		00616883	V90408	WENGER CORP	ORDEAN APPLICATION 1	OH	48,353.10	0.00	48,353.10
07/26/2011	ORD APP 1-4		00616828	V106953	GRAZZINI BROTHERS AND	ORDEAN APPLICATION 1-4	OH	53,675.00	0.00	53,675.00
07/26/2011	ORD APP 11		00616857	V106726	OLYMPIC WALL SYSTEMS INC	ORDEAN APPLICATION 11	OH	6,492.30	0.00	6,492.30
07/26/2011	ORD APP 12		00616831	V02687	HARBOR CITY MASONRY	ORDEAN APPLICATION 12	OH	5,540.40	0.00	5,540.40
07/26/2011	ORD APP 12		00616882	V70771	VIKING AUTOMATIC	ORDEAN APPLICATION 12	OH	5,358.00	0.00	5,358.00
07/26/2011	ORD APP 14		00616839	V106835	LEJEUNE STEEL COMPANY	ORDEAN APPLICATION 14	OH	11,400.00	0.00	11,400.00
07/26/2011	ORD APP 14		00616850	V107008	NORTHERN INDUSTRIAL	ORDEAN APPLICATION 14	OH	20,905.70	0.00	20,905.70
07/26/2011	ORD APP 17		00616823	V106836	EL-JAY PLUMBING & HEATING	ORDEAN APPLICATION 17	OH	38,538.04	0.00	38,538.04
07/26/2011	ORD APP 22		00616813	V105879	BELKNAP ELECTRIC	ORDEAN APPLICATION 22	OH	35,852.14	0.00	35,852.14
07/26/2011	ORD APP 3		00616869	V03559	ST GERMAINS COUNTERTOPS	ORDEAN APPLICATION 3	OH	4,295.29	0.00	4,295.29
07/26/2011	ORD APP 4		00616866	V107099	SECOA INC	ORDEAN APPLICATION 4	OH	5,029.30	0.00	5,029.30
07/26/2011	ORD APP 6		00616829	V28830	HALDEMAN HOMME INC	ORDEAN APPLICATION 6	OH	52,090.51	0.00	52,090.51
07/29/2011	7/28/11 EAST	728925	00616896	V12580	CITY OF DULUTH MINNESOTA	TICKET BOOTH AT EAST HIGH SCHO	OH	1,508.94	0.00	1,508.94

GL Transactions by Object Code within Org. Key

GL Ledger Code: GL

Fiscal Year: 2012

151

07/29/2011	7/28/11 EAST HS	728924	00616897	V12580	CITY OF DULUTH MINNESOTA	BUILDING PERMIT TO CONSTRUCT A	OH	5,810.41	0.00	5,810.41
Object 152000							Total:	934,248.71	0.00	934,248.71

Object: 182000 DUES,MMBERSHIP,SFTWRE LIC,FEES

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/12/2011	GRANDSTAND EAST	728894	00616593	V12580	CITY OF DULUTH MINNESOTA	BUILDING PERMIT TO CONSTRUCT A	OH	7,586.24	0.00	7,586.24
07/12/2011	RETAINING WALLS	728892	00616594	V12580	CITY OF DULUTH MINNESOTA	BUILDING PERMIT TO CONSTRUCT F	OH	1,605.08	0.00	1,605.08
07/12/2011	CAPACITY FEES	728893	00616595	V71660	WESTERN LAKE SUPERIOR	CAPACITY AVAILABILITY FEE (CAF	OH	10,340.00	0.00	10,340.00
Object 182000							Total:	19,531.32	0.00	19,531.32
FQA 06-872-320-000-000							Total:	953,780.03	0.00	953,780.03

FQA: 06-872-470-000-000 COP CONSTRUCTION/GRANT OLD

Object: 152000 BUILDING ACQUISITION/CONSTRUCT

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/21/2011	JULY 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	SAME AS ABOVE	OH	655.31	0.00	655.31
07/21/2011	AUG 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	SAME AS ABOVE	OH	655.31	0.00	655.31
07/26/2011	JUNE 11 GRANT		00616815	V107094	BOSSARDT CORPORATION	JUNE 11 REIMBURSABLES	OH	416.22	0.00	416.22
07/26/2011	11407		00616863	V106506	RJS CONSTRUCTION GROUP	GRANT APPLICATION 1	OH	47,500.00	0.00	47,500.00
Object 152000							Total:	49,226.84	0.00	49,226.84
FQA 06-872-470-000-000							Total:	49,226.84	0.00	49,226.84

FQA: 06-872-510-000-000 LEASE LEVY COP LESTER OLD

Object: 152000 BUILDING ACQUISITION/CONSTRUCT

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/13/2011	LSTR APP 14	179670	00616596	V106833	MD MECHANICAL INC	LESTER APPLICATION 14	OH	112,552.49	0.00	112,552.49
07/26/2011	LSTR APP 11		00616831	V02687	HARBOR CITY MASONRY	LESTER APPLICATION 11	OH	570.00	0.00	570.00
07/26/2011	LSTR APP 11		00616835	V106763	KELLEHER CONSTRUCTION	LESTER APPLICATION 11	OH	7,600.00	0.00	7,600.00
07/26/2011	LSTR APP 13		00616876	V106834	TOWN & COUNTRY ELECTRIC INC	LESTER APPLICATION 13	OH	13,611.60	0.00	13,611.60
07/26/2011	LSTR APP 15		00616846	V106833	MD MECHANICAL INC	LESTER APPLICATION 15	OH	50,427.90	0.00	50,427.90
07/26/2011	LSTR APP 2		00616818	V107475	CE LLC	LESTER APPLICATION 2	OH	2,796.80	0.00	2,796.80
07/26/2011	LSTR APP 4		00616853	V107336	NORTHLAND FLOORING &	LESTER APPLICATION 4	OH	6,114.81	0.00	6,114.81
07/26/2011	LSTR APP 1		00616843	V107497	MASTIFF CONSTRUCTION INC	LESTER APPLICATION 1	OH	28,595.00	0.00	28,595.00
07/26/2011	LSTR APP 6		00616878	V107296	TWIN CITY TILE AND MARBLE CO	LESTER APPLICATION 6	OH	3,380.00	0.00	3,380.00
07/26/2011	LSTR APP 6-2		00616856	V107123	O'KEEFE INC	LESTER APPLICATION 6	OH	18,701.07	0.00	18,701.07
07/26/2011	LSTR APP 8		00616870	V63580	ST GERMAINS GLASS CO	LESTER APPLICATION 8	OH	9,208.00	0.00	9,208.00
07/26/2011	LSTR APP 8		00616879	V03601	ULLAND BROTHERS INC	LESTER APPLICATION 8	OH	558,923.00	0.00	558,923.00

GL Transactions by Object Code within Org. Key

GL Ledger Code: GL

Fiscal Year: 2012

152

07/26/2011	LSTR KA 6/11		00616834	V87763	JOHNSON CONTROLS INC	LSTR KRAUS REIM JUNE	OH	23,529.66	0.00	23,529.66	
07/26/2011	LSTR KA 6/11		00616837	V105888	KRAUS-ANDERSON	JUNE REIMB	OH	22,597.90	0.00	22,597.90	
07/26/2011	LSTR PROF FEE 25		00616834	V87763	JOHNSON CONTROLS INC	LESTER PROF FEE APP 25	OH	64,889.14	0.00	64,889.14	
07/26/2011	LSTR WS 8-9		00616840	V00917	LIPE BROS CONST INC	LESTER APP 9 WS 8	OH	2,511.80	0.00	2,511.80	
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	5,248.49	0.00	5,248.49	
07/26/2011	LSTR APP 5		00616809	V107190	ADVANCE TERRAZZO & TILE CO	LESTER APPLICATION 5	OH	1,995.00	0.00	1,995.00	
07/26/2011	336287		00616816	V106044	BRAUN INTERTEC CORP	LESTER TESTING	OH	4,505.00	0.00	4,505.00	
07/28/2011	H55 RR070008864	728877	00616937	V106495	MINNESOTA STATE INDUSTRIES	DIGITAL PRINT ON 3MM SINTRA EX	OH	150.00	0.00	150.00	
07/29/2011	48500157-001	182640	00616965	V01731	RSC EQUIPMENT RENTAL	BUILDING ACQUISITION/CONSTRUCT	OH	1,503.44	0.00	1,503.44	
							Object 152000	Total:	939,411.10	0.00	939,411.10
							FQA 06-872-510-000-000	Total:	939,411.10	0.00	939,411.10

FQA: 06-872-525-000-000

LEASE LEVY COP MAC OLD

Object: 152000

BUILDING ACQUISITION/CONSTRUCT

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/21/2011	AUG 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	BUILDING ACQUISITION/CONSTRUCT	OH	781.25	0.00	781.25
07/21/2011	JULY 2011 RENT	803624	00616747	V106968	DP&D PROPERTIES LLC	BUILDING ACQUISITION/CONSTRUCT	OH	781.25	0.00	781.25
07/26/2011	LMAC APP 15		00616827	V106471	GORHAM OIEN MECHANICAL INC	MACARTHUR APPLICATION 15	OH	6,640.50	0.00	6,640.50
07/26/2011	LMAC APP 14		00616881	V102745	VEIT AND COMPANY INC	MACARTHUR APPLICATION 14	OH	7,396.49	0.00	7,396.49
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	5,313.82	0.00	5,313.82
07/26/2011	LMAC PROF FEE 28		00616834	V87763	JOHNSON CONTROLS INC	LMAC PROF FEE APP 28	OH	121,409.58	0.00	121,409.58
07/26/2011	LMAC BP5 APP 2		00616881	V102745	VEIT AND COMPANY INC	MACARTHUR BP 5 APP 2	OH	242,204.56	0.00	242,204.56
07/26/2011	LMAC APP 6		00616860	V106725	RED CEDAR STEEL ERECTORS INC	MACARTHUR APPLICATION 6	OH	4,897.25	0.00	4,897.25
07/26/2011	LMAC APP 12		00616875	V106468	THELEN HEATING & ROOFING INC	MACARTHUR APPLICATION 12	OH	5,130.00	0.00	5,130.00
07/26/2011	LMAC BOSS 6/11		00616834	V87763	JOHNSON CONTROLS INC	LMAC BOSS JUNE SUPT	OH	8,507.09	0.00	8,507.09
07/26/2011	LMAC APP 6		00616849	V107097	MULTIPLE CONCEPTS INTERIORS	MACARTHUR APPLICATION 6	OH	1,991.30	0.00	1,991.30
07/26/2011	LMAC APPS 1 & 2		00616821	V88270	DULUTH SUPERIOR ERECTION	MACARTHUR APPS 1 & 2	OH	36,480.00	0.00	36,480.00
07/26/2011	LMAC 3210-4		00616879	V03601	ULLAND BROTHERS INC	MACARTHUR APPLICATION 4	OH	98,828.50	0.00	98,828.50
07/26/2011	LMAC APP 9		00616851	V106518	NORTHLAND CONCRETE AND	MACARTHUR APPLICATION 9	OH	4,750.00	0.00	4,750.00
07/26/2011	LMAC APP 7		00616870	V63580	ST GERMAINS GLASS CO	MACARTHUR APPLICATION 7	OH	5,113.85	0.00	5,113.85
07/26/2011	LMAC APP 6		00616870	V63580	ST GERMAINS GLASS CO	MACARTHUR APPLICATION 6	OH	7,789.05	0.00	7,789.05
07/26/2011	LMAC APP 1		00616874	V106591	TEST & BALANCE ASSOCIATES INC	MACARTHUR APPLICATION 1	OH	15,401.40	0.00	15,401.40
07/26/2011	LMAC APP 1		00616819	V107498	CUSTOM DRAPERY & BLINDS	MACARTHUR APPLICATION 1	OH	9,720.40	0.00	9,720.40
07/26/2011	LMAC APP 5		00616854	V106985	NORTHLAND PAINTING OF DULUTH	MACARTHUR APPLICATION 5	OH	12,939.00	0.00	12,939.00
07/26/2011	LMAC APP 16		00616814	V61181	BENSON ELECTRIC CO INC	MACARTHUR APPLICATION 16	OH	8,740.00	0.00	8,740.00
07/26/2011	11432		00616863	V106506	RJS CONSTRUCTION GROUP	MACARTHUR APPLICATION 11	OH	30,221.35	0.00	30,221.35
07/26/2011	JUNE 11 LMAC		00616815	V107094	BOSSARDT CORPORATION	JUNE 11 REIMBURSABLES	OH	11,575.61	0.00	11,575.61

GL Transactions by Object Code within Org. Key

GL Ledger Code: GL
Fiscal Year: 2012

153

07/26/2011	LMAC 3150-3		00616879	V03601	ULLAND BROTHERS INC	MACARTHUR APPLICATION 3	OH	3,546.35	0.00	3,546.35
						Object 152000	Total:	650,158.60	0.00	650,158.60
						FQA 06-872-525-000-000	Total:	650,158.60	0.00	650,158.60

FQA: 06-873-350-000-000 LRF WESTERN MIDDLE SCHOOL

Object: 151000 SITE & GROUNDS ACQUISITION

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/29/2011	6/16-7/15/11 003	182638	00616993	V92344	WATER AND GAS DEPT	ACCT 083543480-003	OH	36.65	0.00	36.65
07/29/2011	6/16-7/15/11 004	182637	00616993	V92344	WATER AND GAS DEPT	ACCT 083543415-004	OH	41.82	0.00	41.82
						Object 151000	Total:	78.47	0.00	78.47

Object: 152000 BUILDING ACQUISITION/CONSTRUCT

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/26/2011	WMS APP 8		00616835	V106763	KELLEHER CONSTRUCTION	WEST MIDDLE APP 8	OH	175,982.00	0.00	175,982.00
07/26/2011	WMS APP 9		00616827	V106471	GORHAM OIEN MECHANICAL INC	WEST MIDDLE APP 9	OH	1,157,955.00	0.00	1,157,955.00
07/26/2011	WMS APP 9		00616838	V106835	LEJEUNE STEEL COMPANY	WEST MIDDLE APP 9	OH	47,975.00	0.00	47,975.00
07/26/2011	WMS KA 6/11		00616834	V87763	JOHNSON CONTROLS INC	WEST MID JUNE SUPT	OH	23,529.66	0.00	23,529.66
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	9,861.60	0.00	9,861.60
07/26/2011	WEST PROF FEE 23		00616834	V87763	JOHNSON CONTROLS INC	WEST PROF FEE APP 23	OH	100,518.04	0.00	100,518.04
07/26/2011	WMS 1180 APP 11		00616881	V102745	VEIT AND COMPANY INC	WEST MIDDLE APP 11	OH	288,497.35	0.00	288,497.35
07/26/2011	WMS 6/11		00616837	V105888	KRAUS-ANDERSON	JUNE REIMB	OH	30,738.91	0.00	30,738.91
07/26/2011	WMS APP 3		00616850	V107008	NORTHERN INDUSTRIAL	WEST MIDDLE APP 3	OH	21,802.50	0.00	21,802.50
07/26/2011	WMS APP 4		00616848	V106727	MOLIN CONCRETE PRODUCTS	COWEST MIDDLE APP 4	OH	282,219.91	0.00	282,219.91
07/26/2011	WMS APP 5		00616812	V101653	API ELECTRIC COMPANY	WEST MIDDLE APP 5	OH	94,240.00	0.00	94,240.00
07/26/2011	WMS APP 5		00616822	V107191	EGAN COMPANY	WEST MIDDLE APP 5	OH	3,325.00	0.00	3,325.00
07/26/2011	WMS APP 6		00616862	V107302	RICE LAKE CONSTRUCTION	WEST MIDDLE APP 6	OH	325,850.00	0.00	325,850.00
						Object 152000	Total:	2,562,494.97	0.00	2,562,494.97
						FQA 06-873-350-000-000	Total:	2,562,573.44	0.00	2,562,573.44

FQA: 06-873-550-000-000 LRF PIEDMONT LINCOLN

Object: 151000 SITE & GROUNDS ACQUISITION

<u>Post Date</u>	<u>Reference</u>	<u>PO #</u>	<u>Check #</u>	<u>PEID</u>	<u>Person/Entity Name</u>	<u>Description</u>	<u>SS</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/29/2011	6/15-7/15/11 002	182639	00616993	V92344	WATER AND GAS DEPT	ACCT 090501900-002	OH	36.85	0.00	36.85
						Object 151000	Total:	36.85	0.00	36.85

GL Transactions by Object Code within Org. Key

GL Ledger Code: GL
 Fiscal Year: 2012
 Object: 152000

BUILDING ACQUISITION/CONSTRUCT

154

Post Date	Reference	PO #	Check #	PEID	Person/Entity Name	Description	SS	Debit	Credit	Net
07/13/2011	PIED APP 11	179669	00616596	V106833	MD MECHANICAL INC	PIEDMONT APPLICATION 11	OH	220,706.61	0.00	220,706.61
07/26/2011	PIED APP 2		00616833	V34960	JOHNSON CARPET ONE	PIED-LINC APPLICATION 2	OH	36,100.00	0.00	36,100.00
07/26/2011	PIED APP 4		00616836	V107052	KENDELL DOORS & HARDWARE	PIED-LINC APPLICATION 4	OH	26,747.29	0.00	26,747.29
07/26/2011	PIED APP 2		00616864	V61878	SCHINDLER ELEVATOR CORP	PIED-LINC APPLICATION 2	OH	48,649.00	0.00	48,649.00
07/26/2011	881190-10		00616845	V106893	MCDOWALL COMPANY	PIED-LINC APPLICATION 10	OH	534.70	0.00	534.70
07/26/2011	PGM MGMT APP 36		00616834	V87763	JOHNSON CONTROLS INC	PRGM MGMT FEE APP 36	OH	4,905.15	0.00	4,905.15
07/26/2011	PIED 6/11		00616837	V105888	KRAUS-ANDERSON	JUNE REIMB	OH	14,765.72	0.00	14,765.72
07/26/2011	PIED APP 10		00616840	V00917	LIPE BROS CONST INC	PIED-LINC APPLICATION 10	OH	14,723.10	0.00	14,723.10
07/26/2011	PIED APP 4		00616829	V28830	HALDEMAN HOMME INC	PIED-LINC APPLICATION 4	OH	167,417.55	0.00	167,417.55
07/26/2011	PIED APP 12		00616824	V107051	ELECTRICAL SYSTEMS INC	PIED-LINC APPLICATION 12	OH	51,965.00	0.00	51,965.00
07/26/2011	PIED PROF FEE 24		00616834	V87763	JOHNSON CONTROLS INC	PIED PROF FEE APP 24	OH	55,375.33	0.00	55,375.33
07/26/2011	PIED APP 12		00616846	V106833	MD MECHANICAL INC	PIED-LINC APPLICATION 12	OH	75,829.95	0.00	75,829.95
07/26/2011	PIED APP 2		00616825	V107474	FLR SANDERS INC	PIED-LINC APPLICATION 2	OH	10,118.00	0.00	10,118.00
07/26/2011	PIED APP 5		00616877	V107122	TWIN CITY ACOUSTICS INC	PIED-LINC APPLICATION 5	OH	8,977.50	0.00	8,977.50
07/26/2011	PIED APP 6		00616871	V106597	STEINBRECHER PAINTING INC	PIED-LINC APPLICATION 6	OH	3,610.00	0.00	3,610.00
07/26/2011	PIED APP 7		00616817	V107095	CAPITAL CITY GLASS INC	PIED-LINC APPLICATION 7	OH	5,223.76	0.00	5,223.76
07/26/2011	PIED APP 8		00616852	V62693	NORTHLAND CONSTRUCTORS INC	PIED-LINC APPLICATION 8	OH	264,422.00	0.00	264,422.00
07/26/2011	PIED APP 8		00616884	V107215	ZINTL INC	PIED-LINC APPLICATION 8	OH	4,750.00	0.00	4,750.00
07/26/2011	PIED KA 6/11		00616834	V87763	JOHNSON CONTROLS INC	PIEDMNT KRAUS REIM JUNE	OH	22,538.67	0.00	22,538.67
07/28/2011	H55 RR070008863	728876	00616937	V106495	MINNESOTA STATE INDUSTRIES	MAP SIGNS VHB TAPE MOUNTED FOR	OH	175.38	0.00	175.38
					Object 152000	Total:		1,037,534.71	0.00	1,037,534.71
					FQA 06-873-550-000-000	Total:		1,037,571.56	0.00	1,037,571.56
						Grand Total:		<u>8,592,214.63</u>	<u>0.00</u>	<u>8,592,214.63</u>

Long-Range Facilities Plan Status Report
Provided by Johnson Controls, Inc.
September 2, 2011

Project Design and Construction

- Denfeld High School – Parking lots completed. Sprinkler, fire alarm and life safety systems completed. Mechanical equipment is being tested. Commissioning and Testing & Balancing are proceeding. Project on schedule. We will be ready for the start of school.
- Eastern High School – Turn lanes being completed along with related turn signals. Gym bleachers are 95% complete. The final lift of paving has been placed in the main parking lot. Work is starting on the parking lot across 40th Ave East. Main Entrance is being completed. Commissioning and Testing & Balancing are proceeding. Retaining walls at the stadium are being poured. Project on schedule. We will be ready for the start of school.
- Eastern Middle School – Building demolition is 40% complete. Mechanical / electrical demolition is 50% complete. Structural steel for attic spaces will start this week. Masonry on 1st Floor is 30% complete. Project on schedule.
- Lincoln Park Middle School – Roofing is being installed on the gym and pool areas. We are installing the heavy timber framing over the cafeteria and media center. Exterior brick has begun. We have started grading the upper east parking lot for curbs and paving. Project on schedule.
- Laura MacArthur Elementary – Testing & Balancing and Commissioning reports are completed. Project completed ahead of schedule. We will be ready for the start of school.
- Lester Park Elementary – Retaining walls are completed. West bus parking lot is done. Underground storm water treatment system is being installed. Testing and Balancing, and Commissioning are being completed. Project on schedule. We will be ready for the start of school.
- Piedmont Elementary – Testing & Balancing and Commissioning are being completed. Project on schedule. We will be ready for the start of school.
- Grant Elementary – Bid Documents will be available for competitive bidding in October and November. Construction will begin next spring.
- Congdon Elementary – Preparations are underway for beginning bid documents, which should be available in January. Construction will begin next summer.

Utilization of Local Contractors and Labor

- Attached please find an updated LRFPP Contractor/Supplier/Consultant Listing.



DULUTH PUBLIC SCHOOLS
LRFP CONTRACTOR & SUPPLIER REPORT



Tuesday, September 6, 2011

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	Project	Scope of Work	Contractor/Consultant	Subcontractor/Supplier	City, State	Tier	Tier 1	Tier 2	Tier 3	Total
contractors	1	Lowell E.S.	Asphalt Paving	Northland Constructors	Duluth, MN	1	\$533,100.00			
	1	Lowell E.S.	Subcontractors & Suppliers	Lines By Lightner	Esko, MN	1				
	2	Lowell E.S.		Superior Concrete Cutting	Duluth, MN	1				
	3	Lowell E.S.		Northwoods	Duluth, MN	1				
	4	Lowell E.S.		Northland Construction	Duluth, MN	1				
	5	Lowell E.S.		Earl F. Anderson	Bloomington, MN	3				
	6	Lowell E.S.		Dairyland Fence	Iron River, WI	1				
	7	Lowell E.S.		ADSCO	Duluth, MN	1				
	2	Lowell E.S.	Exterior Wall Restoration	Stretar Masonry & Concrete	Duluth, MN	1	\$289,240.00			
	1	Lowell E.S.	Subcontractors & Suppliers	H & O Caulking	Duluth, MN	1				
2	Lowell E.S.	Jamar		Duluth, MN	1					
3	Lowell E.S.	Brenny Dahl		Cloquet, MN	1					
4	Lowell E.S.	Brock White		Duluth, MN	1					
5	Lowell E.S.	ADSCO		Duluth, MN	1					
3	Lowell E.S.	Kitchen Equipment	Premier Restaurant Equip. Co.	Minneapolis, MN	3			\$101,570.00		
	Lowell E.S.	Subcontractors & Suppliers	Ansul Fire Protection	Superior, WI	1					
	Lowell E.S.		Halton Exhaust Hood	Minneapolis, MN	3					
	Lowell E.S.		Hobart Sales & Service	Scanlon, MN	1					
	Lowell E.S.		Hollander	Minneapolis, MN	3					
	Lowell E.S.		Two Rivers Enterprises	Holdingford, MN	3					
	Lowell E.S.		T & S Brass & Bronze	Traveler's Rest, SC	3					
	Lowell E.S.		YES Distributing	Mendota Heights, MN	3					
	Lowell E.S.	North Country Installation	Coon Rapids, MN	3						
4	Lowell E.S.	Interior Improvements	Johnson Wilson Constructors	Duluth, MN	1	\$709,770.00				
1	Lowell E.S.	Subcontractors & Suppliers	Duluth Sheet Metal	Duluth, MN	1					
2	Lowell E.S.		Gartner Refrigeration	Duluth, MN	1					
3	Lowell E.S.		Lakes States Insulation	Duluth, MN	1					
4	Lowell E.S.		Johnson Controls, Inc	Duluth, MN	1					
5	Lowell E.S.		Pipeline Supply	Grand Rapids, MN	2					
6	Lowell E.S.		Ferguson Supply	Duluth, MN	1					
5	Lowell E.S.	HVAC & Plumbing	Gorham Oien Mechanical	Mora, MN	2		\$1,234,821.00			
1	Lowell E.S.	Subcontractors & Suppliers	Duluth Sheet Metal	Duluth, MN	1					
2	Lowell E.S.		Gartner Refrigeration	Duluth, MN	1					
3	Lowell E.S.		Lakes States Insulation	Duluth, MN	1					
4	Lowell E.S.		Johnson Controls, Inc	Duluth, MN	1					
5	Lowell E.S.		Pipeline Supply	Grand Rapids, MN	2					
6	Lowell E.S.		Ferguson Supply	Duluth, MN	1					
7	Lowell E.S.		Goodin Co	Duluth, MN	1					
8	Lowell E.S.		R.E. Carlson	Maple Grove, MN	3					
9	Lowell E.S.		Mulcahy Co	Eagan, MN	3					
10	Lowell E.S.		SPS Co	St. Paul, MN	3					
6	Lowell E.S.	Fire Protection	Viking Automatic Sprinkler Co	Duluth, MN	1	\$56,300.00				
7	Lowell E.S.	Electrical	Api Electric Company	Duluth, MN	1	\$716,637.00				
8	Lowell E.S.	Roofing	Palmer West Construction	Rogers, MN	3			\$1,063,000.00		
9	Lowell E.S.	Asbestos Abatement	Acct, Inc.	Cloquet, MN	1	\$49,410.00				
10	Lowell E.S.	Test & Balancing	Test & Balance Associates, Inc	Brooklyn Park, MN	3			\$23,070.00		



DULUTH PUBLIC SCHOOLS
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	Project	Scope of Work	Contractor/Consultant	Subcontractor/Supplier	City, State	Tier	Tier 1	Tier 2	Tier 3	Total
general conditions	1	Lowell E.S.	Construction Waste Management	Veit Disposal	Duluth, MN	1	\$18,450.00			
	2	Lowell E.S.	Site Superintendent	Kraus Anderson	Duluth, MN	1	\$76,419.00			
	3	Lowell E.S.	Reproduction Services	Shel Don	Duluth, MN	1	\$771.00			
	totals							\$2,450,097.00	\$1,234,821.00	\$1,187,640.00
Percentage of Total \$\$\$							50.28%	25.34%	24.37%	100.00%
contractors	1	Stowe E.S.	Masonry & Interior finishes	Johnson-Wilson	Duluth, MN	1	\$241,800.00			
	1	Stowe E.S.	Subcontractors & Suppliers	Concrete Sawing Svcs	Superior, WI	1				
	2	Stowe E.S.		Harbor City Masonry	Duluth, MN	1				
	3	Stowe E.S.		Duluth Steel	Duluth, MN	1				
	4	Stowe E.S.		Concrete Coatings	Blaine, MN	3				
	5	Stowe E.S.		Commercial Roofing	Barnum, MN	1				
	6	Stowe E.S.		H & O Caulking	Duluth, MN	1				
	7	Stowe E.S.		St Germain's Glass	Duluth, MN	1				
	8	Stowe E.S.		Northland Painting	Duluth, MN	1				
	9	Stowe E.S.		Lake Superior Painting	Duluth, MN	1				
	11	Stowe E.S.		St Germain's Cabinet	Duluth, MN	1				
	12	Stowe E.S.		A.G O'Brien	Hermantown, MN	1				
	2	Stowe E.S.		Site Improvement	Ground Level Service	Duluth, MN	1	\$19,690.00		
	3	Stowe E.S.	Asphalt Paving	Duluth-Superior Erection	Duluth, MN	1	\$333,613.00			
	1	Stowe E.S.	Subcontractors & Suppliers	MN/WI Playground	Golden Valley, MN	3				
	2	Stowe E.S.		Ground Level Svcs	Duluth, MN	1				
	3	Stowe E.S.		Dynamic Steel	Proctor, MN	1				
	4	Stowe E.S.		Allied Blacktop	Maple Grove, MN	3				
	5	Stowe E.S.		Century Fence	Forest Lake, MN	3				
	6	Stowe E.S.		Duluth Ready Mix	Duluth, MN	1				
	4	Stowe E.S.	Roofing	A.W. Kuettel & Sons, Inc.	Duluth, MN	1	\$669,980.00			
	1	Stowe E.S.	Subcontractors & Suppliers	MacArthur Co.	Duluth, MN	1				
	5	Stowe E.S.	Walk-In Cooler	Strategic Equipment & Supply Corp.	St Cloud, MN	3			\$34,615.00	
	1	Stowe E.S.	Subcontractors & Suppliers	Thermalite	Commerce, CA	3				
	2	Stowe E.S.		Carlson Refrigeration	Superior, WI	1				
	6	Stowe E.S.	Interior Improvements	Kraus-Anderson Construction Co	Duluth, MN	1	\$423,800.00			
	1	Stowe E.S.	Subcontractors & Suppliers	Sell Hardware	Duluth, MN	1				
2	Stowe E.S.	St Germain's Glass		Duluth, MN	1					
3	Stowe E.S.	Contract Tile & Carpet		Duluth, MN	1					
4	Stowe E.S.	Elite Caulking & Sealants		Superior, WI	1					
5	Stowe E.S.	Quality Drywall & Plastering		Duluth, MN	1					
6	Stowe E.S.	W.E. Neal Co		Watertown, MN	3					
7	Stowe E.S.	W.A. Schaefer & Sons		Duluth, MN	1					
8	Stowe E.S.	Dan Treb Paint &		Long Lake, MN	3					
9	Stowe E.S.	Decorating		Minneapolis, MN	3					
			Bartley Sales Co							



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7	Stowe E.S.	HVAC, Plumbing & Fire	Shannons, Inc.		International Falls, MN	2		\$662,600.00		
	1	Stowe E.S.	Subcontractors & Suppliers	Concrete Sawing Svcs	Superior, WI	1				
	2	Stowe E.S.		EnviroBate Metro	Minneapolis, MN	3				
	3	Stowe E.S.		HydaMetrics	Centerville, MN	3				
	4	Stowe E.S.		Johnson Controls	Duluth, MN	1				
	5	Stowe E.S.		Mavo Systems	Hibbing, MN	2				
	6	Stowe E.S.		RM Cotton	Brooklyn, Mn	3				
	7	Stowe E.S.		Summit Fire Protection	Duluth, MN	1				
	8	Stowe E.S.		Ferguson	Duluth, MN	1				
	9	Stowe E.S.		RE Carlson	Maple Grove, MN	3				
	10	Stowe E.S.		ABE	Duluth, MN	1				
	11	Stowe E.S.		RHI	Fargo, ND	3				
12	Stowe E.S.	Grainger		Duluth, MN	1					
8	Stowe E.S.	Electrical	Belknap Electric		Superior, WI	1	\$494,830.00			
	1	Stowe E.S.	Subcontractors & Suppliers	Rav	Minneapolis, MN	3				
	2	Stowe E.S.		Pro Tec	Minneapolis, MN	3				
	3	Stowe E.S.		Viking Electric	Duluth, MN	1				
	4	Stowe E.S.		Graybar	Duluth, MN	1				
	5	Stowe E.S.		United	Duluth, MN	1				
6	Stowe E.S.	Simplex		Minneapolis, MN	3					
9	Stowe E.S.	Hired by School District	Stout Mechanical		Duluth, MN	1	\$60,000.00			
10	Stowe E.S.	Exterior Wall Restoration	Bedrock Flint		Duluth, MN	1	\$43,444.00			
	1	Stowe E.S.	Subcontractors & Suppliers	Brock White	Duluth, MN	1				
	2	Stowe E.S.		Arrowhead Concrete	Duluth, MN	1				
	3	Stowe E.S.		Advance Specialties	St. Paul, MN	3				
11	Stowe E.S.	TD Test & Balance			Duluth, MN	1	\$14,000.00			
general conditions	1	Stowe E.S.	Construction Waste Management	Veit Disposal		Duluth, MN	1	\$14,754.00		
	2	Stowe E.S.	Reproduction Services	Shel Don		Duluth, MN	1	\$5,000.00		
totals							\$2,320,911.00	\$662,600.00	\$34,615.00	\$3,018,126.00
Percentage of Total \$\$							76.90%	21.95%	1.15%	100.00%
1	Lakewood E.S.	Asphalt Paving/Site Improvements	Nels Nelson and Sons Inc.		Cloquet, MN	1	\$431,455.00			
	1	Lakewood E.S.	Subcontractors & Suppliers	Concrete Sawing Services	Duluth, MN	1				
	2	Lakewood E.S.		TMIC Landscaping	Duluth, MN	1				
	3	Lakewood E.S.		Century Fence	Forest Lake, MN	3				
	4	Lakewood E.S.		MN Playground Equipment	St. Paul, MN	3				
	5	Lakewood E.S.		Donald Holm	Duluth, MN	1				
	6	Lakewood E.S.		Glacier Paving	Duluth, MN	1				
	7	Lakewood E.S.		ADSCO	Duluth, MN	1				
8	Lakewood E.S.	HD Waterworks		Duluth, MN	1					



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contractors	9	Lakewood E.S.		Elk River Concrete Products	Duluth, MN	1				
	10	Lakewood E.S.		Ess Brothers	Loretto, MN	3				
	11	Lakewood E.S.		Duluth Ready Mix	Duluth, MN	1				
	2	Lakewood E.S.	Exterior Wall Restoration	Bedrock Flint	Duluth, MN	1	\$158,191.00			
	1	Lakewood E.S.		Brock White	Duluth, MN	1				
	2	Lakewood E.S.		Arrowhead Concrete	Duluth, MN	1				
	3	Lakewood E.S.		Advance Specialties	St. Paul, MN	3				
	3	Lakewood E.S.	Roofing	A.W. Kuettel & Sons, Inc.	Duluth, MN	1	\$61,520.00			
	1	Lakewood E.S.		Subcontractors & Suppliers	MacArthur Co.	Duluth, MN	1			
	4	Lakewood E.S.	Walk-In Freezer	Strategic Equipment & Supply Corp.	St Cloud, MN	3			\$25,620.00	
	1	Lakewood E.S.		Subcontractors & Suppliers	Thermalite	Commerce, CA	3			
	2	Lakewood E.S.		Subcontractors & Suppliers	Carlson Refrigeration	Superior, WI	1			
	5	Lakewood E.S.	Interior Improvements	Donald Holm Construction	Duluth, MN	1	\$301,172.00			
	1	Lakewood E.S.		Subcontractors & Suppliers	Penhall Co	Duluth, MN	1			
	2	Lakewood E.S.			A.W. Kuettel & Sons	Duluth, MN	1			
	3	Lakewood E.S.			Elite Caulking & Sealants	Duluth, MN	1			
	4	Lakewood E.S.			St Germain's Glass Co.	Duluth, MN	1			
	5	Lakewood E.S.			Contract Tile & Carpet	Duluth, MN	1			
	6	Lakewood E.S.			Filament Hampshire, Inc.	Duluth, MN	1			
	7	Lakewood E.S.			Northland Painting of Duluth	Duluth, MN	1			
	8	Lakewood E.S.			Duluth Steel Fabricators	Duluth, MN	1			
	9	Lakewood E.S.			Northern Door & Hardware	Duluth, MN	1			
	10	Lakewood E.S.			Neal Slate Co	Watertown, MN	3			
	11	Lakewood E.S.			Glenwood Signs & Awards	Duluth, MN	1			
	6	Lakewood E.S.	HVAC, Plumbing & Fire	Shannons, Inc.	International Falls, MN	2		\$455,000.00		
	1	Lakewood E.S.		Subcontractors & Suppliers	Concrete Sawing Svcs	Superior, WI	1			
	2	Lakewood E.S.			EnviroBate Metro	Minneapolis, MN	3			
	3	Lakewood E.S.			HydaMetrics	Centerville, MN	3			
	4	Lakewood E.S.			Johnson Controls	Duluth, MN	1			
	5	Lakewood E.S.			Mavo Systems	Hibbing, MN	2			
	6	Lakewood E.S.			RM Cotton	Brooklyn, MN	3			
	7	Lakewood E.S.			Summit Fire Protection	Duluth, MN	1			
	8	Lakewood E.S.			Ferguson	Duluth, MN	1			
	9	Lakewood E.S.			RE Carlson	Maple Grove, MN	3			
	10	Lakewood E.S.			ABE	Duluth, MN	1			
	11	Lakewood E.S.			RHI	Fargo, ND	3			
	12	Lakewood E.S.			Grainger	Duluth, MN	1			
	7	Lakewood E.S.	Fire Protection	Summit Fire Protection	Duluth, MN	1	\$206,990.00			
	1	Lakewood E.S.		Subcontractors & Suppliers	Northwestern Power	Duluth, MN	1			
	2	Lakewood E.S.		Subcontractors & Suppliers	MN Petroleum	Minneapolis, MN	3			
8	Lakewood E.S.	Electrical	Belknap Electric	Superior, WI	1	\$406,570.00				
1	Lakewood E.S.		Subcontractors & Suppliers	Rav	Minneapolis, MN	3				



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	2	Lakewood E.S.	Subcontractors & Suppliers	Pro Tec	Minneapolis, MN	3					
	3	Lakewood E.S.		Viking Electric	Duluth, MN	1					
	4	Lakewood E.S.		Graybar	Duluth, MN	1					
	5	Lakewood E.S.		United	Duluth, MN	1					
	6	Lakewood E.S.		Simplex	Minneapolis, MN	3					
	9	Lakewood E.S.		Testing & Balance	TD Test & Balance	Duluth, MN	1	\$11,500.00			
	10	Lakewood E.S.	Fuel Oil Burner	Meetek & Company	Duluth, MN	1	\$61,954.22				
	general conditions	1	Lakewood E.S.	Construction Waste Management	Veit Disposal	Duluth, MN	1	\$10,000.00			
		2	Lakewood E.S.	Reproduction Services	Shel Don	Duluth, MN	1	\$1,775.00			
		totals						\$1,651,127.22	\$455,000.00	\$25,620.00	\$2,131,747.22
Percentage of Total \$\$\$						77.45%	21.34%	1.20%	100.00%		
contractors	1	Homecroft E.S.	Earthwork & Site Improvement	Veile	Duluth, MN	1	\$569,309.00				
	2	Homecroft E.S.	Concrete	Home Menders	Duluth, MN	1	\$271,871.00				
	1	Homecroft E.S.	Subcontractors & Suppliers	JP Concrete	Duluth, MN	1					
	2	Homecroft E.S.		Kolb Construction	Cloquet, MN	1					
	3	Homecroft E.S.		Jamar Co	Duluth, MN	1					
	4	Homecroft E.S.		Country Materials Corp	Rice Lake, WI	1					
	5	Homecroft E.S.		Penhall Company	Duluth, MN	1					
	6	Homecroft E.S.		ASDCO/Jamar	Duluth, MN	1					
	7	Homecroft E.S.		Duluth Ready Mix	Duluth, MN	1					
	8	Homecroft E.S.		Hermantown Lumber	Hermantown, MN	1					
	9	Homecroft E.S.		Kraemer Construction	Duluth, MN	1					
	10	Homecroft E.S.		Symons Corporation	Minneapolis, MN	3					
	11	Homecroft E.S.		Arrowhead Concrete	Duluth, MN	1					
	3	Homecroft E.S.	Masonry	Harbor City Masonry	Duluth, MN	1	\$448,633.00				
	1	Homecroft E.S.	Subcontractors & Suppliers	Elite Caulking & Sealants	Grand Rapids, MI	3					
	2	Homecroft E.S.		Arrowhead Concrete	Duluth, MN	1					
	3	Homecroft E.S.		Brock White	Duluth, MN	1					
	4	Homecroft E.S.	Metals	Thurnbeck Steel Fabrication	Forest Lake, MN	3			\$106,720.00		
	1	Homecroft E.S.	Subcontractors & Suppliers	Infra-Metals	Marseilles, IL	3					
	2	Homecroft E.S.		Namasco	Dubuque, IA	3					
	3	Homecroft E.S.		McNeilus Steel	Dodge Center, MN	3					
	4	Homecroft E.S.		B & F Fastener Supply	Duluth, MN	1					
	5	Homecroft E.S.		Vulcraft	Minneapolis, MN	3					
	6	Homecroft E.S.		Fastenal	Duluth, MN	1					
	5	Homecroft E.S.	Building Improvement	RJS Construction	Superior, WI	1	\$1,050,680.00				
	1	Homecroft E.S.	Subcontractors & Suppliers	Belanger Inc.	Duluth, MN	1					
2	Homecroft E.S.	A.W. Kuettel		Duluth, MN	1						
3	Homecroft E.S.	Construction Specialties		Fargo, ND	3						
4	Homecroft E.S.	W.E. Neal Slate Co		Burnsville, MN	3						
5	Homecroft E.S.	Twin City Acoustics		Minneapolis, MN	3						
6	Homecroft E.S.	JF Equipment LLC		Cromwell, MN	1						



DULUTH PUBLIC SCHOOLS
LRFP CONTRACTOR & SUPPLIER REPORT



Tuesday, September 6, 2011

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	Project	Scope of Work	Contractor/Consultant	Subcontractor/Supplier	City, State	Tier	Tier 1	Tier 2	Tier 3	Total
	7	Homecroft E.S.		NPD, Inc.	Duluth, MN	1				
	8	Homecroft E.S.		Medina Construction	Minneapolis, MN	3				
	9	Homecroft E.S.		TFE, Inc.	Brookston, MN	1				
	6	Homecroft E.S.	HVAC & Plumbing	Jamar Co	Duluth, MN	1	\$1,419,370.00			
	1	Homecroft E.S.	Subcontractors & Suppliers	Ferguson	Duluth, MN	1				
	2	Homecroft E.S.		RE Carlson	Maple Grove, MN	3				
	3	Homecroft E.S.		ABE	Duluth, MN	1				
	4	Homecroft E.S.		Schwab, Vollhaber, Lubratt	Shoreview, MN	3				
	5	Homecroft E.S.		TMS Johnson	Minneapolis, MN	3				
	6	Homecroft E.S.		Goodin Co	Duluth, MN	1				
	7	Homecroft E.S.	Fire Protection	AG O'Brien	Hermantown, MN	1	\$51,360.00			
	8	Homecroft E.S.	Roofing	Thelen	Brainerd, MN	2		\$254,000.00		
	1	Homecroft E.S.	Subcontractors & Suppliers		MacArthur Co.	Duluth, MN	1			
	9	Homecroft E.S.	Kitchen Equipment	Grand Kitchen	Plymouth, MN	3			\$228,017.00	
	1	Homecroft E.S.	Subcontractors & Suppliers	Appliance Repair Svcs	Carlton, MN	1				
	2	Homecroft E.S.		Bruce's Refrigeration	Cloquet, MN	1				
	10	Homecroft E.S.	Asbestos Abatement	Mavo	Proctor, MN	1	\$68,460.00			
	1	Homecroft E.S.	Subcontractors & Suppliers		Veit Disposal	Duluth, MN	1			
	11	Homecroft E.S.	Test & Balancing	Test & Balance Associates, Inc	Brooklyn Park, MN	3			\$16,800.00	
	12	Homecroft E.S.	Electrical	Belknap Electric	Superior, WI	1	\$636,070.00			
	1	Homecroft E.S.	Subcontractors & Suppliers	Rav	Minneapolis, MN	3				
	2	Homecroft E.S.		Pro Tec	Minneapolis, MN	3				
	3	Homecroft E.S.		Viking Electric	Duluth, MN	1				
	4	Homecroft E.S.		Graybar	Duluth, MN	1				
	5	Homecroft E.S.		United	Duluth, MN	1				
	6	Homecroft E.S.		Simplex	Minneapolis, MN	3				
general conditions	1	Homecroft E.S.	Construction Waste Management	Veit Disposal	Duluth, MN	1	\$30,440.00			
	2	Homecroft E.S.	Reproduction Services	Shel Don	Duluth, MN	1	\$100.00			
	3	Homecroft E.S.	Sanitary Facilities	Thompson Rental	Superior, WI	1	\$600.00			
	4	Homecroft E.S.	Telephone Service	Qwest	Duluth, MN	1	\$1,200.00			
	5	Homecroft E.S.	Temporary Power	Mn Power	Duluth, MN	1	\$150.00			
	totals						\$4,548,243.00	\$254,000.00	\$351,537.00	\$5,153,780.00
	Percentage of Total \$\$						88.25%	4.93%	6.82%	100.00%
	1	Eastern M.S.	Artificial Athletic Field	Frattalone	St. Paul, MN	3			\$995,000.00	
	1	Eastern M.S.	Subcontractors & Suppliers	Noland Turf	Wood Dale, IL	3				
	2	Eastern M.S.		Sprinturf	Wayne, PA	3				
	3	Eastern M.S.		Ground Level Services	Duluth, MN	1				
	4	Eastern M.S.		Hovland, Inc.	Hermantown, MN	1				
	5	Eastern M.S.		Udeen Trucking	Superior, WI	1				
	6	Eastern M.S.		Midwest Aggregate	Duluth, MN	1				
	7	Eastern M.S.		Dairyland Fence	Iron River, WI	1				
	8	Eastern M.S.		HD Supply Waterworks	Eden Prairie, MN	3				
	2	Eastern M.S.	Masonry Restoration	Macpherson-Towne	Minneapolis, MN	3			\$846,170.00	



DULUTH PUBLIC SCHOOLS
LRFP CONTRACTOR & SUPPLIER REPORT



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	Project	Scope of Work	Contractor/Consultant	Subcontractor/Supplier	City, State	Tier	Tier 1	Tier 2	Tier 3	Total
Contractors	1	Eastern M.S.	Subcontractors & Suppliers	AJK Door Services	Duluth, MN	1				
	2	Eastern M.S.		Acme Ochs Brick & Stone	Edina, MN	3				
	3	Eastern M.S.		Brock White	Duluth, MN	1				
	3	Eastern M.S.	Demolition	Gladstone	St. Paul, MN	3			\$453,691.00	
	4	Eastern M.S.	Concrete	Northland	Burnsville, MN	3			\$565,000.00	
	1	Eastern M.S.	Subcontractors & Suppliers	Rebarfab	St. Paul, MN	3				
	2	Eastern M.S.		Duluth Ready Mix	Saginaw, MN	1				
	3	Eastern M.S.		ACME Tools	Duluth, MN	1				
	4	Eastern M.S.		ADSCO	Duluth, MN	1				
	5	Eastern M.S.	Precast Concrete	Hanson	Maple Grove, MN	3			\$606,619.00	
	1	Eastern M.S.	Subcontractors & Suppliers	Right Way Caulking	Minneapolis, MN	3				
	6	Eastern M.S.		Masonry	Harbor City	Duluth, MN	1	\$884,852.00		
	7	Eastern M.S.	Structural Steel/Metal Fabrication Supply	Duluth Steel	Duluth, MN	1	\$89,210.00			
	8	Eastern M.S.	Steel Erection - Structural and Misc. Metals	Northern Industrial	Grand Rapids, MN	2		\$74,695.00		
	9	Eastern M.S.	Carpentry Material & Installation Casework, Cabinets and Solid Polymer	Lipe	Duluth, MN	1	\$89,580.00			
	10	Eastern M.S.		Gladstone	St. Paul, MN	3			\$496,918.00	
	1	Eastern M.S.	Subcontractors & Suppliers	Haldeman-Homme	Eden Prairie, MN	3				
	11	Eastern M.S.		Waterproofing	Kremer Davis	Fridley, MN	3			\$69,000.00
	12	Eastern M.S.	Joint Sealants	Carciolini	Duluth, MN	1	\$28,600.00			
	13	Eastern M.S.	HM Doors, Frames, Wood Doors, & Hardware	Northern Door	Duluth, MN	1	\$231,713.00			
	14	Eastern M.S.	Sectional Doors	Lipe	Duluth, MN	1	\$2,440.00			
	15	Eastern M.S.	Storefront, Curtainwall, Windows, & Glazing	St. Germain's	Duluth, MN	1	\$219,019.00			
	16	Eastern M.S.	Drywall & Plaster	RTL	Shakopee, MN	3			\$365,471.00	
	1	Eastern M.S.	Subcontractors & Suppliers	Kelly Stucco Systems	Elko, MN	3				
	2	Eastern M.S.		Therma Spray, Inc.	Minneapolis, MN	3				
	17	Eastern M.S.	Ceramic Tile	CD Tile	Blaine, MN	3			\$244,000.00	
	1	Eastern M.S.	Subcontractors & Suppliers	Daltile	Minneapolis, MN	3				
	2	Eastern M.S.		RBC Tile & Stone	Plymouth, MN	3				
	3	Eastern M.S.		Rubble Tile Distributors	Burnsville, MN	3				
	18	Eastern M.S.	Acoustical Ceilings	Schaffer	Duluth, MN	1	\$340,018.00			
	1	Eastern M.S.	Subcontractors & Suppliers	Haldeman-Homme	Eden Prairie, MN	3				
	19	Eastern M.S.		Carpet/Resilient Flooring	MCI	Waite Park, MN	3			\$222,450.00
	20	Eastern M.S.	Terrazzo Flooring	Grazzini	Eagan, MN	3			\$192,700.00	
	21	Eastern M.S.	Paint & Coating/Wall Covering	Fransen	Milaca, MN	3			\$325,820.00	
	22	Eastern M.S.	Visual Display Boards	Neal Slate	Watertown, MN	3			\$46,495.00	
	1	Eastern M.S.	Subcontractors & Suppliers	Tekton Construction	St Louis Park, MN	3				
	2	Eastern M.S.		W.E. Neal Slate Co	Watertown, MN	3				
	23	Eastern M.S.	Misc. Specialties	Kendall Door	Winona, MN	3			\$148,966.00	
	24	Eastern M.S.	Metal Wardrobe Lockers	JF Equipment	Cromwell, MN	1	\$98,700.00			
	1	Eastern M.S.			C.C. Installations		3			



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	2	Eastern M.S.	Subcontractors & Suppliers							
				Art Metal Products	Deerfield Beach, FL	3				
	25	Eastern M.S.	Window Treatments	MCI	Waite Park, MN	3			\$77,410.00	
	26	Eastern M.S.	Pool Construction/Equipment	Badger	Prairie du Sac, WI	3			\$770,250.00	
	1	Eastern M.S.	Subcontractors & Suppliers							
				Neptune Benson	Coventry, RI	3				
	27	Eastern M.S.	Fire Protection	Gorhman	Mora, MN	2		\$152,000.00		
	28	Eastern M.S.	Mechanical - Plumbing/HVAC/Temp Control/Roofing	Thelen	Brainerd, MN	2		\$5,498,000.00		
	1	Eastern M.S.	Subcontractors & Suppliers	SVL	Shoreview, MN	3				
	2	Eastern M.S.		Midwest Mechanical	Minneapolis, MN	3				
	3	Eastern M.S.		Ryan Company	Minneapolis, MN	3				
	4	Eastern M.S.		Synergic Engineering	Chanhassen, MN	3				
	5	Eastern M.S.		Trane	St Paul, MN	3				
	6	Eastern M.S.		RJ Mechanical	St Cloud, MN	3				
	7	Eastern M.S.		Neuman Insulation	Cloquet, MN	1				
	8	Eastern M.S.		ABE	Duluth, MN	1				
	9	Eastern M.S.		KMS	Minneapolis, MN	3				
	29	Eastern M.S.	Electrical	Benson	Superior, WI	1	\$2,874,100.00			
	1	Eastern M.S.	Subcontractors & Suppliers	Dell/Comm, inc.	Duluth, MN	1				
	2	Eastern M.S.		RAV	Minneapolis, MN	3				
	30	Eastern M.S.	Excavation & Site Earthwork	Arnt	Hugo, MN	3			\$1,000,900.00	
	1	Eastern M.S.	Subcontractors & Suppliers	Knife Lake Concrete	Mora, MN	2				
	2	Eastern M.S.		Redstone Construction	Little Rock, AR	3				
	3	Eastern M.S.		Earl F. Anderson	Bloomington, MN	3				
	31	Eastern M.S.	Asphalt Concrete Paving	Ulland	Carlton, MN	1	\$176,550.00			
	1	Eastern M.S.	Subcontractors & Suppliers							
				Murphy Oil	Superior, WI	1				
	32	Eastern M.S.	Landscaping and Sod	Urban	St. Paul, MN	3			\$49,000.00	
	33	Eastern M.S.	Chain Link Fences and Gates	Century Fence	Forest Lake, MN	3			\$34,529.00	
	34	Eastern M.S.	Food Service Equipment	Hockenbergs	Minneapolis, MN	3			\$77,685.00	
	35	Eastern M.S.	Asbestos Abatement	Acct, Inc.	Cloquet, MN	1	\$13,000.00			
	36	Eastern M.S.	Asbestos Abatement Phase 2	Acct, Inc.	Cloquet, MN	1	\$54,640.00			
	37	Eastern M.S.	Asbestos Abatement	Mavo	Proctor, MN	1	\$213,860.00			
		totals					\$5,316,282.00	\$5,724,695.00	\$7,588,074.00	\$18,629,051.00
		Percentage of Total \$\$\$					28.54%	30.73%	40.73%	100.00%
	1	Lester Park E.S.	Home Demolition	Alliance Steel	Superior, WI	1	\$107,500.00			
	2	Lester Park E.S.	Plumbing/HVAC Equipment	Midwest Mechanical	Minneapolis, MN	3			\$23,130.00	
	3	Lester Park E.S.	Mechanical Equipment Suppliers	SVL Inc.	St. Paul, MN	3			\$300,565.00	
	4	Lester Park E.S.	Mechanical Equipment Suppliers	RM Cotten Co.	Brooklyn Park, MN	3			\$76,550.00	
	5	Lester Park E.S.	Mechanical Equipment Suppliers	Minnesota Air	Bloomington, MN	3			\$68,900.00	
	6	Lester Park E.S.	Concrete	Kelleher	Burnsville, MN	3			\$848,600.00	
	7	Lester Park E.S.	Precast Concrete	Molin	Lino Lakes, MN	3			\$315,687.00	
	8	Lester Park E.S.	Masonry	Harbor City	Duluth, MN	1	\$1,504,274.00			
	1	Lester Park E.S.	Subcontractors & Suppliers							
				Kremer & Davis	Fridley, MN	3				
	9	Lester Park E.S.	Steel/Metal Fabrication Supply	Dynamic	Proctor, MN	1	\$397,700.00			



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Contractors	10	Lester Park E.S.	Steel Erection - Structural and Misc. Metals	Northern Industrial	Grand Rapids, MN	2		\$216,817.00			
	11	Lester Park E.S.	Carpentry	Lipe Brothers	Duluth, MN	1	\$147,000.00				
	12	Lester Park E.S.	Metal Wall Panels/Roofing & Flashing	Jamar	Duluth, MN	1	\$956,255.00				
	13	Lester Park E.S.	Joint Sealers	Seal Treat	Eden Prairie, MN	3			\$30,170.00		
	14	Lester Park E.S.	Doors, Frames, & Hardware	Kendall	Winona, MN	3			\$159,046.00		
	15	Lester Park E.S.	Overhead Doors	Lipe Brothers	Duluth, MN	1	\$28,700.00				
	16	Lester Park E.S.	Storefront, Curtain Wall, Glazing & Al. Windows	St. Germain's	Duluth, MN	1	\$344,417.00				
	17	Lester Park E.S.	Drywall & Plaster	RTL	Shakopee, MN	3			\$383,436.00		
	1	Lester Park E.S.	Subcontractors & Suppliers		Kelly Stucco Systems	Elko, MN	3				
	2	Lester Park E.S.			Structural Applicators	Clear Lake, WI	3				
	18	Lester Park E.S.	Tile Work	Twin Cities		St. Paul, MN	3			\$179,600.00	
	19	Lester Park E.S.	Acoustical Ceilings	Flament		Superior, WI	1	\$114,950.00			
	20	Lester Park E.S.	Wood Flooring	Mastiff		St. Anthony, MN	3			\$43,000.00	
	1	Lester Park E.S.	Subcontractors & Suppliers		Doug's Floor Sanding	Dassel, MN	3				
	2	Lester Park E.S.			Tarkett	Whitehall, PA	3				
	21	Lester Park E.S.	Carpet/Resilient Flooring	Northland Flooring		Grand Rapids, MN	2		\$173,000.00		
	1	Lester Park E.S.	Subcontractors & Suppliers		D&J Floor Coverings	Coquitlam, BC	3				
	22	Lester Park E.S.	Sand Cushion and Plastic Matrix Terrazzo	Advanced Terrazzo		Coon Rapids, MN	3			\$185,000.00	
	23	Lester Park E.S.	Paint	Northland Painting		Duluth, MN	1	\$92,445.00			
	24	Lester Park E.S.	Misc. Specialties	Kendall		Winona, MN	3			\$52,675.00	
	25	Lester Park E.S.	Metal Wardrobe Lockers	JF Equipment		Cromwell, MN	1	\$24,600.00			
	26	Lester Park E.S.	Operable Panel Partitions	Hufcor		Golden Valley, MN	3			\$28,787.00	
	27	Lester Park E.S.	Athletic Equipment	H&B		Eden Prairie, MN	3			\$27,280.00	
	28	Lester Park E.S.	Finish Carpentry	Okeefe		River Falls, WI	3			\$341,600.00	
	29	Lester Park E.S.	Window Treatment/Roller Shades	Custom Exp.		Burnsville, MN	3			\$34,408.00	
	30	Lester Park E.S.	Hydraulic Elevator	Schindler		Bemidji, MN	3			\$65,400.00	
	31	Lester Park E.S.	Fire Protection	Brothers		Duluth, MN	1	\$114,998.00			
	32	Lester Park E.S.	Plumbing/HVAC/Temperature Controls	MD Mechanical		St. Cloud, MN	3			\$2,220,000.00	
	33	Lester Park E.S.	Electrical	Town & Country		Virginia, MN	2		\$1,151,900.00		
	34	Lester Park E.S.	Demolition, Earthwork & Site Utilities	Ulland		Carlton, MN	1	\$3,042,000.00			
	35	Lester Park E.S.	Asphalt Concrete Paving	Northland Paving		Duluth, MN	1	\$122,000.00			
	36	Lester Park E.S.	Landscaping and Sod	Urban		St. Paul, MN	3			\$67,500.00	
	37	Lester Park E.S.	Chain Link Fences and Gates	Keller Fence		Grand Rapids, MN	2		\$9,500.00		
	38	Lester Park E.S.	Food Service Equipment	Hockenbergs		Minneapolis, MN	3			\$307,115.00	
	totals							\$6,996,839.00	\$1,551,217.00	\$5,758,449.00	\$14,306,505.00
	Percentage of Total \$\$\$							48.91%	10.84%	40.25%	100.00%
	1	Denfeld H.S.	House Demo & Site Grading	RJS Construction		Superior, WI	1	\$150,000.00			
	1	Denfeld H.S.			CMI	Duluth, MN	1				
2	Denfeld H.S.			Superior Steel	Superior, WI	1					



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3	Denfeld H.S.	Subcontractors & Suppliers		Kolb Construction	Duluth, MN	1						
4	Denfeld H.S.			Jamar	Duluth, MN	1						
5	Denfeld H.S.			St Germain's Casework	Duluth, MN	1						
6	Denfeld H.S.			The Glass Man	Cromwell, MN	1						
7	Denfeld H.S.			Overhead Door	Duluth, MN	1						
2	Denfeld H.S.	Electrical Service modifications	Benson Electric		Superior, WI	1	\$305,100.00					
3	Denfeld H.S.	Mechanical	Stout Mechanical		Duluth, MN	1	\$564,007.00					
1	Denfeld H.S.	Subcontractors & Suppliers		Johnson Controls	Duluth, MN	1						
2	Denfeld H.S.			Northern Industrial Insul	Edmonton, AB	3						
3	Denfeld H.S.			Viking Sprinklers	Duluth, MN	1						
4	Denfeld H.S.			Lipe Bros	Duluth, MN	1						
5	Denfeld H.S.			Api Electric	Duluth, MN	1						
6	Denfeld H.S.			Ferguson	Duluth, MN	1						
7	Denfeld H.S.			Goodin Co Blesi-Evans	Duluth, MN	1						
8	Denfeld H.S.			PBBS Equipment Corp	Menomonie, WI	3						
9	Denfeld H.S.			Brock White	Duluth, MN	1						
4	Denfeld H.S.	Electrical	Api Electrical Co		Duluth, MN	1	\$113,986.00					
5	Denfeld H.S.	Pump Room Asbestos Abatement	Mavo Systems		Duluth, MN	1	\$15,521.00					
6	Denfeld H.S.	Earthwork/ Site Demo/Asphalt Paving/Curbs/ Site Utilities	Northland Constructors		Duluth, MN	1	\$1,741,800.00					
1	Denfeld H.S.	Subcontractors & Suppliers		Northwoods Sodding	Duluth, MN	1						
2	Denfeld H.S.			Fobbe Contracting	Annandale, MN	3						
3	Denfeld H.S.			TPEC	Superior, WI	1						
4	Denfeld H.S.			Lines By Lightner	Esko, MN	1						
5	Denfeld H.S.			Cretex	Elk River, MN	3						
6	Denfeld H.S.			Contech	West Chester, OH	3						
7	Denfeld H.S.			Northern Waterworks	Fargo, ND	3						
8	Denfeld H.S.			Ess Bros	Laretto, MN	3						
9	Denfeld H.S.			ASDCO	Duluth, MN	1						
7	Denfeld H.S.	Masonry/Architectural Precast	Stretar Masonry & Concrete, Inc.		Duluth, MN	1	\$1,741,800.00					
1	Denfeld H.S.	Subcontractors & Suppliers		Brock White	Duluth, MN	1						
2	Denfeld H.S.			ASDCO	Duluth, MN	1						
3	Denfeld H.S.			Swanson & Youngdale	Duluth, MN	1						
4	Denfeld H.S.			Jamar	Duluth, MN	1						
8	Denfeld H.S.	Steel Erection	Red Cedar Steel Erectors, Inc.		Menomonie, WI	3			\$287,000.00			
9	Denfeld H.S.	Metal Panels	Architectural Products of Wausau		Wausau, WI	3			\$213,418.00			
10	Denfeld H.S.	Roofing	Thelen Heating & Roofing, Inc.		Brainerd, MN	1	\$802,000.00					
1	Denfeld H.S.	Subcontractors & Suppliers		Lipe Bros	Duluth, MN	1						
11	Denfeld H.S.			Skylights	Superior Glass, Inc.		Superior, WI	1	\$131,533.00			
12	Denfeld H.S.			Aluminum Storefronts/Windows	St. Germain's Glass, Inc.		Duluth, MN	1	\$253,066.00			
13	Denfeld H.S.			Materials Testing	EPC		Duluth, MN	1	\$48,795.00			
14	Denfeld H.S.			Building Survey	Salo Engineering		Duluth, MN	1	\$10,000.00			
15	Denfeld H.S.			Masonry Restoration	Building Restoration Co.		Minneapolis, MN	3			\$984,224.00	
1	Denfeld H.S.					Superior Glass, Inc.	Superior, WI	1				
2	Denfeld H.S.					Brock White	Duluth, MN	1				



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	Project	Scope of Work	Contractor/Consultant	Subcontractor/Supplier	City, State	Tier	Tier 1	Tier 2	Tier 3	Total
Contractors	3	Denfeld H.S.	Subcontractors & Suppliers		ADSCO	Duluth, MN	1			
	4	Denfeld H.S.			Swanson & Youngdale	Duluth, MN	1			
	5	Denfeld H.S.			Jamar	Duluth, MN	1			
	16	Denfeld H.S.	Chimney Restoration	Gerard Chimney		St Louis, MO	3			\$308,220.00
	1	Denfeld H.S.	Subcontractors & Suppliers		Lakehead Constructors	Superior, WI	1			
	2	Denfeld H.S.			Veit	Duluth, MN	1			
	3	Denfeld H.S.			United Rentals	Hermantown, MN	1			
	17	Denfeld H.S.	Concrete Foundations/Walks	Northland Concrete & Masonry		Burnsville, MN	3			\$946,700.00
	1	Denfeld H.S.	Subcontractors & Suppliers		E&J Rebar	Andover, MN	3			
	2	Denfeld H.S.			Duluth Ready Mix	Saginaw, MN	1			
	3	Denfeld H.S.			Dynamic Structural Steel	Proctor, MN	1			
	4	Denfeld H.S.			Acme Tools	Duluth, MN	1			
	18	Denfeld H.S.	Cast-in place Concrete/Slabs	Northland Concrete & Masonry		Burnsville, MN	3			\$372,370.00
	1	Denfeld H.S.	Subcontractors & Suppliers		Duluth Ready Mix	Duluth, MN	1			
	2	Denfeld H.S.			Dynamic Structural Steel	Proctor, MN	1			
	3	Denfeld H.S.			ASDCO	Duluth, MN	1			
	19	Denfeld H.S.	Structural Precast Concrete	Molin Concrete Products		Lino Lakes, MN	3			\$534,176.00
	1	Denfeld H.S.	Subcontractors & Suppliers		Duluth Ready Mix	Duluth, MN	1			
	20	Denfeld H.S.	Steel Supply Cold Formed	American Structural Metals, Inc.		Somerset, WI	3			\$624,900.00
	21	Denfeld H.S.	Metal Framing/Fireproofing	Olympic Wall Systems, Inc.		Minnetonka, MN	3			\$469,800.00
	1	Denfeld H.S.	Subcontractors & Suppliers		United Rentals	Hermantown, MN	1			
	22	Denfeld H.S.	Damproofing/waterproofing	Kremer & Davis		Fridley, MN	3			\$138,500.00
	23	Denfeld H.S.	Boiler Room Asbestos Abatement	Enorthern Environmental Services		Hibbing, MN	1	\$17,760.00		
	24	Denfeld H.S.	Air Terminal Units	TMS Johnson		New Hope, MN	3			\$51,565.00
	25	Denfeld H.S.	Displacement Diffusers	TMS Johnson		New Hope, MN	3			\$129,210.00
	26	Denfeld H.S.	Boilers and Accessories	Ryan Company		Minneapolis, MN	3			\$249,000.00
	27	Denfeld H.S.	Air Cooled Condensing Unit	ABE		Duluth, MN	1	\$18,735.00		
	28	Denfeld H.S.	Air Cooled Water Chiller	York Company		Plymouth, MN	3			\$192,775.00
	29	Denfeld H.S.	Plate Type Energy Recovery Units	Schwab, Vollhaber, Lubratt		Shoreview, MN	3			\$30,605.00
	30	Denfeld H.S.	Modular ERVUs	Trane Company		St Paul, MN	3			\$281,541.00
	31	Denfeld H.S.	Modular AHUs & MAUs	York Company		Plymouth, MN	3			\$87,700.00
	32	Denfeld H.S.	Fan Coil Units	Midwest Mechanical Solutions		Minneapolis, MN	3			\$4,740.00
	33	Denfeld H.S.	Food Service Equipment	Hockenbergs		Minneapolis, MN	3			\$648,000.00
	34	Denfeld H.S.	Food Service Equipment - Culinary Arts	Hockenbergs		Minneapolis, MN	3			\$48,600.00
	35	Denfeld H.S.	Demolition	Lipe Bros		Duluth, MN	1	\$455,800.00		
	36	Denfeld H.S.	Carpentry/General Construction	RJS Construction		Superior, WI	1	\$1,456,330.00		
	37	Denfeld H.S.	Caulking/Firestopping	A.J. Spanjers Co. Inc		Minneapolis, MN	3			\$76,840.00
	38	Denfeld H.S.	Doors/Frames & Hardware	Sell Hardware, Inc.		Duluth, MN	1	\$377,460.00		
	39	Denfeld H.S.	Colling/Overhead Doors	Overhead Door Co of Duluth		Duluth, MN	1	\$23,100.00		
	40	Denfeld H.S.	Drywall/Plaster	Minuti-Ogle, Co.		St Paul, MN	3			\$1,359,800.00
	41	Denfeld H.S.	Accoustical Ceilings/Accoustical Treatments	Accoustic Associates, Inc.		Minneapolis, MN	3			\$318,800.00



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	Project	Scope of Work	Contractor/Consultant	Subcontractor/Supplier	City, State	Tier	Tier 1	Tier 2	Tier 3	Total
	1	Denfeld H.S.	Subcontractors & Suppliers		Sound Concept	Hermantown, MN	1			
	42	Denfeld H.S.	Painting	Regional Contracting & Painting	Duluth, MN	1	\$241,931.00			
	1	Denfeld H.S.	Subcontractors & Suppliers		Sherwin Williams	Duluth, MN	1			
	43	Denfeld H.S.	Miscellaneous Specialties - Supply	J.S. Cates Construction, Inc.	Minneapolis, MN	3			\$39,600.00	
	44	Denfeld H.S.	Visual Display Boards/Cases - Supply	W.E. Neal Slate Co.	Watertown, MN	3			\$30,946.00	
	45	Denfeld H.S.	Gymnasium Divider Curtain	H&B Specialized Products, Inc.	Eden Prairie, MN	3			\$19,450.00	
	46	Denfeld H.S.	Casework-Supply	Haldeman-Homme, Inc	Minneapolis, MN	3			\$272,130.00	
	1	Denfeld H.S.	Subcontractors & Suppliers		St Germain's Cabinet	Duluth, MN	1			
	2	Denfeld H.S.	Subcontractors & Suppliers		Sound Concept	Hermantown, MN	1			
	47	Denfeld H.S.	Fire Protection	A.G. O'Brien Plumbing & Heating	Duluth, MN	1	\$345,850.00			
	48	Denfeld H.S.	Plumbing & Heating Piping/HVAC/Temperature controls	Shannon's Inc.	International Falls, MN	2		\$5,700,500.00		
	49	Denfeld H.S.	Electrical/Fire Alarm Tech. Cabling	Benson Electric	Superior, WI	1	\$3,525,000.00			
	50	Denfeld H.S.	Boiler Room Asbestos Abatement	Mavo Systems	Duluth, MN	1	\$228,400.00			
	51	Denfeld H.S.	Asbestos Abatement Phase 2 Classroom & Common areas	NES	Hibbing, MN	1	\$42,015.00			
	52	Denfeld H.S.	Clock Tower Windows	St. Germain's Glass, Inc.	Duluth, MN	1	\$188,313.00			
	53	Denfeld H.S.	Auditorium Parapet Repair	Stretar Masonry & Concrete, Inc.	Duluth, MN	1	\$228,580.00			
	54	Denfeld H.S.	Roof Replacement	Garland	Cleveland, OH	3			\$785,364.00	
	55	Denfeld H.S.	Tile	Grazzini Bros	Eagan, MN	3			\$200,000.00	
	56	Denfeld H.S.	Terrazzo	Advance Terrazzo & Tile Co	Coon Rapids, MN	3			\$520,477.00	
	57	Denfeld H.S.	Resilient Flooring/Carpet	MCI	Waite Park, MN	3			\$282,498.00	
	58	Denfeld H.S.	Lockers	Olympus Lockers	Eden Prairie, MN	3			\$170,374.00	
	59	Denfeld H.S.	Elevators	Schindler Elevator	Eagan, MN	3			\$55,510.00	
	60	Denfeld H.S.	Testing & Balancing	Testing & Balance Associates	Duluth, MN	1	\$60,440.00			
	61	Denfeld H.S.	Landscaping	Urban Companies, LLC	St Paul, MN	3			\$24,750.00	
	62	Denfeld H.S.	Food Service Equipment	Hockenbergs	St Paul, MN	3			\$704,106.00	
	63	Denfeld H.S.	Science Casework	Haldeman-Homme, Inc	Minneapolis, MN	3			\$355,839.00	
general conditions	1	Denfeld H.S.	Construction Waste Management	Veit Disposal	Duluth, MN	1	\$60,000.00			
	2	Denfeld H.S.	Sanitary Facilities	Thompson Rental	Superior, WI	1	\$25,000.00			
	3	Denfeld H.S.	Drinking Water	Michaud Distributing	Duluth, MN	1	\$3,000.00			
	4	Denfeld H.S.	Telephone Service	Qwest	Duluth, MN	1	\$11,200.00			
	5	Denfeld H.S.	Temp Fuel & Gas	City of Duluth	Duluth, MN	1	\$305,000.00			
	6	Denfeld H.S.	Temporary Construction Heaters	Temp Heat	Duluth, MN	1	\$40,000.00			
	7	Denfeld H.S.	Site Fencing	Keller Fence	Grand Rapids, MN	2		\$13,020.00		
	8	Denfeld H.S.	Temporary Power	Mn Power	Duluth, MN	1	\$58,000.00			
totals							\$13,589,522.00	\$5,713,520.00	\$11,819,528.00	\$31,122,570.00
Percentage of Total \$\$\$							43.66%	18.36%	37.98%	100.00%
	1	Ordean H.S.	Earthwork & Site Demo	Veit	Duluth, MN	1	\$1,557,950.00			
	2	Ordean H.S.	Asphalt Paving & curbs	Northland Constructors	Duluth, MN	1	\$510,500.00			



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Contractors	3	Ordean H.S.	Materials Testing	Braun Intertec	Duluth, MN	1	\$103,000.00					
	4	Ordean H.S.	Building Survey	Salo Engineering	Duluth, MN	1	\$35,000.00					
	5	Ordean H.S.	Tuckpointing (Thru KA contract & bidding)	McPherson-Towne Co	Minneapolis, MN	3			\$82,688.00			
	6	Ordean H.S.	Building Demo	Rachel Contracting, LLC	St Michael, MN	3			\$419,890.00			
	7	Ordean H.S.	Asbestos Abatement	Envirobate, Inc.	Minneapolis, MN	3			\$366,000.00			
	8	Ordean H.S.	Cast-in place Concrete/Slabs	Northland Concrete & Masonry	Burnsville, MN	3			\$869,700.00			
	1	Ordean H.S.	Subcontractors & Suppliers		E&J Rebar	Andover, MN	3					
	2	Ordean H.S.			Veit Excavation	Duluth, MN	1					
	3	Ordean H.S.			Duluth Ready Mix	Saginaw, MN	1					
	4	Ordean H.S.			Dynamic Structural Steel	Proctor, MN	1					
	5	Ordean H.S.			Doka USA, Ltd	Channahon, IL	3					
	6	Ordean H.S.			ASDCO	Duluth, MN	1					
	9	Ordean H.S.	Site Utilities	St. Paul Utilities		Burnsville, MN	3			\$1,096,400.00		
	10	Ordean H.S.	Waterproofing/Insulation - (Rebid)	Concrete Coatings, Inc.		Blaine, MN	3			\$136,900.00		
	11	Ordean H.S.	Footing/Foundations, and Retaining Walls	Northland Concrete & Masonry Structures Hardscape Specialists, Inc.		Burnsville, MN	3			\$1,269,200.00		
	12	Ordean H.S.	Segmental Retaining Wall System	Schwab, Vollhaber, Lubratt		Bloomington, MN	3			\$955,604.00		
	13	Ordean H.S.	Axial Fans	Schwab, Vollhaber, Lubratt		Shoreview, MN	3			\$6,740.00		
	14	Ordean H.S.	Air Terminal Units	The Trane Co		St Paul, MN	3			\$51,606.00		
	15	Ordean H.S.	Displacement Diffusers	Midwest Mechanical Solutions		Minneapolis, MN	3			\$134,250.00		
	16	Ordean H.S.	Boilers & Accessories	Ryan Co		Minneapolis, MN	3			\$228,000.00		
	17	Ordean H.S.	Air Cooled Condensing Unit	Schwab, Vollhaber, Lubratt		Shoreview, MN	3			\$13,370.00		
	18	Ordean H.S.	Air Cooled Chillers	The Trane Co		St Paul, MN	3			\$206,651.00		
	19	Ordean H.S.	Plate Type Energy Recovery Units	Schwab, Vollhaber, Lubratt		Shoreview, MN	3			\$79,830.00		
	20	Ordean H.S.	Energy Recovery Units	Schwab, Vollhaber, Lubratt		Shoreview, MN	3			\$204,480.00		
	21	Ordean H.S.	Modular Air Handling Units	Schwab, Vollhaber, Lubratt		Shoreview, MN	3			\$161,840.00		
	22	Ordean H.S.	Food Service Equipment	Hockenbergs		Minneapolis, MN	3			\$647,557.66		
	23	Ordean H.S.	Food Service Equipment - Culinary Arts	Hockenbergs		Minneapolis, MN	3			\$209,289.34		
	24	Ordean H.S.	Fan Coil Units	Schwab, Vollhaber, Lubratt		Shoreview, MN	3			\$2,810.00		
	25	Ordean H.S.	Demolition	Lipe Brothers		Duluth, MN	1	\$375,000.00				
	26	Ordean H.S.	Cast-in place Concrete	Hanson Masonry		Owen, WI	3			\$1,145,464.00		
	27	Ordean H.S.	Pre-cast Concrete Plank	Molin Concrete		Lino Lakes, MN	3			\$999,980.00		
	28	Ordean H.S.	Pre-cast Concrete Wall Panels	Wells Concrete Products		Wells, MN	3			\$2,287,341.00		
	29	Ordean H.S.	Masonry	Harbor City Masonry		Duluth, MN	1	\$644,994.00				
	30	Ordean H.S.	Steel Supply	Le Jeune Steel Co		Minneapolis, MN	3			\$1,364,200.00		
	1	Ordean H.S.	Subcontractors & Suppliers		Duluth Steel	Duluth, MN	1					
	31	Ordean H.S.	Carpentry	Lipe Brothers		Duluth, MN	1	\$736,000.00				
32	Ordean H.S.	Roofing & Sheet Metal	Palmer West		Rogers, MN	3			\$1,931,800.00			
33	Ordean H.S.	Doors & Frames - Supply	Sell Hardware, Inc.		Duluth, MN	1	\$470,950.00					
34	Ordean H.S.	Coiling & Overhead Doors	Lipe Brothers		Duluth, MN	1	\$29,731.00					
35	Ordean H.S.	Drywall	RTL Construction		Shakopee, MN	3			\$1,690,271.00			
36	Ordean H.S.	Plumbing & Heat Piping	El-Jay Plumbing & Heating		St Cloud, MN	3			\$2,915,700.00			



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37	Ordean H.S.	HVAC	McDowell Co		Waite Park, MN	3			\$3,131,600.00	
38	Ordean H.S.	Electric	Belknap Electric		Superior, WI	1	\$4,946,969.00			
39	Ordean H.S.	Steel Erection	Northern Industrial Erectors, Inc.		Grand Rapids, MN	2		\$571,956.00		
40	Ordean H.S.	Fireproofing	Olympic Companies, Inc.		Minnetonka, MN	3			\$250,000.00	
41	Ordean H.S.	Membrane & Waterproofing	Kremer & Davis, Inc.		Fridley, MN	3			\$13,750.00	
42	Ordean H.S.	Caulking	Seal Treat, Inc.		Eden Prairie, MN	3			\$50,500.00	
43	Ordean H.S.	Aluminum Entrances/ Storefronts/Windows/Glazing	Superior Glass		Superior, WI	1	\$545,412.00			
44	Ordean H.S.	Skylight System	W.L. Hall Company		Hopkins, MN	3			\$340,287.00	
45	Ordean H.S.	Fire Protection	Viking Automatic Sprnkler Company		Duluth, MN	1	\$422,000.00			
46	Ordean H.S.	Tile Work	Contract Tile & Carpet, LLC		Duluth, MN	1	\$692,625.00			
47	Ordean H.S.	Terrazzo	Grazzini Bros & Co		Eagan, MN	3			\$325,000.00	
48	Ordean H.S.	Accoustical Ceilings/Panels	Twin Cities Accoustics		Minneapolis, MN	3			\$638,175.00	
49	Ordean H.S.	Wood Flooring	Haldeman-Homme, Inc dba Anderson Ladd		Minneapolis, MN	3			\$174,218.00	
50	Ordean H.S.	Painting/Wall Covering	Steinbrecher Paintings, Inc.		Princeton, MN	3			\$340,000.00	
51	Ordean H.S.	Miscellaneous Specialties - Supply	Kendell Doors & Hardware, Inc.		Mendota Hts, MN	3			\$76,661.00	
52	Ordean H.S.	Visual Display Boards/Cases - Supply	W.E. Neal Slate Co.		Watertown, MN	3			\$114,866.00	
53	Ordean H.S.	Metal Lockers/Athletic Lockers	Haldeman-Homme, Inc		Minneapolis, MN	3			\$353,679.00	
54	Ordean H.S.	Theater & Stage Equipment	Secoa, Inc.		Champlin, MN	3			\$213,327.00	
55	Ordean H.S.	Athletic Field Equipment & Site Furnishings	Upper Midwest Athletic Construction		Anoka, MN	3			\$103,752.00	
56	Ordean H.S.	Casework-Supply	Haldeman-Homme, Inc		Minneapolis, MN	3			\$386,769.00	
57	Ordean H.S.	Auditorium-Seating	Haldeman-Homme, Inc		Minneapolis, MN	3			\$117,176.00	
58	Ordean H.S.	Telescoping Bleachers	Haldeman-Homme, Inc		Minneapolis, MN	3			\$259,108.00	
59	Ordean H.S.	Sound Conditioning Rooms	Wenger Corporation		Owatonna, MN	3			\$50,898.00	
60	Ordean H.S.	Asphalt Paving	Northland Constructors		Duluth, MN	1	\$249,000.00			
61	Ordean H.S.	Fences & Gates	Century Fence Co		Forest Lake, MN	3			\$67,958.00	
62	Ordean H.S.	Landscaping	Urban Companies, LLC		St Paul, MN	3			\$65,000.00	
63	Ordean H.S.	Earthwork	Veit & Co		Duluth, MN	1	\$1,167,900.00			
64	Ordean H.S.	Flooring & Carpet	Master Floors LLC		Shoreview, MN	3			\$525,850.00	
65	Ordean H.S.	Gymnasium Equipment	The Centre Stage Mfg Co		Sauk Centre, MN	3			\$134,750.00	
66	Ordean H.S.	Roller Window Shades	Lipe Brothers		Duluth, MN	1	\$48,200.00			
67	Ordean H.S.	Elevators	Schindler Elevator		Eagan, MN	3			\$70,000.00	
68	Ordean H.S.	Synthetic Turf	Atlas/Field Turf		Cedar Rapids, IA	3			\$381,035.00	
69	Ordean H.S.	Running Track Surfacing	Midwest Tennis & Track		Denison, IA	3			\$230,650.00	
70	Ordean H.S.	Testing & Balancing	T.D. Testing & Balancing Inc.		Duluth, MN	1	\$57,000.00			
71	Ordean H.S.	Science Casework	Haldeman-Homme, Inc		Minneapolis, MN	3			\$276,510.00	
72	Ordean H.S.	Concrete Plaza/Walls/Curb	Kelleher Construction		Burnsville, MN	3			\$525,440.00	
73	Ordean H.S.	Custom Casework/Plam	St Germain's Cabinets		Duluth, MN	1	\$83,635.00			
74	Ordean H.S.	Grandstands/Press box	Dant Clayton		Louisville, KY	3			\$739,109.00	
75	Ordean H.S.	Traffic Signals	Parson's Electric		Duluth, MN	1	\$144,696.00			
76	Ordean H.S.	General Carpentry	Lipe Brothers		Duluth, MN	1	\$611,226.00			



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77	Ordean H.S.	Greenhouse	Albert J. Lauer		Farmington, MN	3			\$274,000.00	
78	Ordean H.S.	Parking Lot	Northland Constructors		Duluth, MN	1	\$357,200.00			
79	Ordean H.S.	Parking Lot - Denfeld	Northland Constructors		Duluth, MN	1	-\$77,500.00			
general conditions	1	Ordean H.S.	Construction Waste Management	Veit Disposal	Duluth, MN	1	\$66,000.00			
	2	Ordean H.S.	Sanitary Facilities	Thompson Rental	Superior, WI	1	\$16,500.00			
	3	Ordean H.S.	Drinking Water	Michaud Distributing	Duluth, MN	1	\$1,300.00			
	4	Ordean H.S.	Telephone Service	Qwest	Duluth, MN	1	\$7,700.00			
	5	Ordean H.S.	Temp Fuel & Gas	City of Duluth	Duluth, MN	1	\$300,000.00			
	6	Ordean H.S.	Temporary Construction Heaters	Temp Heat	Duluth, MN	1	\$45,000.00			
	7	Ordean H.S.	Site Fencing	Keller Fence	Grand Rapids, MN	2		\$27,072.00		
	8	Ordean H.S.	Temporary Power	Mn Power	Duluth, MN	1	\$110,000.00			
totals							\$14,257,988.00	\$599,028.00	\$29,707,630.00	\$44,564,646.00
Percentage of Total \$\$							31.99%	1.34%	66.66%	100.00%

1	Laura Mac E.S.	Building Demo	RJS Construction		Superior, WI	1	\$242,000.00			
2	Laura Mac E.S.	Earthwork/ Site Demo/Excavation	Veit & Company, Inc.		Duluth, MN	1	\$1,034,626.00			
3	Laura Mac E.S.	Asphalt Paving Curb & Gutter	Ulland Bros, Inc.		Cloquet, MN	1	\$322,550.00			
4	Laura Mac E.S.	Food Service Equipment	Hockenbergs		Minneapolis, MN	3			\$298,683.00	
5	Laura Mac E.S.	Materials Testing	EPC		Duluth, MN	1	\$37,900.00			
6	Laura Mac E.S.	Site Utilities	Belair Excavating		New Brighton, MN	3			\$196,800.00	
1	Laura Mac E.S.	Subcontractors & Suppliers	Davies Northern Waterworks		Blaine, MN	3				
2	Laura Mac E.S.		Asphalt of Duluth		Hermantown, MN	1				
3	Laura Mac E.S.		Duncan Concrete		Browerville, MN	3				
4	Laura Mac E.S.		TMIC Landscaping LLC		Cloquet, MN	1				
6	Laura Mac E.S.		Midwest Transport & Excavating		Brookston, MN	1				
7	Laura Mac E.S.		County Materials		Roberts, MN	3				
8	Laura Mac E.S.		Salo Engineering		Duluth, MN	1				
7	Laura Mac E.S.		Building Survey	Salo Engineering		Duluth, MN	1	\$10,000.00		
8	Laura Mac E.S.	Cast In Place Footings & Foundation	Kelleher Construction		Burnsville, MN	3			\$802,600.00	
1	Laura Mac E.S.	Subcontractors & Suppliers	Arrowhead Concrete Works		Hermantown, MN	1				
2	Laura Mac E.S.		Rebarfab Inc.		New Brighton, MN	3				
3	Laura Mac E.S.		Sanders Steel Erectors		Hastings, MN	3				
4	Laura Mac E.S.		Jamar		Duluth, MN	1				
9	Laura Mac E.S.	Air Terminal Units	Midwest Mechanical Solutions		Minneapolis, MN	3			\$20,070.00	
10	Laura Mac E.S.	Displacement Diffusers	Schwab, Vollhaber, Lubratt		Shoreview, MN	3			\$55,107.00	
11	Laura Mac E.S.	Modular ERVU-2 & ERVU-3	Midwest Mechanical Solutions		Minneapolis, MN	3			\$1,625.00	
12	Laura Mac E.S.	Boilers & Accessories	RM Cotton Co		Brooklyn Park, MN	3			\$115,355.00	
13	Laura Mac E.S.	Air Cooled Condensing Unit	Schwab, Vollhaber, Lubratt		Shoreview, MN	3			\$10,826.00	
14	Laura Mac E.S.	Air Cooled Water Chillers	Schwab, Vollhaber, Lubratt		Shoreview, MN	3			\$62,965.00	
15	Laura Mac E.S.	Plate Type Energy Recovery Ventilation Units	Schwab, Vollhaber, Lubratt		Shoreview, MN	3			\$24,951.00	



DULUTH PUBLIC SCHOOLS
LRFP CONTRACTOR & SUPPLIER REPORT



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	Project	Scope of Work	Contractor/Consultant	Subcontractor/Supplier	City, State	Tier	Tier 1	Tier 2	Tier 3	Total	
Contract	16	Laura Mac E.S.	Modular Energy Recovery Ventilation Units	Trane	St Paul, MN	3			\$75,109.00		
	17	Laura Mac E.S.	Modular Air Handling Units	Schwab, Vollhaber, Lubratt	Shoreview, MN	3			\$58,305.00		
	18	Laura Mac E.S.	Structural Precast Concrete	Wells Concrete	Wells, MN	3			\$327,321.00		
	19	Laura Mac E.S.	Structural Steel/Steel Joists/Metal Deck Misc Metals-Supply	Dynamic Steel	Proctor, MN	1	\$439,000.00				
	20	Laura Mac E.S.	CIP Concrete/Slabs	Northland Concrete & Masonry	Burnsville, MN	3			\$358,365.00		
	21	Laura Mac E.S.	Masonry	Bedrock Flint	Duluth, MN	1	\$1,815,547.00				
	22	Laura Mac E.S.	Structural Steel - Erection	Red Cedar Steel Erectors, Inc.	Menomonie, WI	3			\$162,500.00		
	23	Laura Mac E.S.	Rough Carpentry/Accessories	RJS Construction	Superior, WI	1	\$239,575.00				
	24	Laura Mac E.S.	Roofing/Sheet Metal/Wall Panels	Berwald Roofing Company, Inc	St Paul, MN	3			\$924,434.00		
	25	Laura Mac E.S.	Caulking/Firestopping	Carciofini Company	Minneapolis, MN	3			\$39,245.00		
	26	Laura Mac E.S.	Coiling Doors/Grilles/Sectional Doors	API Garage Door Store	Waite Park, MN	3			\$25,250.00		
	27	Laura Mac E.S.	Drywall	Minuti-Ogle, Co.	St Paul, MN	3			\$595,090.00		
	28	Laura Mac E.S.	Accoustical Ceilings/Accoustical Treatments	Flament Hampshire, Inc.	Superior, WI	1	\$115,440.00				
	29	Laura Mac E.S.	Wood Flooring	Haldeman-Homme, Inc dba Anderson Ladd	Minneapolis, MN	3			\$44,133.00		
	30	Laura Mac E.S.	Painting/Coatings	Northland Painting of Duluth	Duluth, MN	1	\$99,144.00				
	31	Laura Mac E.S.	Visual Display Surfaces - Supply	Platinum Visual Systems	Corona, CA	3			\$26,890.00		
	32	Laura Mac E.S.	Folding Panel Partitions	Hufcor Minnesota, LLC	Golden Valley, MN	3			\$9,033.00		
	33	Laura Mac E.S.	Metal Lockers	Lyon Workspace Projects	Aurora, IL	3			\$73,000.00		
	34	Laura Mac E.S.	Athletic Equipment	H & B Specialized Products, Inc.	Minneapolis, MN	3			\$22,850.00		
	35	Laura Mac E.S.	Window Treatments	Custom Drapery & Blinds by Michael Esch	Minneapolis, MN	3			\$10,232.00		
	36	Laura Mac E.S.	Manufactured Casework	Haldeman-Homme, Inc	Minneapolis, MN	3			\$312,265.00		
	37	Laura Mac E.S.	Elevators	Schindler Elevator Corp.	Eagan, MN	3			\$58,310.00		
	38	Laura Mac E.S.	Fire Protection	Summit Fire	Duluth, MN	1	\$119,775.00				
	39	Laura Mac E.S.	Plumbing & Heating Pipe	Gorham Oien Mechanical	Mora, MN	2		\$1,283,000.00			
	40	Laura Mac E.S.	Electrical/Communication/Security/Technology	Benson Electric	Superior, WI	1	\$1,576,144.00				
	41	Laura Mac E.S.	Sand Base	Ulland Bros, Inc.	Cloquet, MN	1	\$71,725.00				
	42	Laura Mac E.S.	Landscape/Playground	MCI dba Multiple Concepts Interiors	Waite Park, MN	3			\$168,155.00		
	43	Laura Mac E.S.	Aluminum Entrances/Glazing	St. Germain's Glass, Inc.	Duluth, MN	1	\$309,292.00				
	44	Laura Mac E.S.	Tile	CD Tile & Stone	Blaine, MN	3			\$122,945.00		
	45	Laura Mac E.S.	Terrazzo/Resinous Flooring	Advanced Terrazzo	Coon Rapids, MN	3			\$122,980.00		
	46	Laura Mac E.S.	HVAC/Air Distribution	Thelen	Brainerd, MN	2		\$820,000.00			
	47	Laura Mac E.S.	Testing & Balancing	Test & Balance Associates	Duluth, MN	1	\$23,160.00				
	48	Laura Mac E.S.	Landscaping	Duluth Superior Erection	Duluth, MN	1	\$66,600.00				
	conditions	1	Laura Mac E.S.	Construction Waste Management	Veit	Duluth, MN	1	\$42,000.00			
		2	Laura Mac E.S.	Sanitary Facilities	Thompson Rental	Superior, WI	1	\$2,800.00			
		3	Laura Mac E.S.	Drinking Water	Michaud Distributing	Duluth, MN	1	\$1,100.00			
		4	Laura Mac E.S.	Telephone Service	Qwest	Duluth, MN	1	\$6,300.00			



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	Project	Scope of Work	Contractor/Consultant	Subcontractor/Supplier	City, State	Tier	Tier 1	Tier 2	Tier 3	Total
General	5	Laura Mac E.S.	Site Fencing	Keller Fencing	Grand Rapids, MN	2		\$12,800.00		
	6	Laura Mac E.S.	Temp Fuel & Gas	City of Duluth	Duluth, MN	1	\$60,000.00			
	7	Laura Mac E.S.	Temporary Power	Mn Power	Duluth, MN	1	\$24,000.00			
Totals							\$6,658,678.00	\$2,115,800.00	\$5,125,394.00	\$13,899,872.00
Percentage of Total \$\$\$							47.90%	15.22%	36.87%	100.00%

Contractors	1	Lincoln Piedmont E.S.	Piedmont School Demolition	Alliance Steel	Superior, WI	1	\$269,000.00			
	1	Lincoln Piedmont E.S.	Subcontractors & Suppliers		Mavo	Duluth, MN	1			
	2	Lincoln Piedmont E.S.	Subcontractors & Suppliers		Carlson Professional Svc	Duluth, MN	1			
	2	Lincoln Piedmont E.S.	Building Concrete	Kelleher Construction	Burnsville, MN	3			\$904,669.00	
	3	Lincoln Piedmont E.S.	Precast Concrete	Hanson Structural	Maple Grove, MN	3			\$253,358.00	
	1	Lincoln Piedmont E.S.	Subcontractors & Suppliers		RJS Crane Rental	Superior, WI	1			
	4	Lincoln Piedmont E.S.	Unit Masonry	Harbor City Masonry	Duluth, MN	1	\$2,007,750.00			
	1	Lincoln Piedmont E.S.	Subcontractors & Suppliers		Reliable Retrofit Insul.	Brainerd, MN	2			
	2	Lincoln Piedmont E.S.	Subcontractors & Suppliers		Arrowhead Concrete Works	Hermantown, MN	1			
	5	Lincoln Piedmont E.S.	Structural Steel/Metal Fab Supply	Dynamic Structural Steel	Proctor, MN	1	\$571,800.00			
	1	Lincoln Piedmont E.S.	Subcontractors & Suppliers		Sherwin-Williams	Hermantown, MN	1			
	6	Lincoln Piedmont E.S.	Steel Erection	Northern Industrial Erectors	Grand Rapids, MN	2		\$163,492.00		
				Carpentry & Overhead & Coiling						
	7	Lincoln Piedmont E.S.	Doors	Lipe Brothers	Duluth, MN	1	\$285,600.00			
	1	Lincoln Piedmont E.S.	Subcontractors & Suppliers		H & H Lumber	Superior, WI	1			
	8	Lincoln Piedmont E.S.	Waterproofing & Damproofing	Kremer & Davis	Fridley, MN	3			\$59,600.00	
	9	Lincoln Piedmont E.S.	Joint Sealers	American Masonry	Fridley, MN	3			\$34,684.00	
	10	Lincoln Piedmont E.S.	Doors, Frames & Hardware	Northern Door	Duluth, MN	1	\$206,495.00			
	11	Lincoln Piedmont E.S.	Aluminum Entrances	Capital City Glass	Blaine, MN	3			\$345,324.00	
	12	Lincoln Piedmont E.S.	Drywall, Plaster, Stucco	Zintl	Stillwater, MN	3			\$261,849.00	
	1	Lincoln Piedmont E.S.	Subcontractors & Suppliers		Tamarack	Duluth, MN	1			
	13	Lincoln Piedmont E.S.	Tile	Superior Tile & Terrazzo	Forest Lake, MN	3			\$111,210.00	
	14	Lincoln Piedmont E.S.	Acoustical & Metal Ceilings	Flament-Hampshire	Superior, WI	1	\$124,250.00			
	1	Lincoln Piedmont E.S.	Subcontractors & Suppliers		USG	Cloquet, MN	1			
15	Lincoln Piedmont E.S.	Wood Flooring	FLR Sanders	Princeton, MN	3			\$46,300.00		
16	Lincoln Piedmont E.S.	Carpet/Resilient Flooring	Johnson Carpet Tile	Duluth, MN	1	\$155,900.00				
17	Lincoln Piedmont E.S.	Terrazzo	Twin City Tile	St Paul, MN	3			\$269,680.00		
1	Lincoln Piedmont E.S.	Subcontractors & Suppliers		Duluth Ready Mix	Duluth, MN	1				
18	Lincoln Piedmont E.S.	Painting	Steinbrecher Painting	Princeton, MN	3			\$105,500.00		
19	Lincoln Piedmont E.S.	Miscellaneous	Kendall Doors	Mankato, MN	3			\$57,651.00		
20	Lincoln Piedmont E.S.	Lockers	Olympic Locker	Eden Prairie, MN	3			\$21,387.00		
21	Lincoln Piedmont E.S.	Operable Partitions	Hufcor Minnesota	Golden Valley, MN	3			\$32,898.00		
22	Lincoln Piedmont E.S.	Athletic Equipment	H & B Specialized Products	Eden Prairie, MN	3			\$22,634.00		
23	Lincoln Piedmont E.S.	Finish Carpentry	Haldeman-Homme	Minneapolis, MN	3			\$359,657.00		
1	Lincoln Piedmont E.S.	Subcontractors & Suppliers		St Germain's Cabinet	Duluth, MN	1				
24	Lincoln Piedmont E.S.	Window Treatment	Custom Drapery & Blinds	Burnsville, MN	3			\$26,500.00		



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	Project	Scope of Work	Contractor/Consultant	Subcontractor/Supplier	City, State	Tier	Tier 1	Tier 2	Tier 3	Total		
25	Lincoln Piedmont E.S.	Passenger Elevators	Schindler Elevator		Eagan, MN	3			\$53,210.00			
26	Lincoln Piedmont E.S.	Fire Protection Systems	Ahern Fire Protection		Minneapolis, MN	3			\$117,066.00			
27	Lincoln Piedmont E.S.	Mechanical	MD Mechanical		St Joseph, MN	3			\$2,432,000.00			
1	Lincoln Piedmont E.S.	Subcontractors & Suppliers		Johnson Controls	Duluth, MN	1						
2	Lincoln Piedmont E.S.			Nothern Industrial Insulation	Hermantown, MN	1						
3	Lincoln Piedmont E.S.			Ferguson Enterprises	Duluth, MN	1						
28	Lincoln Piedmont E.S.			Electrical	Electrical Systems		Brainerd, MN	2		\$1,340,200.00		
1	Lincoln Piedmont E.S.			Subcontractors & Suppliers		Gray Bar Electric	Duluth, MN	1				
2	Lincoln Piedmont E.S.					C Rescent Electric	Brainerd, MN	2				
3	Lincoln Piedmont E.S.	Simplex/Grinnell	Duluth, MN			1						
4	Lincoln Piedmont E.S.	Johnson Controls	Duluth, MN			1						
5	Lincoln Piedmont E.S.	ESC Supply	Proctor, MN			1						
6	Lincoln Piedmont E.S.	Viking Electric	Duluth, MN			1						
29	Lincoln Piedmont E.S.	Demo, Earthwork & Site Utilities	Northland Constructors		Duluth, MN	1	\$1,535,211.00					
1	Lincoln Piedmont E.S.	Subcontractors & Suppliers		Hovland Masonry	Duluth, MN	1						
30	Lincoln Piedmont E.S.	Landscaping	AJ's Lawncare, inc.		Duluth, MN	1	\$47,500.00					
31	Lincoln Piedmont E.S.	Chain Link Fences	Century Fence		Forest Lake, MN	3			\$11,186.00			
32	Lincoln Piedmont E.S.	Bituminous Built-Up Roof	McDowell Co		Waite Park, MN	3			\$699,700.00			
Totals							\$5,203,506.00	\$1,503,692.00	\$6,226,063.00	\$12,933,261.00		
Percentage of Total \$\$\$							40.23%	11.63%	48.14%	100.00%		

Contractors	1	Lincoln Park M.S.	Earthwork & Site Utilities	Veit		Duluth, MN	1	\$5,314,500.00			
	2	Lincoln Park M.S.	Site Concrete	Hovland		Hermantown, MN	1	\$245,000.00			
	3	Lincoln Park M.S.	Concrete	Kelleher Construction		Burnsville, MN	3			\$2,298,400.00	
	4	Lincoln Park M.S.	Precast Concrete	Molin Concrete		Lino Lakes, MN	3			\$2,084,728.00	
	5	Lincoln Park M.S.	Masonry	Rice Lake Construction Group		Deerwood, MN	2		\$3,788,650.00		
	6	Lincoln Park M.S.	Structural Steel/Supply	Le Jeune Steel Co		Minneapolis, MN	3			\$1,261,500.00	
	7	Lincoln Park M.S.	Steel Erection	Northern Industrial Erectors		Grand Rapids, MN	2		\$308,000.00		
	8	Lincoln Park M.S.	Carpentry	Tekton Construction		St Louis Park, MN	3			\$1,023,500.00	
	9	Lincoln Park M.S.	Structural Glue-Laminated Construction	Timber Systems, LLC		Lapeer, MI	3			\$521,532.00	
	10	Lincoln Park M.S.	Casework	Haldeman-Homme		Minneapolis, MN	3			\$1,065,677.00	
	11	Lincoln Park M.S.	Metal Panels & Roofing	Berwald Roofing		North St Paul, MN	3			\$2,246,949.00	
	12	Lincoln Park M.S.	Joint Sealers	Sunrise Speciality Contracting		Big Lake, MN	3			\$51,800.00	
	13	Lincoln Park M.S.	HM Frames, Doors & Finish Hardware- Supply	Sell Hardware, Inc.		Duluth, MN	1	\$303,150.00			
	14	Lincoln Park M.S.	Sectional Doors	Lipe Brothers		Duluth, MN	1	\$49,500.00			
	15	Lincoln Park M.S.	Aluminum Windows	InterClad		Plymouth, MN	3			\$997,000.00	
	16	Lincoln Park M.S.	Drywall	Olympic Companies		Minnetonka, MN	3			\$596,000.00	
	17	Lincoln Park M.S.	Tile	Grazzini Bros		Eagan, MN	3			\$251,900.00	



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	Project	Scope of Work	Contractor/Consultant	Subcontractor/Supplier	City, State	Tier	Tier 1	Tier 2	Tier 3	Total
18	Lincoln Park M.S.	Accoustical Ceilings & Treatments	Architectural Sales of MN, Inc.		Minneapolis, MN	3			\$532,000.00	
19	Lincoln Park M.S.	Wood Flooring	Haldeman-Homme DBA Anderson-Ladd		Minneapolis, MN	3			\$153,489.00	
20	Lincoln Park M.S.	Carpet/Resilient Flooring	MCI, Inc.		Waite Park, MN	3			\$316,351.00	
21	Lincoln Park M.S.	Terrazzo Flooring	Advanced Terrazzo & Tile Co		Coon Rapids, MN	3			\$240,000.00	
22	Lincoln Park M.S.	Paint, Coatings & Wall Coverings	Fransen Decorating, Inc.		Milaca, MN	3			\$254,652.00	
23	Lincoln Park M.S.	Visual Display Boards-Supply	W.E. Neal Slate Co		Watertown, MN	3			\$37,690.00	
24	Lincoln Park M.S.	Misc. Specialties - Supply	Kendall Doors		Mankato, MN	3			\$107,150.00	
25	Lincoln Park M.S.	Food Service Equipment	Hockenbergs		Minneapolis, MN	3			\$553,543.00	
26	Lincoln Park M.S.	Metal Lockers	Olympus Lockers		Eden Prairie, MN	3			\$164,200.00	
27	Lincoln Park M.S.	Theatrical Stage Equipment	Gopher Stage Lighting		Minneapolis, MN	3			\$276,927.00	
28	Lincoln Park M.S.	Window Treatment	Custom Drapery & Blinds		Burnsville, MN	3			\$60,389.00	
29	Lincoln Park M.S.	Pool Construction	Aqua Logic, Inc.		Waconia, MN	3			\$758,000.00	
30	Lincoln Park M.S.	Elevator	Schindler Elevator		Egan, MN	3			\$72,010.00	
31	Lincoln Park M.S.	Fire Protection	Brothers Fire Protection		Duluth, MN	1	\$324,000.00			
32	Lincoln Park M.S.	Mechanical	Gorham Oien Mechanical		Mora, MN	2		\$5,494,500.00		
33	Lincoln Park M.S.	Electrical	Api Electrical Co		Duluth, MN	1	\$3,284,650.00			
34	Lincoln Park M.S.	Home Bldg Demo	Veit		Duluth, MN	1	\$42,800.00			
Totals							\$9,563,600.00	\$9,591,150.00	\$15,925,387.00	\$35,080,137.00
Percentage of Total \$\$\$							27.26%	27.34%	45.40%	100.00%
1	Grant ES	Grey's Creek Infill	Ulland		Carlton, MN	1	\$54,360.00			
2	Grant ES	Utilities Excavation	Veit		Duluth, MN	1	\$92,195.00			
Totals							\$146,555.00	\$0.00	\$0.00	\$146,555.00
Percentage of Total \$\$\$							100.00%	0.00%	0.00%	100.00%
1	LRFP	Real Estate	F.I. Salter		Duluth, MN	1				
1	LRFP	Subcontractors & Suppliers		Ramslund and Vigen	Duluth, MN	1				
2	LRFP			Paul Loraas, attorney	Duluth, MN	1				
3	LRFP			David Oberstar, attorney	Duluth, MN	1				
4	LRFP			Edmunds Realty	Duluth, MN	1				
5	LRFP			Prodigy Realty	Duluth, MN	1				
6	LRFP			Edina Realty	Duluth, MN	1				
7	LRFP			A-1 Movers	Superior, WI	1				
8	LRFP			Wherley Movers	Duluth, MN	1				
9	LRFP			Terry Davis Construction	Duluth, MN	1				
10	LRFP			Van Dyke Home Inspections	Duluth, MN	1				
11	LRFP			Inspection Protection	Duluth, MN	1				
12	LRFP			Leone Residential Inspec.	Duluth, MN	1				
13	LRFP			Reuben Johnson & Sons	Superior, WI	1				
Totals							\$72,703,348.22	\$29,405,523.00	\$83,749,937.00	\$185,858,808.22



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Percentage of Total \$\$						39.12%	15.82%	45.06%	100.00%
TOTAL						\$185,858,808.22			
TOTAL TIER ONE CONTRACTORS						172			41.85%
TOTAL TIER TWO CONTRACTORS						23			5.60%
TOTAL TIER THREE CONTRACTORS						216			52.55%
TOTAL ALL CONTRACTORS						411			100.00%



FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

Mailing Address: 215 North 1st Avenue East
Duluth, Minnesota 55802

Construction Management (218) 336-8907

Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: School Board Members

From: Kerry M. Leider

Date: August 31, 2011

Re: Long-range Facilities Plan Change Order Approval Information

Pursuant to School Board Resolution #B-8-08-2565, the following Change Orders pertaining to the Long-range Facilities Plan were signed by Bill Hanson during the month of August:

Denfeld High School

Denfeld HS LRFP – Concrete/Foundations/Sidewalks

Change Order #9, Bid #1155 (Contract #3100/3201/3300) – Northland Concrete and Masonry Company, LLC

Change Order increase to provide a temporary access road/ramp to the basement in Area 1

Add: \$6,048.00

Denfeld HS LRFP – Concrete/Foundations/Sidewalks

Change Order #10, Bid #1155 (Contract #3100/3201/3300) – Northland Concrete and Masonry Company, LLC

Change Order increase for revisions at the loading dock

Add: \$7,350.00

Denfeld HS LRFP – Concrete/Foundations/Sidewalks

Change Order #11, Bid #1155 (Contract #3100/3201/3300) – Northland Concrete and Masonry Company, LLC

Change Order increase to replace sidewalks at the east entrance

Add: \$16,750.00

Denfeld HS LRFP – Structural Steel/Metal Decking/Miscellaneous Metals - Erection

Change Order #14, Bid #1159, BP #2R (Contract #0510) – Red Cedar Steel Erectors, Inc.

Change Order increase to install 38' of angle and install tube steel wall supports

Add: \$2,475.00

Denfeld HS LRFP – Structural Steel/Metal Decking/Miscellaneous Metals - Supply

Change Order #13, Bid #1159, BP #2R (Contract #0512) – American Structural Metals, Inc.
Change Order increase to supply 20 tube steel wall supports and detail and supply a column at grid BBB

Add: \$3,585.00

Denfeld HS LRFP – Storefronts/Windows

Change Order #2, Bid #1159, BP #2R (Contract #0840) – St. Germain’s Glass, Inc.
Change Order decrease to deduct for less glazing

Deduct: \$325.00

Denfeld HS LRFP – Carpentry/General Construction

Change Order #14, Bid #1176, BP #3 (Contract #0610) – RJS Construction Group, LLC
Change Order decrease for revisions to rounded countertops in the commons area, to patch CMU and credit concrete sealing and infill, install salvaged wood trim at the auditorium storage wall infill, stain terrazzo cove base, provide concrete curb and credit polished concrete in room 1151

Deduct: \$392.00

Denfeld HS LRFP – Drywall/Plaster

Change Order #14, Bid #1176, BP #3 (Contract #0920) – Minuti-Ogle, Inc.
Change Order increase for wall framing revisions at the kitchen, to provide duct infill framing and additional gyp bulkheads/soffits and revise wall infill at the auditorium storage

Add: \$41,363.00

Denfeld HS LRFP – Acoustical Ceilings/Acoustic Treatments

Change Order #4, Bid #1176, BP #3 (Contract #0950) – Acoustics Associates, Inc.
Change Order increase to provide acoustical ceiling in lieu of tectum on the 1st floor Area 6, revise ACT ceiling and provide break metal returns

Add: \$2,276.00

Denfeld HS LRFP – Plumbing & Heat Piping/HVAC/Temp Controls

Change Order #21, Bid #1176, BP #3 (Contract #2200/2301) – Shannon’s, Inc.
Change Order increase to revise the generator orientation to allow for venting, replace the wastes and vent piping for the janitor sink, demo and cap old pipes, demo four pipes in the ceiling and remove metal from attic shafts and reinstall duct and fire smoke damper

Add: \$4,743.00

Denfeld HS LRFP – Electrical/Fire Alarm Tech. Cabling

Change Order #12, Bid #1176, BP #3 (Contract #2600) – Benson Electric Company
Change Order increase to install additional light fixtures, provide two horn strobes in the kitchen area, provide a type K light fixture on the west exterior wall of the vestibule, relocate electrical devices and for science room surface raceway revisions

Add: \$6,298.00

Denfeld HS LRFP – Electrical/Fire Alarm Tech. Cabling

Change Order #13, Bid #1176, BP #3 (Contract #2600) – Benson Electric Company
Change Order increase for miscellaneous ceiling revisions, to revise the generator orientation to allow for venting, relocate a light switch, increase conduit size to 4” between PSS and Denfeld and provide additional 4” conduit for future use

Add: \$9,323.00

All Change Orders for Denfeld High School as listed above reflect a total increase of \$99,494.00 and with this expense, the project remains within the overall budget district-wide.

East High School

East HS LRFP – Steel Erection

Change Order #11, Bid #1175, BP #4 (Contract #0510) – Northern Industrial Erectors, Inc.
Change Order increase to modify the press box framing and provide steel stairs at the loading dock

Add: \$2,323.00

Eastern HS LRFP – Steel Supply

Change Order #17, Bid #1175, BP #4 (Contract #0512) – LeJeune Steel Company
Change Order increase to provide steel angle support at the tops of non-load bearing CMU walls, provide steel stairs at the loading dock and provide two additional stairs per City code review

Add: \$12,458.00

Eastern HS LRFP – Carpet and Resilient Flooring

Change Order #4, Bid #1175, BP #4 (Contract #0965) – Master Floors, LLC
Change Order increase to provide vinyl nosings at the choir room riser edges

Add: \$730.00

East HS LRFP – Electrical

Change Order #14 Bid #1175, BP #4 (Contract #2600) – Belknap Electric, Inc.
Change Order no cost for wall furring changes, to move and reinstall conduit for addition of bar joists at the greenhouse, adjust electrical rough-ins, remove cable tray and re-route cables in the gym, provide revised gym speaker locations, add a basketball winch motor cord and provide a generator exhaust vent and motorized damper

Add: \$0.00 (to be applied against the contractor’s allowance)

All Change Orders for East High School as listed above reflect a total increase of \$15,511.00 and with this expense, the project remains within the overall budget district-wide.

Eastern Middle School

Eastern MS LRFP – Waterproofing

Change Order #2, Bid #1165, WS #10 – Kremer & Davis, Inc.
Change Order increase to install Aquafin coating in the chlorine holding tank

179

Add: \$4,411.00

All Change Orders for Eastern Middle School as listed above reflect a total increase of \$4,411.00 and with this expense, the project remains within the overall budget district-wide.

Laura MacArthur Elementary School

Laura MacArthur ES LRFP – Asphalt Paving/Curbs/Walks

Change Order #4, Bid 1162, BP #1R (Contract #3210) – Ulland Brothers, Inc.
Change Order increase for paving and utility revisions and to revise the concrete slab at the loading dock

Add: \$16,835.00

Laura MacArthur ES LRFP – Structural Steel/Steel Joists/Metal Deck - Supply

Change Order #8, Bid 1174, BP #3 (Contract #0512) – Dynamic Structural Steel, LLC
Change Order increase to provide additional steel and supply a metal closure plate at the overhead door

Add: \$918.00

Laura MacArthur ES LRFP – Caulking/Firestopping

Change Order #3, Bid 1178, BP #4 (Contract #0790) – Carciofini Company
Change Order increase to caulk stair stringers to the wall

Add: \$825.00

Laura MacArthur ES LRFP – Metal Doors/Frames/Wood Doors/Hardware - Supply

Change Order #5 Bid 1178, BP #4 (Contract #0810) – Northern Door & Hardware, Inc.
Change Order increase to supply two access panels and 4-wire door position switches and closers with hold open features

Add: \$7,697.00

Laura MacArthur ES LRFP – Acoustical Ceilings

Change Order #1 Bid 1178, BP #4 (Contract #0950) – Twin City Acoustics, Inc.
Change Order increase for additional ceiling work due to adding walls to kindergarten island cubbies, miscellaneous ceiling revisions at the cafeteria and hall, break metal work for ceilings and a credit to omit the suspended ceiling in the IT/Data room

Add: \$582.00

Laura MacArthur ES LRFP – Fire Protection

Change Order #2 Bid 1178, BP #4 (Contract #2100) – Summit Fire Protection Company
Change Order increase to provide an inspector's test outlet, solenoid valve and associated fire alarm revisions

Add: \$3,050.00

180

Laura MacArthur ES LRFP – Electrical/Communication/Security/Technology

Change Order #4 Bid 1178, BP #4 (Contract #2600) – Benson Electric Company
Change Order no cost to add fire alarm strobe outside door A111, provide fire alarm monitoring for the gym sprinkler solenoid, remove exit light per code official and omit delayed egress at doors A100A, A118A and A118B

Add: \$0.00 (to be applied against the contractor’s allowance)

Laura MacArthur ES LRFP – Playground Equipment

Change Order #1, Bid 1194, BP #5 (Contract #3230) – Veit and Company, Inc.
Change Order decrease to add lockers with slope tops at Hall B200 and A222 and delete island lockers at Hall B209 and A217

Deduct: \$1,302.00

All Change Orders for Laura MacArthur School as listed above reflect a total increase of \$28,605.00 and with this expense, the project remains within the overall budget district-wide.

Piedmont Elementary School

Piedmont LRFP – Structural Steel/Metal Fabrication - Supply

Change Order #14, Bid 1183 (WS #6) – Dynamic Structural Steel, LLC
Change Order increase to provide eight (8) stiffener plates in the chiller frame

Add: \$196.00

Piedmont LRFP – Steel Erection – Structural and Metal Fabrications

Change Order #9, Bid 1183 (WS #7) – Northern Industrial Erectors, Inc.
Change Order increase to install eight (8) stiffener plates in the chiller frame

Add: \$1,390.00

Piedmont LRFP – Carpentry and Overhead and Coiling Doors

Change Order #4, Bid 1183 (WS #8 & 13) – Lipe Brothers Construction, Inc.
Change Order decrease for a back charge to replace the damaged pilaster and shoe

Deduct: \$420.00

Piedmont LRFP – Doors, Frames and Hardware

Change Order #4, Bid 1183 (WS #12) – Northern Door and Hardware, Inc.
Change Order increase for door hardware changes to eliminate the delay egress function from the lower level entrance doors

Add: \$248.00

Piedmont LRFP – Drywall, Plaster and Stucco

Change Order #9, Bid 1183 (WS #15) – Zintl, Inc.
Change Order increase to adjust wall heater and thermostat locations

Add: \$296.00

Piedmont LRFP – Drywall, Plaster and Stucco

Change Order #10, Bid 1183 (WS #15) – Zintl, Inc.

Change Order increase to lower the ceiling height in administration to accommodate the mechanical above, lower the stud and sheetrock bulkhead at the interior vestibule wall and install metal studs and sheetrock furring at diffusers

Add: \$4,590.00

Piedmont LRFP – Mechanical

Change Order #10, Bid 1183 (WS #31) – MD Mechanical, Inc.

Change Order increase to relocate two gym diffusers, modify the location of the displacement diffusers, provide a mixing valve for kitchen eyewash and change to finned-tube cover end caps

Add: \$3,170.00

Piedmont LRFP – Electrical

Change Order #10, Bid 1183 (WS #32) – Electrical Systems, Inc.

Change Order increase to eliminate the delay egress function from entrance doors and change hardware and provide a vertical wiremold to raise and install the 4-plex receptacle

Add: \$1,656.00

Piedmont LRFP – Electrical

Change Order #11, Bid 1183 (WS #32) – Electrical Systems, Inc.

Change Order increase to change the generator exhaust piping, add a floor box for kitchen equipment and pull a separate 14-2 wire from the door access master panel

Add: \$6,544.00

All Change Orders for Piedmont School as listed above reflect a total increase of \$17,670.00 and with this expense, the project remains within the overall budget district-wide.

All project Change Orders listed on this report are available for review by School Board members upon request. If you wish to have copies of this information, please contact the Facilities Management Office.



FACILITIES MANAGEMENT

Independent School District No. 709

Located at 101 East 3rd Street

*Mailing Address: 215 North 1st Avenue East
Duluth, Minnesota 55802*

Construction Management (218) 336-8907

Maintenance (218) 336-8906

Operations (218) 336-8905

Fax (218) 336-8909

Memorandum

To: School Board Members

From: Kerry M. Leider

Date: August 31, 2011

Re: Long-range Facilities Plan Construction or Professional Service Contracts

Pursuant to School Board Resolution #B-8-09-2660 the following Professional Service contracts pertaining to the Long-range Facilities Plan were signed by Bill Hanson during the month of August:

<u>Contractor</u>	<u>Amount</u>	<u>Description</u>
Sell Hardware, Inc.	\$3,600.00	Access Control Door Functions at Denfeld and East High School

The contract listed above is available for review by School Board members upon request. If you wish to have copies of this information, please contact the Facilities Management Office.