

SUPERINTENDENT'S REPORT AND AGENDA

Regular Meeting of the Board of Education
Independent School District No. 280, Richfield, Minnesota

Richfield Public Schools *inspires* and *empowers* each individual to learn, grow and *excel*

Monday, June 15, 2020
7:00 p.m. School Board Meeting

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Public Comment
 - B. Superintendent Update
 1. Strategic Planning Update
 2. School Climate and Culture Survey
 - C. Commendations
- IV. CONSENT AGENDA
 - A. Routine Matters
 1. Minutes of the regular meeting held May 18, 2020
 2. General Disbursements as of June 10, 2020 for \$3,360,483.81
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 502 and Guideline 502.1 Resident and Nonresident Student Enrollment and New Student Registration
 - B. Policy 612 and Guideline 612.1 Curriculum Development
 - C. Policy 112 and Guidelines 112.1 and 112.2 Wellness Policy and Guidelines
 - D. Policy 610 and Guidelines 610.1 Selection and Reevaluation of Instructional Resources

VI. NEW BUSINESS

- A. Joint Powers Agreement for the Metro South Adult Basic Education Consortium
- B. 2020-2021 Budget Approval
- C. Intermediate District 287 Long Term Facilities Maintenance Plan
- D. Co-op Agreement for Swim and Dive with Holy Angels
- E. Centennial Elementary - Change Orders #004 and #005
- F. Sheridan Hills Elementary - Change Order #002
- G. Richfield STEM School - Change Orders #021 and #022
- H. Richfield Middle School - Change Order #002
- I. Richfield Senior High - Change Orders #023 and #024

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates
 - 6-29-20 7:00 p.m. Regular Board Meeting
 - 7-13-20 7:00 p.m. Regular Board Meeting – Public Comment
- D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

Enriching and accelerating learning

R

RICHFIELD
PUBLIC SCHOOLS

Strategic Planning 2020-25

Enriqueciendo y acelerando el aprendizaje



Richfield Public Schools Strategic Plan 2020-25

RICHFIELD

Realized



Process and Timeline: Strategic Plan 2020-2025

MONTH / MES	ACTION / ACCIÓN
Dec. 2019/Jan. 2020	Review Strategic Plan 2015-20
Dec. 2019/Jan. 2020	Review measures on Vision Cards
January 2020	Create outline of new plan
January 2020	Integrate new branding messages
January - April 2020	Host large monthly meetings to gather input from stakeholders-Move some online
February - May 2020	Host monthly meetings with committees for additional input-Completed online
May 2020	Synthesize meeting themes through online methodology
June 2020 junio 2020	Present draft of Strategic Plan 2020-25 to the board



Our Mission:
Richfield Public Schools
inspires and empowers each
individual to learn, grow and
excel.



Brand Messages

- **REAL COMMUNITY**
Caring community, rich in diversity and relationships
- **PERSONALIZED LEARNING**
Rigorous, relevant, and engaged learning for each student
- **RICH OPPORTUNITIES**
Inspiring possibilities through academics, arts, music, athletics, and activities
- **INNOVATION IN ACTION**
Transforming how we teach, redefining school



Richfield Realized-Priorities

- 485 respondents
- Outreach workers completed many on phone bilingually (20% completed in Spanish)



- Close the achievement gap. Activities may include ensuring the curriculum and classrooms reflect student diversity (including cultural norms), incorporating parent education and resources to support struggling students outside the classroom, ensuring students believe in themselves and their abilities, encouraging all students to take rigorous or advanced courses, etc,
- Maintain small class sizes
- Continue to support, promote and value biliteracy. Activities may include expanded course offerings, etc.
- Increase course offerings. Activities may include life skills courses (taxes, budgeting, contracts, etc.), more family and consumer sciences in the middle school (culinary, fashion design, etc.), more music and arts at elementary school, additional project-based learning, etc.
- Ensure all students learn about post-secondary options (from trades and certificate programs to 4-year colleges). Activities may include advisory days, interest inventories, post-secondary planning in elementary, a Career and College Center at the high school, internships so students can explore careers, etc.



Richfield Realized-Communication and Marketing

- Improve the reputation of Richfield Public Schools. Activities may include positive stories in the media, in community newsletters, on social media and on the district website, etc. Climate and Culture
- Improve family communication. Activities may include streamlining and standardizing communication tools across the district, offering workshops/events for families, improving parent communication from teachers, schools and district, increasing communication with the Somali community, ensuring all communication is consistent and welcoming (including written communication, phone calls and in-person interactions), etc.
- Increase enrollment through improved marketing and public relations



Richfield Realized-Climate and Culture

- Improve student behavior. Activities may include increasing bullying prevention efforts, ensuring policies are in place and followed equitably, engaging students in behavior/discipline (such as a restorative justice program), improving behavior in the upper grades during lunch and passing times, ensuring rules/policies are followed consistently in buildings and across buildings, etc.
- Increase student support, especially social-emotional support. Activities may include how counselors are assigned, time management (to help students juggle school, homework, jobs and extracurricular activities), supporting and training teachers to identify and support students with mental health, creating additional support staff positions, etc.
- Provide new opportunities for parent Involvement. Activities may include leading tours for new families, grant writing, working with lobbyists, guest speakers in classrooms, etc.
- Improve school pride. Activities may include increasing school events, pep fests, track and field days, Friday Spartan clothing day, etc.
- Support and celebrate diversity. Activities may include districtwide events to celebrate cultures and help unite diverse families, increasing support for Somali families, increasing the number of teachers of color, cultural competency training for staff, starting student affinity groups, etc.



Richfield Realized-Business and Operations

- Maintain or improve staff hiring and support. Activities may include ensuring a solid onboarding process for new staff, filling vacant positions quickly, posting positions earlier, working to improve teacher retention, hiring building subs, providing better compensation and support for subs, simplifying the application process, better support for paras through professional development and higher pay, increasing professional development for office staff, outreach workers and admin assistants, etc.
- Continuous improvement of facilities. Activities may include parking lot improvements, increasing playground equipment, adding a soccer field and recreational spaces on school grounds, etc.
- Ensure environmentally friendly practices across the district. Activities may include discontinuing disposable lunch items (i.e. plastic silverware), adding bike racks/lockers at schools, etc.
- Continue to improve student meals. Activities may include adding more farm-to-table and locally sourced foods, adding student voice in menu planning and new recipes, making lunches free for all students, reducing food waste, improving composting, etc.
- Maintain financial accountability and transparency.



Richfield Realized-Activities

- Provide more variety of activity programs. Activities may include more visual and performing arts, athletics for all abilities, clubs (like Chess Club, Robotics, Cooking, and Voces Unidos), more academic programs after school (like reading programs or homework help), partnerships with local organizations (like Community Education, the library, Young Life and TreeHouse), etc.
- Increase student participation in activity programs. Activities may include lowering fees, providing more student scholarships, adding more activity buses, better supporting students with disabilities so they can fully participate, etc.
- Increase attendance at games and performances. Activities may include marketing and promotion of games and theater performances, greater representation from staff, providing transportation to/from events, etc.



- Improve community partnerships. Activities may include partnerships with local businesses and organizations or connecting with local seniors/retirees, etc.
- Create a structured volunteer program and engage more residents and parents as volunteers in the schools
- Provide parent classes/programs (activities). Activities may include evening classes for parents on topics like "healthy parenting" or "kids and social media."



Richfield Realized-Next Steps

- Review prioritized list with school board for affirmation and or refining
- Review prioritized list with administration
- Create strategic plan draft for sharing with community



Enriching and accelerating learning



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Questions?

Enriqueciendo y acelerando el aprendizaje



Enriching and accelerating learning



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School Climate Survey Presentation

Enriqueciendo y acelerando el aprendizaje



Richfield School Climate Survey



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Parents, Elementary Students, Secondary Students, Staff

Questions were developed by school administrators and vetted by parents.

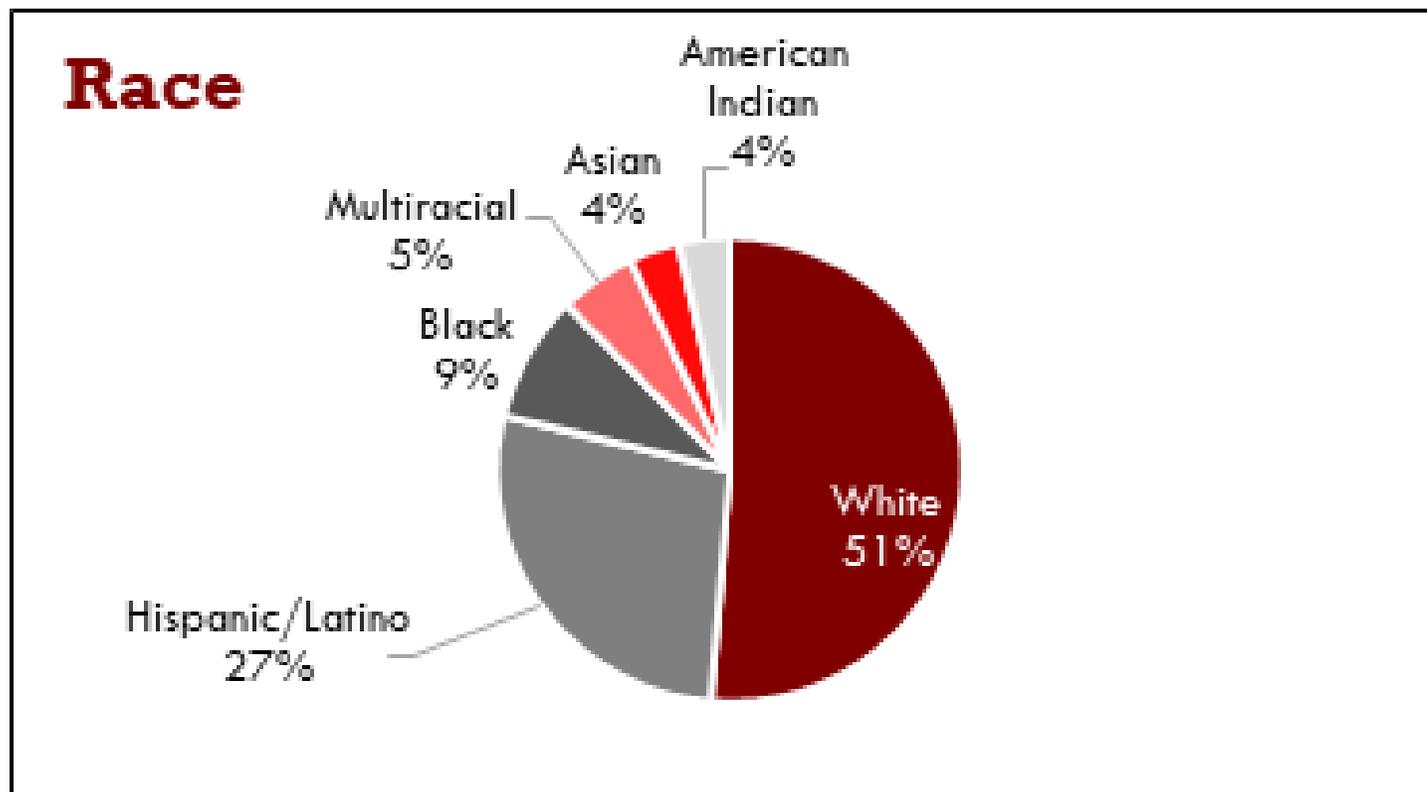
School Climate Surveys were administered online to parents/guardians, students and staff. Surveys were administered during the school day for students. Communication to parents/guardians included emails, blackboards, and outreach from staff.

English and Spanish versions of the survey were available and language option was self-selected. The elementary student survey used icons (thumbs up or down), rather than text responses.

Incomplete surveys are included in the data.



517 Responses

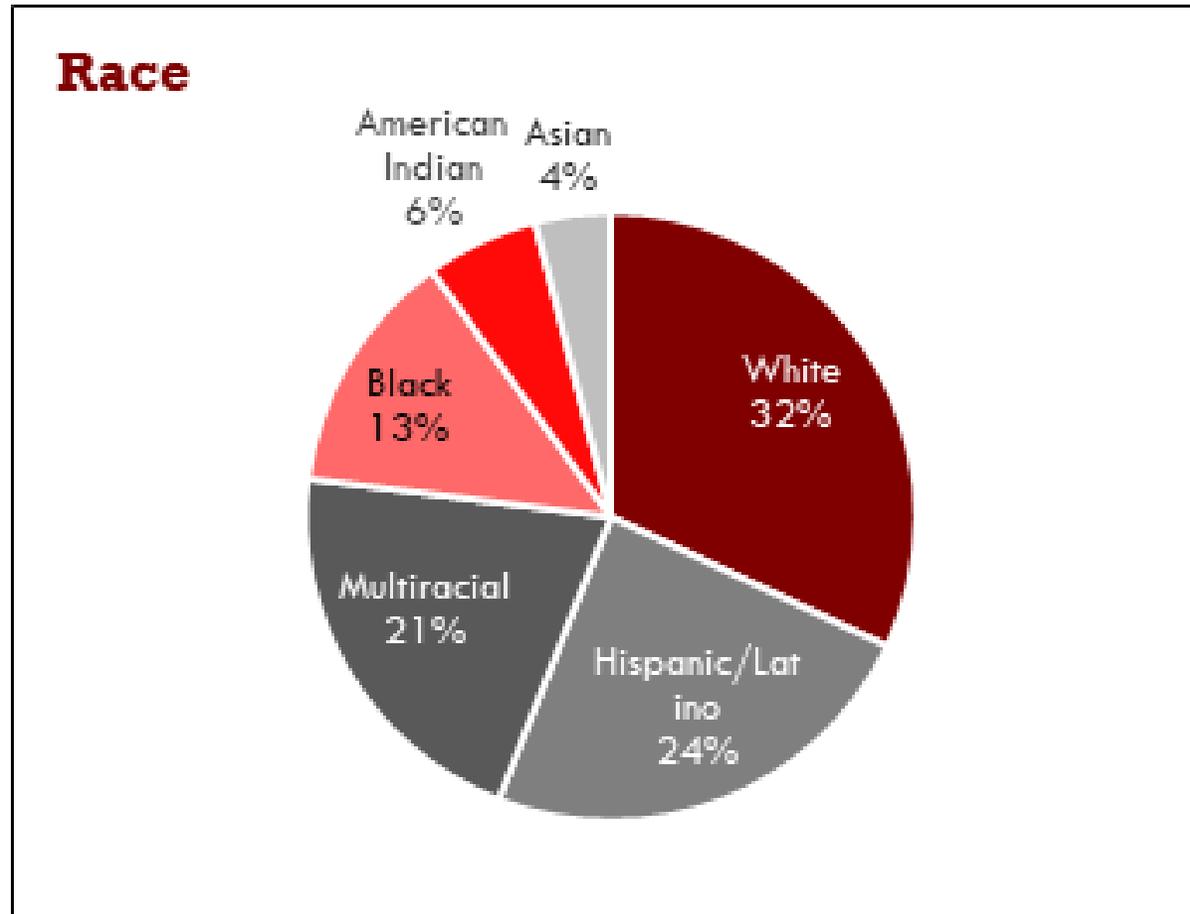


- 75% agree or strongly agree that “school is preparing my child well for next school year”
- 77% agree or strongly agree that “the approach to discipline works well for my child”
- 83% agree or strongly agree that “my child feel that they fit in and belong at school”
- 92% agree or strongly agree that “the school is a good fit with my child’s cultural background”
- 88% agree or strongly agree that “activities offered are a good match with my child’s interests”



Elementary Students

1,046 Responses



Elementary Students



School Climate

- 75% agree or strongly agree that “school feels like a positive place”
 - Students who identified as non-binary agreed less with all of the school climate questions

School Belonging

- 74% agree or strongly agree that “adults at school understand them” and 78% agree or strongly agree that “adults are there for me”
 - Again, non-binary students agreed less

School Safety

- 78% agree or strongly agree that they “feel safe at school”
- 81% of students “feel respected by other students”, but 52% of all students and only 22% of non-binary students agreed that “people are respectful to one another”

Classroom and Student/Teacher Relationships

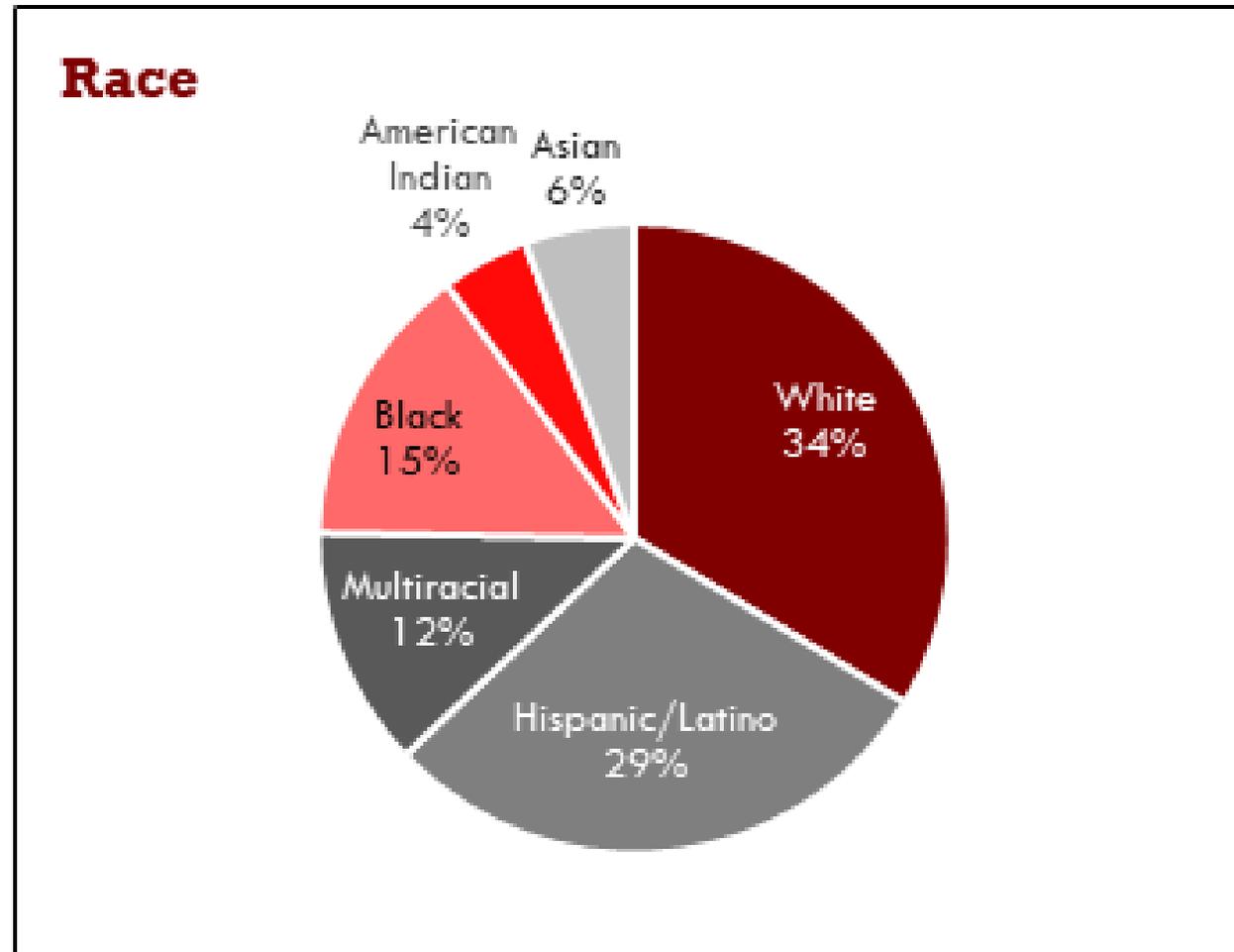
- 71% of students “would be excited to have the same teacher again” and 90% agree or strongly agree that “my teacher encourages me to do my best”



Secondary Students



1,887 Responses



Secondary Students



School Climate

- 66% agree or strongly agree that “school feels like a positive place”
 - Students who identified as non-binary agreed less with all of the school climate questions

School Belonging

- 57% agree or strongly agree that “adults at school understand them” and 72% agree or strongly agree that “I receive the support I need from adults at my school”
 - 41% of non-binary students and 55% of multiracial students “feel respected by other students”

School Safety

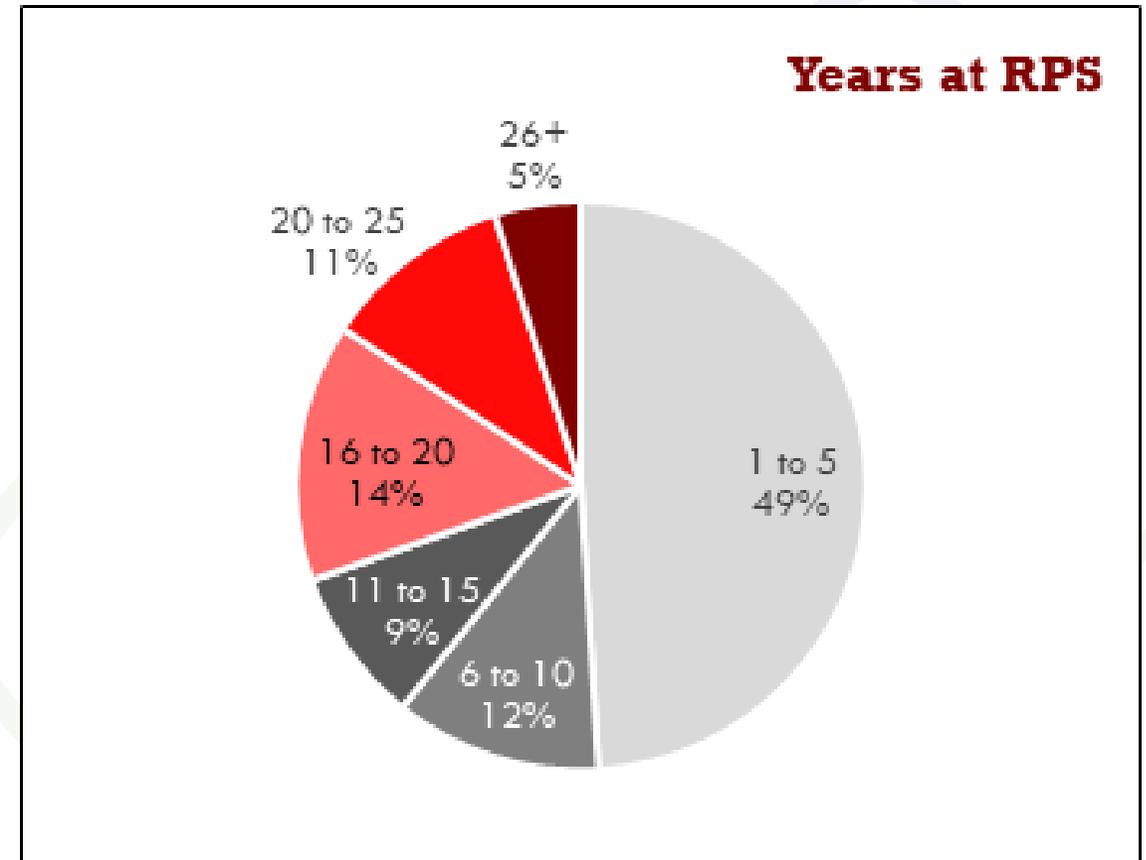
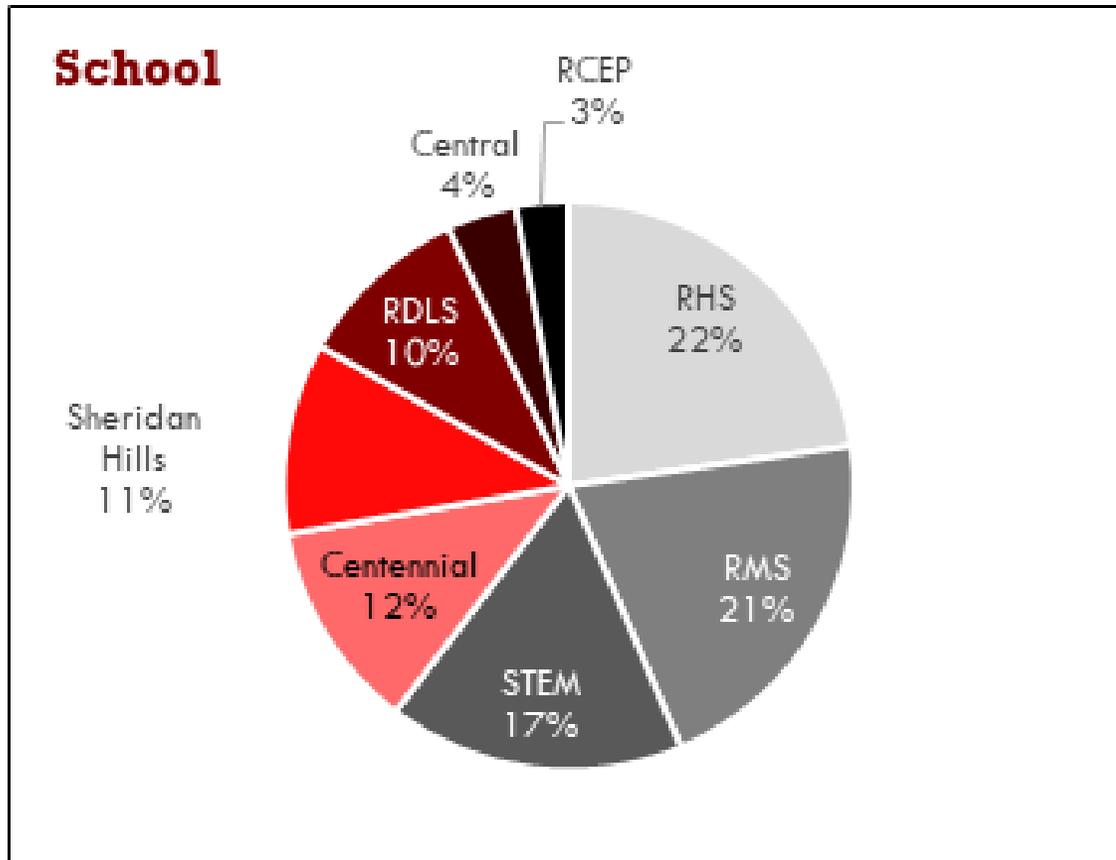
- 74% agree or strongly agree that they “feel safe at school”
- 66% of students “feel respected by other students”, but 41% of all students and only 22% of non-binary students agreed that “people are respectful to one another”

Classroom and Student/Teacher Relationships

- 57% of students “would be excited to have the same teacher again” and 82% agree or strongly agree that “my teacher encourages me to do my best”



320 Responses



School Climate

- 83% agree or strongly agree that they “feel enthused and energized working in my school”, and 75% agree or strongly agree that “the work environment is positive”
- 74% agreed or strongly agreed that they “have a variety of strategies and resources for supporting student’s social and emotional learning”
- 90% “know who to contact if they are struggling with student’s behavior in class”
- 85% agree or strongly agree that the relationship between teachers and students is respectful
- 85% agree or strongly agree that on most days students are enthusiastic about being in school



Teacher/Staff and Administration Relationships

- 65% agree or strongly agree that there “is a high level of trust between administration and staff”
- 83% are confident that school administration has the best interest of students, teachers, and staff in mind.



School Administration

- 82% agree or strongly agree that school administration “establish a positive culture for our school”
- 74% agree or strongly agree that administration clearly communicates important information to teachers.





**For these are all our children,
we will all profit by or pay for
all of what they become.**

~ James Baldwin



To Principal Amy Winter and the R-STEM Team, from parent Laurie Broucek

I wanted to take a minute to send along our deepest appreciation to both of you for all you have done for our family this year. From the moment I met Amy to tour STEM, I felt the culture of the school and how much Amy cared for her students, families and staff - and how she personally understood the challenges of having a child who learns differently. Watching Amy engage with the students and staff on our tour, and the time she took to share about her approach to learning and how she brought that to the school convinced me that Ryan would feel at home here at STEM.

Upon meeting Emily, I was again assured that we had found the right place. Emily immediately reviewed Ryan's history and showed how invested she was in ensuring that we take the right steps to help facilitate Ryan's success. She worked with us to assess Ryan to get an accurate picture of his current state from both a learning as well as a social/emotional perspective, both very important to understand in facilitating future success. Emily demonstrated how much she cares about each of her students and how much she cared about not just checking the box where student support was required, but how much she wanted to ensure that the right support was there to truly help them. She provided an open line of communication and truly listened and collaborated with us to come up with the right plan for Ryan. This having been our 3rd school, and having talked with so many other parents in similar situations from other schools, we know this to be far and above any support we have seen. We simply can't say thank you enough.

I do also want to point out that this was done while Ryan was first introduced to Omar's classroom, where we immediately saw significant gains in Ryan's self-esteem and academic work. So while we worked to assess Ryan and define the right support plan, Ryan was making huge strides in Omar's class. He went from refusing to participate in class in prior schools, which we know for Ryan is a protective measure when he feels anxious or doesn't know the material, to actively participating all throughout the day, to where Omar jokes that he has to remind Ryan to raise his hand as he is excited to share his knowledge. This has made a tremendous impact on Ryan's self-esteem around his learning and he no longer shuts down when something feels hard. He knows that he can feel safe to try and Omar will help him until he understands. That is critical for kids to feel safe in the classroom amongst their peers who may all be at varying levels.

Omar truly has a gift with these kids and it's no wonder he was nominated for teacher of the year. He is truly deserving of such an honor and we are excited for him to be recognized. We are also ecstatic to hear that he may be looping next year to continue teaching in 5th grade. This brought me to tears when I heard this as we simply can't express what this year has done for Ryan, and the anxiety I was feeling at having to start over next year, not knowing if Ryan would feel this connected to another teacher. If we could put a plug in to help this come to fruition, we would be very grateful should this be possible for Ryan to continue with Omar as his teacher next year. This would further build Ryan's confidence and his academic abilities before he embarks on the path to middle school.

Again, thank you both for all you have done. We are deeply grateful and you should feel incredibly proud of the amazing school you have, and the tremendous impact you are having on your students, families and staff. Please do share this with your district team as you really should be the model for all schools.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	297612	04/30/2020	ACT INC	R	13,572.00
01	297613	04/30/2020	BLUML LAUREN	R	26.98
01	297614	04/30/2020	BSN SPORTS, LLC	R	425.79
01	297615	04/30/2020	CARQUEST AUTO PARTS	R	352.42
01	297616	04/30/2020	CINTAS CORPORATION NO 2	R	91.70
01	297617	04/30/2020	CONTEMPORARY TRANSPORTATION LLC	R	4,370.00
01	297618	04/30/2020	DIGI INTERNATIONAL, INC.	R	330.00
01	297619	04/30/2020	DTB SYSTEMS, INC.	R	1,613.93
01	297620	04/30/2020	EASYPERMIT POSTAGE	R	2,227.61
01	297621	04/30/2020	ECM PUBLISHERS INC	R	89.25
01	297622	04/30/2020	ECOLAB INC	R	321.69
01	297623	04/30/2020	ETTEL & FRANZ ROOFING CO	R	400.00
01	297624	04/30/2020	FAIRCON SERVICE COMPANY	R	372.78
01	297625	04/30/2020	H BROOKS AND COMPANY LLC	R	4,359.91
01	297626	04/30/2020	HEINEMANN	R	7,897.05
01	297627	04/30/2020	HILLYARD	R	83.70
01	297628	04/30/2020	HOGLUND BUS CO INC	R	675.74
01	297629	04/30/2020	HOPE CHURCH	R	13,988.75
01	297630	04/30/2020	INGRAM LIBRARY SERVICES	R	108.65
01	297631	04/30/2020	INTERMEDIATE DISTRICT 287	R	156.00
01	297632	04/30/2020	JAYTECH, INC	R	9.19
01	297633	04/30/2020	LAKESHORE LEARNING MATERIALS	R	866.34
01	297634	04/30/2020	LANGUAGE LINE SERVICE	R	1,161.48
01	297635	04/30/2020	LUPIENT CHEVROLET	R	245.68
01	297636	04/30/2020	MADISON NATIONAL LIFE INS CO INC	R	14,120.47
01	297637	04/30/2020	MULTILINGUAL WORD INC	R	2,386.50
01	297638	04/30/2020	OCCUPATIONAL MEDICINE CONSULTANTS	R	125.00
01	297639	04/30/2020	PAN O GOLD BAKING CO	R	342.90
01	297640	04/30/2020	PLAINVIEW MILK PRODUCTS COOPERATIVE	V	0.00
01	297641	04/30/2020	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	8,037.30
01	297642	04/30/2020	RATWIK ROSZAK & MALONEY PA	R	754.00
01	297643	04/30/2020	RICHFIELD READY	R	50.00
01	297644	04/30/2020	RYAN JEANNIE M	R	568.27
01	297645	04/30/2020	SEPTRAN STUDENT TRANSPORTATION	R	6,480.00
01	297646	04/30/2020	PARK ADAM TRANSPORTATION	R	83,332.42
01	297647	04/30/2020	TAFFE SARAH ANN	R	8,044.93
01	297648	04/30/2020	TAMI BLOCK	R	98.00
01	297649	04/30/2020	TRANSPORTATION PLUS, INC.	R	3,385.00
01	297650	04/30/2020	TRIO SUPPLY COMPANY	R	1,526.35
01	297651	04/30/2020	TWIN CITY HARDWARE	R	12,831.64
01	297652	04/30/2020	TWIN CITY TRANSPORTATION	R	122,721.37
01	297653	04/30/2020	UCARE	R	15.00
01	297654	04/30/2020	UHL COMPANY INC	R	1,011.00
01	297655	04/30/2020	UNITED STATES TREASURER	R	430.00
01	297656	04/30/2020	UPPER LAKES FOODS	R	25,751.48
01	297657	04/30/2020	VSI CONSTRUCTION, INC.	R	533.20
01	297658	04/30/2020	VSP VISION SERVICE PLAN	R	1,673.31
01	297659	04/30/2020	WORLD FUEL SERVICES, INC.	R	1,528.67
01	297660	04/30/2020	AMAZON.COM SYNCB/AMAZON	V	0.00

01	297661	04/30/2020	AMAZON.COM SYNCB/AMAZON	V	0.00
01	297662	04/30/2020	AMAZON.COM SYNCB/AMAZON	R	7,796.18
01	297663	05/07/2020	ALL STATE COMMUNICATIONS INC	R	615.00
01	297664	05/07/2020	ALYSON GILBERT	R	50.00
01	297665	05/07/2020	PRESENTATIONS, INC.	R	2,682.00
01	297666	05/07/2020	ARVIG ENTERPRISES INC	R	1,357.90
01	297667	05/07/2020	BETH LANKEY	R	50.00
01	297668	05/07/2020	BLUETARP FINANCIAL	R	77.97
01	297669	05/07/2020	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	297670	05/07/2020	BSI MECHANICAL, INC.	R	355.00
01	297671	05/07/2020	CARLA HOULE	R	50.00
01	297672	05/07/2020	CHIPHEADS COMPUTER REPAIR	R	5,000.00
01	297673	05/07/2020	CHRISTOPHER FERSKI	R	50.00
01	297674	05/07/2020	CITY OF RICHFIELD	R	6,652.50
01	297675	05/07/2020	COMCAST	R	264.81
01	297676	05/07/2020	COMCAST BUSINESS	R	244.74
01	297677	05/07/2020	CONTEMPORARY TRANSPORTATION LLC	R	4,370.00
01	297678	05/07/2020	CONTINENTAL RESEARCH CORP	R	936.91
01	297679	05/07/2020	DIGI INTERNATIONAL, INC.	R	1,130.00
01	297680	05/07/2020	DOOR SERVICE COMPANY OF THE TWIN CI	R	3,160.00
01	297681	05/07/2020	ECOLAB INC	R	122.42
01	297682	05/07/2020	ELIZABETH DI GRAZIA	R	50.00
01	297683	05/07/2020	FASTENAL INDUSTRIAL	R	26.95
01	297684	05/07/2020	WW GRAINGER INC	R	249.65
01	297685	05/07/2020	H&B SPECIALIZED PRODUCTS INC	R	21,732.00
01	297686	05/07/2020	HEATHER DAGGETT	R	50.00
01	297687	05/07/2020	HILLYARD	R	2,804.39
01	297688	05/07/2020	HUBERT COMPANY, LLC	R	3,375.97
01	297689	05/07/2020	INSTITUTE FOR ENVIROMENTAL	R	1,112.50
01	297690	05/07/2020	INTERMEDIATE DISTRICT 287	R	344,857.53
01	297691	05/07/2020	JAMES C LINDVALL	R	50.00
01	297692	05/07/2020	JANET ELLING	R	50.00
01	297693	05/07/2020	JAYTECH, INC	R	78.40
01	297694	05/07/2020	JENNIFER BARR	R	47.50
01	297695	05/07/2020	JENNIFER VERBRUGGE	R	50.00
01	297696	05/07/2020	JOEL L POYATOS	R	50.00
01	297697	05/07/2020	KATHLEEN JENSEN	R	50.00
01	297698	05/07/2020	KENDRA R TURNER	R	25.00
01	297699	05/07/2020	KINECT ENERGY INC	R	505.00
01	297700	05/07/2020	KYLIE KLOCK	R	182.00
01	297701	05/07/2020	LEE SCHMITT CONSULTING, LLC	R	525.00
01	297702	05/07/2020	LOFFLER COMPANIES	R	324.00
01	297703	05/07/2020	LUBE TECH & PARTNERS LLC	R	3,327.14
01	297704	05/07/2020	MINNESOTA DEPT OF HEALTH	R	35.00
01	297705	05/07/2020	MINUTEMAN PRESS OF RICHFIELD	R	5,114.25
01	297706	05/07/2020	MONIQUE BURRUSS	R	50.00
01	297707	05/07/2020	NAOMI LEWIS	R	95.00
01	297708	05/07/2020	NETWORK DESIGNS, INC.	R	2,510.72
01	297709	05/07/2020	NICOLE HANSON	R	50.00
01	297710	05/07/2020	NORTHEAST METRO ISD 916	R	4,337.55

01	297711	05/07/2020	PAN O GOLD BAKING CO	R	114.90
01	297712	05/07/2020	PAPCO, INC.	R	51.05
01	297713	05/07/2020	PHURBU DOLMA	R	50.00
01	297714	05/07/2020	QUALITY FLOW SYSTEMS, INC.	R	402.00
01	297715	05/07/2020	RICHFIELD READY	R	135.00
01	297716	05/07/2020	SALLY CASSELLIUS	R	50.00
01	297717	05/07/2020	SCHUMACHER ELEVATOR COMPANY	R	956.25
01	297718	05/07/2020	SHANNON DOOLAN	R	95.00
01	297719	05/07/2020	STACEY LARSON	R	50.00
01	297720	05/07/2020	STACIE MAHOWALD	R	50.00
01	297721	05/07/2020	TERESA M KEMMER	R	50.00
01	297722	05/07/2020	TIERNEY BROTHERS INC	R	12,294.00
01	297723	05/07/2020	TINA LAVIN	R	50.00
01	297724	05/07/2020	TOLL COMPANY	R	142.76
01	297725	05/07/2020	TRIO SUPPLY COMPANY	R	722.28
01	297726	05/07/2020	TROY CLARITY	R	50.00
01	297727	05/07/2020	TWIN CITY HARDWARE	R	294.97
01	297728	05/07/2020	UPPER LAKES FOODS	R	15,049.11
01	297729	05/07/2020	US DEPARTMENT OF EDUCATION AWG	R	130.97
01	297730	05/07/2020	COX SUBSCRIPTIONS INC	R	34.25
01	297731	05/07/2020	XCEL ENERGY	R	18,149.37
01	297732	05/07/2020	HOME DEPOT U.S.A.	R	1,689.75
01	V609972	05/07/2020	PHOEBE L ANDERSON	R	159.85
01	V609973	05/07/2020	DAVID M BOIE	R	70.00
01	V609974	05/07/2020	PATRICK L BURRAGE	R	70.00
01	V609975	05/07/2020	KATHERINE E CABIESES	R	40.00
01	V609976	05/07/2020	MIRIAM A CASTRO SANJUAN	R	40.00
01	V609977	05/07/2020	PHIL N CEDER	R	40.00
01	V609978	05/07/2020	MARY L CLARKSON	R	70.00
01	V609979	05/07/2020	TIA B CLASEN	R	70.00
01	V609980	05/07/2020	JOHNNY R COOK	R	70.00
01	V609981	05/07/2020	LATANYA R DANIELS	R	70.00
01	V609982	05/07/2020	GEORGE A DENNIS	R	35.00
01	V609983	05/07/2020	RYAN D FINKE	R	70.00
01	V609984	05/07/2020	PETER J FITZPATRICK	R	40.00
01	V609985	05/07/2020	STEVEN T FLUCAS	R	70.00
01	V609986	05/07/2020	MICHAEL L FRANKENBERG	R	70.00
01	V609987	05/07/2020	SARAH A GACEK	R	80.85
01	V609988	05/07/2020	JAMES A GILLIGAN	R	70.00
01	V609989	05/07/2020	CHRISTINA M GONZALEZ	R	70.00
01	V609990	05/07/2020	KYLE L GUSTAFSON	R	40.00
01	V609991	05/07/2020	KEVIN D HARRIS	R	40.00
01	V609992	05/07/2020	JAMES L HILL	R	40.00
01	V609993	05/07/2020	CARLONDREA D HINES	R	70.00
01	V609994	05/07/2020	JESSICA M HOFFMAN	R	40.00
01	V609995	05/07/2020	CRAIG D HOLJE	R	70.00
01	V609996	05/07/2020	CORY J KLINGE	R	70.00
01	V609997	05/07/2020	NANCY M KREIDLER	R	18.00
01	V609998	05/07/2020	DANIEL E KRETSINGER	R	70.00
01	V609999	05/07/2020	ANOOP KUMAR	R	40.00

01	V610000	05/07/2020	COLLEEN M MAHONEY	R	70.00
01	V610001	05/07/2020	MICHAEL A MANNING	R	70.00
01	V610002	05/07/2020	DANIEL P MCGINN	R	40.00
01	V610003	05/07/2020	BRIDGE J MCKYE	R	585.56
01	V610004	05/07/2020	DOUG R MCMEEKIN	R	70.00
01	V610005	05/07/2020	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V610006	05/07/2020	MARY PAT MESLER	R	70.00
01	V610007	05/07/2020	KENT D MEYER	R	70.00
01	V610008	05/07/2020	ERIN H NEILON	R	40.00
01	V610009	05/07/2020	ROBERT G OLSON	R	40.00
01	V610010	05/07/2020	DARBY L PETERSON	R	65.00
01	V610011	05/07/2020	DENNIS E PETERSON	R	35.00
01	V610012	05/07/2020	RENEE C REED-KARSTENS	R	40.00
01	V610013	05/07/2020	KEITH D RIEF	R	40.00
01	V610014	05/07/2020	LEADRIANE L ROBY	R	70.00
01	V610015	05/07/2020	TERESA L ROSEN	R	70.00
01	V610016	05/07/2020	MAUREEN E RUHLAND	R	40.00
01	V610017	05/07/2020	MARTA I SHAHSAVAND	R	70.00
01	V610018	05/07/2020	NANCY J STACHEL	R	70.00
01	V610019	05/07/2020	PATRICK M SURE	R	40.00
01	V610020	05/07/2020	VLADIMIR S TOLEDO	R	40.00
01	V610021	05/07/2020	IAN D TOLENTINO	R	40.00
01	V610022	05/07/2020	STEVEN P UNOWSKY	R	270.00
01	V610023	05/07/2020	STEPHEN C URBANSKI	R	40.00
01	V610024	05/07/2020	CARRIE A VALA	R	70.00
01	V610025	05/07/2020	JENNIFER K VALLEY	R	70.00
01	V610026	05/07/2020	RYAN WAGNER	R	40.00
01	V610027	05/07/2020	REBECCA S WALD	R	40.00
01	V610028	05/07/2020	KASYA L WILLHITE	R	70.00
01	V610029	05/07/2020	AMY J WINTER AHSENMACHER	R	70.00
01	V2000634	05/04/2020	P-CARD BAIRD LISA	R	3109.85
01	V2000636	05/04/2020	P-CARD BRUNNER PATTI	R	9040.38
01	V2000637	05/04/2020	P-CARD CARUSO MATTHEW	R	780.4
01	V2000638	05/04/2020	P-CARD GACEK SARAH	R	226.16
01	V2000639	05/04/2020	P-CARD GEURINK AREND	R	1929.02
01	V2000640	05/04/2020	P-CARD KRETSINGER DAN	R	1848.94
01	V2000641	05/04/2020	P-CARD LANZENDORFER TERRI	R	3635.54
01	V2000642	05/04/2020	P-CARD LEWIS JENNIFER	R	57.97
01	V2000643	05/04/2020	P-CARD MAHONEY COLLEEN	R	657.4
01	V2000644	05/04/2020	P-CARD MARYN ANGELA	R	2290.76
01	V2000645	05/04/2020	P-CARD MCGINN DAN	R	49.9
01	V2000646	05/04/2020	P-CARD SHAHSAVAND MARTA	R	1032.06

CHECK & E-PAY & P-CARD TOTALS	857,724.73
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Checks, E-Pays & P-Cards FOR 05/18/2020 BOARD REPORTS

BANK 05	DATE	AMOUNT
Reports from 4/30-5/13/2020		
P-CARD (paid 5/4/2020)	5/12/2020	24,658.38
CHECKS	4/30/2020	349,493.45
	4/30/2020	7,796.18
	5/7/2020	471,657.46
E-PAY	5/7/2020	4,119.26

CHECK REGISTER BANK 05 TOTAL =	857,724.73
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BREAKDOWN	
01-206-00	555,131.25
02-206-00	60,733.66
03-206-00	232,099.16
04-206-00	9,690.66
06-206-00	70.00
07-206-00	-
08-206-00	-
20-206-00	-
21-206-00	-
47-206-00	-
50-206-00	-
BANK TOTAL =	857,724.73

SUPERINTENDENT'S REPORT AND AGENDA

Regular Meeting of the Board of Education
Independent School District No. 280, Richfield, Minnesota

Richfield Public Schools *inspires* and *empowers* each individual to learn, grow and *excel*

Monday, May 18, 2020
7:00 p.m. School Board Meeting

CALL TO ORDER

The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, May 18, 2020, via virtual meeting due to the current federal and state emergency declarations and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic. Chair Crystal Brakke called the Regular Board Meeting to order at 7:03 p.m. with the following school board members in attendance: Cole, Maleck, Pollis, Smisek and Toensing.

Student Representatives Apodaca, Ferguson, and Maceo were also present.

Administrators present were Superintendent Unowsky, Asst. Superintendent Roby, Chief HR & Admin Officer Holje, Executive Director Clarkson, Director Klinge, and Principal Daniels.

REVIEW AND APPROVAL OF THE AGENDA

Motion by Toensing, seconded by Cole, and unanimously carried, the Board of Education approved the agenda.

INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
 - 1. Distance Learning and Coronavirus Update
 - 2. Student Board Recognition
 - 3. Distance Learning Survey Data
 - 4. RCEP Presentation
 - 5. Website Update
 - 6. YTD Budget & Actual as of April 30, 2020
- C. Commendations

CONSENT AGENDA

Motion by Maleck, seconded by Toensing, and unanimously carried, the Board of Education approved the consent agenda.

- A. Routine Matters
 - 1. Minutes of the regular meeting held May 4, 2020
 - 2. General Disbursements as of May 13, 2020 for \$857,724.73

B. Personnel Items

Certified Full Time Probationary Extension – 4th Year Probation

Hannah Virant – Grade 3 – Richfield Dual Language

Christina Eberly – Social Worker - RSTEM

Certified Full Time Requests for Leave of Absence – Child Care

Mackenzie Moen-VonAhnen – Grade 3 – Centennial

Megan Stecher – Instructional Coach – Richfield High School

Certified Full Time Resignations

Tanya Misgen – Special Education – Richfield Middle School

Rachael Banz – Special Education – Centennial

Victoria Wagner – Special Education - Centennial

Classified Full Time Resignation – Paraprofessional

Joan Alger – Paraprofessional - Centennial

Classified Full Time Resignation – Food and Nutrition

Nancy Kreidler – Food and Nutrition – Richfield Dual Language School

OLD BUSINESS

- A. Policy 502 and Guideline 502.1 Resident and Nonresident Student Enrollment and New Student Registration

Policy 502 and 502.1 will be brought back to the next meeting for a final review.

- B. Policy 612 and Guideline 612.1 Curriculum Development

Policy 612 and 612.1 will be brought back to the next meeting for a final review.

- C. Policy 404 Drug and Alcohol Testing.

Motion by Pollis, seconded by Cole, and unanimously carried, the Board of Education approved Policy 404 as amended.

- D. Policy 112 and Guidelines 112.1 and 112.2 Wellness Policy and Guidelines

Policy 112, 112.1 and 112.2 will be brought back to the next meeting for further review.

NEW BUSINESS

- A. Richfield Senior High - Change Orders #020, #021, #022
Motion by Pollis, seconded by Maleck, and unanimously carried, the Board of Education approved the change orders as presented.
- B. Richfield STEM School - Change Order #020
Motion by Toensing, seconded by Maleck, and unanimously carried, the Board of Education approved the change order as presented.
- C. Sheridan Hills Elementary - Change Order #001
Motion by Maleck, seconded by Pollis, and unanimously carried, the Board of Education approved the change order as presented.
- D. Centennial Elementary - Change Order #003
Motion by Smisek, seconded by Maleck, and unanimously carried, the Board of Education approved the change order as presented.
- E. Facilities Project: Commissioning
Motion by Toensing, seconded by Cole and unanimously carried, the Board of Education approved entering into an agreement for commissioning services with IEA.
- F. Preliminary Proposed Budget and Advance Expenditure Authorization
Motion by Toensing, seconded by Maleck, and unanimously carried, the Board of Education authorized the Business Office to expend up to 30% of the all fund budgets prior to the final budget approval and adoption.
- G. 2020-2021 Resolution for Membership in the MSHSL
Motion by Pollis, seconded by Maleck, and unanimously carried, the Board of Education adopted the resolution for membership.
- H. 2020 Pavement Rehabilitation
Motion by Toensing, seconded by Pollis, and unanimously carried, the Board of Education authorized administration to enter into an agreement with Larson Engineering.
- I. Policy 610 and Guideline 610.1 Instructional Resources

Policy 610 and 610.1 will be brought back to the next meeting for further review.
- J. Donations
Motion by Cole, seconded by Pollis, and unanimously carried, the Board of Education accepts the donations with gratitude.

ADVANCE PLANNING

- A. Legislative Update

Education bills passed providing significant financial flexibility to support COVID-19 adjustments. Richfield legislative platform item removing the compensatory education extended day requirement was passed and we are thankful to our legislators.

B. Information and Questions from Board

Chair Brakke shared that the Annual Superintendent evaluation process and forms will be going to board members later this week and they'll have until early June to complete the materials. Forms will also be collected from the Superintendent's direct reports to provide feedback. There is a tentative plan to hold the closed Board session for final evaluation discussion on July 13, 2020 with the public summary available at the first board meeting in August.

C. Future Meeting Dates

6-15-20	7:00 p.m.	Regular Board Meeting
6-29-20	7:00 p.m.	Tentative Board Meeting (if needed)
7-13-20	7:00 p.m.	Regular Board Meeting – Public Comment

D. Suggested/Future Agenda Items

ADJOURN REGULAR MEETING

Chair Brakke officially adjourned the meeting at 9:52 p.m.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	296827	05/13/2020	WEST CHESS	V	-7,654.00
01	297733	05/13/2020	CENTURYLINK	V	-1.00
01	297733	05/13/2020	CENTURYLINK	R	1.00
01	297734	05/13/2020	CENTURYLINK	R	1.00
01	297735	05/14/2020	ANDROS, KIMBERLY	R	255.27
01	297736	05/14/2020	BATTERIES PLUS BULBS	R	9.95
01	297737	05/14/2020	BERRY COFFEE COMPANY INC.	R	210.00
01	297738	05/14/2020	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	1,222.50
01	297739	05/14/2020	BLUETARP FINANCIAL	R	26.93
01	297740	05/14/2020	BSN SPORTS, LLC	R	20,267.11
01	297741	05/14/2020	CASEBOLT ERIN	R	162.80
01	297742	05/14/2020	CENTURYLINK	R	110.11
01	297743	05/14/2020	CINTAS CORPORATION NO 2	R	109.34
01	297744	05/14/2020	CONTINENTAL RESEARCH CORP	R	247.61
01	297745	05/14/2020	CURTIS NEAL BARKER	R	79.00
01	297746	05/14/2020	DANIEL GRECO	R	2,344.00
01	297747	05/14/2020	DICKS LAKEVILLE SANITATION INC	R	6,554.97
01	297748	05/14/2020	EDUCATORS BENEFIT CONSULTANTS LLC	R	426.99
01	297749	05/14/2020	C.C. IMEX	R	2,882.00
01	297750	05/14/2020	EQUITY ALLIANCE MN	R	3,509.75
01	297751	05/14/2020	FARRELL MICHAEL	R	20.00
01	297752	05/14/2020	HARMES KRISTIN	R	285.43
01	297753	05/14/2020	HOGLUND BUS CO INC	R	1,594.94
01	297754	05/14/2020	HOPKINS SCHOOL DISTRICT	R	577.85
01	297755	05/14/2020	IIX INSURANCE INFORMATION EXCHANGE	R	85.60
01	297756	05/14/2020	INGRAM LIBRARY SERVICES	R	1,256.62
01	297757	05/14/2020	INTERSTATE ALL BATTERY CENTER	R	17.95
01	297758	05/14/2020	JAN NORD	R	54.00
01	297759	05/14/2020	JUNK MASTERS LLC	R	473.00
01	297760	05/14/2020	KRAFFT TERESA	R	76.95
01	297761	05/14/2020	LUPIENT CHEVROLET	R	21.24
01	297762	05/14/2020	METRO ECSU	R	745.00
01	297763	05/14/2020	METROPOLITAN MECHANICAL CONTRACTORS	R	8,657.22
01	297764	05/14/2020	MINNESOTA MEMORY, INC.	R	1,044.65
01	297765	05/14/2020	MTI DISTRIBUTING CO	R	300.00
01	297766	05/14/2020	MULTILINGUAL WORD INC	R	490.00
01	297767	05/14/2020	NAVIANCE	R	1,625.00
01	297768	05/14/2020	NEW LOOK CONTRACTING, INC	R	6,800.00
01	297769	05/14/2020	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	6,531.34
01	297770	05/14/2020	RELIABLE DRUG & ALCOHOL INC.	R	385.00
01	297771	05/14/2020	SASINA SAMRETH	R	320.00
01	297772	05/14/2020	SHERWIN WILLIAMS CO	R	79.77
01	297773	05/14/2020	SPORTDECALS, INC.	R	294.30
01	297774	05/14/2020	STRAWBERRY JENNIFER	R	85.09
01	297775	05/14/2020	SUPREME SCHOOL SUPPLY	R	103.03
01	297776	05/14/2020	TAMI BLOCK	R	44.00
01	297777	05/14/2020	THOMPSON LOGAN	R	35.00
01	297778	05/14/2020	TRIO SUPPLY COMPANY	R	305.83
01	297779	05/14/2020	TRISTATE BOBCAT INC	R	31.46
01	297780	05/14/2020	TWIN CITY FILTER SERVICE INC	R	796.13
01	297781	05/14/2020	TWIN CITY HARDWARE	R	461.90
01	297782	05/14/2020	UNITED HEALTHCARE	R	159.60

01	297783	05/14/2020	UNITED HEALTHCARE INSURANCE CO	R	479.54
01	297784	05/14/2020	UPPER LAKES FOODS	R	8,630.81
01	297785	05/14/2020	VERIZON WIRELESS	R	555.26
01	297786	05/14/2020	WEST CHESS	R	7,654.00
01	297787	05/14/2020	WILLIAM V MACGILL & CO	R	278.53
01	297788	05/14/2020	WORLD FUEL SERVICES, INC.	R	490.94
01	297789	05/14/2020	XCEL ENERGY	R	10,124.07
01	V610030	05/15/2020	PATTI L BRUNNER	R	20.82
01	V610031	05/15/2020	CALLEN M MCINNES	R	14.09
01	V610032	05/15/2020	CHRISTINE M MUSCO	R	112.48
01	V610033	05/15/2020	AMY M PONCE	R	109.65
01	V610034	05/15/2020	LEADRIANE L ROBY	R	65.65
01	V610035	05/15/2020	JON P TRENDA	R	312.80
01	V610036	05/15/2020	VICTORIA M WAGNER	R	415.49
01	V610037	05/15/2020	MELISSA J WILLIAMS	R	6.88
01	297790	05/19/2020	IRENE MORATO MARQUES	R	800.00
01	297791	05/19/2020	KATHARINA THERESE ENTFELLNER	R	800.00
01	297792	05/21/2020	ACADEMY OF HOLY ANGELS	R	6,200.00
01	297793	05/21/2020	AGL CONSULTING	R	2,880.00
01	297794	05/21/2020	AMPLIFY EDUCATION, INC.	R	6,572.30
01	297795	05/21/2020	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,288.00
01	297796	05/21/2020	BLUETARP FINANCIAL	R	318.92
01	297797	05/21/2020	BULK BOOK STORE	R	527.00
01	297798	05/21/2020	CARQUEST AUTO PARTS	R	142.38
01	297799	05/21/2020	CINTAS CORPORATION NO 2	R	91.70
01	297800	05/21/2020	CITY OF RICHFIELD	R	12,326.79
01	297801	05/21/2020	COMCAST BUSINESS	R	529.74
01	297802	05/21/2020	DIGITAL INSURANCE LLC	R	3,468.00
01	297803	05/21/2020	ECM PUBLISHERS INC	R	83.30
01	297804	05/21/2020	FATH CUTTER, NOELLA	R	6,060.00
01	297805	05/21/2020	FRONTLINE TECHNOLOGIES GROUP LLC	R	5,361.85
01	297806	05/21/2020	GROUP MEDICAREBLUE RX	R	6,510.00
01	297807	05/21/2020	HERFF JONES INC	R	6,470.00
01	297808	05/21/2020	HONDA FINANCIAL SERVICES	R	256.00
01	297809	05/21/2020	IDEAL ENERGIES LLC	R	1,984.18
01	297810	05/21/2020	INTERMEDIATE DISTRICT 287	R	110,302.52
01	297811	05/21/2020	KINECT ENERGY INC	R	27,334.45
01	297812	05/21/2020	LOFFLER	R	1,225.09
01	297813	05/21/2020	MINNESOTA DEPARTMENT OF HEALTH	R	180.00
01	297814	05/21/2020	MINNESOTA POLLUTION	R	276.49
01	297815	05/21/2020	MINNESOTA UI FUND	R	2,374.69
01	297816	05/21/2020	OCCUPATIONAL MEDICINE CONSULTANTS	R	75.00
01	297817	05/21/2020	RICHFIELD FUN CLUB	R	17,175.00
01	297818	05/21/2020	SCHMITT MUSIC CREDIT	R	70.00
01	297819	05/21/2020	TIMM RONALD M	R	126.00
01	297820	05/21/2020	WEIDNER PLUMBING & HEATING CO	R	1,179.00
01	V610038	05/21/2020	GRACE E SACHER	R	504.57
01	297821	05/22/2020	ALL FURNITURE INC	R	10,411.25
01	297822	05/22/2020	ALL STATE COMMUNICATIONS INC	R	36,248.00
01	297823	05/22/2020	BRAUN INTERTEC CORP	R	7,267.50
01	297824	05/22/2020	CORVAL CONSTRUCTION	R	167,967.13
01	297825	05/22/2020	EBERT CONSTRUCTION	R	337,586.12
01	297826	05/22/2020	ICS CONSULTING, INC.	R	76,745.42

01	297827	05/22/2020	INNOVATIVE OFFICE SOLUTIONS LLC	R	500.00
01	297828	05/22/2020	JUNK MASTERS LLC	R	912.00
01	297829	05/22/2020	LOFFLER COMPANIES	R	250.00
01	297830	05/22/2020	LS BLACK CONSTRUCTORS, INC.	R	279,085.96
01	297831	05/22/2020	MCCARTHY WELL COMPANY	R	27,225.00
01	297832	05/22/2020	SHAW-LUNDQUIST ASSOCIATES, INC.	R	880,261.26
01	297833	05/22/2020	TITAN ENVIROMENTAL, INC.	R	28,092.50
01	297834	05/22/2020	ULINE	R	1,087.99
01	297835	05/22/2020	WEIDNER PLUMBING & HEATING CO	R	696.00
01	297836	05/22/2020	WOLD ARCHITECTS AND ENGINEERS	R	75,716.93
01	297838	05/28/2020	AMAZON.COM SYNCB/AMAZON	R	5,462.55
01	297839	05/28/2020	AMY COUGHLIN	R	50.00
01	297840	05/28/2020	ANGELINA TORRES MARIN	R	50.00
01	297841	05/28/2020	ARAMARK	R	249.62
01	297842	05/28/2020	BEN FRANKLIN ELECTRIC INC	R	813.00
01	297843	05/28/2020	BITUMINOUS ROADWAYS, INC.	R	20,995.00
01	297844	05/28/2020	BRINK'S INCORPORATED	R	1,246.92
01	297845	05/28/2020	CANON USA	R	4,038.49
01	297846	05/28/2020	CAPITAL ONE COMMERCIAL	R	700.41
01	297847	05/28/2020	CAROLINA BIOLOGICAL	R	258.99
01	297848	05/28/2020	CATALYST BUYING GROUP LLC	R	1,989.99
01	297849	05/28/2020	CEDAR SMALL ENGINE	R	4.36
01	297850	05/28/2020	CEL PUBLIC RELATIONS, INC.	R	10,037.00
01	297851	05/28/2020	CINDY S LYBECK	R	50.00
01	297852	05/28/2020	CITY OF RICHFIELD	R	6,652.50
01	297853	05/28/2020	COMMERCIAL KITCHEN	R	1,079.14
01	297854	05/28/2020	CONTINENTAL RESEARCH CORP	R	1,173.16
01	297855	05/28/2020	CULLIGAN SOFT WATER	R	9.50
01	297856	05/28/2020	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	297857	05/28/2020	DAVID WILSON	R	115.00
01	297858	05/28/2020	DEAN KRAUS	R	50.00
01	297859	05/28/2020	DIANE HOWARD	R	50.00
01	297860	05/28/2020	DIGI INTERNATIONAL, INC.	R	330.00
01	297861	05/28/2020	DOUG HANSON	R	50.00
01	297862	05/28/2020	DUANE SOLLIE	R	50.00
01	297863	05/28/2020	EASYPERMIT POSTAGE	R	4,920.00
01	297864	05/28/2020	ECOLAB INC	R	504.52
01	297865	05/28/2020	EDUCATORS BENEFIT CONSULTANTS LLC	R	319.36
01	297866	05/28/2020	ETTEL & FRANZ ROOFING CO	R	2,242.00
01	297867	05/28/2020	FUENTES, IMER	R	120.30
01	297868	05/28/2020	FURTHER	R	5,440.50
01	297869	05/28/2020	WW GRAINGER INC	R	88.76
01	297870	05/28/2020	HAWKINS INC	R	2,288.00
01	297871	05/28/2020	HILLYARD	R	7,734.46
01	297872	05/28/2020	HR SIMPLIFIED INC.	R	596.00
01	297873	05/28/2020	ILSE GENIZ GARCIA	R	50.00
01	297874	05/28/2020	INSTITUTE FOR ENVIROMENTAL	R	796.54
01	297875	05/28/2020	INTEGRATED FIRE & SECURITY INC	R	250.00
01	297876	05/28/2020	JAQUELINE FARRELL	R	50.00
01	297877	05/28/2020	JOEL POYOTAS	R	50.00
01	297878	05/28/2020	JOY JUREWICZ	R	207.00
01	297879	05/28/2020	JUNK MASTERS LLC	R	1,093.00
01	297880	05/28/2020	KIMBERLY WILSON	R	106.00

01	297881	05/28/2020	LARSON ENGINEERING	R	5,760.00
01	297882	05/28/2020	LESSONPIX INC	R	233.38
01	297883	05/28/2020	LISA HINTERMEISTER	R	207.00
01	297884	05/28/2020	MADISON NATIONAL LIFE INS CO INC	R	14,414.63
01	297885	05/28/2020	MEDTOX LABORATORIES INC	R	208.53
01	297886	05/28/2020	PAN O GOLD BAKING CO	R	114.00
01	297887	05/28/2020	PAPCO, INC.	R	555.01
01	297888	05/28/2020	PARKER LINDSTROM	R	235.00
01	297889	05/28/2020	PREMIUM WATERS INC	R	26.00
01	297890	05/28/2020	PUMP & METER SERVICE	R	3,562.86
01	297891	05/28/2020	REALITYWORKS, INC.	R	5,579.25
01	297892	05/28/2020	REYES, LORIJEAN	R	42.50
01	297893	05/28/2020	RYAN JEANNIE M	R	568.27
01	297894	05/28/2020	SCHOOL NURSE SUPPLY	R	470.51
01	297895	05/28/2020	SCHOOL SERVICE EMPLOYEES UNION	R	8,770.02
01	297896	05/28/2020	SCHUMACHER ELEVATOR COMPANY	R	393.75
01	297897	05/28/2020	SHERWIN WILLIAMS CO	R	142.86
01	297898	05/28/2020	PARK ADAM TRANSPORTATION	R	96,520.95
01	297899	05/28/2020	STEPHANIE HARTMAN	R	235.00
01	297900	05/28/2020	SUSAN PEARCE	R	120.00
01	297901	05/28/2020	TEACHER'S DISCOVERY	R	52.67
01	297902	05/28/2020	THE MINNESOTA CHEMICAL COMPANY	R	3,018.00
01	297903	05/28/2020	THE RETROFIT COMPANIES, INC.	R	7,753.00
01	297904	05/28/2020	TIERNEY BROTHERS INC	R	4,603.50
01	297905	05/28/2020	TOLL COMPANY	R	43.32
01	297906	05/28/2020	TRIO SUPPLY COMPANY	R	1,020.92
01	297907	05/28/2020	TRUGREEN LIMITED PARTNERSHIP	R	4,922.40
01	297908	05/28/2020	TWIN CITY FILTER SERVICE INC	R	855.59
01	297909	05/28/2020	TWIN CITY TRANSPORTATION	R	119,379.30
01	297910	05/28/2020	UNITED STATES TREASURER	R	430.00
01	297911	05/28/2020	UPPER LAKES FOODS	R	16,718.28
01	297912	05/28/2020	VELOCITY DRAIN SERVICES INC	R	1,050.00
01	297913	05/28/2020	VOSS ELECTRIC CO	R	374.40
01	297914	05/28/2020	VSP VISION SERVICE PLAN	R	1,681.30
01	297915	05/28/2020	W.L. HALL CO	R	14,825.00
01	297917	05/28/2020	XCEL ENERGY	R	40,722.19
01	297918	05/28/2020	AUGSBURG UNIVERSITY-ROCHESTER	R	650.00
01	V2000647	06/03/2020	P-CARD BAIRD LISA	R	6,470.49
01	V2000648	06/03/2020	P-CARD BRUNNER PATTI	R	19,343.46
01	V2000649	06/03/2020	P-CARD BURT EMILY	R	756.00
01	V2000650	06/03/2020	P-CARD CARUSO MATTHEW	R	2,550.87
01	V2000651	06/03/2020	P-CARD FLUCAS STEVEN	R	1,598.19
01	V2000652	06/03/2020	P-CARD GACEK SARAH	R	2.99
01	V2000653	06/03/2020	P-CARD KRETSINGER DAN	R	3,574.67
01	V2000654	06/03/2020	P-CARD LANZENDORFER TERRI	R	2,281.05
01	V2000655	06/03/2020	P-CARD LEWIS JENNIFER	R	374.00
01	V2000656	06/03/2020	P-CARD MACE CHRISTI JO	R	253.79
01	V2000657	06/03/2020	P-CARD MANNING MICHAEL	R	266.00
01	V2000658	06/03/2020	P-CARD MARYN ANGELA	R	14,275.00
01	V2000659	06/03/2020	P-CARD MCGINN DAN	R	128.74
01	V2000660	06/03/2020	P-CARD MCNAUGHTON COMMERS CAROLE	R	99.00
01	V2000661	06/03/2020	P-CARD POMERLEAU DORIS	R	1,792.91
01	V2000662	06/03/2020	P-CARD SHAHSAVAND MARTA	R	1,400.85

01	V2000663	06/03/2020	P-CARD STACHEL NANCY	R	87.10
01	V2000664	06/03/2020	P-CARD VALLEY JENNIFER	R	434.26
01	V2000665	06/03/2020	P-CARD WINTER AMY	R	2,561.59
01	V2000666	06/03/2020	P-CARD ZEHNPFENNIG ELIZABETH	R	125.00
01	297919	06/04/2020	AFTON APPLE	R	203.25
01	297920	06/04/2020	BLUETARP FINANCIAL	R	49.99
01	297921	06/04/2020	BOYD LINDA M	R	350.00
01	297922	06/04/2020	CAPTIVATE MEDIA & CONSULTING	R	2,340.00
01	297923	06/04/2020	CARQUEST AUTO PARTS	R	216.92
01	297924	06/04/2020	CINTAS CORPORATION NO 2	R	201.04
01	297925	06/04/2020	CITY OF RICHFIELD	R	1,094.01
01	297926	06/04/2020	COMCAST	R	265.04
01	297927	06/04/2020	COMCAST BUSINESS	R	244.74
01	297928	06/04/2020	CRISIS PREVENTION INSTITUTE INC	R	600.00
01	297929	06/04/2020	DELEGARD TOOL COMPANY	R	184.67
01	297930	06/04/2020	ECM PUBLISHERS INC	R	95.20
01	297931	06/04/2020	WW GRAINGER INC	R	155.95
01	297932	06/04/2020	HOBART SERVICE	R	270.00
01	297933	06/04/2020	HOGLUND BUS CO INC	R	313.93
01	297934	06/04/2020	KINECT ENERGY INC	R	505.00
01	297935	06/04/2020	MACKIN BOOK COMPANY	R	1,255.00
01	297936	06/04/2020	MINVALCO INC	R	939.67
01	297937	06/04/2020	NCS PEARSON INC	R	368.88
01	297938	06/04/2020	OCCUPATIONAL MEDICINE CONSULTANTS	R	150.00
01	297939	06/04/2020	PAN O GOLD BAKING CO	R	333.10
01	297940	06/04/2020	INNOCENT TECHNOLOGIES LLC	R	26,250.00
01	297941	06/04/2020	RICHFIELD FUN CLUB	R	5,925.00
01	297942	06/04/2020	SHAW-LUNDQUIST ASSOCIATES, INC.	R	509,804.20
01	297943	06/04/2020	ST PAUL LINOLEUM & CARPET	R	35,000.00
01	297944	06/04/2020	TAFFE SARAH ANN	R	8,044.93
01	297945	06/04/2020	TRIO SUPPLY COMPANY	R	127.28
01	297946	06/04/2020	UPPER LAKES FOODS	R	10,229.33
01	V610039	06/04/2020	DAVID M BOIE	R	70.00
01	V610040	06/04/2020	PATRICK L BURRAGE	R	70.00
01	V610041	06/04/2020	KATHERINE E CABIESES	R	40.00
01	V610042	06/04/2020	MIRIAM A CASTRO SANJUAN	R	40.00
01	V610043	06/04/2020	PHIL N CEDER	R	40.00
01	V610044	06/04/2020	MARY L CLARKSON	R	70.00
01	V610045	06/04/2020	TIA B CLASEN	R	70.00
01	V610046	06/04/2020	JOHNNY R COOK	R	70.00
01	V610047	06/04/2020	LATANYA R DANIELS	R	70.00
01	V610048	06/04/2020	GEORGE A DENNIS	R	35.00
01	V610049	06/04/2020	RYAN D FINKE	R	70.00
01	V610050	06/04/2020	PETER J FITZPATRICK	R	40.00
01	V610051	06/04/2020	STEVEN T FLUCAS	R	70.00
01	V610052	06/04/2020	MICHAEL L FRANKENBERG	R	70.00
01	V610053	06/04/2020	JAMES A GILLIGAN	R	70.00
01	V610054	06/04/2020	CHRISTINA M GONZALEZ	R	70.00
01	V610055	06/04/2020	KYLE L GUSTAFSON	R	40.00
01	V610056	06/04/2020	KEVIN D HARRIS	R	40.00
01	V610057	06/04/2020	JAMES L HILL	R	40.00
01	V610058	06/04/2020	CARLONDREA D HINES	R	70.00
01	V610059	06/04/2020	JESSICA M HOFFMAN	R	40.00

01	V610060	06/04/2020	CRAIG D HOLJE	R	70.00
01	V610061	06/04/2020	CORY J KLINGE	R	70.00
01	V610062	06/04/2020	DANIEL E KRETSINGER	R	70.00
01	V610063	06/04/2020	ANOOP KUMAR	R	40.00
01	V610064	06/04/2020	COLLEEN M MAHONEY	R	70.00
01	V610065	06/04/2020	MICHAEL A MANNING	R	70.00
01	V610066	06/04/2020	DANIEL P MCGINN	R	40.00
01	V610067	06/04/2020	DOUG R MCMEEKIN	R	70.00
01	V610068	06/04/2020	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V610069	06/04/2020	MARY PAT MESLER	R	70.00
01	V610070	06/04/2020	KENT D MEYER	R	70.00
01	V610071	06/04/2020	ERIN H NEILON	R	40.00
01	V610072	06/04/2020	ROBERT G OLSON	R	40.00
01	V610073	06/04/2020	DENNIS E PETERSON	R	35.00
01	V610074	06/04/2020	RENEE C REED-KARSTENS	R	40.00
01	V610075	06/04/2020	KEITH D RIEF	R	40.00
01	V610076	06/04/2020	LEADRIANE L ROBY	R	70.00
01	V610077	06/04/2020	TERESA L ROSEN	R	70.00
01	V610078	06/04/2020	MAUREEN E RUHLAND	R	40.00
01	V610079	06/04/2020	MARTA I SHAHSAVAND	R	70.00
01	V610080	06/04/2020	NANCY J STACHEL	R	70.00
01	V610081	06/04/2020	PATRICK M SURE	R	40.00
01	V610082	06/04/2020	VLADIMIR S TOLEDO	R	40.00
01	V610083	06/04/2020	IAN D TOLENTINO	R	40.00
01	V610084	06/04/2020	STEVEN P UNOWSKY	R	270.00
01	V610085	06/04/2020	STEPHEN C URBANSKI	R	40.00
01	V610086	06/04/2020	CARRIE A VALA	R	70.00
01	V610087	06/04/2020	JENNIFER K VALLEY	R	70.00
01	V610088	06/04/2020	RYAN WAGNER	R	40.00
01	V610089	06/04/2020	REBECCA S WALD	R	40.00
01	V610090	06/04/2020	SHELLEY S WESSMAN	R	69.99
01	V610091	06/04/2020	KASYA L WILLHITE	R	70.00
01	V610092	06/04/2020	AMY J WINTER AHSENMACHER	R	70.00
01	297734	06/10/2020	CENTURYLINK	V	-1.00

TOTAL Check, E-Pays, P-Cards	3,360,483.81
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CHECKS & E-PAY RUNS FOR 06/15/2020 BOARD REPORTS

BANK 05	DATE	AMOUNT
P-CARDS MAY Paid on 6/3/2020	6/3/2020	58,375.96
E-PAY	5/15/2020	1,057.86
	5/21/2020	504.57
	6/4/2020	3,279.99
CHECKS	5/13/2020	(7,654.00)
	5/14/2020	100,389.38
	5/19/2020	1,600.00
	5/21/2020	228,388.40
	5/28/2020	438,971.46
	6/4/2020	605,517.13
Construction Checks	5/22/2020	1,930,053.06

CHECK REGISTER BANK 05 TOTAL =	3,360,483.81
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BREAKDOWN

01-206-00	572,730.48
02-206-00	51,238.02
03-206-00	223,847.37
04-206-00	57,979.14
06-206-00	2,449,617.19
07-206-00	-
08-206-00	-
20-206-00	3,550.89
21-206-00	1,520.72
47-206-00	
50-206-00	

BANK TOTAL =	3,360,483.81
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CONSENT AGENDA

Agenda Item IV.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

Certified Full Time Positions for Employment – 1st Year Probation

Madeline Kaiser – German Teacher – Richfield High School

Andre Benedict – Special Education – Richfield Middle School

Certified Full Time Position for Employment – 3rd Year Probation

Luz Arias-Ortiz – World Language – Richfield Middle School

Megan Bluma – Art Teacher – Richfield Middle School

Laura McClendon – Science Teacher – Richfield Middle School

Certified Full Time Position for Employment – Temporary

Nick Ross – Language Arts – Richfield High School

Morgan Steele – French – Richfield High School

Kayla Vo – Language Arts – Richfield High School

Certified Full Time Request for Leave of Absence

Allison Rehm – Speech Language Pathologist – District Wide

Courtney Smith – Preschool Teacher – CEC

Shelby Bastian – Special Education – Sheridan Hills

Certified Full Time Retirement

Janet Patience – School Nurse – Academy of Holy Angels

Certified Full Time Resignations

David Boie – Activities Director – Senior High

Kelci Peterson – Physical Education – Sheridan Hills and Centennial Elementary

Nick Peterson – Special Education – SEC

Classified Full Time Leave of Absence – Outreach- Community and Family

Sarah Jespersion – American Indian Ed Coordinator – District Wide

Classified Full Time Retirement – Paraprofessional

Catherine Theisen – 40 hr/wk Instructional Para/ Clerical – Richfield High School

Classified Part Time Resignations – Paraprofessional

Jason Boie – 35 hr/wk Instructional Para – Centennial Elementary

Jake Oakley – 35 hr/wk Special Education Para – Centennial Elementary

OLD BUSINESS – FOR REVIEW

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

Subject: Policy 502 Resident and Nonresident Student Enrollment

502.1 New Student Registration Requirements

~~502.2 Power of Attorney, Delegation of Parental Authority~~

~~502.3 Application for Enrollment, School District Enrollment Options Program~~

~~502.4 Interdistrict Transfers and Nonresident Agreement~~

(Recommended by the Superintendent)

A fifth read of Policy 502. Guideline 502.2 was eliminated as it is a state form and not necessary for our board guidelines; Guidelines 502.3 and 502.4 were eliminated because Section V. Non-Resident Enrollment through Interdistrict Transfer no longer applies due to Open Enrollment and the requirements of Achievement and Integration.

Attachments

Policy 502 – Fifth/Final Read

Policy 502.1 Guidelines – New Student Registration Requirements-Final Read

RICHFIELD PUBLIC SCHOOLS

RESIDENT AND NONRESIDENT STUDENT ENROLLMENT

I. PURPOSE

The purpose of this policy is to provide a framework for enrollment of resident and nonresident students, in accordance with law and policy.

II. GENERAL STATEMENT OF POLICY

The Richfield Board of Education recognizes that choice in the selection of a public school provides parents and learners an opportunity to seek a school that best fits their needs and interests. To this end, in addition to serving students who are Richfield residents, the school district desires to participate in the Enrollment Options Program established by Minnesota Statutes § 124D.03. The school district is also supportive of interdistrict transfer agreements that allow for the transfer of students in grades K-12 into or out of the school district.

III. RESIDENT STUDENT ENROLLMENT

A. Admission of Resident Students - Pursuant to Minn. Stat. § 120A.20, Subd.1, admission to the Richfield Public Schools is free to any student residing within the school district who is under 21 years of age and meets either the minimum age requirements outlined in Board Policy 501 or the early entrance requirements outlined in Administrative Guidelines 501.2.

B. Education and Residence of Homeless Students - Notwithstanding Section III.A above, admission shall not be denied to a school aged student who is homeless, highly-mobile and/or experiencing housing instability solely because the district cannot determine that the student is a resident of the school district. Pursuant to Minn. Stat. § 120A.20, Subd.2b, the school district of residence for a school aged student who is homeless, highly-mobile and/or experiencing housing instability shall be the school district in which the parent or legal guardian resides, unless: (1) parental rights have been terminated by court order; (2) the parent or guardian is not living within the state; or (3) the parent or guardian having legal custody of the child is an inmate of a Minnesota correctional facility or is a resident of a halfway house under the supervision of the commissioner of corrections. If any of clauses (1) to (3) apply, the school district of residence shall be the school district in which the pupil resided when the qualifying event occurred. If no other district of residence can be established, the school district of residence shall be the school district in which the pupil currently resides. If there is a dispute between school districts regarding residency, the district of residence is the district designated by the commissioner of education.

1 **C. Registration Requirements, Including Determination of Residency**

- 2
- 3 1. Administrative Guidelines 502.1 provides a sample listing of new
- 4 student registration requirements, including a notice outlining a
- 5 variety of ways to establish residency status.
- 6
- 7 2. Administrative Guidelines 502.2 is a sample form that may be used
- 8 by a non-resident parent to assign parental authority and power of
- 9 attorney for a school-age child to a resident of the school district.
- 10 The form affirms that the child is residing in the district for the purpose
- 11 of receiving care and support, and not for the primary purpose of
- 12 attending school in the district. Upon submission of the form, the
- 13 child may be enrolled as a resident of the district.
- 14
- 15

16 **IV. NONRESIDENT STUDENT ENROLLMENT UNDER THE ENROLLMENT**

17 **OPTIONS PROGRAM**

18

19 **A.** This section outlines the application and exclusion procedures for the

20 Enrollment Options Program established by Minn. Stat. § 124D.03.

21

22 **B. Eligibility** - Applications for enrollment under the Enrollment Options (Open

23 Enrollment) Law will be approved provided that acceptance of the

24 application will not exceed the capacity of a program, , class, grade level,

25 or school building, as established by school board resolution in accordance

26 with standards outlined in Section C1 below.

27

28 **C. Standards**

29

- 30 1. The following standards *may* be used in determining whether to
- 31 accept or reject an application for open enrollment:
- 32
- 33 a. Space is available for the applicant under enrollment cap
- 34 standards established by school board policy or other
- 35 directive.
- 36
- 37 b. In considering the capacity of a grade level, the school district
- 38 may only limit the enrollment of nonresident students to a
- 39 number not less than the lesser of: (1) one percent of the total
- 40 enrollment at each grade level in the school district; or (2) the
- 41 number of school district resident students at that grade level
- 42 enrolled in a nonresident school district in accordance with
- 43 Minn. Stat. § 124D.03.
- 44
- 45 c. The applicant is not otherwise excluded by action of the
- 46 school district because of previous conduct in another school
- 47 district.
- 48

1 2. Standards that may be used for rejection of application. In addition
2 to the provision of II.A. Pursuant to Minn. Stat. § 124D.03 subd. 1(b),
3 the school district may refuse to allow a pupil who is expelled under
4 Minn.2. Stat. § 121A.45 to enroll during the term of the expulsion if
5 the student was expelled for:

- 6
7
8 a. possessing a dangerous weapon, including a weapon,
9 device, instruments, material, or substance, animate or
10 inanimate, that is used for, or is readily capable of, causing
11 death or serious bodily injury, with the exception of a
12 pocket knife with a blade less than two and one half inches
13 in length, at school or a school function as defined by
14 United States Code, title 18, section 930, paragraph (g)(2),
15 at school or a school function;;
16 b. possessing or using an illegal drug at school or a school
17 function;
18 c. selling or soliciting the sale of a controlled substance while at
19 school or a school function; or
20 d. committing a third degree assault as described in Minn. Stat.
21 §609.223, subd.1.

22
23 3. Standards that may not be used for rejection of application. The
24 school district may not use the following standards in determining
25 whether to accept or reject an application for open enrollment:

- 26
27 a. previous academic achievement of a student;
28 b. athletic or extracurricular ability of a student;
29 c. disabling conditions of a student;
30 d. a student's proficiency in the English language;
31 e. the student's district of residence except where the district of
32 residence is directly included in an enrollment options strategy
33 included in an approved achievement and integration
34 program; or
35 f. previous disciplinary proceedings involving the student that do
36 not involve exclusion, expulsion or discipline involving a
37 recommendation toward expulsion/exclusion. This shall not
38 preclude the school district from proceeding with exclusion as
39 set out in Section IV.C. of this policy.

- 40
41 **D. Application** - The student and parent or guardian must complete and
42 submit the MDE Application for Enrollment, which is located here:
43 <https://education.mn.gov/MDE/fam/open/>, the application documents are
44 either:
45 • [General Statewide Enrollment Options Application for K-12 and Early Childhood](#)
46 [Special Education](#) OR
47 • [Statewide Enrollment Options Application for State-funded Voluntary Pre-](#)
48 [Kindergarten \(VPK\) or School Readiness Plus \(SRP\) Application](#)
49

1
2 **E. K-12 Lotteries**
3

4 If a school district has more applications than available seats at a specific
5 grade level, it must hold an impartial lottery following the January 15
6 deadline to determine which students will receive seats. The district must
7 give priority to enrolling siblings of currently enrolled students, students
8 whose applications are related to an approved integration and achievement
9 plan, children of the school district's staff, and students residing in that part
10 of a municipality (a statutory or home rule charter city or town) where:

- 11
12 1. The student's resident district does not operate a school building;
13 2. The municipality is located partially or fully within the boundaries of at
14 least five school districts;
15 3. The nonresident district in which the student seeks to enroll operates
16 one or more school buildings within the municipality; and,
17 4. No other nonresident, independent, special, or common school district
18 operates a school building within the municipality.
19

20 The process for the school district lottery must be established by school
21 board policy and posted on the school district's website.
22

23 A lottery process is used to create equitable opportunities for student
24 placement in Richfield's three and four year old preschool programs. An
25 early childhood lottery will be conducted annually and placement will be
26 determined based on program availability and eligibility requirements set
27 by the Minnesota Department of Education when applicable. The district
28 will communicate the early childhood lottery process and timelines
29 annually in the fall community education catalog and on the district
30 website.
31

32
33 **F. Exclusion**
34

- 35 1. Administrator's initial determination. If a school district administrator
36 knows or has reason to believe that an applicant has engaged in
37 conduct that has or could subject the applicant to expulsion or
38 exclusion under law or school district policy, the administrator will
39 transmit the application to the superintendent with a
40 recommendation of whether exclusion proceedings should be
41 initiated.
42
43 2. Superintendent's review. The superintendent may make further
44 inquiries. If the superintendent determines that the applicant should
45 be admitted, he or she will notify the applicant and the school board
46 chair. If the superintendent determines that the applicant should be
47 excluded, the superintendent will notify the applicant and determine
48 whether the applicant wishes to continue the application process.
49 Although an application may not be rejected based on previous

1 disciplinary proceedings except as noted in C. 2 above, the school
2 district reserves the right to initiate exclusion procedures pursuant to
3 the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-
4 case basis.

5
6 **G. . Termination of Enrollment**
7

8 1. The school district may terminate the enrollment of a nonresident
9 student enrolled under an enrollment options program pursuant to
10 Minn. Stat. § 124D.03 or 124D.08 at the end of a school year if the
11 student meets the definition of a habitual truant, the student has been
12 provided appropriate services for truancy under Minn. Stat. §
13 260C.007 Subd. 19, and the student's case has been referred to
14 juvenile court. A "habitual truant" is a child under 16 years of age who
15 is absent from attendance at school without lawful excuse for seven
16 school days in a school year if the child is in elementary school or for
17 one or more class periods on seven school days in a school year if
18 the child is in middle school, junior high school or high school, or a
19 child who is 16 or 17 years of age who is absent from attendance at
20 school without lawful excuse for one or more class periods on seven
21 school days in a school year and who has not lawfully withdrawn from
22 school under Minn. Stat. § 120A.22, Subd. 8.

23
24 2. The school district may also terminate the enrollment of a
25 nonresident student over 16 years of age if the student is absent
26 without lawful excuse for one or more periods on 15 school days and
27 has not lawfully withdrawn from school under Minn. Stat. § 120A.22,
28 Subd. 8.
29
30
31 .
32

33 **V. OTHER ENROLLMENT OF NONRESIDENT STUDENTS**
34

35 **A. Grade 11 - 12 Enrollment** - In accordance with Minn. Stat. § 124D.08.
36 Subd. 3, students who move after completing the tenth grade at Richfield
37 High School may apply for an interdistrict transfer and graduate with their
38 class. Approval of the resident district is not required.
39

40 **B.** A student who has not applied for and been accepted for open enrollment
41 pursuant to this policy and does not otherwise meet the residency
42 requirements for enrollment may be terminated from enrollment and
43 removed from school. Prior to removal from school, the school district will
44 send to the student's parents a written notice of the school district's belief
45 that the student is not a resident of the school district. The notices shall
46 include the facts upon which the belief is based and notice to the parents of
47 their opportunity to provide documentary evidence, in person or in writing,
48 of residency to the superintendent or the superintendent's designee. The

1 superintendent or the superintendent's designee will make the final
2 determination as to the residency status of the student.

3
4 C. Notwithstanding the requirement that an application must be approved by
5 the board of the nonresident district, a student who has been enrolled in a
6 district, who is identified as homeless, and whose parent or legal guardian
7 moves to another district, or who is placed in foster care in another school
8 district, may continue to enroll in the nonresident district without the
9 approval of the board of the nonresident district. The approval of the board
10 of the student's resident district is not required.

11
12 D. Students moving into the district prior to October 1, may apply for an
13 interdistrict transfer to begin the year in Richfield prior to their move. If the
14 resident district does not approve the agreement, the student(s) will still be
15 allowed to begin the year on a tuition free basis. The same applies to
16 students moving out of Richfield after April 30 who wish to complete the
17 school year at Richfield.

18
19 E.. **High School Graduation Incentives Program** - Requests for enrollment
20 in the Richfield Public Schools or another public school district as part of the
21 High School Graduation Incentives Program shall be approved or
22 disapproved in accordance with the provisions of Minn. Stat. § 124D.68.

23
24 F.. **Nonresident attendance on a tuition basis** - Nonresident students who
25 wish to attend the Richfield Public Schools apart from the provisions of this
26 or other district policy shall pay tuition as established annually by the Board
27 of Education. Such tuition charge shall be based on the total maintenance
28 cost per pupil unit, exclusive of transportation, or the previous school year
29 plus an assessment for capital outlay and debt service based on actual
30 costs per pupil unit for these items in the previous school year.

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35 **VI. ENROLLMENT IN SCHOOLS AND PROGRAMS OPERATED BY CONSORTIA**

36
37 Access of resident and nonresident students to schools and programs operated by
38 consortia is governed by policies established by or laws applicable to each
39 consortium. Such policies and laws are referenced at the end of this policy.
40

41
42 *Legal References:* Minn. Stat. §124D.03, Subds. 3, 4, 6 and 7 (Enrollment Options
43 Program)
44 Minn. Stat. § 124D.68 (High School Graduation Incentives
45 Program)
46 Minn. Stat. § 121A.40 to 121A.56 (The Pupil Fair Dismissal Act
47 of 1974)
48 Minn. Stat. §260C.007, Subd. 19 (Habitual Truant)
49 Op. Minn. Atty. Gen. No. 169-f (August 13, 1986)

1 Minn. Stat. § 124D.08 (Agreements between School Boards;
2 Enrollment Exceptions
3

4 *Cross References:* Board Policy 501 (Initial Entrance to School)
5 Board Policy 503 (Foreign Students)
6 Board Policy 541 (Student Behavior)
7 West Metro Education Program Joint Board Policy 509 (Student
8 Enrollment Policies and Procedures)
9

10
11 ADOPTED BY THE BOARD OF EDUCATION: August 17, 1987

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13 REVIEWED BY THE BOARD OF EDUCATION: March 4, 2013

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15 REVISED BY THE BOARD OF EDUCATION: April 1, 1996, June 15, 1998, September
16 18, 2000, March 6, 2006, May 1, 2006; February 19, 2008, [June 15, 2020](#)
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RICHFIELD PUBLIC SCHOOLS

**SAMPLE
NEW STUDENT REGISTRATION REQUIREMENTS**

Richfield Senior High School
7001 Harriet Ave. S.
Richfield, MN 55423
Telephone: (612)798-6120 Fax #: (612)798-6117

NEW STUDENT REGISTRATION REQUIREMENTS

NOTE: Registration at Richfield High School is by appointment only.

To make your transfer to Richfield High School as pleasant as possible and to register you in appropriate classes, the Richfield High School guidance office requires that you provide us with essential records. On the day of your appointment to register at Richfield High School, you need to bring with you or have your previous school send to the Richfield High School guidance office prior to your registration, the following records:

1. **COPY OF BIRTH CERTIFICATE OR OTHER RELIABLE PROOF OF THE STUDENT'S IDENTITY AND AGE.**
2. **MINNESOTA BASIC STANDARDS TEST SCORES (GRADE 8 IN 2004-05 OR EARLIER) OR MCA II/GRAD (GRADE 8 IN 2005-06 AND AFTER) IN READING, MATH AND WRITING.**
3. **TRANSCRIPT FROM ALL PREVIOUS SCHOOLS**, including credits and grades earned in previous courses and standardized test scores. (If a transcript is not available, bring all of your high school report cards.)
4. **IEP AND INFORMATION OF SPECIAL EDUCATION SERVICES YOU HAVE RECEIVED OR FOR WHICH YOU MAY QUALIFY.**
5. **HEALTH RECORD** – Students enrolling in grades 9-12 need to provide dates of immunizations before registering for classes. The minimum requirement is MMR (2), DPT (3) or Td (3) - one of which must have been given since the age of 11 years unless the student received a Td booster after the age of 7. If the student has received the Td booster between the ages 7 and 11, he/she is then required to have another booster 10 years later. Each student must also have a record of at least 3 polio immunizations.
6. **STUDENT WITHDRAWAL FORM** – If you are enrolling at Richfield High School at any time other than the beginning of the school year, we need courses in progress at your previous school and grades in these courses at the time of withdrawal.

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7. **RESIDENCY VERIFICATION** – All new residents enrolling students are asked to verify residency within the Richfield School District.
8. **INTERDISTRICT TRANSFER OR OPEN ENROLLMENT** -- If you are living in another school district and wish to enroll at Richfield, you must apply for permission to attend Richfield High School through your resident district. Verification of approval will be sent to the office of the Richfield superintendent. After obtaining permission, you must make an appointment with the Richfield High School principal for final approval prior to making your appointment for registration at Richfield High School. At the time of the appointment you must have a parent or guardian with you and bring all the above information.
9. **VERIFICATION OF ASSIGNED GUARDIAN** - If you do not live with your parents but live with another adult or adults whose residence is within the Richfield attendance boundaries, your parents must present a signed, notarized statement that they have transferred parental authority to the Richfield resident(s), and the Richfield resident(s) must present a signed statement accepting the delegation of parental authority. A sample Power of Attorney / Delegation of Parental Authority Form is provided for this purpose.

Dated: August 17, 1987
Reviewed: March 4, 2013
Revised: April 1, 1996, June 15, 1998, September 18, 2000, March 6, 2006,
June 15, 2020

OLD BUSINESS – FOR REVIEW

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

**Subject: Policy 612 Curriculum Development
Administrative Guideline 612.1**

(Recommended by the Superintendent)

A fourth read of Policy 612 and Administrative Guideline/Appendix 612.1.

Attachments

Policy 612 Curriculum Development – Final Read

Policy 612 Appendix A – Curriculum Approval and Selection Process

RICHFIELD PUBLIC SCHOOLS
CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for curriculum development, and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area. These timelines shall be congruent with state standards selection cycles. Curriculum and educational program improvement can be done through modification, new course or program offerings, updated alignment of content with state academic standards, vertical alignment of courses with regard to rigor and complexity, or program reduction and elimination.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
1. Provide for the articulation of curriculum and courses of study from pre-kindergarten through grade twelve.
 2. Identify minimum objectives for each course and at each elementary grade level. These objectives must be aligned to state standards for a particular content and grade level.

3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
 4. Provide a program for ongoing monitoring of student progress.
 5. Provide for specific, particular, and special needs of all members of the student community.
 6. Develop and publicly post a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 7. Integrate required and elective course standards in the scope and sequence of the district curriculum.
 8. Meet all applicable requirements of the Minnesota Department of Education and federal law.
- D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened utilizing an evidence-based universal screener. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened in a locally determined manner for continued reading difficulties, including the possibility of dyslexia. See Minn. Stat. § 120B.12, Subd. 2.
- E. All families shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minn. Stat. § 120A.20, Subd. 1(c), regardless of the student's current ability to meet or exceed Minnesota academic standards in high school as measured by the Minnesota Comprehensive Assessments (MCAs).
- F. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)

Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

ADOPTED BY THE BOARD OF EDUCATION: November 2, 1998

AMENDED BY THE BOARD OF EDUCATION: March 21, 2005, February 7, 2011, June 15, 2020

**APPENDIX A
RICHFIELD PUBLIC SCHOOLS**

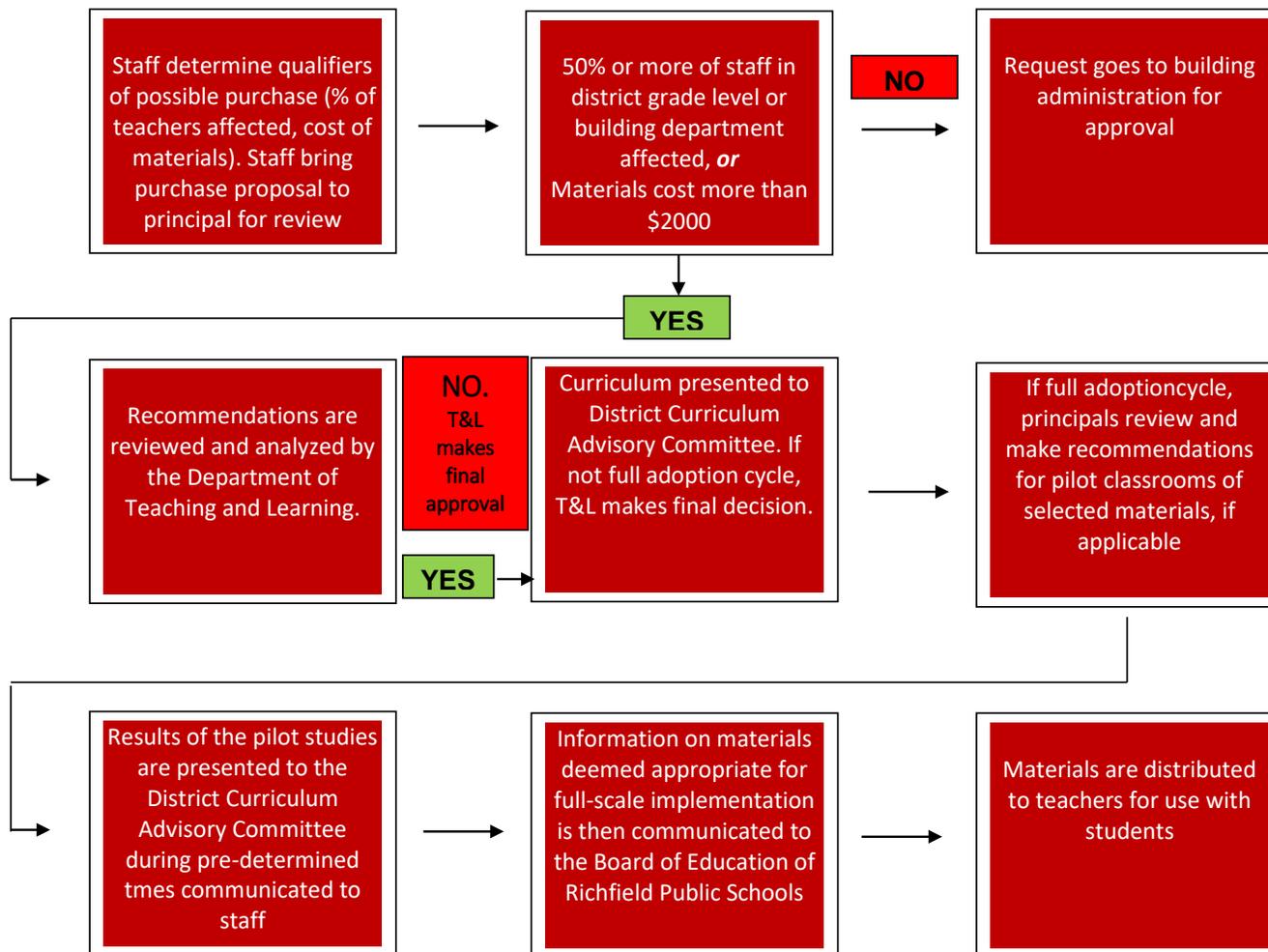
Curriculum Approval and Adoption Process

1. Teachers, counselors, principals, community members, and/or parents/guardians identify a curricular need for a specific grade level or course, and bring to their building administration for review. If 50 percent or more of the staff at a district grade level or building level department (secondary) are affected by this curricular need, **or** if the total cost of the materials requested is more than \$2,000, the process moves forward to the District Curriculum Advisory Committee (see steps below). If less than 50% of the staff at a grade level or department are affected by this curricular need, **or** the total cost of the materials is less than \$2,000, the request goes to the building administration for approval.
2. The individual or group presents the suggested material, with a rationale for inclusion of the material, to the District Curriculum Advisory Committee (DCAC) at a regularly scheduled committee meeting. The committee reviews the material and either recommends that it continue in the approval process (if it meets a need, replaces or supplements an older, outdated resource) or that it is eliminated from the process. The District Curriculum Advisory Committee presents their recommendations to the Department of Teaching and Learning.
3. Materials recommended by DCAC are reviewed and analyzed by the Department of Teaching and Learning under the Direction of the Assistant Superintendent and Executive Director of Special Services. If the materials do **not** represent a full curriculum adoption, the Department of Teaching and Learning makes final approval. Decisions are then communicated in writing to the individual or group presenting the materials for approval.
4. If the request represents a full curriculum adoption, during a regularly scheduled adoption cycle, the Department of Teaching and Learning intentionally seeks representative teachers', administrators' and staff input and feedback during this step. The representative committee determines the quality of the suggested materials, the alignment to Minnesota State Academic Standards, and alignment to district Strategic Plan.
5. Full curriculum adoption materials vetted through DCAC and the Department of Teaching and Learning are made available to principals and/or instructional leadership teams for their review. Principals make recommendations for pilot classrooms of selected materials, if applicable.
6. Results of pilot studies are presented to the District Curriculum Advisory Committee and Department of Teaching and Learning during pre-determined times, not to exceed two times per year, which are set by the committee and communicated to staff by the DCAC chair. Materials deemed appropriate for full scale implementation are then recommended to the Board of Education for Richfield Public Schools.
7. During a regularly scheduled School Board meeting, a representative of the Department of Teaching and Learning share information on the recommended materials.
8. Following communication to the Board of Education, materials are ordered by the district, and are distributed to teachers for use with students. Ongoing professional development is provided and supported by the Department of Teaching and Learning. Principals monitor implementation of recommended materials.

Richfield Public Schools Curriculum Approval and Adoption Process

Revised May, 2020

This chart shows the major steps of the curriculum approval and adoption process.



OLD BUSINESS - FOR REVIEW

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

**Subject: Policy 112 Wellness, 112.1 Administrative Guidelines and
112.2 Administrative Guidelines - Wellness-Nutrition Services Operations and
Meal Charges**

(Recommended by the Superintendent)

A final read of Policy 112 and updated guidelines.

Attachments

Policy 112 Wellness – Final Read

Policy 112.1, 112.2 Administrative Guidelines-Final Read

RICHFIELD PUBLIC SCHOOLS

WELLNESS

I. PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

II. GENERAL STATEMENT OF POLICY

- A. The School Board recognizes that nutrition and physical activity are essential components of the educational process and that good health fosters student attendance and education. Therefore, students shall be provided access to healthy foods and opportunities to be physically active in order to learn, grow and excel. ~~grow, learn, and thrive.~~
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The School Board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and academic performance.
- D. All students in grades PreK~~K~~-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- E. The District will establish goals for nutrition education and promotion; physical education and activity; and will establish connections between nutrition education, school meal programs, schoolyard gardens and related community services to foster lifelong habits of healthy eating and physical activity.
- F. The School Board endorses and the school district adheres to the USDA nutrition guidelines to promote student health and to prevent and reduce childhood obesity, eating disorders and chronic disease.
- G. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- H. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic,

1 and cultural diversity of the student body in meal planning; and will provide
2 clean, safe, and pleasant setting and adequate time for students to eat.
3

4 I. The District will inform and update the public (including parents, students,
5 and others in the community) about the content and implementation of the
6 District Wellness policy in accordance with policy guidelines.
7

8 J. The Chief HR and Administrative Officer has responsibility to ensure that
9 each school complies with the District Wellness Policy. The Wellness
10 Policy will be measured periodically on the extent to which school are in
11 compliance, the progress made in attaining nutrition and physical activity
12 goals, and the extent to which the District Wellness policy compares to
13 model Wellness policies. The results of this assessment will be made
14 available to the School Board and the public.
15

16 **III. Legal References**
17

- 18 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
19 7 C.F.R. § 210.10 (School Lunch Program Regulations)
20 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
21 42 U.S.C. § 1771 et seq. (Child Nutrition Act of 1966)
22 42 U.S.C. § 1751 et seq. (National School Lunch Act)
23 42 U.S.C. § 1758b (Local School Wellness Policy)
24 Minn. Stat. §121A.215 (Local School District Wellness Policy)
25

26 ADOPTED BY THE BOARD OF EDUCATION: April 3, 2006

27 REVIEWED BY THE BOARD OF EDUCATION: May 18, 2015, June 12, 2017

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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

WELLNESS

NUTRITION AND ENVIRONMENTAL GUIDELINES

The Administrative Guidelines outlined within this document are intended to create a school environment that protects and promotes the health of our students. Our commitment is to provide nutrition education and regular physical activity, as well as access to nutritious foods for all students.

I. USDA SCHOOL MEALS AND SNACKS

School meals will include a variety of healthy choices while accommodating special dietary needs and ethnic and cultural food preferences. All schools shall participate in the USDA school breakfast and school lunch programs. Schools eligible for the Fruit and Vegetable program will apply to implement this program. The schools will make every effort to eliminate any social stigma attached to, and prevent the over-identification of, students who are eligible for free and reduced-priced meals. Food and nutrition services will utilize electronic identification and payment systems and promote the availability of school meals to all students. The schools will also make every effort to eliminate any social stigma attached to negative meal balance. Under no circumstances shall any student be turned away from a USDA meal. Under no circumstances shall any student receive restricted choice related to USDA meal options provided to students (see guidelines 112.2).

A. USDA Standards for Meals and Food Service Staff

- All foods and beverages made available on campus (including concessions, school stores, a la carte cafeteria items, etc.) during the school day shall be consistent with the current USDA Dietary Guidelines for Americans and applicable federal rules and regulations.
- The Director of Food and Nutrition Services shall ensure that all reimbursable meals meet nutrition standards mandated by the USDA, as well as any additional state nutrition standards that go beyond USDA requirements;
 1. All such items shall be appropriate to the school setting.
 2. In the event a written complaint is filed regarding the approval or disapproval of any item, the Superintendent or designee and the Director, after review, shall make the final determination.

1
2 The Director of Food and Nutrition Services shall be responsible for the school
3 district's food service program. Duties shall include monitoring nutrition guidelines
4 and procedures for the selection of foods and beverages made available on
5 campus to ensure food and beverage choices are consistent with current USDA
6 Dietary Guidelines for Americans. The school meal programs will be administered
7 by a dietician or nutritionist with school meal experience. If the district does not
8 employ staff with this expertise, consultants will be used. The schools shall
9 provide the opportunity for continuing professional development for all food and
10 nutrition service personnel. All food and nutrition service staff will be provided
11 training on USDA meal plans/reimbursable meals so they can properly advise
12 students as to the meal components they may/must take, as well as cooking
13 techniques, recipe implementation, sanitation, and food safety;

14
15 All menus will be reviewed by the Director of Food and Nutrition. When this is not
16 feasible, sample USDA menus or USDA software for menu review may be used.
17

18 The schools shall make every effort to provide students with sufficient time to eat
19 after sitting down for school meals and will schedule meal periods at appropriate
20 times during the school day.
21

22 **B. Meal Environment**

- 23
- 24 • Meals will be served in a clean and pleasant setting and under appropriate
25 supervision. Rules for safe behavior will be consistently enforced.
26
- 27 • The High School is a limited open campus. It is a closed campus, meaning
28 students are not permitted to leave the school grounds during the school, to
29 all 9th and 10th graders. Students in 11th and 12th grades may apply to be
30 eligible to leave the campus during the day and may be approved based on
31 parent approval and qualifying standards determined at the high school level.
32
- 33 • Schools will make every effort to provide students with sufficient time to eat
34 after sitting down (approximately 20 minutes) for school meals and will
35 schedule meal periods at appropriate times during the school day.
36
- 37 • The elementary schools, grades K-5, are encouraged to schedule recess time
38 before lunch when possible.
39
- 40 • Tutoring, club, or organizational meetings or activities will not be scheduled
41 during mealtimes, unless students may eat during such activities.
42
- 43 • The schools shall work to provide students access to hand washing or hand
44 sanitizing before they eat meals or snacks and teachers, food and nutrition
45 and school staff will remind students to make use of them.
46
- 47 • Information on the nutritional content and ingredients of meals will be found
48 on menus, in school newsletters and/or the district web-site.

1 Parents/guardians and students will be informed that information is available
2 and information shall be kept up-to-date.
3

4 **C. Meal Promotion**

- 5
- 6 • Participation in school meal programs will be promoted. Parents/guardians
7 will be notified of the availability of the breakfast, lunch and summer food
8 programs and will be encouraged to determine eligibility for reduced or free
9 meals. The District will, to the extent possible, arrange bus schedules and
10 utilize methods to serve school breakfasts that encourage participation,
11 including serving breakfast in the cafeteria or “grab-and-go” breakfast in the
12 classroom.
13
- 14 • Foods served as part of the Before and Aftercare (childcare) programs run by
15 the school must meet USDA standards if they are reimbursable under a
16 school meals program. Otherwise they must meet the nutrition standards for
17 competitive foods (see Part B). Foods served as part of the Before and
18 Aftercare (child care) programs run by an outside organization (e.g., YMCA)
19 must meet the district’s nutrition standards for competitive foods.
20

21 **II. FOOD AND BEVERAGES OUTSIDE REIMBURSABLE MEALS**

22 **A. Competitive Foods and Beverages**

23
24 All foods and beverages *sold* on school grounds to students outside of
25 reimbursable school meals are considered “*competitive foods*.” Competitive foods
26 include items sold a la carte in the cafeteria, from vending machines, school stores
27 and for in-school fundraisers during the school day*.
28

29
30 *All* competitive foods must comply with the USDA Smart Snacks in School
31 standards (See Wellness Attachment), as well as all applicable state standards.
32 Foods *served* as part of the Before and Aftercare (child care) programs and clubs
33 must also comply with these nutrition standards *unless* they are reimbursable
34 under USDA school meals program, in which case they must comply with all
35 applicable USDA standards.
36

37
38 Competition for food sales with the School Lunch Program is prohibited by the
39 School District’s participation in the federal school lunch program. Competition of
40 non-nutritious food sales with the School Lunch Program during the school day is
41 prohibited. The school principal shall regulate the hours of operation of any
42 vending machine, school store or concession stands. The food and beverage
43 products dispensed by vending machines or concession stands operated on
44 campus outside the regular school day shall strive to provide nutritious
45 substitutions for high sugar and fat content items as evaluated by the Food and
46 Nutrition Services Director.
47

48 The schools shall encourage all students to make age appropriate, healthy
49 selections of foods and beverages, including those sold individually outside the

1 reimbursable school meal programs, and after school, such as through vending
2 machines, fundraising events, concession stands, and student stores.

3
4 *School day is defined by the USDA as the period from midnight before, to 30
5 minutes after the end of the official school day.
6

7 **B. Other Foods and Beverages Made Available to Students**

8
9 Student wellness will be a consideration for all foods served to students on the
10 school campus, including those foods provided through:

- 11
12 1. Celebrations and parties. Food and beverages will not be part of classroom
13 celebrations, parties or student birthday recognition events. The District will
14 make available to parents a list of non-food celebration ideas.
15
- 16 2. Any classroom snacks will follow USDA Smart Snacks in School guidelines.
17

18 **C. Rewards and Incentives**

19
20 The use of food or beverages as a reward should follow USDA Smart Snacks in
21 School Guidelines (unless this practice is allowed by a student's individual
22 education plan or behavior intervention plan) and will not withhold food or
23 beverage as a punishment.
24

25 **D. Fundraising**

26
27 The sale or distribution of food and beverage products by individuals for
28 consumption during the school day, as a fund raising activity, shall follow USDA
29 Smart Snacks in School Guidelines. However, preorders for distribution and
30 consumption after school may be allowed at the discretion of the school
31 principal. Non-food fundraising is promoted and activities that promote physical
32 activity are encouraged. The District will make available to parents and teachers
33 a list of healthy fundraising ideas.
34

35 **E. Access to Drinking Water**

- 36
37 • Students and school staff members will have access to free, safe, fresh
38 drinking water at all times throughout the school day. Water jugs and cups
39 will be available in the cafeteria if water fountains are not present,
40 Supervisory staff will facilitate access to water in the cafeteria. Students will
41 be allowed to bring drinking water from home into the classroom.
42
- 43 • Water will be promoted as a substitute for sugar-sweetened beverages
44 (SSBs). The District prohibits the selling of food and beverages containing
45 caffeine and non-nutritive sweeteners to elementary and middle school
46 students.
47
- 48 • School staff will be encouraged to model drinking water consumption.
49

- Maintenance will be performed on all water fountains regularly to ensure that hygiene standards for drinking fountains, water jugs, hydration stations, water jets, and other methods for delivering drinking water are maintained.

III. NUTRITION EDUCATION AND PROMOTION

The Healthy Hunger – Free Act (The Act) requires that wellness policies include goals for nutrition education, physical activity, and other school-based activities that are designed to promote student wellness in a manner that the school district determines appropriate.

A. The District will encourage and support healthy eating by students and engage in nutrition education and promotion that is:

1. Offered as part of a sequential and comprehensive K-12 program designed to provide students with knowledge and skills necessary to promote and protect their health.
2. Part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social science and elective subjects, where appropriate.

Students will receive consistent nutrition messages throughout schools, classrooms, cafeterias, and school media. The schools shall model, encourage and support healthy eating by students and engage in nutrition promotion.

1. Nutrition promotion can include participatory activities such as contests, promotions, farm visits, and experience working in school gardens. Nutrition promotion shall be designed to be enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The nutrition education program may be linked to school meal programs, school gardens, food and nutrition promotion, after-school programs, and farm-to-school programs.
3. Nutrition education may be offered in the cafeteria as well as the classroom, with coordination between the food and nutrition services staff and teachers.
4. Nutrition education will promote fruits, vegetables, whole-grain products, low-fat dairy products, healthy food preparation methods, and proper portion sizes.

- 1 5. Students will have opportunities to taste foods that are low in saturated
2 and trans fats, sodium and added sugar.
- 3
- 4 6. Staff members responsible for nutrition education will participate in
5 relevant professional development (e.g., training on the Dietary Guidelines
6 for Americans and how to teach the guidelines).
- 7
- 8 7. Staff will only use approved nutrition curriculum in the classroom.
9 Curriculum developed by corporate interest is prohibited.
- 10
- 11 8. Nutrition education will be provided to families via handouts, newsletters,
12 postings on the web-site, presentations and/or workshops. The school
13 menu will be posted online.
- 14
- 15 9. Staff is strongly encouraged to model healthful eating habits, and
16 discouraged from eating in front of children/sharing food with children
17 during regular class time, outside of activities related to the nutrition
18 education curriculum.
- 19

20 Specifically the nutrition curriculum will encompass:

- 21
- 22 • Promotion of adequate nutrient intake and healthy eating practices;
- 23
- 24 • Skill development, such as reading labels to evaluate the nutrient
25 quality of foods, meal planning, and analysis of health information
26
- 27 • Examination of the problems associated with food marketing to
28 children;
- 29
- 30 • Nutrition themes including, but not limited to USDA's MY Plate, Dietary
31 Guidelines for Americans, adequate nutrient intake, body image and
32 food safety.
- 33

34

35 **IV. OTHER**

36

37 **A. Marketing**

38

39 School –based marketing will be consistent with nutrition education and health
40 promotion. As such, the following guidelines apply:

- 41
- 42 • Schools will restrict food and beverage marketing to the promotion of only
43 those foods and beverages that meet the nutrition standards set forth in
44 the District Wellness Policy;
- 45 • Smarter lunchroom techniques will be used to encourage fruit, vegetable,
46 dry beans and pea choices.
- 47 • Examples of marketing techniques include:
 - 48 ○ Brand names, trademarks, logos, or tags, except when placed on a
49 physically present food or beverage product or on its container.

- 1 ○ Displays, such as on vending machine exteriors.
- 2 ○ Corporate brand, logo, name, or trademark on school equipment,
- 3 message boards, scoreboards, or uniforms
- 4 ○ Advertisements in school publications or school mailings
- 5 ○ Sponsorship of school activities, fundraisers, or sports teams;
- 6 ○ Educational incentive programs such as contests, or programs that
- 7 provide schools with supplies of funds when families purchase specific
- 8 food products
- 9 ○ Free samples or coupons displaying advertising of a product

10
11
12 **V. PHYSICAL ACTIVITY**
13

14 **A. Physical Education**

15 All K-12 students will receive physical education. Physical Education will be
16 based on the Minnesota Physical Education Standards Fall 2017 and
17 coordinated with the National Health Education Standards (K-12). All K-12
18 students will receive physical education. Master scheduling will strive to provide
19 60 minutes per week for elementary school students, 49 minutes daily for middle
20 school students for 1 trimester per year, 50 minutes daily for high school students
21 with 1 full year (2 semesters) required for graduation. All physical education
22 classes (K-12) will be taught by licensed teachers who are certified or endorsed
23 to teach physical education at a teacher to student ratio planned to be no greater
24 than 40:1. Physical education programs will meet the needs of all students,
25 including students with disabilities, special health-care needs, and students in
26 alternative educational settings, and actively teach cooperation, fair play, and
27 responsible participation.
28

29 Student involvement in other activities, including those involving physical activity
30 (e.g. interscholastic or intramural sports), will not be substituted for physical
31 education.
32

- 33 • Physical education classes will count toward graduation and GPA.
- 34 • Waivers, exemptions, or substitutions for physical education classes will
35 not be granted
- 36 • The school prohibits the use of physical activity and withholding of
37 physical education class and other forms of physical activity as
38 punishment
- 39 • All physical education classes will be taught by a qualified physical
40 education teacher and at least 80% of time will be spent in moderate to
41 vigorous activity
- 42 • The school will provide adequate space/equipment and conform to all
43 safety standards
- 44 • Physical education staff will receive professional development on a yearly
45 basis
- 46 • Students missing class will be encouraged to make up missed physical
47 activity time by participating in an equivalent physical activity, including at

1 least 30 minutes of moderate to vigorous activity (examples include
2 intramural athletics, interscholastic athletics, documented exercise, etc.)
3

4 **B. Physical Activity**
5

6 All students will have opportunities for physical activity beyond physical
7 education class. Classroom health education will reinforce the knowledge and
8 skills needed to maintain a physically active lifestyle. Opportunities for physical
9 activity shall be incorporated into other subject lessons, where appropriate.
10 Classroom teachers shall provide short physical activity breaks between lessons
11 or classes, as appropriate. The district encourages teachers to serve as role
12 models by being physically active alongside the students. The district offers
13 extra and co-curricular activities. Through formal joint of shared-use
14 agreements, indoor and outdoor physical activity facilities are spaces that will be
15 open to students, families, and the community outside of school hours.
16

17 **C. Recess**

18 All elementary school students will have supervised recess before or after the
19 lunch period, during which moderate to vigorous physical activity will be
20 encouraged. Outdoor recess will only be withheld in the event of extreme
21 weather, as defined by the district. In the event that recess must be held indoors,
22 teachers and staff will follow indoor recess guidelines to ensure adequate
23 physical activity for students.

24 **D. Physical Activity Programs**

25 Elementary, middle, and high school will offer extracurricular physical activity
26 programs, such as physical activity clubs and intramural programs. High school
27 and middle school will offer interscholastic sports programs to all students.

28 **E. Safe Routes to School**

29 The school district will assess and, if necessary and to the extent possible, make
30 needed improvements to make it safer and easier for students to walk and bike
31 to school. For example, crossing guards may be stationed around the school to
32 facilitate safe walking and biking school commutes, and bike racks will be
33 available. The School District will work together with local public works, public
34 safety, and/or police departments in those efforts.
35

36
37 **VI. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

38 This wellness policy was developed by the District Health, Safety and Wellness
39 Committee, a group comprised of individuals from the following groups:
40 parents/guardians, principals, teachers, food and nutrition service personnel,
41 health service personnel, school board members, school administrators, and
42 other interested persons (such as local public health). Policy revisions will take
43 into account new research and evidence on health trends, new national and state
44 standards and guidelines, new state and federal initiatives, local evaluation data,
45 changing district priorities, and other related issues. Meetings are held 4 times

1 during the school year. All meeting dates are posted on the district website and
2 are open to the public.

3 The Chief Human Resources and Administrative Officer is charged with
4 operational responsibility for ensuring that the District meets the requirements of
5 the wellness policy.
6

7 The Principal of each school will develop an annual action plan to implement the
8 District Wellness Policy, ensure compliance within the school and will report
9 annually to the Chief Human Resources and Administrative Officer regarding
10 compliance.
11

12 13 **VII. POLICY IMPLEMENTATION AND PUBLICATION**

14
15 After approval by the school board, the wellness policy will be implemented
16 throughout the school district and an on-going District Health, Safety and Wellness
17 Committee with community-wide representation will be maintained.

18 The District will post the Wellness Policy on its website. Information including the
19 following shall be posted on the school district website before the start of the
20 following school year.

21 22 **VIII. ANNUAL REPORTING**

23
24 The Chief Human Resources and Administrative Officer will annually inform the
25 public about the content and implementation of the Wellness policy and make the
26 Policy and any updates to the policy available to the public. The report shall be
27 posted on the District website and provide the following information:
28

- 29 • The extent to which each school is in compliance with the wellness policy;
- 30 • Progress made in attaining the goals of the Policy
- 31 • Triennial assessment findings
- 32 • Web link of the Wellness Policy
- 33 • Contact details for committee leadership and information

34 35 **Triennial Assessment**

36 At least once every three years, the District will evaluate compliance with the
37 Wellness Policy to assess the implementation of the Policy and create a report
38 that includes the following information:
39

- 40 • The extent to which schools under the jurisdiction of the District are in
41 compliance with the Wellness Policy
- 42 • The extent to which the District's Wellness Policy compares to model local
43 wellness Policies; and
- 44 • A description of the progress made in attaining the goals of the District's
45 Wellness Policy

1
2 The Food and Nutrition Services Supervisor will be responsible for conducting
3 the triennial assessment. The triennial assessment report shall be posted on the
4 school district website and made available to the public

5
6 **Recordkeeping**

7
8 The school district will retain records to document compliance with the
9 requirements of the Wellness Policy. The records to be retained include, but are
10 not limited to:

- 11
- 12 • The District's written Wellness Policy
 - 13 • Documentation demonstrating compliance with community involvement
14 requirements, including requirements to make the local school Wellness
15 Policy and triennial assessment available to the public.
 - 16 • Documentation of the triennial assessment of the local school Wellness
17 Policy for each school under the District's jurisdiction efforts to review and
18 update the Wellness policy (including an indication of who is involved in
19 the update and methods the District uses to make stakeholders aware of
20 their ability to participate on the Wellness Committee)
- 21

22 **Legal References:**

23 29 U.S.C. § 794 (Section 504 of Rehabilitation Act of 1973, as Amended)
24 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
25 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
26 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act of 1990, as amended)

27
28 P.L. 108-265 (2004) 204 (Local Wellness Policy)
29 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
30 7 C.F.R. § 210.10 (School Lunch Program Regulations)
31 7 C.F. R. § 220.8 (School Breakfast Program Regulations)
32 42 U.S.C. § 1758b, Section 9A, Section 204 (Healthy Hunger -Free Kids Act of
33 2010)
34 7 CFR Parts 210 and 220 (Final Rule July 2016)

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37 **ADOPTED BY THE BOARD OF EDUCATION: May 18, 2015**
38 **REVIEWED BY THE BOARD OF EDUCATION: May 18, 2015, June 12, 2017,**
39 **June 15, 2020**
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RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

WELLNESS-NUTRITION SERVICES OPERATIONS AND MEAL CHARGES

I. PURPOSE

The Administrative Guidelines outlined within this document are intended to create a nutrition services operational environment that protects and promotes the nutritional health of our students. Our commitment is to ensure that our district provides students with healthy meals with the nutrition they need to stay focused during the school day. We further commit to providing district employees, families and students with a shared understanding of expectations regarding meal charges. These guidelines seek to minimize identification of students with insufficient account balances to pay for school meals as well as to maintain the financial integrity of the nutrition services program.

II. BELIEFS

Richfield Public Schools believes that healthy school meals enable all students to achieve at their highest level, and we are committed to offering a variety of nutritional offerings to meet the individual needs of our students.

III. PAYMENT OF MEALS

We strongly encourage all families to complete the Application for Educational Benefits each school year to determine eligibility for free or reduced-price lunch. Families may complete the Application for Educational Benefits anytime throughout the year to reflect any changes that may impact determination of eligibility. Each household is financially responsible for all charged meals consumed by their child either before the approval of an application, after the denial of benefits for income over the USDA guidelines, or the election to not fill out an application. We will use every possible outreach strategy to inform all families about the need to provide money for student meals. We send out a notification and instruction postcard to each household during the second week of August annually.

A. Every student has a meal account. When the balance in their meal account reaches zero, a student will continue to receive meals with a full choice of school-provided full, reimbursable meal options. When the balance reaches zero however, students will not be allowed to charge for additional entrees or a la carte items until funds are available in the account to cover the cost of the additional entrees or a la carte items. Under no circumstances shall any student be turned away from a USDA meal of their choice. Under no

1 circumstances shall any student receive restricted choice related to USDA
2 meal options provided to students.

3
4 B. Under Minn. Stat. § 124D.111, full meals will be available without charge to all
5 participating students who qualify for free or reduced-price meals regardless
6 of account balance. Additionally, a full meal will be available to all students
7 regardless of lunch balance. Under no circumstances shall any student be
8 turned away from a USDA meal of their choice. Under no circumstances
9 shall any student receive restricted choice related to USDA meal options
10 provided to students.

11
12 C. When a lunch account has a negative account balance, a la carte, snack
13 and/or double entree items will not be available regardless of paid, free or
14 reduced-price lunch status.

15
16 **IV. NOTIFICATION OF LOW OR NEGATIVE ACCOUNT BALANCE**

17
18 A. The district will make reasonable efforts to notify families and employees of a
19 low account balance when the account is below \$0.00, via the district's
20 automated alert notification system.

21
22 B. Parents will receive a negative balance notification when their student's
23 account balance is below \$0.00, twice per week via the district's automated
24 alert notification system.

25
26 C. Point of Sale Clarification

27
28 1. All reasonable efforts shall be made to communicate meal balances at
29 locations other than the point of sale.

30
31 2. At the point of sale, nutrition services staff may clarify to students
32 reimbursable meal requirements

33
34 3. At the point of sale, any information shared with students shall occur with
35 concern for the dignity of the student. Under no circumstances shall
36 communication occur that shames the student or that could attract the
37 attention of other students during the communication.

38
39 4. Staff shall communicate that an account balance is getting low when the
40 balance falls below \$3.00.

41
42 5. Staff shall communicate that an account is negative and needs attention
43 when the balance falls below -\$0.00.

44
45 6. If this communication cannot be accomplished discretely then it is not to
46 take place.

47
48 7. When an account balance falls below -\$10.00 communication from the
49 nutrition staff will cease.

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Elementary Students:

1. Printed statements will go home in the backpacks on Friday of each week for all lunch balance accounts that have a negative balance.
2. Automated calls, texts and/or emails will be sent two times per week for all meal accounts with a negative balance. These will be sent using the contact information provided to the district by the legal guardian of the student.
3. No students will be denied a meal. Under no circumstances shall any student be turned away from a USDA meal of their choice. Under no circumstances shall any student receive restricted choice related to USDA meal options provided to students. Nutrition services staff will work weekly with building leadership and/or the school social worker to communicate information related to all accounts that have a balance at negative \$25 or lower. Families will receive increased communication and follow up when the account has a balance of negative \$25.00 or lower until payment is received or the legal guardian contacts nutrition services at (612) 798-6072 or (612) 798-6071. Personal communication with families will occur only through school administrator, social worker or administrative designee. Administrative coordination with outreach workers will occur for communication with Non-English speaking families. Nutrition services staff will not communicate directly with families.
4. When a meal account is negative \$50.00 or lower building leadership/social workers will contact parents to discuss the situation and provide additional resources.

Secondary Students:

1. Students can check their meal account balance or deposit money at any point of sale register at both the high school and middle school. Parents/guardians are encouraged to sign up for a ParentVue user ID and password to monitor all of their child's accounts. Parents can also link accounts to FeePay for transaction details, balances and payment.
2. Automated calls, texts and/or emails will be sent two times per week for all meal accounts with a negative balance. These will be sent using the contact information provided to the district by the legal guardian of the student.
3. No students will be denied a meal; Under no circumstances shall any student be turned away from a USDA meal of their choosing. Under no circumstances shall any student receive restricted choice related to USDA meal options provided to students. Nutrition services staff will work weekly with building leadership and/or the school social worker to communicate information related to all accounts that have a balance at negative \$25 or lower. Families will receive increased communication and follow up when the

1 account has a balance of negative \$25.00 or lower until payment is received
2 or the legal guardian contacts nutrition services at (612) 798-6072 or (612)
3 798-6071. Personal communication with families will occur only through
4 school administrator, social worker or administrative designee. Administrative
5 coordination with outreach workers will occur for communication with Non-
6 English speaking families. Nutrition services staff will not communicate
7 directly with families. In addition to family communication, students in grades
8 6-12 will also receive an email with their meal account balance.
9

- 10 4. When a meal account is negative \$50.00 or lower building leadership/social
11 workers will contact parents to discuss the situation and provide additional
12 resources.
13
14 5. If all verbal and written communication attempts to the household do not
15 result in a payment and the student meal account has a balance of negative
16 \$50.00 or lower, the student may also incur limited access to other school
17 enrichment activities such as dances, special field trips or special events as
18 determined by the school administrator until communication from the
19 household is received and a plan is established for payment on the account.
20 Any decisions of this nature will require specific review and written approval of
21 the superintendent prior to implementation. Students will not be restricted
22 from curriculum-based programs or activities.
23
24

25 **V. POINT OF SALE CLARIFICATIONS**

- 26
27 A. All reasonable efforts shall be made to communicate meal balances at
28 locations other than the point of sale.
29
30 B. All reasonable efforts shall be made to have the point of sale occur prior to
31 the selection of items.
32
33 C. At the point of sale, nutrition services staff may clarify to students
34 reimbursable meal requirements
35
36 D. At the point of sale, any information shared with students shall occur with
37 concern for the dignity of the student. Under no circumstances shall
38 communication occur that shames the student or that could attract the
39 attention of other students during the communication.
40

41 **VI. COMMUNICATION CLARIFICATIONS**

- 42
43 A. The school district will make reasonable efforts to communicate with families
44 to resolve any unpaid charges. Where appropriate, families may be
45 encouraged to apply for free and reduced-price meals for their children. This
46 communication will only come from the school social worker, administrator or
47 designee.
48

- 1 B. Nutrition services employees shall not be expected to communicate
2 information related to collection of meal debt. This communication will be from
3 the school social worker, administrator or designee.
4
- 5 C. The school district will not enlist the assistance of non-school district
6 employees, such as volunteers, to engage in debt collection efforts.
7
8
- 9 D. The school district will not deny any student the opportunity to participate in
10 graduation ceremonies, other commencement activities or any academic
11 based programming due to unpaid meal charges.
12

13 **VII. COMMUNICATION OF POLICY**

- 14
- 15 A. This policy and any pertinent supporting information will be provided in
16 writing (i.e., mail, email, back-to-school packets, student handbook, etc.)
17 to:
18
- 19 1. all households at or before the start of each school year;
 - 20
 - 21 2. students and families who transfer into the school district, at the time of
22 enrollment; and,
 - 23
 - 24 3. all school district personnel who are responsible for enforcing this policy.
25
- 26 B. The school district will post the policy on the school district's website, in
27 addition to providing the required written notification described above.
28

29 **Legal References:**

30 Minn. Stat. § 124D.111, Subd. 4 42 U.S.C. § 1751 *et seq.* (Healthy
31 and Hunger-Free Kids Act)
32 7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
33 7 C.F.R. § 220.8 (School Breakfast Program Regulations)
34 USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges:
35 Local Meal Charge Policies (2016)
36 USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges:
37 Clarification on Collection of Delinquent Meal Payments (2016)
38 USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges:
39 Guidance and Q&A
40 Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)
41
42

43 ADOPTED BY THE BOARD OF EDUCATION: May 18, 2015
44 REVIEWED BY THE BOARD OF EDUCATION: May 18, 2015, June 12, 2017,
45 June 15, 2020
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OLD BUSINESS – FOR REVIEW

Agenda Item V.D

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

**Subject: Policy 610 Selection and Reevaluation of Instructional Resources
Administrative Guideline 610.1**

(Recommended by the Superintendent)

A second read of Policy 610 and Administrative Guideline 610.1.

Attachments

Policy 610 – Second Read

Guideline 610.1 – Second Read

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RICHFIELD PUBLIC SCHOOLS

**SELECTION AND REEVALUATION
OF INSTRUCTIONAL RESOURCES**

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital support for the school district's curriculum. The school board has the authority to make final decisions on selection of textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to review final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent, administration and professional staff the responsibility for the evaluation, selection and consideration of resources. The Teaching and Learning Department shall work directly with staff in developing such recommendations.
- B. Based on the review of instructional texts, materials and content during the selection process, the recommendations shall:
 - 1. support the academic standards, goals and objectives of the education programs;
 - 2. consider the needs, age and maturity of students;
 - 3. foster respect, understanding of and appreciation for historical and contemporary contributions by and roles open to Americans of all cultures and races, gender and gender-nonconforming, and individuals with unique and varying abilities and varied opinion;

- 1 4. permit grade-level instruction for students to study America's
2 founding documents, including documents that contributed to
3 the foundation or maintenance of America's representative
4 form of limited government, the Bill of Rights, our free-market
5 economic system;
- 6
- 7 5. be in the English Language. Another language may be used,
8 pursuant to Minn. Stat. § 124D.61;
- 9
- 10 6. be within the constraints of instructional time and the school
11 district budget; and
- 12
- 13 7. do not censor or restrain instruction in American or Minnesota
14 state history or heritage based on religious references in
15 original source documents, writings, speeches,
16 proclamations, or records.
- 17
- 18 C. The Superintendent or designee, shall be responsible for developing
19 procedures and guidelines to establish an orderly process for the
20 review and recommendation of textbooks, materials and content by
21 the professional staff. This procedure will be coordinated with the
22 district program improvement process and may utilize advisory
23 committees.
- 24

25 **IV. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL**
26 **MATERIALS**

- 27
- 28 A. The school board recognizes differences of opinion on the part of
29 some members of the school district community relating to certain
30 areas of the instructional program. Interested persons shall submit a
31 request for reconsideration of the use of certain textbooks or
32 instructional materials.
- 33
- 34 B. The superintendent shall be responsible for the development of
35 guidelines and procedures to identify the steps to be followed to seek
36 reconsideration of textbooks or other instructional materials.
- 37
- 38 C. The superintendent shall present a procedure to the school board for
39 review and approval regarding reconsideration of textbooks or other
40 instructional materials. When approved by the school board, such
41 procedure shall be an addendum to this policy.
- 42
- 43
- 44
- 45

46 ***Legal References:***

47 Minn. Stat § 120A.22, Subd. 9 (Compulsory Instruction – Curriculum)

- 1 **Minn.** Stat. § 120B.20 (Parental Curriculum Review)
- 2 **Minn.** Stat. § 120B.235 (American Heritage Education)
- 3 **Minn.** Stat. § 123B.02 (General Powers of Independent School Districts)
- 4 Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
- 5 Minn. Stat § 124D.59-124D.61 (Limited English Proficiency)
- 6 Minn. Stat. § 127A.10 (State Officials and School Board Members to be
- 7 Disinterested; Penalty)
- 8 *Hazelwood Sch. Dist. V. Kuhlmeier*, 484 U.S. 260, 108 S. Ct. 562, 98 L.Ed.2d592
- 9 (1988)
- 10 *Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d771 (8th Cir. 1982)

11
12 **Cross References:**

- 13 Board Policy 601 – Curriculum and Instruction Goals
- 14 Board Policy 611 - Provision of Alternative Instruction
- 15 Board Policy 612 Curriculum Development

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20 ADOPTED BY THE BOARD OF EDUCATION: March 3, 1997

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23 AMENDED BY THE BOARD OF EDUCATION: April 7, 1997, October 2, 2000
24 February 7, 2011, June 15, 2020
25

**RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES**

**PROCEDURES FOR SELECTION AND REEVALUATION OF
INSTRUCTIONAL RESOURCES**

I. INTRODUCTION

"Richfield Public Schools inspires and empowers each individual to learn, grow, and excel." Richfield Public Schools strives to provide instructional resources which ensure that learners will have the opportunity to grow in their ability to find, apply, generate, and evaluate information that helps them to function successfully as individuals and to participate fully in society.

II. PURPOSE STATEMENT

This document provides established guidelines and procedures necessary to maintain a consistent quality of excellence in the resources used in the teaching and learning process, to provide for the continuing evaluation of the collection, and to allow the review of instructional resources as appropriate. These guidelines and procedures are used as a basis in helping administrators, teachers, students, parents/guardians and other interested citizens better understand the criteria used in selecting, reevaluating, and reviewing instructional resources.

III. DEFINITION OF "RESOURCE"

Resources are all print and non-print instructional and recreational resources, purchased by the district, and used in the education of the student. They shall include a variety of formats such as books (including textbooks and ebooks), print and digital periodicals, and digital and electronic resources, including those that are content-specific instructional licensing resources.

IV. RESPONSIBILITY FOR RESOURCES SELECTION

The Richfield Board of Education recognizes that it has legal authority to review textbooks and courses of study, but it delegates responsibility for the evaluation, selection, and reconsideration of resources to the administration and the professional staff.

A. It is the responsibility of school personnel who select resources to:

provide resources that are aligned with Richfield Public Schools Curriculum Assumptions (APPENDIX A, Policy 612) and that will support

and enrich achievement of academic standards and benchmarks addressed in the curriculum, taking into consideration the varied races,

genders, interests, abilities, learning styles and maturity levels of students served; and to

provide resources that will stimulate growth in factual knowledge, communication, critical thinking and critical analysis of differing sides of issues, literary appreciation, aesthetic values, and recognition of various societal values.

B. It is the responsibility of the school library/media center personnel to:

distinguish between personal convictions and professional duties and to not allow personal beliefs to interfere with fair representation of the aims of the school district or the provision of access to information resources at the building or district level;

place principle above personal opinion and reason above prejudice in the selection of resources of the highest quality in order to assure a comprehensive collection of resources appropriate for the complete education of all students.

C. It is the responsibility of the teacher to:

recognize his/her responsibility to use professional judgment in the selection and deployment of educational resources.

V. MATCHING INSTRUCTIONAL RESOURCES AND OBJECTIVES

All resources selected shall support clearly-stated instructional objectives which are aligned to stated and district standards and benchmarks, and are culturally, racially, ethnically representative of members of our society. The purposes of instructional and supplementary materials and resources selection process are:

- A. To acquire resources consistent with the demands of the curriculum as defined by academic standards and benchmarks;
- B. To effectively guide students in the selection and application of a variety of resources;
- C. To provide students with the opportunity to develop skills in the use of a variety of learning resources;
- D. To foster in students a wide range of interests and stimulate intellectual curiosity;

- E. To provide opportunities for aesthetic experiences and development of appreciation for a variety of literary and fine arts;
- F. To provide resources that support recreational reading and encourage students to be life-long, self-directed learners.

VI. SELECTION CRITERIA

Resources shall support and be consistent with the general educational goals of Richfield Public Schools and the goals and objectives of individual schools and specific courses, and be reviewed on a scheduled rotation (APPENDIX A, Policy 612). The resources need to:

- A. Be sensitive to race, culture, language, ability and gender and reflective of the races, cultures, languages, abilities and genders of students in Richfield Public Schools.
- B. Be chosen to support successful student achievement of academic standards and benchmarks represented in the curriculum; and to meet the needs of students, including the needs for increased skills in a rapidly changing digital world.
- C. Be appropriate for the age, emotional and social development, experience, ability levels and learning styles of the students for whom they are selected.
- D. Provide a wide range of information, preparing students to examine their own attitudes and behaviors, to comprehend their responsibilities and rights as participating citizens in our society, and to make intelligent judgment in their daily lives.
- E. Represent the diversity in religious, ethnic, political and cultural values held in a pluralistic society.
- F. Be judged as a whole; selected for their strengths rather than rejected for their weaknesses.

VII. MATERIAL DISCARD AND REPLACEMENT PROCEDURE

In order to provide a current, highly usable collection of resources, professional personnel shall provide for constant and continuing renewal of resources, not only by the addition of up-to-date resources, but by the judicious elimination of resources which no longer meet a need or are not being used.

Selection is an ongoing process which includes the removal of resources which are no longer appropriate and replacement of resources which are lost or damaged. This process will be carried out according to accepted standards.

VIII. PRINT AND NON-PRINT MEDIA CENTER RESOURCES

Professional personnel shall:

- A. Evaluate existing resources.
- B. Assess curriculum needs and the demands needed of skills in a rapidly changing digital world.
- C. Consult reputable, professionally prepared aids for selection (the actual item shall be examined when deemed appropriate).
- D. Consider requests from school district personnel, students, parents/guardians/families, and other community members.

IX. SELECTION PROCEDURES

A. ELEMENTARY CLASSROOM INSTRUCTIONAL RESOURCES

Because the elementary teacher is teaching in multiple subject areas, the selection of resources in any single content area generally follows a set procedure.

1. Elementary curriculum adoptions will be reviewed on a scheduled basis-, aligned with state standards review schedules. Representative committees, which include Special Education and ESL teachers, will review instructional programs and related materials/resources on a regular rotation.
2. District administration may initiate and teachers and/or principals may request the establishment of a program evaluation committee in addition to the routine rotation based on emerging circumstances.
3. Should a committee be established, the following procedures will be followed:
 - a. The Superintendent or designee will assume leadership of the committee review process as described in the Richfield Public Schools Curriculum Selection Process (APPENDIX A, Policy 612).
 - b. All requests to publishing companies for information and resources to be examined should be presented to the committee. Resources are received and processed by the Superintendent or Designee and reviewed by the committee members.
 - c. It is the responsibility of the committee members to communicate their findings, and to make a recommendation to the district office administrator leading the committee, who will then

communicate with the elementary principals and teachers who will be affected by the selections of the committee.

4. The purchase of instructional material/resources is approved by the Superintendent or Designee on the basis of the committee recommendations, budgetary considerations, and relationship to identified district policies and programs, and endorsement by the District Curriculum Advisory Committee.
5. Any committees formed will remain functional until curriculum has been selected, implemented and reviewed.
6. Should a committee not be formed, the building personnel will work with the Superintendent or Designee for decision-making (e.g. number of students affected by new materials, costs of materials, etc.). The purchase of such materials/resources is approved by the Assistant Superintendent on the basis of staff recommendations, budgetary considerations, and relationship to identified district policies and programs.
7. Records regarding review and selection will be kept by the Superintendent or Designee.

B. SECONDARY CLASSROOM TEXT-TYPE RESOURCES

The five groups of professional staff involved with resources selection are teachers, educational leaders, media personnel, principals, and district office administrators. Representative committees, which include Special Education and ESL teachers, will evaluate instructional programs and related materials/resources and selected updated materials on a scheduled basis (APPENDIX A Policy 612), aligned with state standards review schedules.

1. The Superintendent or Designee may initiate and teachers and/or principals may request the establishment of a program/materials evaluation committee in addition to the routine rotation based on emerging circumstances.
2. Should a committee be established, the following procedures will be followed:
 - a. The Superintendent or Designee will assume leadership of the committee review process as described in the Richfield Public Schools Curriculum Selection Process (APPENDIX A, Policy 612).

- b. The committee will involve educational and department leaders, media personnel of warranted, and the building leadership team (principal and/or assistant principal) in the selection process.
 - c. All requests to publishing companies for resources to be examined should be presented to the committee. Resources are received and processed by the Superintendent or Designee and reviewed by the committee members.
 - d. It is the responsibility of the committee members to communicate their findings, and to make a recommendation to the Superintendent or Designee leading the committee, who will then communicate with the principals and teachers who will be affected by the selections of the committee.
3. The purchase of instructional material/resources is approved by the Superintendent or Designee on the basis of the committee recommendations, budgetary considerations, and relationship to identified district policies and programs, and endorsement by the District Curriculum Advisory Committee.
4. Any committees formed will remain functional until curriculum has been selected, implemented and reviewed.
5. Should a committee not be formed, the building personnel will work with the Superintendent or Designee. The purchase of such materials/resources is approved by the Superintendent or Designee on the basis of staff recommendations, budgetary considerations, and relationship to identified district policies and programs.
6. Records regarding review and selection will be kept in the Superintendent or Designee.

C. INSTRUCTIONAL RESOURCES NOT PURCHASED BY THE DISTRICT

1. Teachers have the right to use resources they believe will increase their effectiveness in meeting the objectives of the course being taught.
2. Teachers recognize their responsibility to use professional judgment in the selection of resources. The teacher who is in doubt concerning the advisability of using certain resources in the classroom should apply the criteria outlined in these guidelines and/or consult with their principal.
3. Teachers must recognize that the manner in which they present and use resources has an impact upon students. Staff members should be sensitive to the divergent needs of students, should allow students freedom to select alternative resources, and should demonstrate respect for student standards and preferences.
4. With regard to films/videos, potential selections having ratings of "R" or "PG13" require special consideration. When staff feel such selections merit use for classroom instruction, staff must secure permission from the building principal and obtain parental permission prior to classroom viewing. At the elementary level, principal and parent permission are required before the showing of PG rated videos/films. Viewing of full-length feature films in their entirety is discouraged as regular practice. Further, special consideration must be taken in to account with regard to licensing issues and Fair Use.
5. Gift resources will be accepted only with the understanding that they will then be judged by the same criteria as other resources and will be accepted or rejected on the basis of those criteria.-Resources procured by teachers representing Richfield Public Schools in their professional capacity on sites such as DonorsChoose.org become the property of Richfield Public Schools.

X. PROCEDURES FOR RECONSIDERATION OF A RESOURCE

Any resident, parent or employee of the school district may request reconsideration with regard to the inclusion or exclusion of resources in the district's educational program on the basis of appropriateness.

"Request for Reconsideration" is defined as written statement of opposition to a resource, requesting that it be excluded or restricted, or advocacy, requesting that it be included.

A. OBJECTION AND REEVALUATION PROCEDURES

1. If material is questioned, school personnel shall explain the selection and reevaluation guidelines and procedures to the complainant; this is considered the "**informal**" stage of a challenge. The first point of contact is the teacher of the course/class in which the material is being used, or the media personnel in the building housing the material in the collection. The amount of instructional materials available makes it possible to offer alternative materials.
2. If, after conversation with the teacher or media personnel, there is still a request for reconsideration, within five working days after receiving a request for reconsideration, school building administrative personnel will contact and meet with the complainant and provide him/her with a copy of these policies and procedures. Utilizing the rationale for selection and approval of the material, the school building administrative personnel will explain the reasons for its inclusion in the curriculum or media center and the qualifications of those persons selecting the resources. This is still considered part of the informal stage of the request for reconsideration. If the challenge is not resolved **informally**, the complainant must submit a written disagreement to the school building administrative personnel
3. Once the school building administrative personnel receives the written disagreement, the school building administrative personnel will refer the complaint to the Superintendent or Designee. The challenge now becomes a "**formal**" challenge.
4. Within twenty working days, the Superintendent or Designee shall meet, hear testimony.
5. Upon making the final decision, the Superintendent or Designee will send a letter informing the complainant of the decision. The decision shall be communicated to all appropriate employees.

B. INFORMAL PROCEDURES

1. Each challenge shall be dealt with in a courteous and confidential manner.
2. The person initiating the challenge should communicate with the teacher or media personnel first, to come to an informal resolution.
3. An informal resolution is defined as a condition in which both parties agree to either accept the material as currently used or to provide a mutually acceptable alternative or substitution.

4. If the challenge cannot be resolved informally, the school building administrative personnel will invite the person who is initiating the challenge to submit a written disagreement.
5. Upon submission of a formal written disagreement, the challenge will be defined as formal and the process for formal challenges will be initiated at the appropriate level.

C. FORMAL REEVALUATION

Normally the questioned resource will remain in use during the reevaluation process.

1. The Superintendent or Designee shall, within twenty days:
 - a. obtain the questioned resource and read it in its entirety, and consult with professional organizations, as necessary;
 - b. discuss the questioned resource;
 - c. invite testimony, by inviting the party requesting the reconsideration, the appropriate teacher or media personnel, and building administrator to discuss intended use of the materials in the classroom or school, including the use of the material in whole or in part;
 - d. discuss the context in which the resource will be used, including any historical context;
; and
 - e. take a thorough written record of all discussion and recommendations.

2. The Superintendent or Designee shall:
 - a. Examine the questioned resource in its entirety.
 - b. Determine professional acceptance of the resource by reading critical reviews.
 - c. Weigh values and faults and form opinions on the resource as a whole if it is read or viewed in its entirety or focus the review on passages or sections identified for viewing/reading.
 - d. Discuss the resource in the context of the educational program.
 - e. Hear testimony.
 - f. Make a final decision/recommendation.

D. RESOLUTION

1. The written report, signed by all members of the committee attending the meeting, accompanied by all resources used during the proceedings and a minority report, if one is made, shall be available to the public.
2. The decision shall be communicated to the complainant, the school building administrative personnel, and the professional media person or teacher involved.
3. The decision shall be binding for the individual school or as specified in the Superintendent's decision/recommendation.
4. Requests to reconsider resources which have previously been before the committee will not be reviewed again for three years, unless the challenge is substantially different from a previous challenge.
5. The Superintendent's decision may be appealed to the District 280 Board of Education.

Dated: April 7, 1997
Reviewed:
Revised: October 2, 2010
Amended February 7, 2011, June 15, 2020

RICHFIELD PUBLIC SCHOOLS
APPENDIX A
REQUEST FOR REEVALUATING A RESOURCE

The amount of instructional material available makes it possible to offer alternatives to challenged or controversial material. Should students or parents have objections to any material, teachers shall offer substitute selections.

School _____

Please check type of material:

- | | |
|----------------|-----------|
| () Book | () Video |
| () Periodical | () Other |
| () Film | |

Title _____

Author _____

Publisher or Producer _____ Copyright Date _____

Request initiated by _____ Self
 Organization _____
Name of Organization

Telephone _____ Address _____

City _____ State _____ Zip _____

The following questions are to be answered after the complainant has read, viewed, or listened to the material in its entirety. If sufficient space is not provided, attach additional sheets. (Please sign your name to each additional attachment).

1. To what in the material do you object? Please comment on the resource as a whole as well as being specific on those matters which concern you. (Please be specific, cite pages, film sequence, video, etc.)

2. What do you believe is the theme or purpose of this material?

3. What do you feel might be the result of a student using this material?

4. For what age group would you recommend this material?

5. What do you think is good in this material? Please comment.

6. What other material of the same quality, subject and format could you recommend in place of this material?

8. What would you like the school district to do about this material?

_____ Date _____
Signature of the Complainant

Please return completed form to school administrative personnel

NEW BUSINESS – For Action

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

SUBJECT: Joint Powers Agreement for the Metro South Adult Basic Education Consortium

(Recommended by the Superintendent)

The Board of Education authorizes the renewal Consortium Agreement between Richfield, Bloomington, Eden Prairie, and Edina to jointly provide Adult Basic Education (“ABE”) services for its residents 17 years of age and older who are not currently enrolled in public school regular day classes.

**JOINT POWERS AGREEMENT FOR THE
METRO SOUTH ADULT BASIC EDUCATION CONSORTIUM**

PREAMBLE

THIS AGREEMENT IS MADE and entered by and between the school districts named herein, hereafter collectively referred to as “members,” and individually as “member,” which are signatories to this Agreement.

This Agreement is made pursuant to Minnesota Statutes Section 471.59, which provides that two or more governmental units may by agreement jointly exercise any power common to the contracting members, and Minnesota Statutes Section 124D.521, which sets forth the requirements for adult basic education consortia. Each of the members to this Agreement has been duly authorized to enter into the Agreement by its respective School Board.

It is the intention of the members to jointly cooperate to provide Adult Basic Education (“ABE”) services for its residents 17 years of age and older who are not currently enrolled in public school regular day classes.

In consideration of the mutual promises and agreements contained herein and subject to the provisions of Minnesota Statutes Section 471.59 and all other applicable statutes, rules, and regulations, the following members:

Independent School District No. 271, Bloomington (ISD 271)
Independent School District No. 272, Eden Prairie (ISD 272)
Independent School District No. 273, Edina (ISD 273)
Independent School District No. 280, Richfield (ISD 280)

hereto agree as follows:

RECITALS

WHEREAS, the members agree to maintain a joint powers entity entitled Metro South Adult Basic Education Consortium (“Consortium”) to provide adult education and literacy education. Base funding for the Consortium will be provided by the State of Minnesota to the duly assigned fiscal agent on behalf of the operation of the program; and

WHEREAS, the members seek to provide Adult Basic Education (“ABE”) opportunities to its residents 17 years of age and older who are not currently enrolled in public school regular day classes; and

WHEREAS, the members understand that programs funded through the WorkForce Investment Act and Minnesota Statutes Section 124D.51, Education Program for Adults, need to be part of a cooperative ABE delivery system established by written agreement among two or more school districts; and

WHEREAS, the members certify that the Consortium will carry out tasks and responsibilities in compliance with all applicable State and Federal laws and regulations, as well as the promises and agreements contained herein; and

WHEREAS, the purposes of the laws are to enable all adults to acquire basic skills necessary to function in society and also enable adults who so desire to continue their education to at least the level of completion of secondary school.

NOW THEREFORE, in consideration of the mutual promises and agreements set forth, the members agree as follows:

AGREEMENT

1. JOINT POWERS.

The members are jointly empowered to act on behalf of the several members and to take such actions as may be necessary from time to time to fulfill the purpose of this Agreement. The name of the entity formed by this Joint Powers Agreement shall be the Metro South Adult Basic Education Consortium. The Consortium shall have all the powers, duties, authorities, and responsibilities pertaining to the provision of ABE Services of the School Boards of each individual member that are herein designated and assigned to the Consortium.

2. PURPOSE.

The purpose of the Consortium is to enable the members to provide cooperative and collaborative efforts for ABE services, which include: Adult Basic Education, General Education Development, English as a Second Language, Family Literacy Programming, and Workforce Education.

3. ORGANIZATION AND GOVERNANCE.

The activities contemplated by this Agreement shall be overseen by the Consortium Board. The Consortium Board, hereinafter termed "the Board," shall be in existence for the duration of this Agreement.

A. Voting Representation.

The Board shall consist of one voting member from each member District to this Agreement.

Members of the Board shall not be deemed to be employees of the Consortium and will not be compensated by the Consortium for serving on the Board. For all purposes, including workers' compensation, each member of the Board shall be considered to be an employee of the member District that made their appointment.

B. Officers.

The Board shall select from among its members a Chair, a Vice-Chair, and a Secretary, who shall serve in their respective capacities for one-year terms. Officers may serve successive terms. No voting representative of the Board shall forfeit the right to vote by virtue of appointment as an officer of the Board. Any vacancy in any of the offices shall be filled by election at the next Board meeting.

The duties of the officers are as follows:

1. Chair. The Chair shall preside at all Board meetings. The Chair's signature shall appear on all contracts, consortium agreements, and all other official documents. The Chair shall be responsible for voicing official positions and statements which the Board may formulate. The Chair shall generally perform all duties the Board may designate.
2. Vice-Chair. The Vice-Chair shall assume the powers and duties of the Chair during periods of absence or incapacity and shall perform such additional duties and functions as the Board may direct.
3. Secretary. The Secretary shall keep or designate a person to assist in keeping a record of all proceedings of the Board.

C. Voting and Quorum.

Each Board member shall be entitled to one vote on Board matters.

A quorum shall consist of a simple majority of Board members. Board action shall be determined by a majority of the votes cast at a meeting of the Board. All votes of the Board shall be recorded and become matter of public record.

D. Meetings.

The Board shall meet at least quarterly (four times annually) at the call of the Chair. The Board or the Chair shall fix the times and places of regular and special meetings.

All meetings of the Board shall be conducted in a manner consistent with the Minnesota Open Meeting Law.

Two or more members may request a special meeting of the Board by submitting a written notice to all Board members. Except in the case of an emergency, more than three days' notice must be given so that notice of the special meeting can be posted in accordance with the Open Meeting Law.

4. BOARD DUTIES AND RESPONSIBILITIES.

The Board shall have and exercise all powers that may be necessary and convenient to enable it to perform and carry out the responsibilities conferred on it or contemplated by this Agreement, or which may hereafter be imposed on it by law or contract.

Such powers shall include the power to accept and disburse funds and to apply for state and federal funds necessary for the purposes set forth herein. The Board shall not have the authority to levy taxes.

The Board, on behalf of each individual member, shall assume the following responsibilities:

- A. The Board, with the input and assistance of the fiscal agent, shall consider and approve all budgets and evaluate the programs and services provided by the Consortium.
- B. The Board shall review this Agreement on an annual basis and, if necessary, amend this Agreement in accordance with paragraph 11.
- C. The Board shall review all contracts and/or leases that are needed to help fulfill the purpose of this Agreement. Board approval is required for all contracts and/or leases for a term exceeding the current fiscal year.

5. FINANCIAL PARTICIPATION.

The members agree that the Board shall have the authority to utilize funds received in the name of the Consortium for the purposes outlined herein. The members

further agree that they shall share in any Consortium deficit as approved by a majority vote of the Board. Each member shall share in any deficit in proportion to the respective contributions made by that member.

6. MEMBER OBLIGATIONS.

Each member shall be obligated to:

- A. Submit appropriate financial data required by the State to qualify for program approval.
- B. Contribute to the ABE efforts of the Consortium. For example, member Districts may provide the following:
 - 1) Administrative leadership and support;
 - 2) Outreach and marketing through Community Education catalogs;
 - 3) Referral of students to the program; and
 - 4) Liaison support of local schools, social service agencies and employers.
- C. Agree to abide by any requirements set forth in the annual adult basic education program application, including the state adult basic education assurances which are hereby incorporated into this Agreement by reference.
- D. Direct all revenue intended for ABE Services, whether it be State, Federal, or local funding, to the fiscal agent on behalf of the Consortium.

7. FISCAL AGENT.

ISD 271 shall serve as the fiscal agent for the Consortium. The Board, by a majority vote, may designate any other member to act as fiscal agent for the Consortium, provided the designated fiscal agent accepts the responsibilities. The fiscal agent shall perform the following duties and responsibilities:

- A. The fiscal agent is responsible for fiscal management of the Consortium. The fiscal agent shall develop a program budget and submit the same to the Board for approval. The fiscal agent shall monitor the program budget and ensure proper recordkeeping of all receipts and expenditures of the Consortium.
- B. The fiscal agent shall develop formulas, pertaining to both revenues and expenditures, for the distribution of Consortium funds. Such formulas shall be submitted to the Board for approval.

- C. The fiscal agent is responsible for the organizational structure and staffing and supervision in order to implement programs. The fiscal agent shall employ Consortium-wide ABE staff working on behalf of the Consortium.
- D. The fiscal agent shall develop operational guidelines and procedures. Such guidelines and procedures shall be presented to the Board.
- E. The fiscal agent shall collect data from members as necessary to perform the purposes of this Agreement.
- F. The fiscal agent shall submit application materials on behalf of the Consortium for State, Federal, and other grants.
- G. The fiscal agent shall submit all required State and Federal performance reports and fiscal reports.
- H. The fiscal agent shall file this Agreement with the Minnesota Department of Education as required by Minnesota Statutes Section 124D.521.
- I. The fiscal agent shall provide necessary assurances to State and Federal authorities.
- J. The fiscal agent shall keep all records on behalf of the Consortium.
- K. The fiscal agent is responsible for program planning and development. The fiscal agent will report to the Board on program planning and development at each Board meeting.
- L. The fiscal agent shall perform all obligations and duties as set forth in Minnesota Statutes Section 124D.521, as amended.

8. INSURANCE.

The members agree that they will at all times, during the term of this Agreement or any extension thereof, at their own expense, maintain and keep in force comprehensive general public liability insurance against claims for personal injury, death, or property damage arising in connection with this Agreement in the limits set forth in Minnesota Statutes Section 466.04, as amended. The members further agree that they will name the Consortium as an additional insured on said insurance policies and submit certificates of said insurance to the fiscal agent.

The members agree that they will carry workers' compensation insurance as required by law, and that they will submit certificates of said insurance to the fiscal agent.

In the event that procured liability coverage does not cover a particular act or omission, each individual member shall not be individually liable unless required by law, in which case any such liability shall be apportioned equally amongst the members.

Under no circumstances, however, shall a party be required to pay, on behalf of itself or other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The limits of liability for some or all of the parties may not be added together to determine the maximum amount of liability for any party. Nothing in this Agreement shall constitute a waiver of the rights, benefits, immunities, and privileges that each party is entitled to under federal law or state law.

9. TERM OF AGREEMENT AND TERMINATION.

This term of this Agreement shall run from the date of authorization of the School Boards of each respective member to June 30, 2022, unless it is terminated prior to June 30, 2022 as a result of the Consortium being:

- A. Terminated by the mutual consent of the members;
- B. Suspended or superseded by a subsequent agreement between the members;
or
- C. Terminated by operation of law.

If the Agreement is terminated, all assets acquired as a result of the joint exercise of powers pursuant to this Agreement remaining after the date of termination and after payment of any outstanding debts or expenses, shall be returned to those members in good standing on the date of termination in proportion to the respective contributions made by the member.

10. WITHDRAWAL

Upon adoption of a resolution of its School Board, an individual member may withdraw from participation in the Consortium by providing eleven (11) months written notice. Written notice must also be submitted to Commissioner of the Minnesota Department of Education.

A withdrawing member shall not be entitled to the return of any contributions previously paid, and shall remain jointly liable for all indebtedness made on behalf of the Consortium during the period in which the withdrawing member was a member of the Consortium. The members shall engage in negotiations over the terms of such indebtedness, including the possibility of a settlement and release of liability for withdrawing members.

11. AMENDMENTS.

Proposed amendments must be submitted to the Board for review and approval. Prior to a meeting of the Board at which an amendment of this Agreement will be considered, each Board member shall be given ten (10) days prior written notice of the meeting and the proposed amendment. In order to be approved, amendments must receive a majority vote of those Board members present at a duly qualified meeting at which the vote is taken.

Should an amendment receive the requisite approval from the Board as provided in this section, the amendment shall be submitted to each member School Board represented on the Board. The amendment shall not be enacted unless adopted by the School Board of each member represented on the Board.

12. EFFECTIVE DATE.

The members agree that this Agreement shall become effective upon authorization of the School Boards of each respective member, and shall be enforced from and after that date until terminated in accordance with paragraph 9.

13. AUTHORIZATION.

IN WITNESS WHEREOF, the undersigned member, pursuant to an authorizing resolution of its respective School Board, has caused this Agreement to be signed on the date indicated below.

_____ Chair, Bloomington ISD 271	_____ Clerk, Bloomington ISD 271	_____ Date
_____ Chair, Eden Prairie ISD 272	_____ Clerk, Eden Prairie ISD 272	_____ Date
_____ Chair, Edina ISD 273	_____ Clerk, Edina ISD 273	_____ Date
_____ Chair, Richfield ISD 280	_____ Clerk, Richfield ISD 280	_____ Date

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

SUBJECT: 2020-2021 ADOPTED BUDGET

(Recommended by the Superintendent)

That the Board of Education approve the 2020-21 (FY21) Budget as presented in the attached document.

Background Information

(Prepared by Craig Holje and James Gilligan)

The FY21 Proposed Budget includes the following:

Total Revenues	\$91,501,388
• General Fund Revenues	\$67,844,101
Total Expenditures	\$130,743,347
• General Fund Expenditures	\$69,382,406

The attached budget includes a summary of all funds under board authority, inclusive of the General Fund, Food Service, Community Service, Construction, Debt Service, Trust, Internal Service/Self-Funded Insurance, Other Post-Employment Benefits (OPEB) Trust and OPEB Debt Service funds.

The budget includes the legislatively approved formula increase of 2% as well as projected enrollment reductions impacting both revenue and expenditure categories as well as reductions associated with revenue and programming associated with compensatory funding in the basic skills categorical aid. It maintains the current staffing formula associated with class sizes as well as other program improvements established in recent years.

The general fund balance is anticipated to decrease slightly in the restricted categories with a reduction in the unassigned fund balance of \$1,441,091 resulting in a 7.68% unassigned fund balance.

The overall district fund balance is anticipated to be reduced by \$39,241,959 primarily as a result of excess spending within the construction fund, for which the district issued bonds in the FY18 fiscal year. Additional excess spending occurs within the OPEB Trust, where funds were established to pay for Other Post-Employment Benefits on an annual basis.



PROPOSED 2020-21 BUDGET



REVENUE GENERAL FUND

REVENUE CATEGORIES	Actual June 30, 2018	Actual June 30, 2019	Adopted Budget	Revised Budget	Next Year Budget
STATE	46,142,115	46,183,093	44,607,274	45,707,241	46,150,048
FEDERAL	2,251,486	2,098,367	2,517,148	2,331,624	2,825,786
PROPERTY TAXES	13,100,376	16,524,053	18,205,157	18,205,157	17,677,523
LOCAL (FEES, INTEREST, ETC.)	1,593,961	1,617,985	1,313,443	1,340,744	1,190,744
TOTALS	63,087,938	66,423,498	66,643,022	67,584,766	67,844,101

EXPENDITURES GENERAL FUND

OBJECT SERIES	Actual June 30, 2018	Actual June 30, 2019	Adopted Budget	Revised Budget	Next Year Budget
SALARIES & WAGES	35,160,099	37,176,269	37,899,182	37,689,481	39,444,694
EMPLOYEE BENEFITS	12,323,981	13,518,960	13,639,093	13,606,495	14,082,909
PURCHASED SERVICES	9,046,327	8,172,079	9,210,948	9,392,979	10,566,262
SUPPLIES	2,237,813	2,527,483	3,555,249	2,950,809	2,628,309
EQUIPMENT	2,319,661	2,581,571	1,971,269	2,176,821	2,268,375
OTHER EXPENDITURES	401,293	315,303	136,930	177,740	391,858
TOTALS	61,489,173	64,291,665	66,412,671	65,994,325	69,382,406

PROGRAM SERIES	Actual June 30, 2018	Actual June 30, 2019	Adopted Budget	Revised Budget	Next Year Budget
SITE ADMINISTRATION	1,869,485	1,853,501	1,914,365	2,041,369	1,940,283
DISTRICT ADMINISTRATION	821,301	836,390	860,810	870,152	938,040
SUPPORT SERVICES	2,282,535	2,138,022	2,048,377	1,975,507	1,980,877
REGULAR INSTRUCTION	25,535,479	27,939,635	27,910,903	28,067,670	29,136,919
EXTRA-CURRICULAR ACTIVITIES	1,166,534	1,240,925	1,470,260	1,402,627	1,364,356
VOCATIONAL INSTRUCTION	439,097	473,959	452,315	431,526	458,424
SPECIAL EDUCATION	11,823,369	12,130,842	12,829,441	12,357,734	12,911,322
INSTRUCTIONAL SUPPORT	4,179,137	4,549,255	5,011,990	4,925,444	5,016,573
PUPIL SUPPORT SERVICES	6,071,235	6,291,515	6,653,562	6,713,077	7,060,789
FACILITIES	7,067,161	6,614,346	6,985,648	6,977,219	8,335,493
OTHER FINANCING USES	233,841	223,275	275,000	232,000	239,330
TOTALS	61,489,173	64,291,665	66,412,671	65,994,325	69,382,406



ACTIVITY - OTHER FUNDS

	Actual June 30, 2018	Actual June 30, 2019	Adopted Budget	Revised Budget	Next Year Budget
REVENUE					
FOOD SERVICE	2,768,890	2,838,335	2,838,000	2,854,000	2,860,640
COMMUNITY EDUCATION	2,155,483	1,942,646	2,173,728	2,110,277	2,164,377
CONSTRUCTION FUND	120,108,147	3,044,448	1,000,000	1,100,000	925,000
DEBT SERVICE	4,146,088	8,713,849	8,502,284	8,502,284	7,687,393
TRUST	60,368	48,199	46,500	46,500	46,500
INTERNAL SERVICE - HEALTH INS.	6,797,915	7,314,681	6,790,000	7,025,000	7,225,000
INTERNAL SERVICE - DENTAL INS.	505,962	534,362	519,750	531,000	540,500
OPEB - IRREVOCABLE TRUST	115,612	203,285	150,000	150,000	70,000
OPEB DEBT SERVICE	989,701	786,209	818,323	818,323	2,137,877

	Actual June 30, 2018	Actual June 30, 2019	Adopted Budget	Revised Budget	Next Year Budget
EXPENDITURES					
FOOD SERVICE	2,694,977	2,736,818	2,592,341	2,838,588	2,819,342
COMMUNITY EDUCATION	1,691,956	1,888,985	2,168,010	1,961,978	2,070,408
CONSTRUCTION FUND	2,689,537	13,650,859	52,983,255	53,039,030	38,530,269
DEBT SERVICE	10,535,851	7,967,443	8,105,038	8,105,038	7,245,988
TRUST	48,713	41,908	46,500	46,500	46,500
INTERNAL SERVICE - HEALTH INS.	5,739,072	6,941,796	6,757,020	7,001,080	7,351,134
INTERNAL SERVICE - DENTAL INS.	518,742	529,293	539,049	528,000	540,500
OPEB - IRREVOCABLE TRUST	917,335	498,893	735,250	735,250	735,000
OPEB DEBT SERVICE	1,023,142	789,125	783,000	783,000	2,021,800

SUMMARY - ALL FUNDS

	Actual June 30, 2018	Actual June 30, 2019	Adopted Budget	Revised Budget	Next Year Budget
SUMMARY					
REVENUE	200,736,105	91,849,511	89,481,607	90,722,150	91,501,388
EXPENDITURES	87,348,498	99,336,785	141,122,134	141,032,789	130,743,347
SPENDING VARIANCE	113,387,607	(7,487,275)	(51,640,527)	(50,310,639)	(39,241,959)



PROGRAM CODE	DESCRIPTION	June 30, 2018	June 30, 2019	Adopted Budget	Revised Budget	Next Year Budget
DISTRICT ADMINISTRATION						
010	BOARD OF EDUCATION	68,453	68,515	70,691	70,691	71,105
020	OFFICE OF SUP'T	403,479	365,775	405,914	413,608	435,362
030	INSTRUCTIONAL ADMIN	119,295	402,100	376,205	379,853	431,573
031	OLD ACCOUNT DIR OF CURR	230,075	-	8,000	6,000	-
TOTAL - DISTRICT ADMINISTRATION		821,301	836,390	860,810	870,152	938,040
SITE ADMINISTRATION						
050	SCHOOL BLDG ADMIN	1,869,485	1,853,501	1,914,365	2,041,369	1,940,283
TOTAL - SITE ADMINISTRATION		1,869,485	1,853,501	1,914,365	2,041,369	1,940,283
SUPPORT SERVICES						
105	ADMIN SUPPORT	31,478	31,880	17,000	17,000	19,500
107	MARKETING/COMMUNICATIONS	1,571	136,236	203,349	223,743	185,086
108	ADMINISTRATIVE TECHNOLOGY	436,562	288,000	3,000	1,777	3,000
110	BUSINESS SERVICES	957,605	971,976	1,151,833	977,951	1,077,865
130	COMMUNITY RELATIONS (now marketing 10	22,828	14,280	-	-	-
150	LEGAL SERVICES	130,710	39,579	41,500	41,500	83,878
160	PERSONNEL	637,239	627,436	576,595	658,204	553,193
190	RESEARCH/EVALUATION	19,588	28,636	35,000	35,232	35,236
199	SCHOOL ELECTIONS	44,955	-	20,100	20,100	23,119
TOTAL - SUPPORT SERVICES		2,282,535	2,138,022	2,048,377	1,975,507	1,980,877
REGULAR INSTRUCTION						
200	VPK PROGRAM	703,273	1,013,863	854,503	1,135,932	1,176,161
201	KINDERGARTEN	1,223,259	1,331,287	1,328,272	1,112,727	1,154,490
203	ELEM EDUCATION	9,861,643	10,906,575	10,266,004	10,507,237	10,859,103
204	TITLE II FED TEACH/PRINC TRAINING	126,568	104,062	133,898	60,940	295,282



PROGRAM CODE	DESCRIPTION	June 30, 2018	June 30, 2019	Adopted Budget	Revised Budget	Next Year Budget
205	TITLE III FEDERAL LEP	151,497	188,539	176,544	137,139	138,231
211	SECONDARY ED GENERAL	3,517,068	3,983,283	4,748,500	4,549,891	4,540,746
212	ART	222,963	279,025	291,830	300,236	315,149
215	BUSINESS EDUCATION	64,565	72,461	2,950	15,906	15,802
216	TITLE I FEDERAL	1,017,848	807,302	760,067	948,333	1,079,463
218	GIFTED & TALENTED	295,905	303,839	327,077	327,249	303,748
219	ENGLISH LANGUAGE LEARNER (ELL)	1,805,313	1,922,296	1,918,680	1,923,562	2,004,767
220	ENGLISH/LANGUAGE ART	1,249,404	1,241,129	1,242,854	1,283,717	1,320,654
230	FOREIGN LANGUAGE	441,683	464,708	532,904	451,006	502,210
231	DUAL LANGUAGE PROGRAM	1,326	1,104	1,500	1,500	1,200
240	HEALTH ED	1,026,449	1,013,705	1,055,931	1,094,659	1,127,111
241	PHYSICAL ED	2,638	2,471	-	-	2,526
250	FAMILY LIVING SCIENCE	-	-	-	-	-
255	INDUSTRIAL EDUCATION	114,462	163,381	182,939	212,144	219,538
256	MATHEMATICS	1,034,263	1,174,071	1,218,834	1,228,580	1,240,532
258	MUSIC - BAND	546,347	577,624	582,199	584,712	604,690
259	MUSIC - CHOIR	1,112	2,321	2,446	2,446	1,606
260	NATURAL SCIENCE	1,185,956	1,311,732	1,241,262	1,183,360	1,197,370
270	SOCIAL STUDIES	941,936	1,074,856	1,041,709	1,006,394	1,036,540
	TOTAL - REGULAR INSTRUCTION	25,535,479	27,939,635	27,910,903	28,067,670	29,136,919
	EXTRA-CURRICULAR					
291	CO-CURR ACTIVITIES NON-ATHLETICS	188,717	181,163	219,117	219,117	215,770
292	BOYS/GIRLS ATHLETICS	368,664	399,378	388,807	418,013	442,489
294	BOYS ATHLETICS	329,985	349,168	346,832	349,993	308,114
296	GIRLS ATHLETICS	261,399	281,219	297,218	297,218	280,236
298	EXTRA-CURR ACTIVITIES (INCL STUDENT ACT)	17,769	29,998	218,286	118,286	117,747
	TOTAL - EXTRA-CURRICULAR ACTIVITIES	1,166,534	1,240,925	1,470,260	1,402,627	1,364,356



PROGRAM CODE	DESCRIPTION	June 30, 2018	June 30, 2019	Adopted Budget	Revised Budget	Next Year Budget
VOCATIONAL INSTRUCTION						
311	VOC DISTRIBUTIVE ED	68,042	73,230	75,154	82,499	86,814
321	VOC HEALTH OCC EDUCATION	21,756	42,910	-	12,747	12,747
331	VOC PERSONAL FAMILY LIFE SCI	199,820	203,543	211,896	215,099	230,894
341	VOC ED BUSINESS	-	-	-	-	-
361	VOC ED TRADE & IND	-	-	-	-	-
380	VOC SPECIAL NEEDS	148,137	152,590	165,265	121,181	126,469
399	VOC ED - GENERAL	1,342	1,685	-	-	1,500
TOTAL - VOCATIONAL INSTRUCTION		439,097	473,959	452,315	431,526	458,424
SPECIAL ED INSTRUCTION						
400	GENERAL SPECIAL EDUCATION	406,780	342,166	585,252	169,189	374,187
401	SPEECH/LANGUAGE IMPAIRED	618,093	584,961	629,826	542,830	569,140
402	DEVEL COGN DISBLY MILD-MODERATE	694,670	541,193	504,780	500,847	511,088
403	DEVEL COGN DISBLY SEVERE-PROFOUND	655,047	548,870	640,664	589,828	584,103
404	PHYSICALLY IMPAIRED	159,402	146,907	70,186	71,477	73,190
405	DEAF/HARD OF HEARING	99,393	178,703	-	-	-
406	VISUALLY IMPAIRED	21,355	9,585	-	-	-
407	SPECIFIC LEARNING DISABILITY	1,091,828	1,274,988	1,194,775	1,320,670	1,386,224
408	EMOTIONAL/BEHAVIORAL DISORDER	2,172,119	2,401,760	2,137,273	1,951,841	1,999,619
410	OTHER HEALTH DISABILITIES	324,961	253,377	273,489	366,631	377,872
411	AUTISTIC	1,212,258	1,453,987	1,503,947	1,536,755	1,543,998
412	DEV DELAYED	1,072,196	1,093,913	1,113,093	1,173,350	1,303,921
414	TRAUMATIC BRAIN INJURY	-	-	-	-	-
416	SEVERELY MULTIPLY IMPAIRED	243,103	341,540	266,898	399,989	407,512
420	SPECIAL ED 3 OR MORE DISBTY	2,019,466	1,964,418	2,698,786	2,593,743	2,734,554
422	SPED-STUDENTS W/O DISABILITIES	1,032,698	994,474	1,210,472	1,140,584	1,045,914
430	HOMEBOUND	-	-	-	-	-
TOTAL - SPECIAL ED INSTRUCTION		11,823,369	12,130,842	12,829,441	12,357,734	12,911,322



PROGRAM CODE	DESCRIPTION	June 30, 2018	June 30, 2019	Adopted Budget	Revised Budget	Next Year Budget
INSTRUCTIONAL SUPPORT						
605	GENERAL INSTR SUPPORT	942,657	940,012	1,024,626	902,533	1,225,066
610	CURRICULUM DEVL P	50,501	173,045	198,969	186,157	91,532
620	MEDIA	518,816	500,657	470,873	478,417	494,322
630	INSTRUCT RELATED TECHNOLOGY	2,395,224	2,551,936	3,078,290	3,129,036	2,967,607
640	STAFF DEVELOPMENT	252,685	350,987	213,602	203,627	207,647
680	COMPUTER AIDED INST	5,396	4,658	11,380	11,424	11,469
690	OTHER INST SERVICES	13,859	27,959	14,250	14,250	18,930
	TOTAL - INSTRUCTIONAL SUPPORT	4,179,137	4,549,255	5,011,990	4,925,444	5,016,573
PUPIL SUPPORT SERVICES						
710	GUIDANCE/COUNSELING	484,039	513,706	546,023	547,568	738,219
715	SAFE SCHOOLS GRANT MDE	-	-	-	-	521,534
720	HEALTH SERVICES	345,982	345,674	335,942	320,214	314,913
730	PSYCHOLOGICAL SERVICES	20,032	16,656	26,681	6,825	7,566
760	PUPIL TRANSPORTATION	3,778,775	3,724,135	4,196,635	4,218,301	3,940,588
770	FOOD SERVICE	-	-	-	-	20,000
790	OTHER SUPPORT SERVICES	1,442,407	1,691,343	1,548,281	1,620,169	1,517,969
	TOTAL - PUPIL SUPPORT SERVICES	6,071,235	6,291,515	6,653,562	6,713,077	7,060,789
FACILITIES						
810	OPERATIONS & MAINTENANCE	4,128,611	4,328,426	4,321,443	4,554,523	4,614,181
812	SEC MAINTENANCE	600	710	-	-	677
814	CENTRAL MAINTENANCE	131,211	123,900	120,855	81,310	89,453
850	CAPITAL FACILITIES	1,203,482	1,054,934	1,068,906	899,819	1,022,755
865	LTFM < \$100K	1,603,257	1,106,376	1,474,444	1,441,567	2,608,427
	TOTAL - FACILITIES	7,067,161	6,614,346	6,985,648	6,977,219	8,335,493



PROGRAM CODE	DESCRIPTION	June 30, 2018	June 30, 2019	Adopted Budget	Revised Budget	Next Year Budget
	OTHER FINANCING USES					
940	INSURANCE	233,398	223,275	275,000	232,000	239,330
960	OTHER NONRECURRING ITEMS	443	-	-	-	-
	TOTAL - OTHER FINANCING USES	233,841	223,275	275,000	232,000	239,330
	GENERAL FUND TOTAL	61,489,173	64,291,665	66,412,671	65,994,325	69,382,406



**Richfield Public Schools
Budget Overview
Proposed Budget Summary 2020-21**

<i>General Fund - 01</i>	Projected Bal June 30, 2020	Budget Revenues	Budget Expenditures	Transfers	Projected Bal June 30, 2021	Net Increase or Decrease
Unassigned - 422	6,768,084	52,860,382	53,878,971	(422,502)	5,326,993	(1,441,091)
	10.26%				7.68%	
Restricted						
Staff Development - 403	-	580,351	580,351	-	-	-
Long-Term Fac Maint - 467	842,054	1,764,620	2,541,554	-	65,120	(776,934)
Capital Projects Tech Levy - 407	385,205	3,596,086	2,990,207	-	991,084	605,879
Operating Capital - 424	751,668	1,099,303	1,102,521	-	748,451	(3,218)
Student Activities - 401	101,579	100,000	100,000	-	101,579	-
Learning & Development - 428	-	879,923	879,923	-	-	-
Gifted & Talented - 438	-	57,457	303,748	246,291	-	-
Basic Skills - 441	-	5,839,958	5,839,958	-	-	-
Career & Technical - 445	-	94,447	317,708	223,261	-	-
Basic Skills Extended Time - 459	446,696	400,026	126,211	-	720,511	273,815
Safe Schools Levy & Aid - 449	-	389,498	389,498	-	-	-
Medical Assistance - 472	288,124	100,000	323,343	-	64,781	(223,343)
Subtotal Restricted	2,815,326	14,901,669	15,495,022	469,552	2,691,526	(123,801)
Nonspendable						
Inventory & Prepaid Expenditures	100,000	-	-	-	100,000	-
Subtotal Nonspendable - 460	100,000	-	-	-	100,000	-
Assigned Funds						
Assigned - Turf	363,212	35,000	8,414	-	389,798	26,586
Assigned - Program Initiatives	905,027	-	-	-	905,027	-
Assigned - Enrollment	600,000	-	-	-	600,000	-
Assigned - Future Retirement	638,422	-	-	-	638,422	-
Assigned - Carryover	350,028	47,050	-	(47,050)	350,028	-
Assigned - 3rd Party Sped	335,054	-	-	-	335,054	-
Subtotal Assigned - 462	3,191,743	82,050	8,414	(47,050)	3,218,329	26,586
Total General Fund	12,875,153	67,844,101	69,382,406	-	11,336,848	(1,538,305)
Food Service Fund - 02						
Inventory & Prepaid Expenditures	21,901	-	-	-	21,901	-
Subtotal Nonspendable - 460	21,901	-	-	-	21,901	-
Restricted - 464	526,396	2,860,640	2,819,342	-	567,694	41,298
Total Food Service	548,297	2,860,640	2,819,342	-	589,595	41,298
Community Services - 04						
Restricted - 464 (Non-Public, EcScreen, LCTS)	71,972	568,945	564,209	-	76,708	4,736
Restricted / Reserved						
Community Ed - 431	10,455	670,273	676,693	-	4,035	(6,420)
ECFE - 432	229,578	383,053	348,204	-	264,427	34,849
School Readiness - 444	421,045	542,106	481,302	-	481,849	60,804
Restricted/Reserved - Subtotal	661,078	1,595,432	1,506,199	-	750,311	89,233
Total Community Education	733,050	2,164,377	2,070,408	-	827,019	93,969
Construction - 06						
Subtotal Nonspendable - 460	-	-	-	-	-	-
Restricted/Reserved						
LTFM (2018B) - 467	12,659,707	700,000	10,493,203	-	2,866,504	(9,793,203)
Restricted/Reserved - Subtotal	12,659,707	700,000	10,493,203	-	2,866,504	(9,793,203)
Restricted (2018A) - 464	42,213,461	225,000	28,037,066	-	14,401,395	(27,812,066)
Total Construction Fund	54,873,168	925,000	38,530,269	-	17,267,899	(37,605,269)
Debt Service - 07						
Restricted - 464	1,342,934	7,687,393	7,245,988	-	1,784,339	441,405
Total Debt Service Fund	1,342,934	7,687,393	7,245,988	-	1,784,339	441,405
Trust - 08	456,436	46,500	46,500	-	456,436	-
Internal Service - 20 Health	5,271,720	7,225,000	7,351,134	-	5,145,586	(126,134)
Internal Service - 21 Dental	47,786	540,500	540,500	-	47,786	-
OPEB Irrevocable Trust - 45	8,869,974	70,000	735,000	-	8,204,974	(665,000)
OPEB Debt Service - 47	212,939	2,137,877	2,021,800	-	329,016	116,077
Total All Funds:	85,231,457	91,501,388	130,743,347	-	45,989,498	(39,241,959)

NEW BUSINESS - FOR ACTION

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

SUBJECT: Intermediate District #287 Long-Term Facilities Maintenance Revenue

(Recommended by the Superintendent)

That the Board of Education approve a resolution approving Intermediate School District #287's Long-Term Facilities Maintenance Program Budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

Background Information

(Prepared by Craig Holje)

Each School Intermediate and Independent School District is required to develop and submit a 10 Year Long-Term Facilities Maintenance Plan as part of the District's application for state aid and levy funding. Intermediate School District funding for these plans is driven by state statute which identifies the methods for determining member districts proportion for this funding.



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Intermediate/Cooperative District Long-Term Facilities Maintenance Revenue Allocation

ED-02479-05

General Information and Instructions: Please read the **Instructions for Completion** on the **Instructions** tab before completing this report.

District Name:	Name of Person Completing this Report:	Title:	
Intermediate District No. 287	Mae L. Hawkins, SFO	Executive Director of Business Services	
Telephone Number:	Email Address:		Date Submitted:
763-550-7156	mlhawkins@district287.org		6/30/2020

Long-Term Facilities Maintenance (LTFM) Revenue amounts to be Allocated to member School Districts for Fiscal Year (FY) 2022

1. Pay-as-you-go revenue portion					\$	451,550.00	
2. Bond debt service revenue portion					\$	464,950.00	
3. Total revenue amounts to allocate					\$	916,500.00	
District Number	Type	School District Name	Pay-as-you-go Allocation Percent	Allocated Pay-as-you-go (Number 1)	Bonded Debt Service Allocation Percent	Allocated Bonded Debt Service (Number 2)	Total
270	1	Hopkins	10.883%	\$ 49,139.93	10.883%	\$ 50,598.18	\$ 99,738.11
272	1	Eden Prairie	10.963%	\$ 49,504.33	10.963%	\$ 50,973.40	\$100,477.73
273	1	Edina	5.853%	\$ 26,427.42	5.853%	\$ 27,211.66	\$ 53,639.08
277	1	Westonka	4.423%	\$ 19,972.51	4.423%	\$ 20,565.20	\$ 40,537.71
278	1	Orono	2.381%	\$ 10,750.05	2.381%	\$ 11,069.06	\$ 21,819.11
279	1	Osseo	21.271%	\$ 96,047.83	21.271%	\$ 98,898.13	\$194,945.96
280	1	Richfield	5.854%	\$ 26,433.29	5.854%	\$ 27,217.71	\$ 53,651.00
281	1	Robbinsdale	15.438%	\$ 69,710.29	15.438%	\$ 71,778.98	\$141,489.27
283	1	St. Louis Park	4.318%	\$ 19,496.57	4.318%	\$ 20,075.15	\$ 39,571.72
284	1	Wayzata	15.331%	\$ 69,225.78	15.331%	\$ 71,280.09	\$140,505.87
286	1	Brooklyn Center	3.287%	\$ 14,842.00	3.287%	\$ 15,282.44	\$ 30,124.44
Totals: The column totals must agree with Lines 1 and 2.			100.000%	\$ 451,550.00	100.000%	\$ 464,950.00	\$916,500.00

Notes - Allocation method agreed to by member districts:

Three Year Weighted Average of Average Daily Membership of Each Member District as a % of Total Average Daily Membership of the Intermediate District.

	Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266	Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only	ED - 02478-05
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Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information							
District Name:	Intermediate District #287	Date:	7/31/2020							
District Number:	287	Email:	mlhawkins@district287.org							
District Contact Name:	Mae L. Hawkins, Executive Director of Business Services									
Contact Phone #	763-550-7156									

Expenditure Categories		2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
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	\$32,960	\$33,949	\$34,967	\$36,016	\$37,097	\$38,210	\$39,356	\$40,537	\$41,753	\$43,005
349	Other Hazardous Materials	\$22,000	\$22,660	\$23,340	\$24,040	\$24,761	\$25,496	\$26,261	\$27,049	\$27,860	\$28,696
352	Environmental Health and Safety Management	\$51,658	\$51,658	\$51,658	\$51,658	\$51,658	\$51,658	\$51,658	\$51,658	\$51,658	\$51,658
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$43,500	\$44,805	\$46,149	\$47,534	\$48,960	\$50,428	\$51,941	\$53,500	\$55,104	\$56,758
366	Indoor Air Quality	\$15,120	\$4,244	\$4,371	\$4,502	\$4,638	\$4,777	\$4,920	\$5,068	\$5,220	\$5,376
Total Health and Safety Capital Projects		\$165,238	\$157,316	\$160,486	\$163,750	\$167,113	\$170,569	\$174,136	\$177,810	\$181,595	\$185,493
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	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$122,750	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$122,750	\$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. (No new appropriations for this category FY 2020 - beyond.)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility											
Finance Code	Category (4)										
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects											
Finance Code	Category (5)										
368	Building Envelope	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
369	Building Hardware and Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$70,750	\$0	\$0	\$0
370	Electrical	\$0	\$0	\$0	\$0	\$0	\$14,131	\$14,814	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0
380	Mechanical Systems	\$111,312	\$55,484	\$141,564	\$0	\$280,000	\$100,000	\$0	\$215,490	\$211,905	\$275,807
381	Plumbing	\$0	\$0	\$0	\$89,550	\$13,187	\$0	\$0	\$67,000	\$67,000	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$0	\$0	\$155,000	\$155,000	\$0	\$175,000	\$200,000	\$0	\$0	\$0
384	Site Projects	\$175,000	\$175,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Deferred Capital Expense and Maintenance		\$286,312	\$230,484	\$296,564	\$294,550	\$293,187	\$289,131	\$285,564	\$282,490	\$278,905	\$275,807
Total Annual Pay As You Go 10-Year Plan Expenditures		\$451,550	\$510,550	\$457,050	\$458,300	\$460,300	\$459,700	\$459,700	\$460,300	\$460,500	\$461,300
Debt Service Portion of Revenue											
Payments on for LTFM bonds issued in prior years		\$464,950	\$460,950	\$461,450	\$461,200	\$460,200	\$461,800	\$462,800	\$463,200	\$463,000	\$462,200
Pay as You Go Projects											
General Fund Portion of Revenue		\$451,550	\$510,550	\$457,050	\$458,300	\$460,300	\$459,700	\$459,700	\$460,300	\$460,500	\$461,300
Total Long Term Facilities Maintenance Revenue		\$916,500	\$971,500	\$918,500	\$919,500	\$920,500	\$921,500	\$922,500	\$923,500	\$923,500	\$923,500

Member **Sam Sant** introduced the following resolution and moved its adoptions:

RESOLUTION APPROVING INTERMEDIATE DISTRICT 287'S LONG TERM FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING THE INCLUSION OF THOSE PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG TERM FACILITY MAINTENANCE PROGRAM REVENUE

BE IT RESOLVED by the School Board of Intermediate District 287, State of Minnesota as follows:

1. The School Board of Intermediate District 287 hereby approves a long term facility maintenance program budget for its facilities for the 2021-22 school year in an amount not to exceed \$916,500, of which \$451,550 is for pay as you go projects and \$464,950 is for debt service payments on the 2017B Facilities Maintenance Bond. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference and District administration is directed to apply to the Commissioner of the Department of Education for approval.
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate district's long term facility maintenance budget is approved by the school boards of each of the intermediate's member districts, each member district may include its proportionate share of the costs of the intermediate program in its long term facility maintenance revenue application.
3. It is proposed that the proportionate share of the costs of the Intermediate's long term facility maintenance program for each member district to be included in its application shall be determined by multiplying the total cost of the Intermediate long term facility maintenance program times a 3-year weighted average usage formula are attached as Exhibit B. The long term facility maintenance costs are funded through annual levy and the issuance of bonds.
4. Upon receipt of the proportionate share of long term facility maintenance program revenue attributable to the Intermediate program, a member district shall promptly pay to the Intermediate the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Member **Steve Adams** and upon vote being taken thereon, the following voted in favor thereof: Adams, Brakke, Casey, Cuene, Dallas, Kunz, Marty, Neville, Sant, and Seidel and the following voted against the same: None.

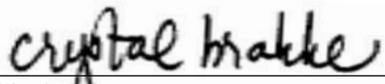
Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of Intermediate School District No. 287, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of Intermediate School District No. 287 held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District 287's long term facility maintenance program budget and authorizing the inclusion of the Intermediate School District's long term facility maintenance projects in the district's application for long term facility revenue.

WITNESS MY HAND officially as such Clerk this 9th day of April, 2020.


Clerk
Intermediate School District 287

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT No. 280
(Richfield Public Schools)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. 280, State of Minnesota, was held on _____, at _____ m., for the purpose, in part, of approving the Intermediate School District No. 287's Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects and related debt service payments in the district's application for long-term facility maintenance.

_____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING INTERMEDIATE SCHOOL DISTRICT
NO. 287'S LONG-TERM FACILITY MAINTENANCE PROGRAM
BUDGET AND AUTHORIZING THE INCLUSION OF A
PROPORTIONATE SHARE OF THOSE PROJECTS IN THE DISTRICT'S
APPLICATION FOR LONG-TERM FACILITY MAINTENANCE
REVENUE**

BE IT RESOLVED by the School Board of District No. 280, State of Minnesota, as follows:

1. The School Board of Intermediate School District 287 has approved a long-term facility maintenance program budget for its facilities for the 2021-22 school year in the amount of \$ 916,500 of which District No. 280's proportionate share is \$ 53,651.00, consisting of \$ 26,433.29 for pay as you go projects and \$ 27,217.71 for debt service payments on the 2017B Facilities Maintenance Bonds. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the intermediate school district's long term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance

program times a three year weighted average adjusted pupil units formula. For 2021-2022, the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2022 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.
5. Pursuant to Minnesota Statutes Section 123B.595, Subdivision 3, the intermediate district issued \$5,065,000 Facilities Maintenance Bonds, Series 2017B. Such bonds are payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds. Upon approval of such application by the Commissioner of Education, the District shall include in its authority under Section 123B.595 its proportionate share of debt service in such bonds due in such fiscal year.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and, upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

COUNTY OF HENNEPIN

I, the undersigned, being the duly qualified and acting Clerk of School District No. 280, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 280, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District No.

287's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the Intermediate School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this _____ day of _____, 2020.

Clerk

School District No. _____

NEW BUSINESS – For Action

Agenda Item VI.D.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

SUBJECT: Co-op Agreement for Girls Swimming and Diving Program with Holy Angels

(Recommended by the Superintendent)

The Board of Education authorizes the Resolution Approving Cooperative Sponsorship Agreement between Richfield and Academy of Holy Angels to jointly sponsor high school Girls Swimming and Diving programs.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPROVING COOPERATIVE SPONSORSHIP AGREEMENT

WHEREAS, a proposed Agreement has been negotiated and drafted regarding the cooperative sponsorship of a joint high school Girls Swimming and Diving programs.

WHEREAS, a copy of the proposed draft is attached and incorporated by reference.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 280, as follows:

1. That the attached Cooperative Sponsorship Agreement be and hereby is approved;
2. That the Chairman and Clerk are hereby authorized to execute the attached Cooperative Sponsorship Agreement and to make the required application to the Board of Directors of the Minnesota State High School League; and
- *3. That this resolution shall be effective only upon the adoption of a similar resolution by the Governing Board or School Board of the cooperating school or school district.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**Note: not necessary if combined program involving two high schools in the same school district.*

AGREEMENT FOR COOPERATIVE SPONSORSHIP OF
Girls Swimming and Diving
(Activity)

This Agreement is made between the School Boards of Independent School District No. 280, Richfield, Minnesota and, Academy of Holy Angels, Minnesota. The parties agree as follows:

1. Joint Application. The above-named governing boards shall jointly make an application to the Minnesota State High School League (MSHSL) Board of Directors not later than the first day of practice for that sport season to be considered for that sport season for approval for cooperative sponsorship of a joint high school Girls Swimming and Diving activity programs, hereinafter "combined program", for students attending Richfield High School and Academy of Holy Angels High School for school years 2020 - 2021.

2. Purpose. The purposes for the above-named boards agreeing to apply for authority to cooperatively sponsor the combined program are as follows: (Specify conditions which have prompted the Boards to agree.)

Richfield High School and The Academy of Holy Angels would like to form a cooperatively sponsored team in Girls Swimming and Diving starting in the 2020-21 school year. Richfield will only return 19 swimmers this coming season and we are hoping to gain 8-10 more with the addition of AHA and Richfield's incoming 7th graders. We do not believe this will change our competitive level in either the conference or the section, this is an effort to continue to offer a swim and dive program at Richfield in the near future.

3. Agreement to Cooperate. If the joint application is approved by the MSHSL Board of Directors, the above-named governing boards agree that they will cooperatively sponsor any such combined program which may be offered in any school years specified; provided that nothing in this provision shall be deemed to require that the governing boards offer that combined program at all in any particular year.

4. Terms and Conditions of Cooperative Sponsorship. Any combined program shall be cooperatively sponsored upon the following terms and conditions:

A. Team Name. The team shall be known as the Richfield with Independent School District No. 280 serving as host school district. (*The official school identification in tournament programs and press releases for cooperatively sponsored teams will be listed as indicated on the cooperative sponsorship resolutions submitted by the schools. Following the team name, and set off by parentheses, will be the names of the member schools involved in such cooperative sponsorships; i.e., "Brainerd Warriors" (Brainerd/Pillager); "Winona Winhawks" (Winona/Winona Cotter, etc.)*)

B. Contracts. Except as otherwise provided herein, contracts related to the cooperatively sponsored team with groups such as referee associations, with individuals or with other schools or school districts shall be made by the governing board of Independent School District No. 280 after consultation with the governing board of the cooperating school district.

C. Allocation of Costs. All costs of the combined program shall be allocated between the parties in the manner indicated below for each expenditure category listed:

(1) Expenses for transportation, including daily transportation of participants to and from practice sessions and contests, supplies and equipment, salary and fringe benefit costs for coaches and other activity personnel, payment of referees and other personnel necessary to stage the event, transportation to away matches will be covered by Richfield High School and reimbursed from the Academy of Holy Angels as a percentage of expenses based on a per pupil participant count that is above and beyond the participation fee..

In the event that the allocation of an expenditure item is not specified above, the costs of that item shall be shared EQUALLY between the cooperating parties.

D. Allocation of Gate Receipts. Funds from gate receipts shall be divided by the parties after payment of referees and other personnel will be collected by Richfield High School.

In the event the gate receipts are insufficient to make the payments, the parties shall make up the difference in the following manner. (Specify method of allocation.)

E. Concessions. The provision of concessions at home matches shall be the responsibility of the home location school and concession revenues shall not be covered by the provisions of this agreement unless the parties specifically agree to the contrary herein.

F. Utilization of Resources. Personnel in charge of the program shall make every attempt to utilize the resources of each of the cooperating schools, such as equipment and uniforms.

G. Employment of Personnel.

(1) The head coach of the combined program shall be employed by the school board of Independent School District No. 280.

(2) Other joint program personnel, if any, shall be employed as follows:

Position Employer

a. Assistant Coaches- Independent School District No. 280

(3) Recommendations for employment of personnel by each board shall be in accordance with that board's policies.

(4) Coaches and other personnel employed by a school district shall meet applicable state licensure requirements, if any. Coaches and other personnel employed by a non-public school shall meet the requirements prescribed by the non-public school's governing board and accrediting organization.

(5) In the event a licensed head coach is required for an activity and is not available, this agreement shall be terminated, unless the parties have secured a waiver of this regulation from the State Department of Education.

H. Control and Supervision of Programs and Participants. The control and supervision of a combined program and of the behavior of student participants which relates to their participation in the program shall be the responsibility of the host school district.

The control and supervision of student participants while in transport to and from the host school district shall be the responsibility of the home school district.

5. Interdistrict Advisory Board. An Interdistrict Advisory Board may be formed from members of the schools to work on the improvement of the various co-sponsored programs.

6. Resolution of Disputes. Any disputes relating to this agreement or items in this agreement requiring clarification will be investigated by the school superintendents from each school and they will present their findings and recommendations to their respective boards.

7. Term: Dissolution. The term of this agreement shall be for school years 2020-21 and 2021-22. The agreement shall be continuous following the first two-year agreement unless an application for dissolution is submitted. Requests to dissolve cooperative sponsorships of activities must be submitted to the MSHSL anytime prior to the first day of practice for that sport season to be considered for the following year. If the early dissolution of the agreement is not approved, the combined program must be offered cooperatively or not at all during the remaining term of the agreement.

8. Liability; Insurance. Nothing contained in this agreement shall relieve any party to this agreement from liability for its negligence or that of its officers, agents and employees. Each party shall carry liability insurance in the amount of \$ not less than \$100,000 for any claimant and \$ not less than \$300,000 for any number of claims arising out of a single occurrence. The policy shall name the officers, agents and employees of the other party as named insureds. Each party shall provide the other party with a certificate evidencing such insurance coverage.

IN WITNESS WHEREOF, the Parties, by their respective officers on the dates indicated, have executed said agreement.

INDEPENDENT SCHOOL DISTRICT No. 280

Richfield, Minnesota

By Chairman:

By Clerk:

Date:

INDEPENDENT SCHOOL DISTRICT No. _____

_____, Minnesota

By Chairman:

By Clerk:

Date:

Date:

This agreement form was prepared and approved by the Minnesota School Boards Association and the Minnesota State High School League. (1982)

Rev. 2/18/99

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

Subject: CENTENNIAL Facilities Project Change Orders #004 and #005

(Recommended by the Superintendent)

That the Board of Education approve CENTENNIAL Facilities Project Change Orders #004 and #005 for a net increase of \$40,749.06.

Background Information

- Centennial Change Orders #004 – An addition of \$15,285.18 for additional demolition and structural reinforcement due to existing conditions during demolition as well as modifications to multiple areas as requested by final user group meetings during furniture selections.
- Centennial Change Order #005 – An addition of \$25,463.88 for structural saw-cutting, shoring and additional steel lintels required for new openings in a wall found to be load bearing during construction.

The original (Contract Sum)	\$6,759,200.00
Net Change by previously authorized Change Orders	\$33,909.45
The contract sum prior to these Change Orders	\$6,793,109.45
The contract sum will be increased by these Change Orders in the amount of	\$40,749.06
The new contract sum including all Change Orders will be	\$6,833,858.51



ICS
3890 Pheasant Ridge Drive N.E., Suite 180
Blaine, Minnesota 55449
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - CNTNL - ISD #280, Centennial Elementary School -
2019 Renovations
7315 Bloomington Avenue South
Richfield, Minnesota 55423

Contract Change Order #004: CO 004 - DRAFT

CONTRACT COMPANY:	Ebert Construction 23350 County Road 10 Corcoran, Minnesota 55357	CONTRACT FOR:	SC-S180064 - CNTNL-001:Ebert Construction Single Prime Contract
DATE CREATED:	6/08/2020	CREATED BY:	Raeann Wynn (ICS - Blaine, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	06/08/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Client Request Existing Condition
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$15,285.18

DESCRIPTION:

Included in this change order are costs to revise the Special Ed. Suite layout, install additional drywall in rooms A123a and A123b, add structural support members at opening A139b to carry the load above, additional masonry wall demo and additional tack strip removal. Also included in this change order is a deduct for owner requested items, mainly changing counter top material type and a no cost change related to door opening dimension clarifications.

CE #006 - PR #004 - DCD Suite: \$9,504.48
PR #004 - DCD Suite

CE #010 - RFCO - RFI #9: A123a & A123B Walls: \$954.67
RFCO - RFI #9: A123a & A123B Walls

CE #011 - PR #007 - Owner Request Items: (\$4,430.23)
PR #007 - Owner Request Items

CE #013 - SI #004 - Dimension Clarification per RFI 025: No cost change \$0.00
SI #004 - Dimension Clarification per RFI 025

CE #014 - RFCO - RFI 024 Opening A139B Structural Support: \$6,893.46
RFCO - RFI 024 Opening A139B Structural Support

CE #019 - RFCO - RFI 036 Masonry Wall at Existing Room 140: \$1,298.00
RFCO - RFI 036 Masonry Wall at Existing Room 140

CE #021 - RFCO - RFI 037 Tack Strip Removal: \$1,064.80
RFCO - RFI 037 Tack Strip Removal

ATTACHMENTS:

[CE #021 - RFI #037 - Tack Strip Removal.pdf](#) [CE #019 - RFI #36 - Masonry Wall at Existing Room.pdf](#) [CE #006 - PR #004 - DCD Area Changes - Revised 5.26.2020.pdf](#) [CE #014 - Structural Lintels @ Opening A139B.pdf](#) [CE #010 - A132a & A123b Walls.pdf](#) [CE #011 - PR #007 - Owner Requested Changes.pdf](#) [SI #004 - Dimension Clarification per RFI 25.pdf](#) [PR #007 - Owner Request Items.pdf](#) [PR #004 - DCD Suite Renovation.pdf](#)

CHANGE ORDER LINE ITEMS:



The original (Contract Sum)	\$ 6,759,200.00
Net change by previously authorized Change Orders	\$ 33,909.45
The contract sum prior to this Change Order was	\$ 6,793,109.45
The contract sum will be increased by this Change Order in the amount of	\$ 15,285.18
The new contract sum including this Change Order will be	\$ 6,808,394.63
The contract time will not be changed by this Change Order by 0 days	

Ebert Construction
23350 County Road 10
Corcoran Minnesota 55357

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

Independent School District #280
7001 Harriet Avenue S.
Richfield Minnesota 55423

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

Subject: SHERIDAN HILLS Facilities Project Change Order #002

(Recommended by the Superintendent)

That the Board of Education approve SHERIDAN HILLS Facilities Project Change Order #002 for a net increase of \$20,334.00.

Background Information

- Sheridan Hills Change Order #002 – An addition of \$20,334.00 for structural modifications to the chiller footings to address existing utilities, additional site utility work as required per City review and modifications to interior space plans from final user group comments.

The original (Contract Sum)	\$9,582,000.00
Net Change by previously authorized Change Orders	(\$4,247.00)
The contract sum prior to this Change Order	\$9,577,753.00
The contract sum will be increased by this Change Order in the amount of	\$20,334.00
The new contract sum including all Change Orders will be	\$9,598,087.00



ICS
 3890 Pheasant Ridge Drive N.E., Suite 180
 Blaine, Minnesota 55449
 Phone: (763) 354-2670
 Fax: (763) 780-2866

Project: S180064 - SHRDN - ISD #280, Richfield Sheridan Hills
 Elementary 2019 Additions & Renovations
 6400 Sheridan Avenue South
 Richfield, Minnesota 55423

Contract Change Order #002: Corval CO 002

CONTRACT COMPANY:	Corval Group 1633 Eustis Street St. Paul, Minnesota 55108	CONTRACT FOR:	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
DATE CREATED:	6/08/2020	CREATED BY:	Raeann Wynn (ICS - Blaine, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	06/08/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Client Request Design Development
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$20,334.00

DESCRIPTION:

Included in this change order are costs to provide additional excavation and concrete for the chiller enclosure footings and foundation, misc. Owner requested layout and material revision as well as provide an additional cored connection to an existing concrete catch basin.

Also included in this change order are (4) no cost changes for clarifications related to the operable folding glass wall, metal coping color, addition elevation clarifications and plan revisions associated with the City's plan review comments.

CE #001 - PR 001 - Structural Modifications: \$12,095.00
 PR 001 - Structural Modifications

CE #005 - SI 003 - Manual Operable Folding Glass Wall Revisions: No cost change \$0.00
 SI 003 - Manual Operable Folding Glass Wall Revisions

CE #006 - PR 004 - Owner Request Items: \$5,450.00
 PR 004 - Owner Request Items

CE #008 - SI 001 - Civil Clarifications per City's CUP Comments: \$2,789.00
 SI 001 - Civil Clarifications per City's CUP Comments

CE #009 - SI 002 - MTL Coping Color Classification: No cost change \$0.00
 SI 002 - MTL Coping Color Classification

CE #011 - PR 009 - City Plan Review Revisions: No cost change \$0.00
 PR 009 - City Plan Review Revisions

CE #013 - SI 004 - Area A Addition Elevation Clarification: No cost change \$0.00
 SI 004 - Area A Addition Elevation Clarification

ATTACHMENTS:

[SI001 Pricing for Approval.pdf](#) [SI 004 - Area A Addition Elevation Clarifications.pdf](#) [PR#004 Pricing for Approval R1.pdf](#) [PR 009 - City Plan Review Revisions.pdf](#) [SI 002 - MTL Coping Color Clasification.pdf](#) [PR 004 - Owner Request Items.pdf](#) [SI 001 - Civil Clarifications per City CUP Comments.pdf](#) [SI 003 - Manual Operable Folding Glass Wall Revisions.pdf](#) [CE 001 - PR 001 - Structural Modifications.pdf](#) [PR 001 - Structural Modifications.pdf](#)



CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	(\$4,247.00)
The contract sum prior to this Change Order was	\$ 9,577,753.00
The contract sum will be increased by this Change Order in the amount of	\$ 20,334.00
The new contract sum including this Change Order will be	\$ 9,598,087.00
The contract time will not be changed by this Change Order by 0 days	

Corval Group
1633 Eustis Street
St. Paul Minnesota 55108

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

Independent School District #280
7001 Harriet Avenue S.
Richfield Minnesota 55423

SIGNATURE **DATE**

SIGNATURE **DATE**

SIGNATURE **DATE**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

Subject: R-STEM Facilities Project Change Orders #021 and #022

(Recommended by the Superintendent)

That the Board of Education approve R-STEM Facilities Project Change Orders #021 and #022 for a net increase of \$35,346.37.

Background Information

- Richfield STEM School Change Order #021 – An addition of \$24,559.50 for additional patching and painting in selected rooms due to display board removal as well as painting of metal lockers in a classroom not called to be repainted in the base bid documents.
- Richfield STEM School Change Order #022 – An addition of \$10,786.87 for plumbing modifications to bring the loading dock area floor drains up to code as well as adding floor protection in the gym for storage of furniture during the 2020 summer.

The original (Contract Sum)	\$14,800,000.00
Net Change by previously authorized Change Orders	\$505,413.17
The contract sum prior to these Change Orders	\$15,305,413.17
The contract sum will be increased by these Change Orders in the amount of	\$35,346.37
The new contract sum including all Change Orders will be	\$15,340,759.54



ICS
3890 Pheasant Ridge Drive N.E., Suite 180
Blaine, Minnesota 55449
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - STEM - ISD #280, Richfield STEM School
7020 12th Ave S
Richfield, Minnesota

Contract Change Order #021: Shaw-Lundquist CO 021 - Draft

CONTRACT COMPANY:	Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, Minnesota 55121	CONTRACT FOR:	SC-S180064 - STEM-001:Shaw-Lundquist Single Prime Contract
DATE CREATED:	6/08/2020	CREATED BY:	Raeann Wynn (ICS - Blaine, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	06/08/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$24,559.50

DESCRIPTION:
Patching and painting of walls in classrooms where display boards have been removed. Painting of lockers in classrooms originally not in the base bid scope of work.

CE #097 - PR #035 - Patching Revisions: \$24,559.50

ATTACHMENTS:

[STEM_CE #097 - PR #035 - Patching Revisions Approval 05-29-20.msg](#) [PR #035 - Patching Revisions.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 14,800,000.00
Net change by previously authorized Change Orders	\$ 505,413.17
The contract sum prior to this Change Order was	\$ 15,305,413.17
The contract sum will be increased by this Change Order in the amount of	\$ 24,559.50
The new contract sum including this Change Order will be	\$ 15,329,972.67
The contract time will not be changed by this Change Order by 0 days	

Shaw-Lundquist Associates, Inc.
2757 West Service Road
St. Paul Minnesota 55121

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

Independent School District #280
7001 Harriet Avenue S.
Richfield Minnesota 55423

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



ICS
3890 Pheasant Ridge Drive N.E., Suite 180
Blaine, Minnesota 55449
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - STEM - ISD #280, Richfield STEM School
7020 12th Ave S
Richfield, Minnesota

Contract Change Order #022: Shaw-Lundquist CO 022 - Draft

CONTRACT COMPANY: Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, Minnesota 55121	CONTRACT FOR: SC-S180064 - STEM-001:Shaw-Lundquist Single Prime Contract
DATE CREATED: 6/08/2020	CREATED BY: Raeann Wynn (ICS - Blaine, MN)
CONTRACT STATUS: Approved	REVISION: 0
REQUEST RECEIVED FROM:	LOCATION
DESIGNATED REVIEWER:	REVIEWED BY:
DUE DATE:	REVIEW DATE: 06/08/2020
INVOICED DATE:	PAID DATE:
REFERENCE:	CHANGE REASON:
PAID IN FULL: No	EXECUTED: No
ACCOUNTING METHOD: Amount Based	SCHEDULE IMPACT: 0 days
FIELD CHANGE: No	TOTAL AMOUNT: \$10,786.87

DESCRIPTION:

Replacement of the loading dock bathroom floor drains and modifications to sanitary and venting piping to bring them up to building code. The other costs is add floor protection to the gym so we can store existing furniture during 2020 summer. Lastly there is a credit for repair of exterior concrete between STEM and RDLS that was damaged during construction.

CE #141 - PR #055 - Area 'C' Bathroom Floor Drains Replacement (RFI 212): Lavatory Rough Ins and Toilet Carriers Questions: \$11,630.37

CE #159 - Additional Floor Protection RAM Board: \$533.50

CE #161 - Concrete Credit: (\$1,377.00)

ATTACHMENTS:

[PR #055 Pricing for Approval Richfield STEM 2020-01-21.pdf](#) [RE Caution External Sender Richfield STEM School - CO # 019.msg](#) [ICS CE #161 for Approval STEM 2020-05-26.pdf](#) [ICS CE #159 Pricing for Approval STEM 2020-05-08.pdf](#) [PR #055 - Area 'C' Bathroom Floor Drains Replacement \(RFI 212\).pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 14,800,000.00
Net change by previously authorized Change Orders	\$ 529,972.67
The contract sum prior to this Change Order was	\$ 15,329,972.67
The contract sum will be increased by this Change Order in the amount of	\$ 10,786.87
The new contract sum including this Change Order will be	\$ 15,340,759.54
The contract time will not be changed by this Change Order by 0 days	

NEW BUSINESS - FOR ACTION

Agenda Item VI.H.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

Subject: RMS Facilities Project Change Order #002

(Recommended by the Superintendent)

That the Board of Education approve RMS Facilities Project Change Order #002 for a credit of \$1,469.50.

Background Information

- RMS Change Order #002 – A credit of \$1,469.50 for using two mechanical convectors that were not needed at RSTEM and for revisions to the gypsum board soffits design in the Science Flex Area.

The original (Contract Sum)	\$16,701,000.00
Net Change by previously authorized Change Orders	(\$2,601.00)
The contract sum prior to this Change Order	\$16,698,399.00
The contract sum will be increased by this Change Order in the amount of	(\$1,469.50)
The new contract sum including all Change Orders will be	\$16,696,929.50



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Blaine, Minnesota 55449
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - RMS - ISD #280, Richfield Middle School
7461 Oliver Avenue South
Richfield, Minnesota 55423

Contract Change Order #002: Shaw-Lundquist CO 001 - Draft

CONTRACT COMPANY:	Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, Minnesota 55121	CONTRACT FOR:	SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
DATE CREATED:	6/08/2020	CREATED BY:	Raeann Wynn (ICS - Blaine, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	06/08/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	(\$1,469.50)

DESCRIPTION:
Credits for eliminating gypsum board soffits in the science flex areas and using two unit heating convectors that were not used at STEM.

CE #003 - PR #004 - Science Flex Ceiling Modifications: (\$924.50)

CE #007 - PR #007 - Convectors provided by Owner: (\$545.00)

ATTACHMENTS:

[RMS - CE #003 - PR #004 - Science Flex Ceiling Modifications Approval 05-29-20.msg](#) [FW_ISD #280 - Richfield Middle School Change Event #007 - PR #007 - Convector provided by Owner.msg](#) [PR #007 - Convectors provided by Owner.pdf](#) [PR #004 - Science Flex Ceiling Modifications.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	(\$2,601.00)
The contract sum prior to this Change Order was	\$ 16,698,399.00
The contract sum will be decreased by this Change Order in the amount of	(\$1,469.50)
The new contract sum including this Change Order will be	\$ 16,696,929.50
The contract time will not be changed by this Change Order by 0 days	

Shaw-Lundquist Associates, Inc.
2757 West Service Road
St. Paul Minnesota 55121

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

Independent School District #280
7001 Harriet Avenue S.
Richfield Minnesota 55423

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, June 15, 2020

Subject: RHS Facilities Project Change Orders #023 and #024

(Recommended by the Superintendent)

That the Board of Education approve RHS Facilities Project Change Orders #023 and #024 for a net increase of \$119,148.74.

Background Information

- RHS School Change Order #023 – An addition of \$96,095.99 for additional site utility work associated with additional catch basins and storm sewer piping as well as multiple modifications to the Payment Office, Media Center, High School Admin Office and District Office spaces. Additional costs associated with an additional structural beam at the loading dock and a credit for finish plan modifications in the Commons and Art Room.
- RHS School Change Order #024 – An addition of \$23,052.75 for electrical work throughout the building for lighting modifications at entries and additional disconnects for VFD motors and pumps in the mechanical room for the North Classroom Tower.

The original (Contract Sum)	\$35,430,000.00
Net Change by previously authorized Change Orders	\$1,089,817.71
The contract sum prior to these Change Orders	\$36,519,817.71
The contract sum will be increased by these Change Orders in the amount of	\$119,148.74
The new contract sum including all Change Orders will be	\$36,638,966.45



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Project: S180064 - RHS - ISD #280, Richfield High School
7001 Harriet Avenue South
Richfield, Minnesota 55423

Contract Change Order #023: L.S. Black CO 023 - Draft

CONTRACT COMPANY: L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR: SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED: 6/08/2020	CREATED BY: Raeann Wynn (ICS - Blaine, MN)
CONTRACT STATUS: Approved	REVISION: 0
REQUEST RECEIVED FROM:	LOCATION
DESIGNATED REVIEWER:	REVIEWED BY:
DUE DATE:	REVIEW DATE: 06/08/2020
INVOICED DATE:	PAID DATE:
REFERENCE:	CHANGE REASON:
PAID IN FULL: No	EXECUTED: No
ACCOUNTING METHOD: Amount Based	SCHEDULE IMPACT: 0 days
FIELD CHANGE: No	TOTAL AMOUNT: \$96,095.99

DESCRIPTION:

A bulk of the costs deal with changes in the exterior landscaping and utilities adding catch basins. The other major cost is associated with multiple modifications to the Payment Office, Media Center, Main and District Office. There is also a cost to add a new steel beam and column to fix an existing concrete beam at the loading dock. Lastly there is a credit to modify commons area wall tile and remove required demolition in the Art room.

CE #005 - PR #002 Civil Clarifications: \$49,607.07

CE #036 - PR #008 Payment Receiving - Media Center - Main Office - District Office Modifications: \$39,569.19

CE #111 - PR #059 - Area J Structural Fix: \$9,766.69

CE #169 - PR #082 Area L Commons Wall Tile Removal and Area A Art Door-Frame Modifications: (\$2,846.96)

ATTACHMENTS:

[PR 082 Complete 05072020 zs.pdf](#) [CE #036 - PR #008 Payment Receiving - Media Cte - Dist Office Mods Pricing Complete 02-06-20.pdf](#) [CE #005 - PR #002 Civil Clarifications Revise and Resubmit 04-10-20.msg](#) [PR #082 Area L Commons Wall Tile Removal and Area A Art Door-Frame Modifications.pdf](#) [PR-059 Pricing Complete.pdf](#) [PR #059 - Area J Structural Fix.pdf](#) [PR #008 Payment Receiving - Media Center - Main Office - District Office Modifications.pdf](#) [PR #002 Civil Clarifications.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 1,089,817.71
The contract sum prior to this Change Order was	\$ 36,519,817.71
The contract sum will be increased by this Change Order in the amount of	\$ 96,095.99
The new contract sum including this Change Order will be	\$ 36,615,913.70
The contract time will not be changed by this Change Order by 0 days	



L.S. Black Constructors, Inc.
1959 Sloan Place, Suite 220
St. Paul Minnesota 55117

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

Independent School District #280
7001 Harriet Avenue S.
Richfield Minnesota 55423

SIGNATURE **DATE**

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SIGNATURE **DATE**



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Blaine, Minnesota 55449
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Project: S180064 - RHS - ISD #280, Richfield High School
7001 Harriet Avenue South
Richfield, Minnesota 55423

Contract Change Order #024: L.S. Black CO 024 - Draft

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	6/08/2020	CREATED BY:	Raeann Wynn (ICS - Blaine, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	06/08/2020
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$23,052.75

DESCRIPTION:

All the costs are associated with electrical work which includes : disconnects of VFD (variable frequency drive) controlled motors and pumps in the mechanical room that feeds the north three story tower and lighting modifications at three entrances. There are also two no cost SIs (supplemental information) changes that clarify the kitchen hood route and the type of wall in the lower level locker rooms.

CE #024 - PR #015 Electrical Mechanical Motors and Lighting - RFI #51 and RFI #78.: \$23,052.75

CE #087 - SI #007 - Kitchen Hood Transfer Revision: No cost impact \$0.00

CE #193 - SI #012 RFI #464 Basement F Existing Wall Type.: No cost impact \$0.00

ATTACHMENTS:

[Fwd_ISD #280_Richfield High School_CE #024 - PR #015 Electrical Mechanical Motors and Lighting - Approval 06-01-20.msg_SI #012 RFI #464 Basement F Existing Wall Type.pdf_SI #007 - Kitchen Hood Transfer Revision.pdf_PR #015 Electrical Mechanical Motors and Lighting - RFI #51 and RFI #78.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 1,185,913.70
The contract sum prior to this Change Order was	\$ 36,615,913.70
The contract sum will be increased by this Change Order in the amount of	\$ 23,052.75
The new contract sum including this Change Order will be	\$ 36,638,966.45
The contract time will not be changed by this Change Order by 0 days	



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