

Finance Committee Meeting

Monday, July 11, 2022 7:30 AM

Faribault Public Schools District Office, 710 17th Street SW, Faribault, MN
55021

I. Business Items

I.A. Approve June Meeting Minutes

II. Contracts, Agreements, Bids and Grants for Review

II.A. Approval of FY23 DHH Agreement with
Cannon Valley Special Education Coop

II.B. Approval of FY23 River Bend Nature Center
Visit and Internship Annual Contracts

II.C. Approval of Building Facility Assessment
Agreement

III. Financial Performance

III.A. June Monthly Counts

III.B. June Comparative Financial Reports

IV. Financial Strategies

IV.A. Annual LTFM 10 Year Plan

V. **Next Meeting - August 15th at 7:30am**

VI. **Adjourn - ACTION**

FINANCE COMMITTEE MINUTES

The meeting was held remotely via Google Meet

June 20, 2022

7:30 a.m.

Members in Attendance:

Jamie Bente, Scott Gerdes, Jason Engbrecht, Todd Sesker, Chad Wolff, Christopher Nelson, Courtney Cavellier, John Bellingham, Meghan Knutson

Others in Attendance:

Brett Martindale, Katherine Schultz

Members Absent:

Michael Dietch, Joe Sage, Rob Dehnert

Meeting was called to order at 7:30 am

1. Business Items
 - a. Motion by Mr. Bellingham to approve the minutes from the May 16, 2022 Finance Committee Meeting, second by Mr. Bente. Motion passed.
2. Contracts, Agreements, Bids and Grants for Review
 - a. Ms. Schultz presented a proposal for additional 1.5 FTE of EL staffing. Mr. Wolff point out the fact that we're adding back a cut, and that our roughly 900,000 of cuts have become roughly 800,000. Ms. Schultz presented a sample of text to demonstrate what being a level III language learner would be like. Mr. Bellingham asked what funds we're using to pay for it. Mr. Gerdes responded that we're planning on using ESSER II funds (FIN 155). Ms. Cavellier asked what happened to the proposed plan to combine the ALC and FOA. Mr. Sesker responded that between that and a band position at a middle school, we're going to roughly break even. Ms. Cavellier asked if we're likely to have support from EL communities with regards to the upcoming referendum, and Mr. Sesker said we've historically had great support from the EL community. Motion by Ms. Cavellier to approve the additional FTE, seconded by Mr. Wolff. Motion passed.
 - b. Mr. Bente presented a proposal to increase FHS PE teachers by .4 FTE. Ms. Cavellier asked about other cuts to determine whether \$28,000 savings for reducing PE might be worth it. Mr. Bente responded that science, English, and social studies were reduced by 1, enlarging class sizes. Ms. Cavellier followed up by asking what kids are taking advantage of it, whether it was benefiting a diverse population, and Mr. Bente responded that it's a great cross section of the students and benefits a diverse population. Motion by Mr. Bellingham to approve, seconded by Ms. Cavellier. Motion passed.
 - c. Mr. Gerdes presented the bid tabulation for the Jefferson project. Motion by Mr. Sesker to approve the winning bid, seconded by Ms. Cavellier. Motion passed.
 - d. Mr. Gerdes presented the annual tuition agreement for MN State Academies for the deaf and the blind. Mr. Wolff asked if this is basically the same agreement as last year. Mr. Sesker responded that it is, and

emphasized the importance of it, as we gain \$300,000 to \$400,000 in revenue by serving these students. Motion by Mr. Bellingham to approve, seconded by Ms. Cavellier. Motion passed.

- e. Mr. Gerdes presented the proposed Head Start vended meal contract, which is a new contract for FY23. Motion by Mr. Bente to approve, seconded by Mr. Wolff. Motion passed.
- f. Mr. Gerdes presented the renewal of the workers compensation policy. Motion by Mr. Engbrecht to approve, seconded by Mr. Bente. Motion passed.
- g. Mr. Gerdes presented the property and liability insurance renewal. Mr. Sesker asked whether the square footage is updated, and Mr. Gerdes responded that the footage has been trued up with the insurer. Motion by Mr. Wolff to approve, seconded by Ms. Cavellier. Motion passed.

3. Financial Performance

- a. Mr. Gerdes shared that the May ADM was 3263. After factoring in head start and PSEO, we feel this number is accurate.
- b. Mr. Gerdes presented the May comparative financial reports, and brought up that utilities are still significantly higher than in prior years. However, the self insurance balance continues to grow.
- c. Mr. Gerdes presented the May investment report, pointing out that cash is up, mostly due to property tax payments being received in May. We continue to have several CDs invested on a month-to-month basis.
- d. Mr. Gerdes presented the May analytical reports. Everything is tracking very close to projections and we expect the rest of the year will continue as projected.

4. Financial Strategies

- a. Mr. Gerdes presented the final FY22 budget, pointing out that ESSER funds have been moving consistently, and that the ADM changes and the funding formula change were largest changes on the revenue side. On the expense side, reduction of ESSER expenses, salary changes, capital additions, and fuel and utility rate increases drove most of the change. Mr. Sesker made a motion to approve the final FY22 budget, which was seconded by Mr. Bellingham. Motion passed.
- b. The FY2023 budget was presented by Mr. Gerdes and Mr. Nelson. Motion by Ms. Cavellier to approve the FY23 budget, seconded by Mr. Bente. Motion passed.

- 5. Motion by Mr. Sesker to adjourn the meeting, seconded by Ms. Cavellier. Meeting adjourned at 9:02am.

Respectfully submitted by Christopher Nelson



710 17th St. SW, Faribault, MN 55021

Office: 507-333-6000 | Fax: 507-333-6050

MEMORANDUM

TO: Cannon Valley Special Education Cooperative

FROM: Robert Dehnert
Director of Special Services

DATE : July 5, 2022

RE: Contract for Deaf and Hard of Hearing Teacher

Please consider approving the contract for a 1 hour a week of Deaf and Hard of Hearing Teacher for FY 2022-2023. This teacher's contract rate will be their hourly rate for the 2022-23 school year plus mileage. The Deaf and Hard of Hearing Teacher will provide evaluation, direct instruction and consultation to the Cannon Valley Special Education Cooperative for students with Deaf and Hard of Hearing services listed on their IEPs as a related service. These services will be contracted from the Faribault Public Schools.

If you have any questions, please contact me. Thanks!

Rob Dehnert

Purchase of Service Agreement

This is a purchase of service agreement between the Faribault Public School, 700 17th St. SW, Faribault, MN 55021 ("Provider") and the Cannon Valley Special Education Cooperative 200 Western Ave NW, Faribault, MN 55021 ("Purchaser").

1. The Purchaser is in need of Deaf and Hard of Hearing (DHH) services during the 2022-23 school year.
2. The Provider agrees to provide DHH services to the Purchaser for 1.0 hours per week.
3. The Purchaser agrees to pay an hourly rate based on the actual salary and benefits plus an administrative fee of 8%.
 - a. DHH services for students attending the Alexander Learning Academy and have Deaf and Hard of Hearing services listed on their Individual Education Plans (IEP). DHH services include providing language, voice, and sign services to students on IEPs
 - b. Time spent documenting DHH services for Third Party Billing,
 - c. Time spent providing assessment and other DHH Services,
 - d. Time spent scoring assessments, writing Evaluation Reports and performing other consultation to staff and parents for the Purchaser,
 - e. Time spent commuting to and from the Provider and Purchaser,
 - f. Mileage expenses, at the current IRS rate, for commuting to and from the Provider and Purchaser,
4. Each party shall be responsible for its own acts and behaviors, and the results thereof.
5. Either party may terminate this agreement at any time, with or without cause, upon 30 days written notice to the other parties.
 - a. During the course of this Agreement, the Purchaser shall have and keep in force a comprehensive general liability policy,

including professional errors and omission coverage. The limits of such policies will, at a minimum, be in the amounts set forth in Minnesota Statutes Section 446.04, as amended.

6. The parties agree that the Purchaser is solely responsible for the provision of Deaf and Hard of Hearing Services including providing language, voice, and sign services; assessments; Third Party Billing documentation; and general consultation for students attending the Alexander Learning Academy. The Provider's only obligation is to provide the services set forth in this Agreement. The Purchaser agrees to indemnify, save, and hold, the Provider, its employees, officers, directors, subcontractors, and agent harmless against any and all claims, demands, suits, costs, judgements, or other forms of liability, actual or claimed, including attorney's fees, in connection with any special education or related services provided to students enrolled in the Alexander Learning Academy. The Purchaser's duty to indemnify as set out in this paragraph includes, but is not limited to, any injury or alleged injury resulting from any actual or alleged

a. Violation of the United States Constitution, Minnesota Constitution, Individuals with Disabilities Education Act ("IDEA"), Section 1983 of the Civil Rights Act ("Section 1983"), The Minnesota Human Rights Act ("MHRA"), Minnesota Statute, Chapter 125A, and any other Federal, State, and /or local laws and / or proceeding within the purview of this Paragraph brought against the Provider, its provision in this Agreement, the Purchaser shall not settle or compromise any claim against the Provider without the Provider's written approval. The Parties agree and acknowledge that the Purchaser's duty to defend and indemnify the Provider survives the termination and / or expiration of this Agreement.

7. Payment

a. The Purchaser will pay the Provider for all services performed by the Provider under this contract as follows:

i. Services reimbursed on this agreement include assessments, travel time, consultation with staff, direct services.

ii. Hours of services will not exceed the total hours without an amendment to this agreement.

- iii. Services will be provided at the school in which the student is enrolled unless otherwise agreed upon by the Director of Services.
 - iv. Invoices for the services will be sent to the Cannon Valley Cooperative Director of Special Services.
 - v. All payments for services will be made to Faribault Public Schools, 710 17th Avenue SW, Faribault, MN 55021
8. Miscellaneous
- a. This Agreement has been entered into by the parties in the State of Minnesota and shall be construed and enforced in accordance with the laws of the State of Minnesota.
 - b. This Agreement contains the entire agreement between the parties relating to the subject matter hereof and supersedes all prior agreement and understandings, whether written or oral, between the parties relating to such subject matter.
 - c. This Agreement may be terminated by either party with 30 days written notice.
 - d. This Agreement cannot be amended or changed except in writing executed by both parties.

**Purchaser: Cannon Valley Special
Education Cooperative**

**Provider: Education Faribault
Public Schools**

By: *Sarah McGuire*

By:

Title: Executive Director

Title:

Date: 7/6/2022

Date:



River Bend

NATURE CENTER

June 27, 2022

Jamie Bente, Superintendent
Andrew Beenken-Adams, CPA
Director of Finance and Operations
Faribault Public Schools – Faribault High School
710 17th St. SW
Faribault, MN 55021

Dear Jamie,

Attached you will find a proposed contract between Faribault High School and River Bend Nature Center for the 2022-2023 Field Biologist Internship class with Brittany Smith, River Bend Nature Center Naturalist. Thank you and we look forward to the opportunity to provide these enriching programs for Faribault's youth.

Sincerely,

Katy Anderegg,
Operations Manager

*Helping people discover, enjoy,
understand, and preserve the incredible
natural world that surrounds us.*

River Bend Staff will work in coordination with the Faribault Highschool Science Teacher, Madisyn, to deliver lesson plans and projects to achieve school standards and objectives.

Class will meet four to five days a week at River Bend Nature Center 7:30 – 8:30 AM and will be adjusted based school curriculum and topical opportunities.

Thank you and we look forward to partnering to continue to provide this exciting new course for your students.

Letter of agreement

The contract fee for the 2022-2023 school year is \$6,000. An invoice will be sent for payment at the beginning of the 2022-2023 school year and is due 9/30/22. River Bend Nature Center is committed to providing the Faribault Public Schools District, students and teachers with high quality, hands-on science and environmental education experiences. Thank you!

Agreed to by:

Date _____

Katy Anderegg, Operations Manager, RBNC

Date _____

Jamie Bente, Superintendent, Faribault Public Schools



River Bend

NATURE CENTER

June 27, 2022

Jamie Bente, Superintendent
Andrew Beenken-Adams, CPA
Faribault Public Schools – Pre-K – 6th Grade
710 17th St SW
Faribault, MN 55021

Dear Jamie,

Attached you will find a proposed 2022-2023 contract between the Faribault Public Schools and River Bend Nature Center. We continue to meet with your curriculum directors to ensure that programs are in alignment with the State Academic Standards in Science and meet Faribault Public Schools' needs.

Thank you and we look forward to the continuing to provide programs for your students.

Sincerely,

Katy Anderegg,
Operations Manager

*Helping people discover, enjoy,
understand, and preserve the incredible
natural world that surrounds us.*

Faribault Public School District Letter of Agreement

We are proud of the partnership we have had since 1979 to work together to provide high quality science curriculum for area students, and we look forward to continuing that tradition for the 2022-2023 school year. We will work with your curriculum directors and teachers to create lessons that enhance learning to meet science standards. To best cover the agreed upon benchmarks, River Bend has devised and provides a three part lesson plan that will be provided in-person.

1. The pre-lesson activity is to be implemented by the teachers in the classroom prior to their visit to River Bend.
2. The field lesson at River Bend Nature Center will engage students kinesthetically while enhancing and solidifying those standards.
3. The post-visit assessment activity is implemented by teachers and takes place after the field program.

As a River Bend 2022-2023 contract school, River Bend will provide your schools with the following programs:

- o One 1.5-hour session for Pre-K
 - Spring curriculum-“Signs of Spring”
- o Three 1.5-hour sessions for Kindergarten
 - Fall curriculum- “Humans are Animals Too!”
 - Winter curriculum-“Winter Weather”
 - Spring curriculum-“Living and Nonliving”
- o Two 1.5-hour sessions for 1st grade
 - Winter curriculum- “Homes & Habitats”
 - Spring curriculum- “Animal Life Cycles”
- o Two 1.5-hour sessions for 2nd grade
 - Fall curriculum- “Seeds of Life”
 - Spring curriculum- “All About Plants”
- o Two sessions for 3rd grade (1.5-hours in the fall, 2 hours in the winter)
 - Fall curriculum- “Plant and Animal Survival”
 - Spring curriculum - “Plant and Animal Characteristics”
- o Two 2-hour sessions for 4th grade
 - Fall curriculum- “Rocks & Minerals”
 - Winter curriculum- “The Water Cycle”
- o Two 2-hour sessions for 5th grade
 - Fall curriculum- “Aquatic Ecosystems”
 - Spring curriculum -“Weathering & Erosion”
- o Two sessions for 6th grade (2 hours in the fall, 1.5 hours in the spring)
 - Fall curriculum- Newly developed curriculum based on Earth Science – Title to come
 - Spring curriculum- “Compass Course”

PROGRAM POLICIES:

RESCHEDULING - There is limited time to reschedule programs. Programs will be adapted for indoor activities based on our staff's discretion and topic. If you have questions or concerns about your program, please call and notify us at least 24 hours before your scheduled program.

WEATHER - Programs will be held regardless of the weather. We ask that you dress accordingly. In the event of severe weather or school closings, we may reschedule programs per our discretion. We will notify you within 24 hours of your scheduled program.

PHOTO – River Bend Nature Center will assume that all students are able to have their pictures taken for RBNC promotional purposes unless River Bend has been notified otherwise by classroom teacher or school representatives.

As part of our agreement for the 2022-2023 school year, River Bend will also:

- Work with FPS teachers and curriculum directors to ensure our lessons encompass specific Minnesota Academic Standards in Science and integrate reading, writing, and math into pre- and post-lessons packets for teachers to use in the classroom that enhance and integrate learning.
- Provide emails to teachers including program support specific to the Faribault School curriculum.
- Arrange busing logistics. If a special bus is needed, FPS teachers will need to contact Faribault Transportation to fill out a form and arrange for a special bus.
- Offer teachers suggestions, trainings, and advice in teaching science or outdoor based education.

Beyond our contract partnership which provides for the pre-K-6 program, we work to provide opportunities for the school district in additional ways. A few examples are:

- In-school instruction on Recycling and Waste Reduction at the 3rd and 4th grade levels. The grade levels may vary depending on the need of the school.
- In-school instruction on Stormwater Education at 5th grade level.
- Opportunities for in-classroom programs with unique natural history / environmental education and outdoor recreation experiences.
- Professional Development for teachers to learn how to teach nature education to students.
- Opportunities to work with specialized groups such as the Community Schools, Newcomer Program, STEAM, etc.
- Work collaboratively with the school district to tell the story of the positive impact the partnership has had on individuals and the community.

The contract fee for the 2022-2023 school year is \$33,517. An invoice will be sent for payment at the beginning of the 2022-2023 school year and is due 9/30/22. River Bend Nature Center is committed to providing the Faribault Public Schools District, students and teachers with high quality, hands-on science and environmental education experiences.

Agreed to by:

Date _____

Katy Anderegg, Operations Manager, RBNC

Date _____

Jamie Bente, Superintendent, Faribault Public Schools





710 17th St. SW, Faribault, MN 55021

Office: 507-333-6000 | Fax: 507-333-6050

MEMORANDUM

Date: July 11, 2022

To: Finance Committee

From: Scott Gerdes
Director of Finance and Operations

RE: Buildings Assessment

Please consider the approval of a buildings need assessment for all of our School District buildings with ISG Architects and Engineers. This assessment is being done to update our old assessment and map it back to our LTFM 10 year plan. Also, it will give District Leadership that data to adjust programs as necessary. The quote, in the amount of \$32,000 will be paid for from LTFM funding.

JULY 8, 2022

Kain Smith

Director of Buildings and Grounds

Faribault Public Schools
1051 Faribault Road
Faribault, MN 55021

507.333.6027

ksmith@faribault.k12.mn.us

400+

EMPLOYEES

44

STATES LICENSED

ZWEIG GROUP

HOT FIRM LIST FOR 2021

TOP 500

2021 ENR FIRM

**RE: Professional Services Proposal for
Faribault Public Schools
Facilities Assessment + Long-Term Planning
Faribault, Minnesota**

ISG

Kain,

District facilities play an important role in educating students and should provide a clean, safe, and comfortable atmosphere—allowing students to focus on learning and engage in programs offered. Faribault Public Schools is taking a vital step in ensuring its future success through a facilities assessment and the development of a long-range plan. ISG understands an assessment of the following facilities is necessary: Faribault High School, Middle School, Roosevelt Elementary, Jefferson Elementary, Lincoln Elementary, McKinley Early Childhood Center, Nerstrand Elementary, and the Alternative Learning Center.

With substantial educational planning experience, ISG will be your committed partner, providing detailed and forward-looking recommendations to prioritize and empower your future decisions. Backed by 400+ in-house, multi-disciplinary professionals, vast industry experience, and a sound project understanding, ISG proposes to provide the following scope of services to meet the District's needs.

SCOPE OF SERVICES

FACILITIES ASSESSMENT

ISG will fully assess the overall physical condition of each District facility by conducting a site visit to investigate structures, sites, and associated infrastructure. Overall physical condition and supportive infrastructure will be evaluated to validate and develop a meaningful set of recommendations for each facility. During each assessment, the following components will be reviewed:

Accessibility

Items that provide access to the building, or circulation within the building, including restrooms and drinking fountains

Exterior Building

Areas of inflow (roof, walls, and landscaping), building structure systems, roofing systems, and windows and doors

Hazardous Material

Items that have the potential to create a negative health effect on building occupants

Interior Building

Ceiling systems, interior finishes, and restrooms to obtain fixture count and layout

Life Safety + Fire

Fire alarms, fire suppression systems, fire walls, fire doors, exits, security systems, cameras, and entrance security measures

Mechanical, Electrical, and Plumbing

HVAC systems (age, condition, capacity, and efficiency), plumbing systems and fixtures, appliances, supply piping and venting, wastewater piping, switchgear, distribution systems, breaker panels, lighting systems, occupancy sensors, and site lighting

Site

Accessibility, concrete walkways, municipal utilities, overall site, parking lots, pedestrian routes, storm drainage, vehicular access, and traffic patterns

Facilities Assessment Report

ISG’s facilities assessment report will include each District facility and site. It will be provided in an easy-to-read format, including an executive summary, facility-specific conditions with sample photos, recommendations, and costs. ISG will prioritize these immediate and short-term repairs, along with recommendations for long-term replacements. Priorities will be defined as follows:

PRIORITY	TIME FRAME	CONDITIONS
1 Immediate	0–2 Years	<ul style="list-style-type: none"> • Accessibility • Aesthetics • Deterioration • Energy • Estimated Useful Life • Hazardous Materials • Health • Life Safety • Remaining Useful Life
2 Short-Term	3–5 Years	
3 Long-Term	6–10 Years	

LONG-RANGE PLANNING

The development of a long-range plan is key to determining the District’s trajectory over the next 10 years and beyond. ISG will engage in strategic planning to comprehensively define and prioritize needs. This will require the thorough understanding of each facility that will be gained through the facilities assessment process.



COMPENSATION

ISG proposes to provide the scope of work described within this proposal for compensation in accordance with the schedule of options below.

Option 1

The first option is for the assessment only with a lump sum fee of \$32,000. For this option, anticipated reimbursable expenses such as travel, mileage, and printing are included within the compensation listed above.

Option 2

The second option is to integrate compensation for the assessment into the project fees with the understanding that the minimum project shall be \$9 million for this option. The table below reflects the fee schedule for any projects the District decides to move forward with.

PROJECT COSTS	FEE
\$9,000,001–\$12,000,000	7.50%
\$12,000,001–\$15,000,000	7.25%
\$15,000,001–\$20,000,000	7.00%
\$20,000,000+	6.75%

REIMBURSABLE EXPENSES

ISG will be transparent, honest, and collaborative in all compensation communication. Travel is included within the Option 2 fee table. Basic hard costs, such as those listed below, are not included and will be billed as reimbursable expenses.

- Furniture Selection + Specification
- Geotechnical Exploration
- Independent Tests + Inspections
- Plan Reproduction for Bidding + Construction
- Printing + Postage
- Submittal Exchange
- Topographic + Boundary Surveys

ACKNOWLEDGMENT OF ACCEPTANCE

Accepted this _____ day of
_____, 2022.

Name: _____

Title: _____

Signature: _____

This proposal is valid for 30 days.

ADDITIONAL SERVICES

ISG's goal for this proposal, like its services, is to be flexible to accommodate the requirements of this project. Upon request, ISG is able to provide you with a subsequent proposal to assist with any additional professional design and construction phase services that will be necessary to facilitate construction of this project as it moves forward.

ISG appreciates the opportunity to provide a solution tailored to the needs of Faribault Public Schools. Upon acceptance of this proposal, please identify your preferred option, sign the acknowledgment box, and return a copy to our office. We look forward to providing you with responsive service, a collaborative approach, and timely delivery.

Sincerely,



Kevin Hildebrandt, CPE, CPS

Facilities Management and Planning Specialist

APPLICABLE CONTRACT

The General Terms and Conditions applicable to this Proposal are available at the link below and are incorporated herein by reference. Upon acceptance of this Proposal, the parties can proceed with the project based on this signed Proposal, per its General Terms and Conditions, or for more complex projects, ISG, at its discretion, will prepare and require the use of an AIA or EJCDC Contract that will govern the project.



Check it out!

bit.ly/termsConditions2022_ISG



ISD #656 - Faribault Public Schools
1051 Faribault Road, Faribault, MN 55021



District-Wide Facility Assessment

June 21, 2022



6/21/2022

Kain Smith
Director of Buildings and Grounds
ISD #656 – Faribault Public Schools
1051 Faribault Road
Faribault, MN 55021



1331 Tyler Street NE, Suite 101
Minneapolis, MN 55413
ics-builds.com
(763) 354-2670

Re: ISD #656 – Faribault Public Schools
District-Wide Facilities Assessment

Dear Kain:

At your request, ICS is pleased to provide you with this letter of understanding and proposal to implement a district-wide facility assessment of Faribault Public School's facilities, input the data into ICS's proprietary software tool and present the outcomes of the data collected.

We will work collaboratively with district administration and leadership to input the existing facility data gained from both site visits of each of the District's facilities as well as information provided by the district. Additionally, we will analyze and change the data as necessary and provide relevant reporting. The goal of these efforts is to provide Faribault Public Schools reports that assist in effectively budgeting and communicating ongoing existing facility needs.

We would be happy to discuss this proposal with you and district leadership for clarity and understanding when you see appropriate. Thank you for your consideration and we look forward partnering with Faribault Public Schools to complete this District-Wide Facilities Assessment.

Please do not hesitate to contact me with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Ziemer', with a stylized flourish at the end.

Christopher B. Ziemer, CSI, LEED AP
Project Development Director
ICS

CC: File

BUILDING STRONG
CONNECTIONS



District-Wide Facility Assessment

ISD #656 – Faribault Public Schools

I. Introduction

ICS is pleased to present this proposal agreement to provide District-Wide Facility Assessment services on behalf of Faribault Public Schools. Our services include providing the level of effort and expertise needed to deliver a scope of services meeting the needs of the District.

II. Data Capture, Entry & Validation Phase

ICS will complete a District-Wide Facility Assessment for all Faribault Public Schools facilities noting deficiencies and projects that should be incorporated into the District’s annual Long-Term Facility Maintenance (LTFM) plan including preliminary budget estimates for identified items.

The scope of services for this assessment will include collection of data and information that will provide a baseline of the following buildings systems and components:

- Facility Site (including parking lots, sidewalks and hard play areas)
- Building Envelope (brick, metal panel, sealants, windows, roofs, etc.)
- Building Interior Finishes (flooring, walls & ceilings)
- Mechanical Systems (HVAC, plumbing, controls, etc.)
- Electrical Systems (service, power distribution, lighting, etc.)
- Life Safety Systems (PA, fire alarm, fire protection, security, etc.)

Prior to the site visits, ICS will review and organize any information (i.e., past reports, existing building plans, etc.) provided by Faribault Public Schools for potential use in the final report. The observations and categorizing of identified deficiencies will follow the format established by the Minnesota Department of Education (MDE) for reporting the District’s 10-year LTFM plan.

Utilizing the data collected on site and provided by Faribault Public Schools, ICS will input the current deferred maintenance and/or capital facilities needs into ICS’s proprietary software. During data entry, ICS will input each line item into the relevant “systems” and “components” as developed within the software.

Additionally, ICS will meet with designated Faribault Public Schools’ staff to review the data collected and agree upon the following:

- Identify which projects would require consultants (i.e., architect, engineers, etc.) and any other associated soft costs.
- Inflationary rate to be applied to the identified District’s needs.
- Identify and strategize on scopes of work and that best address the deficiencies identified.

These items will help provide outcomes that clearly identify all costs involved with a specific project or wider scopes of work and will give the District a better understanding of all costs involved.

III. Reporting Phase

ICS will work with the District to develop reports based on the data that was gathered during site visits and meetings with staff. It is expected that ICS will need to provide some level of custom reports to meet the needs of Faribault Public Schools. All reports will be exported and generated through Microsoft Excel.

ICS is also available to provide a demonstration of our proprietary software tool to demonstrate the benefits the District can realize in its utilization as well as a presentation of the assessment findings.

IV. Implementation Schedule

ICS will work with District staff to commence work upon acceptance of this proposal and will complete the work described in a timely fashion. We anticipate the duration of our total effort to be 6-7 weeks dependent upon availability to existing information and staff availability. ICS has the bandwidth to complete this work in the months of July and August while students and staff are not in the buildings but can also complete this work on the District's schedule as well and will work around occupied buildings if needed.

V. Basis of Compensation

Compensation for completion of all work as described above is proposed as a lump sum amount of **\$35,000***. The actual amount billed for ICS's services on a monthly basis will be based on ICS's estimate of the proportion of total services actually completed during the billing period.

Reimbursable expenses (i.e., mileage, reproduction, printing, postage, etc.) will be billed at 1.25% actual cost. Please note that we do not anticipate reimbursables exceeding \$3,500 for this project. If we foresee reimbursables exceeding this estimate, we will notify Faribault Public Schools prior to proceeding.

Additionally, this agreement is in effect for the duration of 1-year from execution of the Agreement. If the District would like to continue the utilization of the software tool, this will occur at a cost of **\$8,000***.

For project work beyond services outlined in proposal and/or any changes to the agreed upon scope of services or project duration, services will be billed on a time and materials basis in addition to the above noted fees. However, additional work will not be conducted without approval by Faribault Public Schools.

** Note: All costs identified above are eligible for funding under the LTFM State Statute for School District.*

VI. Acceptance

If this proposal is acceptable, please authorize us to proceed by signing a copy of this document (Appendix B) and returning it to ICS. We will proceed with our scope of work upon receipt of your signed proposal. Thank you for your consideration of this proposal; and we look forward to working with Faribault Public Schools to complete this District-Wide Facilities Assessment.

Appendix A

General Conditions

General Conditions

1. Agreement.:

This is an agreement ("Agreement") between Faribault Public Schools ("Client"), and ICS, LLC (ICS), collectively, the "Parties." This Agreement includes (1) these General Terms and Conditions, Exhibit A; (2) the Project Proposal ("Proposal") attached; (3) Signature Page attached as Exhibit B; (4) Overall Budget Summary, Exhibit C; and (5) Fee Schedule attached as Exhibit D. This Agreement represents the entire and integrated agreement between the Parties and is exclusive of and supersedes all other agreements between the Parties, either oral or in writing. If any term or provision of this Agreement is found to be invalid under applicable law, that provision shall be deemed omitted from the Agreement and the remainder of the Agreement shall remain in full force and effect.

2. Professional Services:

The Client engages ICS to provide professional project services ("Professional Services") in connection with the project at the Client's location ("Project") described in the Proposal's Scope of Services. Other services mutually agreed upon by the Parties ("Other Services") not specifically described in the Proposal shall be (1) governed by this Agreement, (2) identified in an amended Scope of Services, and (3) the Client agrees to pay ICS for such Other Services as additional compensation in accordance with ICS's Fee Schedule attached as Exhibit D.

3. Work Product:

Professional Services under this Agreement, including, but not limited to, all drawings, reports, information, recommendations, opinions or other work product prepared or issued by ICS, are for the exclusive use and benefit of the Client in connection with the Project. The work product is not intended to inform, guide, or otherwise influence any other entities or persons, and should not be relied upon by any entities or persons other than the Client and its agents for any purpose other than for the Project. The Client will not distribute, convey or disclose ICS's work product to any other persons or entities without ICS's prior written consent. Written consent shall include an express release of ICS from all liability to the third party receiving the work product from Client, and the Client's indemnification of ICS for any claims or demands asserted against ICS by such third party. All documents produced by ICS under this Agreement shall remain the property of ICS and may not be used by the Client for any other project or purpose without the prior written consent of ICS.

4. Payment.:

The Client shall pay ICS's invoices within thirty (30) days of the date of the invoice. Invoices shall be considered past due if not paid within 30 days after the invoice date. If the Client does not tender payment within 30 days of the invoice date, ICS may, without waiving any claim or right against the Client, and without liability to the Client, terminate this Agreement in accordance with Section 10(a) of this Agreement. Retainers shall be credited on the final invoice. ICS, at its sole discretion, may charge interest at 1.5% (or the applicable legal rate) per month on the unpaid balance. In the event any portion of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney's fees.

5. Standard of Care:

ICS will strive to perform the Professional Services in a manner consistent with that level of care and skill ordinarily exercised by members of ICS's profession practicing in the same locality under similar circumstances at the time the Professional Services are performed. This Agreement creates no other representation, warranty, or guarantee, expressed or implied. ICS hereby excludes and disclaims any and all implied warranties including, but not limited to, any implied warranty of fitness for a particular purpose and any implied warranty of merchantability.

6. Limitation of Liability

To the fullest extent permitted by law, the total liability of ICS for any damages, costs, fees, expenses, or other losses or demands for payment or performance regarding any claim or cause of action related in any way to this Agreement, the Project, or the Professional Services, shall be limited to fifty-thousand dollars (\$50,000). The Client hereby releases ICS for all liability above such amount. This Limitation of Liability applies to all claims, no matter how stated, asserted, alleged, or pleaded, including but not limited to, claims for errors and omissions, breach of contract, tort/negligence, quantum merit/unjust enrichment, or breach of fiduciary duty, and applies to all phases of Professional Services performed under this Agreement. The Client agrees ICS 's services will not involve the design of any equipment or the implementation of equipment. The Client agrees ICS will not be liable for any claims, damages, demands, costs, or expenses for personal injury or any other injuries or damages alleged by the Client or any third party relating to the design or implementation of equipment, and the Client agrees to indemnify and hold ICS harmless for any liability for such claims.

7. Insurance.

Insurance Provided by Consultant. Before the start of its work, the Consultant shall procure and maintain in force coverage and limits of insurance for its own negligence as follows:

- (a) Employers' Liability: \$1,000,000.00.
- (b) General Liability: \$2,000,000.00 Occurrence;
\$4,000,000.00 Aggregate
- (c) Automobile Insurance: \$1,000,000.00 Liability.
- (d) Umbrella Liability: \$1,000,000.00 Occurrence;
\$1,000,000.00 Aggregate
- (e) Professional Liability: \$5,000,000.00 Each Claim;
\$5,000,000.00 Annual Aggregate

8. Client Responsibilities.

The Client shall bear sole responsibility for (a) notifying third parties, including any governmental agency or prospective purchaser, of the existence of any hazardous materials located in or around the Project site; and (b) cooperation with all requests by ICS, including obtaining permission for access to the Project site. The Client releases and discharges ICS from all liability for any incorrect advice, judgment, or decision based on inaccurate information furnished by the Client or others. If reasonable precautions will be inadequate to prevent foreseeable bodily injury or death to persons resulting from a material or substance, including hazardous materials, encountered on the Project site, ICS shall immediately stop work in the affected area and promptly report the condition to the Client.

9. Hazardous Materials.:

It is acknowledged by both parties that ICS scope of services does not include any services related to asbestos, hazardous, or toxic materials that may be encountered or found to be present at or in areas adjacent to the site. Any such materials that are encountered shall be immediately brought to the attention of the owner, who will be solely responsible for any required abatement and/or removal of the materials in full compliance with applicable laws and regulations.

10. Construction Observation.

If included in the Professional Services, ICS 's construction observation service shall be limited to general observation of construction operations. ICS shall not be responsible for inspection of the work, the means and methods of construction, or the safety procedures employed by any contractor. Performance of construction observation services does not constitute a warranty or guarantee of any type, since even with diligent observation, some construction defects, deficiencies, or omissions in the contractor's work may occur. The Client shall hold its contractor and/or any sub-contractor solely responsible for the methods and means of construction, the quality of the Work, and performance of the Work. The Client, or its designees, shall notify ICS at least twenty-four (24) hours in advance of any observations required by the construction documents.

11. Dispute Resolution:

Any claim or dispute between them arising out of or related to this Agreement shall first be informally negotiated in good faith between the Parties. If the claim or dispute cannot be amicably resolved within thirty (30) days by good faith negotiation, the Parties shall jointly submit the claim or dispute to mediation. Mediation shall be through a mediator agreed upon by the Parties, or if ICS cannot be agreed upon within 15 days after the party seeking mediation provides written notice upon the other party to the Agreement demanding mediation, a mediator shall be appointed by the district court in the jurisdiction in which the Project is located. Demand for mediation shall be provided in writing to the other party to the Agreement within a reasonable time after the claim or dispute has arisen. In no event shall the demand for mediation be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statutes of limitation or repose. If the claim or dispute cannot be amicably resolved by good faith negotiation or mediation, then either party may exercise its rights under law. In no event shall a claim or dispute be made or sustained if it would be barred by the applicable statute of limitations or repose.

12. Termination.

- a. This Agreement may be terminated upon than seven (7) business days' prior written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination. Upon termination, ICS will deliver to the Client or its designee all records, documents or materials in its possession or control of ICS which relate to the Project and for which payment has been received. If ICS has prepared for or performed Professional Services for which payment has not been received as of the date of termination, the Client shall be entitled to purchase the products of those Professional Services, such as records, materials, and documents, from ICS provided the Client and ICS agree to a purchase price and terms of sale. If the Client does not purchase the products of these Professional Services, the Client remains liable to ICS for any amounts incurred by unpaid charges for Professional Services performed. If this Agreement is terminated through no fault of ICS, the Client shall compensate ICS for all Professional Services performed prior to termination, all expenses incurred, all costs attributable to termination, including the costs attributable to ICS 's termination of consultant agreements, plus termination expenses of 25% of all unbilled fees.
- b. If after Design Development is accepted by the Client, redesign or analysis of alternates is required to accommodate value engineering items due to lack of funding, or if there are contractor requests requiring a re-negotiated engineering services contract, this Agreement shall be deemed terminated, and within 14 days of the date of termination, Client shall pay ICS for all Professional Services completed through the date of termination.
- c. If the Project is suspended, placed on hold or temporarily terminated for more than 15 calendar days, this Agreement will be deemed to be terminated on the 16th calendar day and the Parties shall negotiate a new agreement prior to restart of the Project to re-establish a new schedule and adjusted compensation and any other necessary revisions. Within 14 days of the date of termination, the Client agrees to pay ICS for all Professional Services completed through the date of termination plus all expenses incurred, all costs attributable to the termination, including the costs attributable to ICS 's termination of consultant agreements.

13. Other Provisions.

- a. The Parties each acknowledge that they will act in good faith in carrying out their duties and obligations under this Agreement.
- b. The Parties each acknowledge that they have reviewed and familiarized themselves with this Agreement, including its attachments, and agree to be bound by the terms and conditions contained therein.
- c. The Client shall designate a responsible employee as its contact for administration and coordination of the Work. The Client's contact shall have the authority to approve changes in the scope of the Project and shall be available during working hours as necessary to examine information submitted by ICS, to render or convey decisions, and to furnish information in a timely manner.
- d. It is specifically always understood and agreed that pertinent to this Agreement that ICS shall be an independent contractor and shall not be considered an employee of the Client.
- e. The Client shall provide prompt written notice to ICS if the Client becomes aware of any errors, omissions or inconsistencies in ICS 's Professional Services or information furnished by Client or Client's agents.
- f. The Client shall ensure that Project team leaders directly contracted to the Client have budgeted and thoroughly discussed and accepted all Project costs and values with the Client.
- g. The Parties understand and agree this Agreement may be changed or modified only through written agreement signed and dated by the Client and ICS. No act, omission or course of dealing by the Parties shall alter the requirement that modifications or changes to this Agreement can be accomplished only by mutual written agreement signed and dated by the Parties.
- h. This Agreement shall not be assigned by the Client or ICS without prior written consent of the other party to this Agreement.
- i. This Agreement shall be governed by and construed under the laws of the state where the Project is located.
- j. Unless otherwise provided, all notices and notifications shall be in writing and considered duly given if sent by U.S. Mail, postage prepaid, or by facsimiles to the business address of the parties set forth in this Agreement. Such notice(s) shall be deemed given as of the second business day following the date of posting by U.S. Mail or the next business day following the date of sending in the case of a facsimile or telecopy.

End of General Conditions

Appendix B

Signature Page

Signature Page

ISD #656 – Faribault Public Schools
District-Wide Facilities Assessment
6/21/2022

Proposal Terms

Terms on payment of services are delineated in the proposal dated 6/21/2022.

Signature includes acceptance of attached proposal, fee schedule, and general conditions.

Authorization to Proceed

We appreciate the opportunity to present this proposal for Commissioning and Technical Services. Please sign and return both copies of this document to our office. Upon receipt of both signed copies, a fully executed original copy will be forwarded back to you for your records. We will begin the project at the time of signature acceptance of this proposal.

Please proceed according to the above stated terms, attached general conditions and the proposal.

ISD #656 – Faribault Public Schools

Date

Printed Name

Authorized Signature

ICS

Date

Printed Name

Authorized Signature

**Faribault Public Schools
Enrollment Report by Month**

School Year 2021 - 2022

	September	October	November	December	January	February	March	April	May	YTD Average	Plus:		Enrollment Used for FY22 Adopted Budget			Diff
											Projected Tuition	Projected Total ADM	Served @ FPS	Plus: Projected Tuition	Total	
Early Childhood	64	64	64	64	65	65	65	65	64	64	-	64	59	5	64	
VPK	45	46	46	46	44	44	44	44	43	45	-	45	46	-	46	
Kindergarten	218	220	222	222	222	222	223	220	217	221	4	224	183	4	186	38
1	177	176	176	173	169	167	169	171	171	172	4	176	177	4	181	(5)
2	209	209	208	205	204	202	203	204	203	205	4	210	204	4	208	2
3	222	219	218	215	216	214	212	211	211	215	5	220	213	5	218	2
4	230	196	195	197	197	198	201	202	202	202	3	205	195	3	198	7
5	209	209	207	206	208	208	208	208	208	208	4	212	207	4	211	1
6	227	226	225	224	225	230	225	227	227	227	5	232	230	5	235	(3)
7	270	272	272	272	269	274	275	277	275	273	7	280	256	7	264	16
8	250	252	245	244	243	246	248	248	249	247	8	256	249	8	257	(2)
9	282	280	276	277	277	278	279	281	282	279	6	286	283	6	289	(4)
10	277	274	275	274	271	277	277	275	273	275	5	279	279	5	283	(4)
11	280	278	278	280	277	277	278	279	276	278	6	284	267	6	272	11
12	300	294	283	282	272	268	263	262	259	276	15	291	301	17	317	(27)
Total	3,261	3,215	3,191	3,180	3,158	3,169	3,175	3,174	3,162	3,187	76	3,263	3,148	83	3,231	
		(46)	(24)	(10)	(22)	10	6	(1)	(12)							
EC-12 Average October - June		3,215	3,203	3,195	3,186	3,183	3,181	3,180	3,178							32
																Over (Under) Budget

	Final For 2021-2022			Diff
	Served @ FPS	Plus: Tuitioned	Total	
EC	80.38		80.38	15.94
VPK	45.52		45.52	0.78
Kindergarten	222.10		222.10	(2.07)
1	174.41		174.41	(1.88)
2	210.33		210.33	0.80
3	219.87		219.87	(0.42)
4	205.06		205.06	(0.01)
5	211.67		211.67	(0.28)
6	232.20		232.20	0.03
7	276.88		276.88	(2.99)
8	258.56		258.56	3.06
9	286.09		286.09	0.52
10	283.05		283.05	3.62
11	268.41		268.41	(15.15)
12	297.03		297.03	6.46
Total	3,271.56	-	3,271.56	8.39

Actual over adopted Budget projection 40.67 276,556.00 potential impact

Faribault Public Schools
Comparative Financial Report - Select General Fund Expenditure Accounts
As of June 30, 2022

	FY21 For the Month of June 2021	FY22 For the Month of June 2022	FY21 Year to Date through June 2021	FY22 Year to Date through June 2022	FY21 FIN Budget	FY22 REV Budget	FY21 % of Budget through June 2021	FY22 % of Budget through June 2022
EXPENDITURES:								
HVAC	12,500	15,016	138,606	289,902	213,000	186,000	65.07%	155.86%
Water	11,127	6,496	59,546	65,500	60,225	60,400	98.87%	108.44%
Electric	110,966	3,312	549,908	558,929	668,000	668,000	82.32%	83.67%
Snow Removal	-	-	57,665	76,925	90,400	90,400	63.79%	85.09%
Total Expenditures	134,593	24,823	805,725	991,256	1,031,625	1,004,800	78.10%	98.65%

Faribault Public Schools
Comparative Financial Report - Self Insurance Fund
As of June 30, 2022

	FY21 For the Month of June 2021	FY22 For the Month of June 2022	FY21 Year to Date through June 2021	FY22 Year to Date through June 2022	FY21 FIN Budget	FY22 REV Budget	FY21 % of Budget through June 2021	FY22 % of Budget through June 2022
REVENUES:								
District Contributions	181,831	174,380	2,270,548	2,404,055	2,538,325	2,262,910	89.45%	106.24%
Employee Contributions	26,771	22,051	403,429	301,245	375,000	421,004	107.58%	71.55%
Retirees Contributions	2,618	3,557	40,992	41,451	100,000	113,604	40.99%	36.49%
Cobra Contributions	776	832	15,162	11,651	18,000	19,214	84.23%	60.64%
Total Revenue	211,997	\$200,821	\$2,730,132	\$2,758,402	\$3,031,325	\$2,816,732	90.06%	97.93%
EXPENDITURES:								
Medical Claims	144,577	209,045	2,227,263	2,472,710	2,470,125	2,340,983	90.17%	105.63%
Administrative Fees	800	-	51,259	65,696	64,389	151,021	79.61%	43.50%
Stop Loss	236	5,178	294,549	(291,290)	370,135	262,857	79.58%	-110.82%
Consultant Fees	-	2,327	12,633	91,673	15,771	14,278	80.10%	642.06%
Total Expenditures	\$145,613	\$216,550	\$2,585,704	\$2,338,788	\$2,920,420	\$2,769,139	88.54%	84.46%



Fiscal Year (FY) 2024 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

General Information: Minnesota school districts, intermediate school districts, cooperative districts, applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2021, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2022. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
----------------------------------	---------------------------	-----------------

Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2024 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2024 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.411, subd. 3[2021]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2021]). ***The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.***

Certification of Statement of Assurances

Signature – Must be signed by Superintendent or Cooperative Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes 2021, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cell

District Info.	Enter Information	District Info.	Enter Information
District Name:	Faribault Public Schools	Date:	7/25/2022
District Number:	656	Email:	sgerdes@faribault.k12.mn.us
District Contact Name:	Scott Gerdes, Director of Finance & Operations		
Contact Phone #	507-333-6059		

		Fiscal Year (FY) Ending June 30							
Expenditure Categories		2022 (base year)	2023	2024	2025	2026	2027	2028	2029
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.									
Finance Code	Category (1)								
347	Physical Hazards	\$80,000	\$87,850	\$48,652	\$48,652	\$48,652	\$48,652	\$48,652	\$48,652
349	Other Hazardous Materials	\$5,000	\$2,150	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
352	Environmental Health and Safety Management	\$221,560	\$233,886	\$245,320	\$250,226	\$255,231	\$260,336	\$265,542	\$270,853
358	Asbestos Removal and Encapsulation	\$10,000	\$15,726	\$10,000	\$11,500	\$10,800	\$10,800	\$10,800	\$10,800
363	Fire Safety	\$55,000	\$57,000	\$58,200	\$58,200	\$58,200	\$58,200	\$58,200	\$58,200
366	Indoor Air Quality	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$377,560	\$396,612	\$365,172	\$371,578	\$375,883	\$380,988	\$386,194	\$391,505
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year									
Finance Code	Category (2)								
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151									
Finance Code	Category (3)								
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility									
Finance Code	Category (4)								
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects									
Finance Code	Category (5)								
368	Building Envelope	\$10,000	\$15,000	\$19,500	\$20,000	\$20,320	\$20,645	\$20,975	\$21,311
369	Building Hardware and Equipment	\$5,000	\$5,000	\$6,000	\$6,000	\$6,000	\$6,500	\$6,500	\$6,500
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$160,000	\$0	\$0	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$293,830	\$117,000	\$745,721	\$427,570	\$427,570	\$317,690	\$237,215	\$294,025
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$218,424	\$377,494	\$386,931	\$396,605	\$406,520	\$416,683	\$427,100	\$437,777
383	Roof Systems	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
384	Site Projects	\$48,841	\$148,200	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Total Deferred Capital Expense and Maintenance		\$576,095	\$822,694	\$1,208,152	\$900,175	\$910,410	\$811,518	\$741,790	\$809,613
Total Annual 10-Year Plan Expenditures		\$953,655	\$1,219,306	\$1,573,324	\$1,271,753	\$1,286,293	\$1,192,505	\$1,127,985	\$1,201,118
Fund Balance Section									
Fund 01									
	Beginning Fund Balance 01-467-XX	-\$419,131	-\$91,731	-\$9,252	-\$316,574	-\$322,324	-\$342,614	-\$269,117	-\$131,099
	LTFM Fiscal Year Revenue - Levy	\$940,101	\$989,202	\$992,650	\$936,507	\$949,225	\$988,672	\$988,651	\$988,680
	LTFM Fiscal Year Revenue - AID if Applicable	\$340,954	\$312,583	\$273,352	\$329,496	\$316,778	\$277,330	\$277,351	\$277,323
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$953,655	\$1,219,306	\$1,573,324	\$1,271,753	\$1,286,293	\$1,192,505	\$1,127,985	\$1,201,118
Ending Fiscal Year Fund Balance 01-467-XX		-\$91,731	-\$9,252	-\$316,574	-\$322,324	-\$342,614	-\$269,117	-\$131,099	-\$66,215
Fund 06									
	Beginning Fund Balance 06-467-XX	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Other Transfers	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fiscal Year Fund Balance 06-467-XX		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
End of worksheet									



Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minness provided.

District Info.		Enter Information		
District Name:	Faribault Public Schools			
District Number:	656			
District Contact Name:	Scott Gerdes, Director of Finance & Operations			
Contact Phone #	507-333-6059			
Expenditure Categories				
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.		2030	2031	2032
Finance Code	Category (1)			
347	Physical Hazards	\$48,652	\$48,652	\$48,652
349	Other Hazardous Materials	\$3,000	\$3,000	\$3,000
352	Environmental Health and Safety Management	\$276,270	\$281,796	\$287,431
358	Asbestos Removal and Encapsulation	\$10,800	\$10,800	\$10,800
363	Fire Safety	\$58,200	\$58,200	\$58,200
366	Indoor Air Quality	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$396,922	\$402,448	\$408,083
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year				
Finance Code	Category (2)			
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151				
Finance Code	Category (3)			
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0
Accessibility				
Finance Code	Category (4)			
367	Accessibility	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects				
Finance Code	Category (5)			
368	Building Envelope	\$21,652	\$398,320	\$22,651
369	Building Hardware and Equipment	\$6,500	\$7,000	\$7,000
370	Electrical	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$0
380	Mechanical Systems	\$139,745	\$0	\$209,830
381	Plumbing	\$0	\$0	\$0
382	Professional Services and Salary	\$448,722	\$459,940	\$471,438
383	Roof Systems	\$0	\$0	\$0
384	Site Projects	\$50,000	\$50,000	\$50,000
Total Deferred Capital Expense and Maintenance		\$666,619	\$915,260	\$760,919
Total Annual 10-Year Plan Expenditures		\$1,063,541	\$1,317,707	\$1,169,003
Fund Balance Section				
Fund 01				
	Beginning Fund Balance 01-467-XX	-\$66,215	\$136,247	\$84,542
	LTFM Fiscal Year Revenue - Levy	\$988,672	\$988,687	\$988,718
	LTFM Fiscal Year Revenue - AID if Applicable	\$277,331	\$277,315	\$277,285
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$1,063,541	\$1,317,707	\$1,169,003
Ending Fiscal Year Fund Balance 01-467-XX		\$136,247	\$84,542	\$181,542
Fund 06				
	Beginning Fund Balance 06-467-XX	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0
	Other Transfers	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$0	\$0	\$0
Ending Fiscal Year Fund Balance 06-467-XX		\$0	\$0	\$0
End of worksheet				



Fiscal Year (FY) 2024 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

General Information: Minnesota school districts, intermediate school districts, cooperative districts, applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2021, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2022. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District or Cooperative:	District Number and Type:	Date Submitted:
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Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2024 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2021, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2024 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2021, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2), and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2021, section 123B.595, subd. 11.
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.411, subd. 3[2021]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2021]). ***The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.***

Certification of Statement of Assurances

Signature – Must be signed by Superintendent or Cooperative Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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