

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, September 3, 2019
7:00 pm School Board Meeting
District Board Room

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Superintendent Update
 - 1. Construction Update
 - 2. Superintendent Goals – First Draft
 - B. Commendations
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the regular meeting held August 19, 2019
 - 2. General Disbursements as of August 28, 2019 in the amount of \$10,289,293.80.
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 522 Commencement Participation
 - B. Policy 105 Tobacco Free Environment
- VI. NEW BUSINESS
 - A. Policy 606 and 606.1 - Home Schooling and Administrative Guidelines – Non-Public or Home School Participation in Shared Time Programs
 - B. Authorization for Workers' Compensation Insurance

C. Board Member Work Authorization

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

9-16-19	7:00pm	Regular Board Meeting (Public Comment)
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10-7-19	7:00pm	Regular Board Meeting
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10-21-19	7:00pm	Regular Board Meeting (Public Comment)
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11-7-19* Thurs.	7:00pm	Canvass Results of the General Election
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D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

Enriching and accelerating learning



Superintendent Goals Update 2019 - 2020

September 3, 2019

First Draft

Enriqueciendo y acelerando el aprendizaje

2019-2020 Performance Evaluation Process



RICHFIELD
PUBLIC SCHOOLS

Student Achievement (35%): Specific data based on gains and performance of students

Process Goals (35%): Strategic Plan strategies and activities designed to improve our district

Individual Performance (30%): Board evaluation of superintendent

Student Achievement Goals



RICHFIELD
PUBLIC SCHOOLS

Increase graduation rate by 3% and close gap between highest and lowest groups disaggregated

Student Achievement Goals



RICHFIELD
PUBLIC SCHOOLS

Proficiency of 85% or higher for students on TS-Gold for early education



Student Achievement Goals



RICHFIELD
PUBLIC SCHOOLS

Proficiency growth of 3% MCA math achievement including closing gap between highest and lowest groups disaggregated, MCA math improvement of 3% proficiency based on fall MAP projection

Student Achievement Goals



RICHFIELD
PUBLIC SCHOOLS

Proficiency growth of 3% MCA reading achievement including closing gap between highest and lowest groups disaggregated, MCA math improvement of 3% proficiency based on fall MAP projection

Student Achievement Goals



RICHFIELD
PUBLIC SCHOOLS

Decrease in suspendable incidents of 10% or higher across district, with closing gap between highest and lowest incident groups

Strategic Plan/Process Goals



RICHFIELD
PUBLIC SCHOOLS

Goal: Implement Radical Hospitality

Success measured by: Survey in February 2020



Strategic Plan/Process Goals

Goal: Implement year 1 phased roll out elementary "Bridges" math curriculum

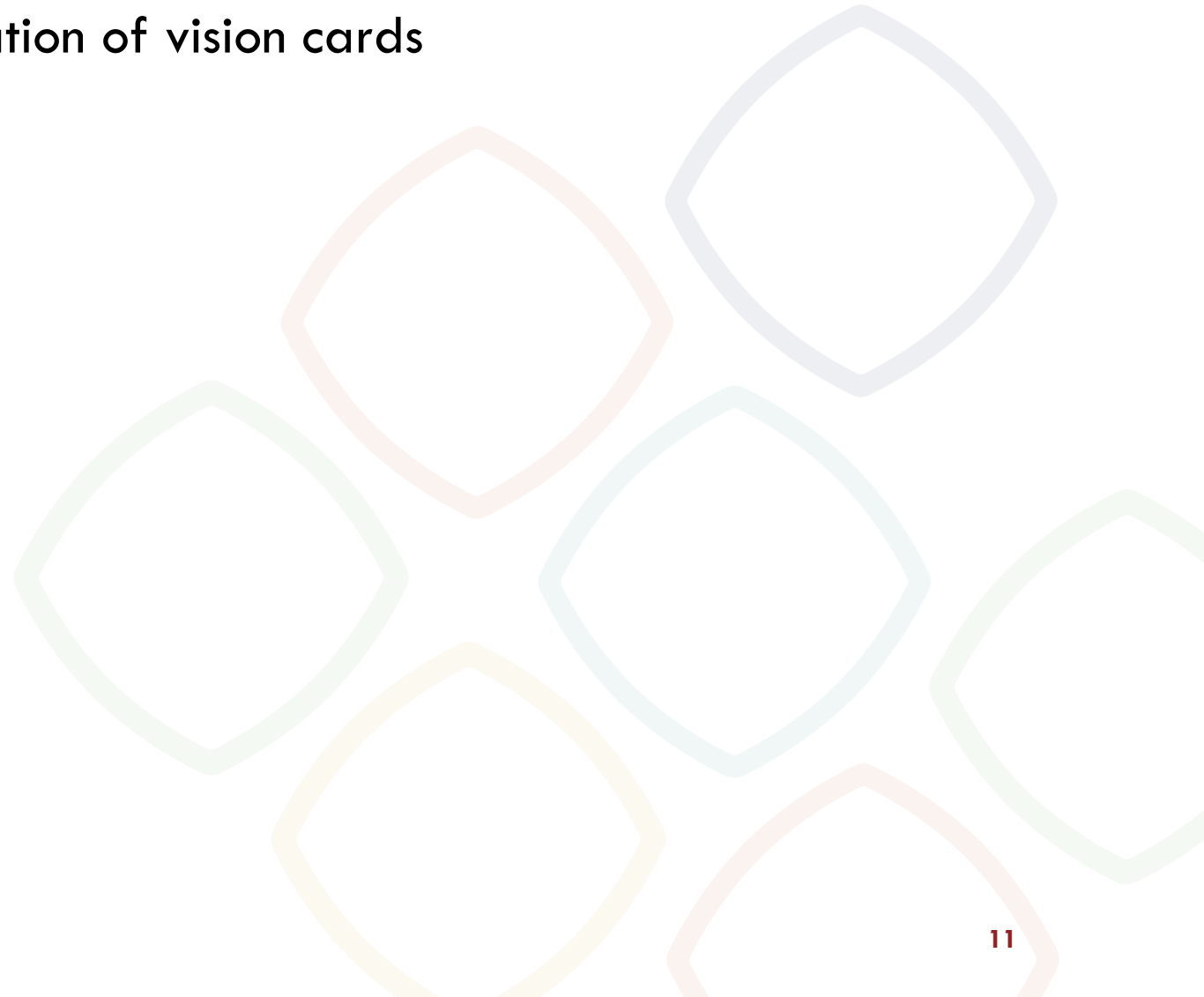
Success measured by: Teacher survey evaluation of professional development

Strategic Plan/Process Goals



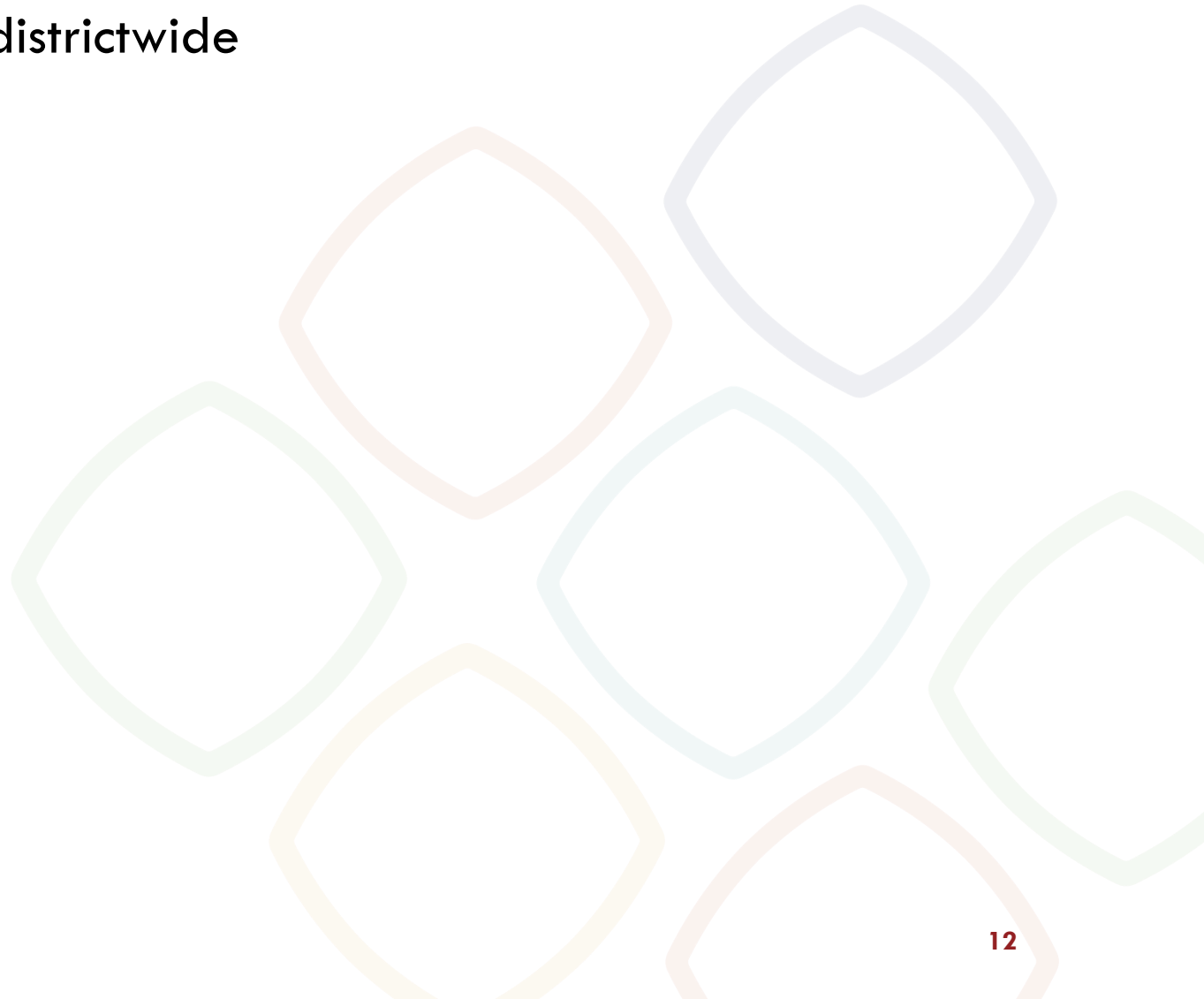
RICHFIELD
PUBLIC SCHOOLS

Goal: Continue revisions and implementation of vision cards



Strategic Plan/Process Goals

Goal: Align booster/fundraising efforts districtwide



Strategic Plan/Process Goals



RICHFIELD
PUBLIC SCHOOLS

Goal: Expand branding and messaging

Success measured by: Increased market share/enrollment

Strategic Plan/Process Goals

Goal: Lead strategic planning effort to create new strategic plan for 2020-2025

Strategic Plan/Process Goals



RICHFIELD
PUBLIC SCHOOLS

Goal: Expand social-emotional work to continue to reduce suspendable incidents



Strategic Plan/Process Goals



RICHFIELD
PUBLIC SCHOOLS

Goal: Continue to deepen staff unity and "One Richfield" team

Success measured by: Staff Survey



Personal Evaluation



RICHFIELD
PUBLIC SCHOOLS

Occurs yearly in spring:

- Data from Survey
- Direct Reports feedback
- Board Members feedback

Bus 8 Driver: Mr. Jones

From Rowda Moallin – *“Mr. Jones was a great bus driver. He took my students on trips to Woodlake and was always pleasant and kind, especially to the children. He enjoyed jazz music, wouldn't it be so nice to honor him at the next board meeting with a little jazz?”*

Honorable Representative Michael Howard

MSBA recognized Representative Howard as a Minnesota School Boards Association Legislator of Distinction for 2019.

State Representative Michael Howard and AMSD Executive Director Scott Croonquist

Richfield Public Schools would like to commend State Representative Michael Howard and AMSD Executive Director Scott Croonquist for their support in ensuring our schools opened on time. These two leaders partnered with our district and brought resources to the table that sped up the timeline to complete our remodel to a level that allowed our staff to be in our schools prior to opening day. We acknowledge and appreciate their efforts.

Richfield Fire Chief Wayne Kewitsch and Chief Building Official Rick Regnier

Richfield Public Schools would like to commend the work of Richfield Fire Chief Wayne Kewitsch and Chief Building Official Rick Regnier. These two public employees showed incredible dedication and flexibility to allow our schools to open on time. They worked early morning, into the evening, and weekends. They went way above and beyond the call of duty. We feel honored that these two public employees from the City Government – Municipal team have given so much of their time and energy to support our students, staff, and families of Richfield Public Schools. We acknowledge and appreciate their efforts.

Richfield Public Schools Employees

Richfield Public Schools would like to commend the Richfield Public Schools' employees for their incredible team efforts supporting one another in preparing our rooms and buildings in preparation for the start of school. Team members gave countless hours to each other to help make sure we were ready for students. We feel honored by the incredible efforts. We acknowledge and appreciate their efforts.

July 15, 2019

Honorable Michael Howard
451 State Office Building
St. Paul, MN 55155



Dear Representative Howard:

On behalf of our 333 Minnesota school boards, we thank you for your efforts this past legislative session. We are pleased to recognize you as a Minnesota School Boards Association Legislator of Distinction for 2019.

The Minnesota School Boards Association (MSBA) Government Relations team and school board members appreciate your accessibility and your consultation with us on legislation affecting school boards and public schools. Specifically, MSBA appreciates your consistent support of local decision-making authority. MSBA also recognizes your thoughtful communication with us and your advocacy for our positions, such as special education paperwork/mandate reduction.

Our members know that in order to be successful in serving our common constituents, lawmakers and school board members must work together as partners to reach solutions that meet the unique needs of rural, suburban, and urban public schools across Minnesota. School board members also understand that without the support of legislative leaders like you, this state-local partnership would not be possible. To acknowledge your contributions last session, MSBA will share your recognition with the school board in your resident district and all our school board members in an upcoming publication.

MSBA looks forward to continuing to work with you in the future.

Sincerely,

Denise Dittrich
Director of Government Relations

Kimberley Dunn Lewis
Associate Director of Government Relations

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V609165	08/01/2019	PATRICK L BURRAGE	R	2,900.00
01	V609166	08/01/2019	MAUREEN E RUHLAND	R	141.78
01	V609167	08/01/2019	REBECCA S WALD	R	192.24
01	V609168	08/01/2019	KASYA L WILLHITE	R	82.65
01	V609169	08/01/2019	MELISSA J WILLIAMS	R	32.33
01	V609170	08/01/2019	DAVID M BOIE	R	70.00
01	V609171	08/01/2019	PATRICK L BURRAGE	R	70.00
01	V609172	08/01/2019	MIRIAM A CASTRO SANJUAN	R	40.00
01	V609173	08/01/2019	PHIL N CEDER	R	40.00
01	V609174	08/01/2019	SHARON K CHRISTIANSON	R	40.85
01	V609175	08/01/2019	MARY L CLARKSON	R	70.00
01	V609176	08/01/2019	TIA B CLASEN	R	70.00
01	V609177	08/01/2019	LATANYA R DANIELS	R	70.00
01	V609178	08/01/2019	PATRICIA G M DAVIS	R	122.26
01	V609179	08/01/2019	GEORGE A DENNIS	R	35.00
01	V609180	08/01/2019	RYAN D FINKE	R	70.00
01	V609181	08/01/2019	PETER J FITZPATRICK	R	40.00
01	V609182	08/01/2019	STEVEN T FLUCAS	R	70.00
01	V609183	08/01/2019	MICHAEL L FRANKENBERG	R	70.00
01	V609184	08/01/2019	JAMES A GILLIGAN	R	70.00
01	V609185	08/01/2019	CHRISTINA M GONZALEZ	R	70.00
01	V609186	08/01/2019	KYLE L GUSTAFSON	R	40.00
01	V609187	08/01/2019	KEVIN D HARRIS	R	40.00
01	V609188	08/01/2019	PAM A HAUPT	R	70.00
01	V609189	08/01/2019	JAMES L HILL	R	40.00
01	V609190	08/01/2019	CARLONDREA D HINES	R	70.00
01	V609191	08/01/2019	JESSICA M HOFFMAN	R	40.00
01	V609192	08/01/2019	CRAIG D HOLJE	R	70.00
01	V609193	08/01/2019	MARY J IHLEN	R	70.00
01	V609194	08/01/2019	RANDY K JOHNSON	R	30.00
01	V609195	08/01/2019	CORY J KLINGE	R	70.00
01	V609196	08/01/2019	DANIEL E KRETSINGER	R	70.00
01	V609197	08/01/2019	ANOOP KUMAR	R	40.00
01	V609198	08/01/2019	COLLEEN M MAHONEY	R	70.00
01	V609199	08/01/2019	DANIEL P MCGINN	R	40.00
01	V609200	08/01/2019	DOUG R MCMEEKIN	R	70.00
01	V609201	08/01/2019	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V609202	08/01/2019	MARY PAT MESLER	R	70.00
01	V609203	08/01/2019	KENT D MEYER	R	70.00
01	V609204	08/01/2019	OLUTOYE F MORTLAND	R	107.10
01	V609205	08/01/2019	BRENDA K NIELSEN	R	70.00
01	V609206	08/01/2019	ROBERT G OLSON	R	40.00
01	V609207	08/01/2019	KEITH D RIEF	R	40.00
01	V609208	08/01/2019	LEADRIANE L ROBY	R	70.00
01	V609209	08/01/2019	TERESA L ROSEN	R	70.00
01	V609210	08/01/2019	MAUREEN E RUHLAND	R	40.00
01	V609211	08/01/2019	MARTA I SHAHSAVAND	R	70.00
01	V609212	08/01/2019	BRADLEY J SHURTS	R	70.00
01	V609213	08/01/2019	NANCY J STACHEL	R	70.00

01	V609214	08/01/2019	PATRICK M SURE	R	40.00
01	V609215	08/01/2019	VLADIMIR S TOLEDO	R	40.00
01	V609216	08/01/2019	IAN D TOLENTINO	R	40.00
01	V609217	08/01/2019	STEVEN P UNOWSKY	R	270.00
01	V609218	08/01/2019	STEPHEN C URBANSKI	R	40.00
01	V609219	08/01/2019	CARRIE A VALA	R	70.00
01	V609220	08/01/2019	RYAN WAGNER	R	40.00
01	V609221	08/01/2019	REBECCA S WALD	R	40.00
01	V609222	08/01/2019	RACHEL B WEBER	R	134.74
01	V609223	08/01/2019	KASYA L WILLHITE	R	70.00
01	V609224	08/01/2019	AMY J AHSENMACHER WINTER	R	70.00
01	294479	08/07/2019	BAYADA	R	912.50
01	294480	08/07/2019	HOME DEPOT U.S.A.	R	890.48
01	294481	08/07/2019	IIX INSURANCE INFORMATION EXCHANGE	R	57.75
01	294482	08/07/2019	PREMIER LIGHTING INC	R	343.65
01	294483	08/07/2019	SOUTHWEST METRO EDUCATION	R	6,615.00
01	294484	08/07/2019	TROOIEN JENNIFER	R	69.98
01	294485	08/07/2019	UNIVERSITY OF MINNESOTA	R	435.00
01	294486	08/07/2019	BATTERIES R US	R	1,799.96
01	294487	08/07/2019	BAYADA	R	975.00
01	294488	08/07/2019	BIO CORPORATION	R	56.00
01	294489	08/07/2019	BRICKMAN JACQUYLYN	R	350.00
01	294490	08/07/2019	BUSINESS ESSENTIALS	R	54.37
01	294491	08/07/2019	CANON USA	R	3,437.30
01	294492	08/07/2019	CARQUEST AUTO PARTS	R	493.58
01	294493	08/07/2019	CDW GOVERNMENT INC	R	11,218.75
01	294494	08/07/2019	CONTINENTAL RESEARCH CORP	R	285.53
01	294495	08/07/2019	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	294496	08/07/2019	DIGI INTERNATIONAL	R	330.00
01	294497	08/07/2019	DOLLIFF INC	R	63.00
01	294498	08/07/2019	DOOR SERVICE COMPANY OF THE TWIN CI	R	481.77
01	294499	08/07/2019	ECOLAB INC	R	363.89
01	294500	08/07/2019	EDTECH TEAM, INC.	R	199.00
01	294501	08/07/2019	GERTEN GREENHOUSES & GARDEN CTR INC	R	74.43
01	294502	08/07/2019	WW GRAINGER INC	R	344.80
01	294503	08/07/2019	HERFF JONES INC	R	5,953.24
01	294504	08/07/2019	HOME DEPOT U.S.A.	R	1,251.82
01	294505	08/07/2019	INTERMEDIATE DISTRICT 287	R	5,000.00
01	294506	08/07/2019	LEARNING A-Z	R	14,955.75
01	294507	08/07/2019	MASBO	R	50.00
01	294508	08/07/2019	MATH LEARNING CENTER	R	91,200.42
01	294509	08/07/2019	METRO ECSU	R	550.00
01	294510	08/07/2019	MISF	R	195.00
01	294511	08/07/2019	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	1,622.39
01	294512	08/07/2019	SAMS CLUB	R	45.00
01	294513	08/07/2019	SUBSCRIPTION SERVICES OF AMERICA IN	R	140.89
01	294514	08/07/2019	TAFFE SARAH ANN	R	8,044.93
01	294515	08/07/2019	TIRE TOWN INC	R	24.60
01	294516	08/07/2019	UPPER LAKES FOODS	R	158.94
01	294517	08/07/2019	COX SUBSCRIPTIONS INC	R	14.70

01	V1900397	08/07/2019	P-CARD BRUNNER PATTI	R	1,316.76
01	V1900398	08/07/2019	P-CARD LEWIS JENNIFER	R	119.99
01	V1900399	08/07/2019	P-CARD MCGINN DAN	R	257.27
01	V1900400	08/07/2019	P-CARD STACHEL NANCY	R	652.80
01	V1900401	08/07/2019	P-CARD BAIRD LISA	R	500.83
01	V1900402	08/07/2019	P-CARD BRUNNER PATTI	R	3,174.34
01	V1900403	08/07/2019	P-CARD CONTRERAS LIZZET	R	169.41
01	V1900404	08/07/2019	P-CARD GEURINK AREND	R	3,862.88
01	V1900405	08/07/2019	P-CARD HAUPT PAM	R	2,258.13
01	V1900406	08/07/2019	P-CARD LANZENDORFER TERRI	R	4,074.21
01	V1900407	08/07/2019	P-CARD MARYN ANGELA	R	9,717.54
01	V1900408	08/07/2019	P-CARD MCGINN DAN	R	1,349.68
01	V1900409	08/07/2019	P-CARD MCNAUGHTON COMMERS CAROLE	R	128.99
01	V1900410	08/07/2019	P-CARD NESS MELISSA	R	144.20
01	V1900411	08/07/2019	P-CARD ROSEN TERESA	R	8,802.93
01	V1900412	08/07/2019	P-CARD SHAHSAVAND MARTA	R	1,423.57
01	V1900413	08/07/2019	P-CARD STACHEL NANCY	R	589.34
01	V1900414	08/07/2019	P-CARD WINTER AMY	R	89.00
01	294518	08/12/2019	LIFETOUCH NATIONAL	R	2,206.43
01	294519	08/12/2019	YOUTH FRONTIERS INC	R	750.00
01	V609225	08/12/2019	CARRIE A VALA	R	104.97
01	V609226	08/12/2019	SARAH A WENTHOLD	R	164.58
01	294520	08/13/2019	CARLETON COLLEGE	R	1,500.00
01	294521	08/13/2019	GUSTAVUS ADOLPHUS COLLEGE	R	1,500.00
01	294522	08/13/2019	UNIVERSITY OF MINNESOTA	R	6,000.00
01	294523	08/13/2019	UNIVERSITY OF ST THOMAS	R	1,500.00
01	294524	08/13/2019	UNIVERSITY OF WISCONSIN	R	1,500.00
01	294525	08/13/2019	UNIVERSITY OF WISCONSIN-MADISON	R	1,500.00
01	294526	08/13/2019	DIGI INTERNATIONAL, INC.	R	3,960.00
01	294527	08/13/2019	INDEPENDENT SCHOOL DISTRICT 622	R	3,725.72
01	294528	08/13/2019	INTERMEDIATE SCHOOL DISTRICT 917	R	481.41
01	294529	08/13/2019	TWIN CITY TRANSPORTATION	R	36,438.56
01	294530	08/14/2019	AIR COMPRESSORS PLUS, LLC	R	150.00
01	294531	08/14/2019	ARVIG ENTERPRISES INC	R	1,357.90
01	294532	08/14/2019	BAYADA	R	1,857.50
01	294533	08/14/2019	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	1,155.00
01	294534	08/14/2019	CEDAR SMALL ENGINE	R	59.91
01	294535	08/14/2019	CENTURYLINK	R	39.48
01	294536	08/14/2019	CINTAS CORPORATION NO 2	R	213.60
01	294537	08/14/2019	CITY OF RICHFIELD	R	6,652.50
01	294538	08/14/2019	CONTINENTAL RESEARCH CORP	R	232.38
01	294539	08/14/2019	DICKS LAKEVILLE SANITATION INC	R	5,172.90
01	294540	08/14/2019	PURCHASE POWER	R	4,940.00
01	294541	08/14/2019	ECOLAB INC	R	367.26
01	294542	08/14/2019	FASTENAL INDUSTRIAL	R	51.52
01	294543	08/14/2019	WW GRAINGER INC	R	860.70
01	294544	08/14/2019	GSSC-GENERAL SECURITY SERVICE	R	325.00
01	294545	08/14/2019	HOGLUND BUS CO INC	R	493.34
01	294546	08/14/2019	HONDA FINANCIAL SERVICES	R	256.00
01	294547	08/14/2019	HONEYWELL INTERNATIONAL	R	65,155.72

01	294548	08/14/2019	INTERSTATE ALL BATTERY CENTER	R	74.95
01	294549	08/14/2019	KELLEY FUELS INC	R	18,853.81
01	294550	08/14/2019	KINECT ENERGY INC	R	495.00
01	294551	08/14/2019	KREMER SERVICES LLC	R	2,847.16
01	294552	08/14/2019	LOFFLER COMPANIES	R	1,948.80
01	294553	08/14/2019	LUPIENT CHEVROLET	R	220.63
01	294554	08/14/2019	MAVO SYSTEMS INC	R	148,105.00
01	294555	08/14/2019	METRO TRANSIT	R	2,625.00
01	294556	08/14/2019	METROPOLITAN MECHANICAL CONTRACTORS	R	1,767.29
01	294557	08/14/2019	MIRA	R	11,250.00
01	294558	08/14/2019	OCCUPATIONAL MEDICINE CONSULTANTS	R	75.00
01	294559	08/14/2019	PLAGGE, RONETTE	R	260.82
01	294560	08/14/2019	REGION 1 INFORMATION MGMT SERVICE	R	43,631.58
01	294561	08/14/2019	ROSENQUIST CONSTRUCTION INC	R	18,990.00
01	294562	08/14/2019	SCHOLOGY, INC	R	25,836.00
01	294563	08/14/2019	SHERWIN WILLIAMS CO	R	468.33
01	294564	08/14/2019	SOURCEWELL TECHNOLOGY	R	116.50
01	294565	08/14/2019	PARK ADAM TRANSPORTATION	R	39,235.68
01	294566	08/14/2019	STATE SUPPLY COMPANY	R	48.39
01	294567	08/14/2019	UNITED HEALTHCARE	R	153.20
01	294568	08/14/2019	UNITED HEALTHCARE INSURANCE CO	R	452.68
01	294569	08/14/2019	UNIVERSITY OF DUBUQUE	R	3,000.00
01	294570	08/14/2019	VELOCITY DRAIN SERVICES INC	R	600.00
01	294571	08/14/2019	VERIZON WIRELESS	R	575.19
01	294572	08/14/2019	VSP VISION SERVICE PLAN	R	1,675.69
01	294573	08/14/2019	XCEL ENERGY	R	17,940.67

E-PAY, P-CARD & CHECK TOTAL					696,869.99
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E-PAY, WIRE TRANSFERS & CHECK RUNS FOR 08/19/2019 BOARD REPORTS

BANK 05	DATE	AMOUNT
E-Pays	8/1/2019	6,908.95
	8/12/2019	269.55
P-Cards	8/7/2019	38,631.87
Checks	8/7/2019	159,409.42
	8/12/2019	2,956.43
	8/13/2019	58,105.69
	8/14/2019	430,588.08

CHECK REGISTER BANK 05 TOTAL =	696,869.99
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BREAKDOWN	
01-206-00	403,894.85
02-206-00	4,374.34
03-206-00	99,621.83
04-206-00	20,775.54
06-206-00	148,500.00
07-206-00	-
08-206-00	16,500.00
20-206-00	-
21-206-00	-
47-206-00	-
50-206-00	3,203.43
BANK TOTAL =	696,869.99

SUPERINTENDENT'S REPORT AND MINUTES

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, August 19, 2019

7:00 pm School Board Meeting

**Location: Central Education Center, 7145 Harriet Avenue South,
Enter Door #5, Multi-Purpose Room**

CALL TO ORDER

The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, August 19, 2019, in the Central Education Center, 7145 Harriet Avenue South, Richfield, Minnesota. Chair Crystal Brakke called the Regular Board Meeting to order at 7:00 pm with the following school board members in attendance: Timothy Pollis, John Ashmead, Paula Cole, Christine Maleck, and Peter Toensing.

Administrators present were Superintendent Steven Unowsky, Assistant Superintendent Leadriane Roby, Chief Human Resources and Administrative Officer Craig Holje, Directors Kretsinger and Klinge.

REVIEW AND APPROVAL OF THE AGENDA

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

INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

Public Comment

Superintendent Update

1. 21st Century Grant – YMCA/Beacons
2. Facilities Update: Recycling, Tree Planting and Environmental Impact
3. Information Technology Update

CONSENT AGENDA

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

A. Routine Matters

1. Minutes of the regular meeting held August 5, 2019
2. General Disbursements as of August 14, 2019 in the amount of \$696,869.99

August 19, 2019 School Board Meeting Minutes

3. Investments Held as of August 3, 2019

B. Personnel Items

Certified Full Time Positions for Employment – 1st Year Probation

Matthew Finnesgard – Special Education – RSTEM

Steven LeDuc – Physical Education/Health – Middle School

Maddie Liedtke – Global Language Spanish – Senior High

Brett Oltmanns – Special Education – Middle School

Certified Full Time Position for Employment – Continuing

Rebecca Inners – ESL – Centennial

Certified Full Time Position for Employment – Early Learning

Kathleen Gordon – Pre-School Teacher – Central

Certified Part Time Position for Employment – 2nd Year Probation

Grace Sacher – Art - Senior High

Certified Full Time Request for Leave of Absence – Child Care

Suzanne Hiller – School Social Worker – SEC

Certified Full Time Resignations

Elizabeth Hanson – School Social Worker – Middle School

Melissa Ness – Instructional Coach – RDLS

Classified Full Time Positon for Employment – Facilities & Transportation

Scott Stark – Building Cleaner – Senior High

Classified Full Time Position for Employment – Food & Nutrition Services

Rachel Johnson – Kitchen Manager – RSTEM

Classified Full Resignation – Admin. & Mgmt. Support Professionals

Maria Workman – Administrative Assistant 3 – RDLS

Classified Full Time Resignation – Outreach

Silvia Villegas Paredes – Bilingual Outreach Worker – Centennial

Classified Part Time Positions for Employment – Food & Nutrition Services

Ryusuke Jono – 37.5 hr/wk Production Cook – Senior High

Torsten Marsh – 25 hr/wk Kitchen Assistant – Senior High

Melinda Nelson – 20 hr/wk Kitchen Assistant – Middle School

Classified Part Time Position for Employment – Paraprofessional

Sarah Gacek – 37.5 hr/wk Instructional Para – District Wide

Classified Part Time Retirement – Paraprofessional

Jean Noonan – 31.5 hr/wk Instructional/Managerial Para – Centennial

Classified Part Time Resignations – Paraprofessionals

Ashley Akehurst – 30 hr/wk Special Ed. Para – Sheridan Hills
Denise Fitzpatrick – 11.2 hr/wk Managerial Para – Centennial
Sierra Ford-Washington – 32.5 hr/wk Special Ed. Para – Central

OLD BUSINESS

Policy 608 Education of Students with Disabilities

Motion by Toensing, seconded by Ashmead and unanimously carried, the Board of Education approved Policy 608.

NEW BUSINESS

A. Policy 522 Commencement Participation

Policy 522 will be brought back to the next meeting.

B. Updated 302 Position Assignments

Motion by Toensing, seconded by Cole and unanimously carried, the Board of Education approved 302 Position Assignments.

C. Updated 301 Organization Chart

Motion by Toensing, seconded by Cole and unanimously carried, the Board of Education approved 301 Organization Chart.

D. Resolution for Election

Motion by Toensing, seconded by Pollis and unanimously carried, the Board of Education duly passed and adopted the resolution for election.

E. Donations

Motion by Toensing, seconded by Maleck and unanimously carried, the Board of Education approves the donations with gratitude and pride.

ADVANCE PLANNING

A. Legislative Update

PELSB Board – Richfield Public Schools is working to ensure that Innocent Classroom training meets the relicensing standards required for ongoing licensure requirements.

Legislative Advocacy – we are 6 months out from the legislative session. We will schedule a meeting with our legislative delegation to discuss priorities for this year.

Chair Brakke received a letter from the Minnesota School Board Association recognizing Representative Michael Howard as a Minnesota School Boards

Association Legislator of Distinction for 2019. He will be formally commended at the next Board meeting.

B. Information and Questions from Board

Back to School Event (2000 in attendance, 175 back packs given out, Thank you to City & Police for their partnership)

Welcome Back Staff/Students – upcoming events:

August 20: New Licensed Staff Breakfast

August 27: District Launch at RMS

August 29: Open Houses at all Schools

Question/Chair Brakke: please review city road construction to ensure that we are communicating and planning for the start of school.

Pre-K Enrollment: currently we have 17 half-day openings. We are working to fill them. All other spots are filled with Richfield residents.

C. Future Meeting Dates

9-3-19 *Tuesday 7:00pm Regular Board Meeting

9-16-19 7:00pm Regular Board Meeting

11-7-19 *Thursday 7:00pm Canvass Results of the General Election

D. Suggested/Future Agenda Items

ADJOURN REGULAR MEETING

Motion by Ashmead, seconded by Toensing, and unanimously carried, the Board of Education approved to adjourn at 8:52pm.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V609227	08/15/2019	ROBIN M CONLEY	R	85.09
01	V609228	08/15/2019	LINDSEY M ERICKSON	R	92.55
01	V609229	08/15/2019	DANIEL W FORCIER	R	22.29
01	V609230	08/15/2019	GRETCHEN A GIFFORD	R	156.60
01	V609231	08/15/2019	ELIZABETH H JOHNSON	R	48.72
01	V609232	08/15/2019	ALEXANDER S KALBOW	R	44.77
01	V609233	08/15/2019	CORY J KLINGE	R	840.76
01	V609234	08/15/2019	RACHAEL G LENMARK	R	12.99
01	V609235	08/15/2019	AMBER L LEWIS	R	221.33
01	V609236	08/15/2019	RANDALL S MCMEEKIN	R	79.00
01	V609237	08/15/2019	MORGAN A MYHRA	R	10.00
01	V609238	08/15/2019	VIVIAN C OSUJI	R	93.96
01	V609239	08/15/2019	ALAINA M D RICE-HANSON	R	41.54
01	V609240	08/15/2019	LEADRIANE L ROBY	R	34.54
01	V609241	08/15/2019	MAUREEN E RUHLAND	R	30.57
01	V609242	08/15/2019	VICTORIA M WAGNER	R	42.93
01	V609243	08/15/2019	TRISTAN N WEINMASTER	R	108.62
01	V609244	08/15/2019	HEATHER M WOLOWIK	R	49.93
01	294574	08/21/2019	AIM ELECTRONICS INC	R	383.12
01	294575	08/21/2019	ALL FURNITURE INC	R	1,452.00
01	294576	08/21/2019	AMPLIFIED IT LLC	R	2,200.00
01	294577	08/21/2019	ATHENA AWARDS COMMITTEE	R	100.00
01	294578	08/21/2019	BARNES & NOBLE BOOK	R	448.60
01	294579	08/21/2019	BEST BUY BUSINESS ADVANTAGE	R	109,340.00
01	294580	08/21/2019	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	7,722.00
01	294581	08/21/2019	BRAUN INTERTEC CORP	R	3,431.00
01	294582	08/21/2019	BSI MECHANICAL, INC.	R	2,547.44
01	294583	08/21/2019	CARQUEST AUTO PARTS	R	36.36
01	294584	08/21/2019	CATALYST BUYING GROUP LLC	R	414.99
01	294585	08/21/2019	CENGAGE LEARNING	R	1,516.67
01	294586	08/21/2019	CENTURYLINK	R	71.00
01	294587	08/21/2019	CINTAS CORPORATION NO 2	R	93.58
01	294588	08/21/2019	CITY OF RICHFIELD	R	12,077.88
01	294589	08/21/2019	COMPUTER EXPLORERS	R	891.00
01	294590	08/21/2019	CONTINENTAL RESEARCH CORP	R	221.76
01	294591	08/21/2019	CULLIGAN SOFT WATER	R	9.50
01	294592	08/21/2019	DIGI INTERNATIONAL, INC.	R	330.00
01	294593	08/21/2019	DOOR SERVICE COMPANY OF THE TWIN CI	R	1,306.00
01	294594	08/21/2019	EASYPERMIT POSTAGE	R	2,145.72
01	294595	08/21/2019	ECM PUBLISHERS INC	R	166.60
01	294596	08/21/2019	FIREFLY COMPUTERS, LLC	R	5,990.00
01	294597	08/21/2019	GROUP MEDICAREBLUE RX	R	7,056.00
01	294598	08/21/2019	GSSC-GENERAL SECURITY SERVICE	R	30.00
01	294599	08/21/2019	GUSTAVUS ADOLPHUS COLLEGE	R	1,000.00
01	294600	08/21/2019	HAWKINS INC	R	20.00
01	294601	08/21/2019	HOGAN ASSESSMENT SYSTEMS INC	R	3,600.00
01	294602	08/21/2019	HOGLUND BUS CO INC	R	3,912.02
01	294603	08/21/2019	HOUGHTON MIFFLIN HARCOURT	R	1,469.75
01	294604	08/21/2019	AGILE SPORTS TECHNOLOGIES	R	4,209.90

01	294605	08/21/2019	ICS CONSULTING INC	R	91,626.81
01	294606	08/21/2019	IDEAL ENERGIES LLC	R	992.09
01	294607	08/21/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	17,499.00
01	294608	08/21/2019	JAYTECH, INC	R	1,442.00
01	294609	08/21/2019	KIDCREATE STUDIO	R	336.00
01	294610	08/21/2019	KINECT ENERGY INC	R	2,610.58
01	294611	08/21/2019	KNOWBE4, INC	R	3,417.12
01	294612	08/21/2019	LANGUAGE LINE SERVICE	R	87.67
01	294613	08/21/2019	LOFFLER	R	1,144.95
01	294614	08/21/2019	LS BLACK CONSTRUCTORS, INC.	R	2,347,753.05
01	294615	08/21/2019	MACKIN BOOK COMPANY	R	2,285.65
01	294616	08/21/2019	MATRIX COMMUNICATIONS INC	R	29,371.78
01	294617	08/21/2019	MID MINNESOTA STORAGE	R	180.00
01	294618	08/21/2019	MIDWEST BUS PARTS INC	R	171.59
01	294619	08/21/2019	MINNESOTA MEMORY, INC.	R	1,687.25
01	294620	08/21/2019	MOORHEAD MACHINERY & BOILER COMPANY	R	4,424.85
01	294621	08/21/2019	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	50.00
01	294622	08/21/2019	MTI DISTRIBUTING CO	R	329.97
01	294623	08/21/2019	NAVIANCE	R	5,449.50
01	294624	08/21/2019	NORMANDEALE COMMUNITY COLLEGE	R	1,000.00
01	294625	08/21/2019	OCCUPATIONAL MEDICINE CONSULTANTS	R	525.00
01	294626	08/21/2019	PCS REVENUE CONTROL	R	1,272.40
01	294627	08/21/2019	PLANSOURCE, INC.	R	2,688.16
01	294628	08/21/2019	PREMIUM WATERS INC	R	24.00
01	294629	08/21/2019	PROFESSIONAL WIRELESS COMMUNICATION	R	4,668.00
01	294630	08/21/2019	RATWIK ROSZAK & MALONEY PA	R	1,342.00
01	294631	08/21/2019	RYAN JEANNIE M	R	507.76
01	294632	08/21/2019	SMS ADMINISTRATIVE SERVICES	R	1,166.90
01	294633	08/21/2019	SCHWAB-VOLLHABER	R	287.36
01	294634	08/21/2019	SERVPRO OF MINNETONKA	R	3,287.00
01	294635	08/21/2019	SHERWIN WILLIAMS CO	R	260.34
01	294636	08/21/2019	STATE SUPPLY COMPANY	R	148.00
01	294637	08/21/2019	TITAN ENVIROMENTAL, INC.	R	104,891.68
01	294638	08/21/2019	TOLL COMPANY	R	44.77
01	294639	08/21/2019	TWIN CITY FILTER SERVICE INC	R	60.80
01	294640	08/21/2019	VELOCITY DRAIN SERVICES INC	R	1,500.00
01	294641	08/21/2019	XCEL ENERGY	R	6,763.39
01	294642	08/22/2019	LS BLACK CONSTRUCTORS, INC.	R	4,007,459.43
01	294643	08/22/2019	SHAW-LUNDQUIST ASSOCIATES, INC.	R	2,760,437.55
01	294644	08/27/2019	CITY OF RICHFIELD	R	6,632.18
01	294645	08/27/2019	DIGITAL INSURANCE LLC	R	3,400.00
01	294646	08/27/2019	INTERMEDIATE DISTRICT 287	R	605,581.37
01	294647	08/27/2019	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	90.00
01	294648	08/27/2019	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	3,000.76
01	294649	08/27/2019	RICHFIELD ICE ARENA	R	8,595.00
01	294650	08/28/2019	ABSOLUTE PRINT GRAPHICS	R	406.60
01	294651	08/28/2019	ARAMARK	R	253.48
01	294652	08/28/2019	BARNES & NOBLE BOOK	R	238.40
01	294653	08/28/2019	JEFFERY PECKHAM	R	100.00
01	294654	08/28/2019	BRAUN INTERTEC CORP	R	1,870.50

01	294655	08/28/2019	BUSINESS ESSENTIALS	R	103.21
01	294656	08/28/2019	CAPITAL ONE COMMERCIAL	R	309.76
01	294657	08/28/2019	CARQUEST AUTO PARTS	R	1,038.99
01	294658	08/28/2019	CDW GOVERNMENT INC	R	185.00
01	294659	08/28/2019	CEDAR SMALL ENGINE	R	118.38
01	294660	08/28/2019	CEP ART & DESIGN	R	1,377.00
01	294661	08/28/2019	PC PARTS PLUS LLC	R	2,049.25
01	294662	08/28/2019	CINTAS CORPORATION NO 2	R	93.58
01	294663	08/28/2019	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	294664	08/28/2019	EDUCATORS BENEFIT CONSULTANTS LLC	R	419.85
01	294665	08/28/2019	GOLDSTAR LEARNING INC	R	5,959.70
01	294666	08/28/2019	WW GRAINGER INC	R	549.32
01	294667	08/28/2019	HAWKINS INC	R	2,440.74
01	294668	08/28/2019	ZACKS INC	R	945.61
01	294669	08/28/2019	HOUCHEN BINDERY LT	R	130.60
01	294670	08/28/2019	IIX INSURANCE INFORMATION EXCHANGE	R	77.90
01	294671	08/28/2019	KENDALL HUNT PUBLISHING CO	R	18,655.48
01	294672	08/28/2019	KRULL MELISSA	R	3,200.00
01	294673	08/28/2019	MACKIN BOOK COMPANY	R	963.61
01	294674	08/28/2019	MACMILLAN HOLDINGS	R	10,993.74
01	294675	08/28/2019	MADISON NATIONAL LIFE INS CO INC	R	6,617.06
01	294676	08/28/2019	MESPA-MN ELEMENTARY	R	924.00
01	294677	08/28/2019	MIDWEST BUS PARTS INC	R	696.38
01	294678	08/28/2019	NORTH CENTRAL BUS	R	47.28
01	294679	08/28/2019	PAINTERS GEAR	R	668.32
01	294680	08/28/2019	SCHOOL SERVICE EMPLOYEES UNION	R	4,016.19
01	294681	08/28/2019	SCHOOLFINANCES.COM	R	650.00
01	294682	08/28/2019	SCHUMACHER ELEVATOR COMPANY	R	1,640.00
01	294683	08/28/2019	TIRE TOWN INC	R	10.00
01	294684	08/28/2019	TRI METRO CONFERENCE	R	6,000.00
01	294685	08/28/2019	UNITED STATES TREASURER	R	230.00
01	294686	08/28/2019	WILLIAMS ROXANNE	R	1,600.00
01	294687	08/28/2019	XCEL ENERGY	R	661.08

TOTAL E-PAYS & CHECK REGISTER					10,289,293.80
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E-PAYS & CHECK REGISTER

09/03/2019 BOARD MEETING

BANK 05	DATE	AMOUNT
E-Pays	8/15/2019	2,016.19
Checks	8/21/2019	2,815,490.31
	8/22/2019	6,767,896.98
	8/27/2019	627,299.31
	8/28/2019	76,591.01

CHECK REGISTER BANK 05 TOTAL =	10,289,293.80
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BREAKDOWN	
01-206-00	909,845.58
02-206-00	4,111.75
03-206-00	8,327.78
04-206-00	40,922.59
06-206-00	9,321,042.02
07-206-00	-
08-206-00	2,000.00
20-206-00	2,069.97
21-206-00	974.11
47-206-00	
50-206-00	
BANK TOTAL =	
	10,289,293.80

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 3, 2019

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

Classified Management Team Position for Employment

Jennifer Valley – Director of Marketing & Communications – District

Certified Full Time Positions for Employment – 1st Year Probation

Kristine Blunt – Math Intervention – Middle School

Laura Connell – STEM Teacher – Middle School

Jennifer Gravelle – Mathematics – RCEP

Danielle Jastrow – School Counselor – Senior High

Heidi Jones – Reading Specialist – Senior High

Renee Reed-Karstens – Early Childhood Special Ed. – Central

David Stanley – Mathematics – Middle School

Certified Full Time Position for Employment – 2nd Year Probation

Andrew Onishi – Elementary Education – RSTEM

Lesley Spaeth – Elementary Education – Sheridan Hills

Certified Full Time Position for Employment – Continuing

Vanessa Krebsbach – Reading Intervention – RDLS

Certified Full Time Position for Employment - Temporary

Amberly Mobley – Elementary Education – RSTEM

Certified Full Time Requests for Leave of Absence – Child Care

Angela Fish – Speech/Language Pathologist – Central

Paloma Perez – Kindergarten – RDLS

Certified Part Time Position for Employment – Early Learning

Lorinda Bergstein – Pre-School Teacher – Central

Classified Full Time Position for Employment – Facilities & Transportation

Randall McMeekin – Truck Driver/Bus Driver – District

Classified Full Time Request for Child Care Leave of Absence – Paraprofessional
Cristela Cruz – Clerical Para – Sheridan Hills

Classified Part Time Position for Employment – Paraprofessionals

Amy Johnson – 35 hr/wk Instructional Para – Central

Kelly Magnuson – 20 hr/wk Instructional Para – RSTEM

Classified Part Time Position for Employment – Student Engagement Specialist

Jose Resendiz Hernandez – 37.5 hr/wk SES – RDLS

Classified Part Time Resignation – Food & Nutrition Services

Iris Hernandez Balbuena – 15 hr/wk Kitchen Assistant – RDLS

Classified Part Time Resignation – Paraprofessional

Mackinsey Schramm – 30 hr/wk Instructional Para – Central

OLD BUSINESS – FOR APPROVAL

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 3, 2019

Subject: Board Policy 522 Commencement Participation

(Recommended by the Superintendent)

Final read of Policy 522 for approval.

Attachments

Policy 522

RICHFIELD PUBLIC SCHOOLS
COMMENCEMENT PARTICIPATION

I. PURPOSE

The purpose of this policy is to set forth requirements for commencement participation.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school district that all students who participate in commencement have completed the requirements for graduation. Except as noted in Section III of this policy, no senior will be allowed to participate in the Commencement Exercises of the Richfield High School unless all qualifications for receiving a diploma as outlined in Board Policy 521, Requirements for Graduation.

III. COMMENCEMENT PARTICIPATION

Seniors meeting the requirements specified in Section II of this policy will be eligible to participate in the Commencement Ceremony with the exception of students who are ineligible to participate for disciplinary reasons that have been reviewed by the Richfield High School Principal and the Superintendent. Participating students will be required to wear the prescribed cap and gown.

IV. PARTICIPATION IN OTHER YEAR-END ACTIVITIES

Seniors who do not participate in commencement may still participate in all other senior class year-end activities unless participation is denied for appropriate reasons, which may include discipline. The decision for students determined to be ineligible for other year-end activities will also undergo review by the Richfield High School Principal and the Superintendent.

APPROVED BY THE BOARD OF EDUCATION: February 26, 1962

AMENDED BY THE BOARD OF EDUCATION: April 20, 1970, July 21, 1986, June 1, 1998, September 16, 2002, June 24, 2003, May 1, 2017, September 3, 2019

Cross References: Board Policy 521 Requirements for Graduation from Richfield Senior High School

OLD BUSINESS – FOR REVIEW

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 3, 2019

Subject: Board Policy 105 Tobacco-Free Environment

(Recommended by the Superintendent)

Second read of Policy 105 - the redlined version reflects recommended changes from the Association of Nonsmokers of MN (ANSR) and Bloomington Public Health.

Attachments

Policy 105 – Original
Policy 105 – Redlined Copy
Policy 105 – Clean Copy

RICHFIELD PUBLIC SCHOOLS

POLICY ON TOBACCO-FREE ENVIRONMENT

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

II. GENERAL STATEMENT OF POLICY

- A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district, or person to use tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.
- B. It shall be a violation of this policy for any student to possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

- 1 B. "Tobacco" means cigarettes and any products containing, made, or
2 derived from tobacco that is intended for human consumption, whether
3 chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or
4 ingested by any other means, or any component, part, or accessory of
5 a tobacco product; cigars; cheroots; stogies; perique; granulated, plug
6 cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff
7 flour; cavendish; plug and twist tobacco; fine cut and other chewing
8 tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of
9 tobacco; and other kinds and forms of tobacco.
- 10
- 11 C. "Tobacco-related devices" means cigarette papers or pipes for
12 smoking.
- 13
- 14 D. "Smoking" means inhaling or exhaling smoke from any lighted cigar,
15 cigarette, pipe, or any other lighted tobacco or plant product. Smoking
16 also includes carrying a lighted cigar, cigarette, pipe, or any other
17 lighted tobacco or plant product intended for inhalation and the use of
18 electronic cigarettes, including the inhaling and exhaling of vapor from
19 any electronic delivery device.
- 20

21 **IV. ENFORCEMENT**

22

- 23 A. All individuals on school premises shall adhere to this policy.
- 24
- 25 B. Students who violate this tobacco-free policy shall be subject to school
26 district discipline procedures.
- 27
- 28 C. School personnel who violate this tobacco-free policy shall be subject
29 to school district discipline procedures.
- 30
- 31 D. School district action taken for violation of this policy will be consistent
32 with requirements of applicable collective bargaining agreements,
33 Minnesota or federal law, and school district policies.
- 34
- 35 E. Persons who violate this tobacco-free policy may be referred to the
36 building administration or other school district supervisory personnel
37 responsible for the area or program at which the violation occurred.
- 38
- 39 F. School administrators may call the local law enforcement agency to
40 assist with enforcement of this policy. Smoking or use of any tobacco
41 product in a public school is a violation of the Minnesota Clean Indoor
42 Air Act and is a petty misdemeanor. A court injunction may be
43 instituted against a repeated violator.
- 44

45 **Legal References:** Minn. Stat. §114.411-144.417, (Minnesota Clean Indoor
46 Air Act)

- 1 Minn. Stat. §609.685, Subd. 1(a) and (b) (Sale of Tobacco
2 to Children)
3 2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)
4
- 5 **Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension
6 and Dismissal of School District Employees)
7 MSBA Service Manual, Chapter 6, District Education
8 Program (A-11: Student Suspension, Exclusion and
9 Expulsion) (A-12: Student Removal from Class and
10 Adoption of Local Discipline Policies)
11 MSBA Service Manual, Chapter 7, School Facilities, (W:
12 Tobacco Products Prohibited in Public Schools)
13
14
- 15 ADOPTED BY THE BOARD OF EDUCATION: May 4, 1998
16 REAFFIRMED BY THE BOARD OF EDUCATION: January 6, 2003, May 19,
17 2008
18 AMENDED BY THE BOARD OF EDUCATION: April 18, 2016

RICHFIELD PUBLIC SCHOOLS**POLICY ON TOBACCO-FREE ENVIRONMENT****I. PURPOSE**

~~The purpose of this policy is to maintain a learning and working environment that is tobacco-free.~~

A comprehensive 100% tobacco-free policy designed to ensure a safe learning and work environment.

A. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors. Discretionary funding will be determined by RPS leadership and can be utilized for efforts related to anti-tobacco initiatives.

B.. The Richfield Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and non-users. The board believes that the use or promotion of tobacco products on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors.

~~B. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.~~

C. The board acknowledges that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and tobacco use for the students, staff, and visitors. Therefore, the Board adopts the following tobacco-free policy.”

II. GENERAL STATEMENT OF POLICY

A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district, or person to use tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.

B. It shall be a violation of this policy for any student to possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.

~~A. It shall be a violation of this policy for Richfield Public Schools to solicit or accept any contributions, gifts, money, curricula or materials from the electronic cigarette industry, tobacco industry, tobacco-related device industry or from any tobacco products shop. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall also be a violation of this policy to participate in any type of service funded by any of the industries listed above.~~

C. It shall be a violation of this policy for any person to promote, or for Richfield Public Schools to promote or allow promotion of tobacco products, tobacco-related devices, or e-cigarettes on the school property or at off-campus, school-sponsored events. This includes promotion of these products via gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.”

~~A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district, or person to use tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.~~

~~B. It shall be a violation of this policy for any student to possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.~~

D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

A. “Electronic cigarette industry” means manufacturers, distributors or wholesalers of e-cigarettes. This includes parent companies and subsidiaries.

B. “Tobacco industry” means manufacturers, distributors or wholesalers of tobacco products. This includes parent companies and subsidiaries.

C. “Tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

D. “Tobacco products shop” means a retail establishment with an entrance door opening directly to the outside that derives more than 90 percent of its gross revenue from the sale of loose tobacco, plants or herbs intended for human consumption, , whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; cigars; little cigars;

cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S .Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

E. “Administrator” means any person who has disciplinary and managerial authority to enforce school policies and penalties in Richfield Public Schools, including but not limited to principals, vice-principals, or office personnel.

F. “Any time” means during normal school and non-school hours: 24 hours a day, seven days a week, 365 days a year.

G. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

H. “Imitation tobacco product” means any non-tobacco product designed to resemble a tobacco product including any edible or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

~~B. “Tobacco” means cigarettes and any products containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.~~

I. “Tobacco product” means any products containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S .Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

~~C. “Tobacco-related devices” means cigarette papers or pipes for smoking.~~

~~J. “Tobacco-related devices” means ashtrays, cigarette papers or pipes for smoking or electronic cigarettes or any components, parts, or accessories of electronic cigarettes, including cartridges.~~

~~K. “Tobacco-related devices industry” means manufacturers, distributors or wholesalers of tobacco-related devices. This includes parent companies and subsidiaries.~~

~~L. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation, in any manner or in any form. “Smoking” also includes the use of an e-cigarette that creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.~~

~~M. “Lighter” means a mechanical or electrical device typically used for lighting tobacco products.~~

~~N. “Off-campus, school-sponsored event” means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.~~

~~O. “Parent/Guardian” means any person that has legal guardian status over a student enrolled in Richfield Public Schools.~~

~~P. “School property” means all facilities and property, including land, whether owned, rented, or leased by [DISTRICT NAME], and all vehicles owned, leased, rented, contracted for, or controlled by Richfield Public Schools used for transporting students, staff, or visitors.~~

~~Q. “Signage” means signs declaring that all Richfield Public School property is tobacco-free.~~

~~R. “Staff” means any person employed by Richfield Public Schools as full or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by Richfield Public Schools or anyone working on a volunteer basis. This term includes, but is not limited to: faculty, service personnel, volunteers, chaperones, and others working for the Richfield Public School district.~~

~~S. “Student” means any person enrolled in Richfield Public School’s educational system.~~

~~T. “Visitor” means any person subject to this policy that is not a student, staff, or administrator as defined above.”~~

IV. ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

- C. School personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

V. Exceptions

- A. It shall not be a violation of this policy for an adult Native American to use tobacco as part of a traditional Native American spiritual or cultural ceremony. A Native American is a person who is a member of a federally recognized Indian tribe. Minn. Stat. § 144.4165
- B. It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes to be included in instructional or work-related activities in Richfield Public Schools buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.
- C. It shall not be a violation of this policy to use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.”

VI. Dissemination of Policy

- A. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on all school buildings, building entrances, vehicles, vehicular entrances to school grounds, and all indoor and outdoor athletic facilities indicating that Richfield Public Schools requires a tobacco-free environment.
- B. The school shall notify students and parents/guardians of this policy through student handbooks.
- C. The district shall provide notice of this policy through staff handbooks.
- D. The school or district shall make tobacco-free reminder announcements at school events at appropriate intervals throughout the events, when possible.

Legal references: Minn. Stat. §114.411-144.417, (Minnesota Clean Indoor Air Act)

Minn. Stat. §609.685, Subd. 1(a) and (b) (Sale of Tobacco to Children)

2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA Service Manual, Chapter 6, District Education Program (A-11: Student Suspension, Exclusion and Expulsion) (A-12: Student Removal from Class and Adoption of Local Discipline Policies)

MSBA Service Manual, Chapter 7, School Facilities, (W: Tobacco Products Prohibited in Public Schools)

ADOPTED BY THE BOARD OF EDUCATION:

May 4, 1998

REAFFIRMED BY THE BOARD OF EDUCATION:

January 6, 2003, May 19, 2008

AMENDED BY THE BOARD OF EDUCATION:

April 18, 2016

RICHFIELD PUBLIC SCHOOLS

POLICY ON TOBACCO-FREE ENVIRONMENT

I. PURPOSE

- A comprehensive 100% tobacco-free policy designed to ensure a safe learning and work environment.
- B. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors. Discretionary funding will be determined by RPS leadership and can be utilized for efforts related to anti-tobacco initiatives.
- C. The Richfield Board of Education recognizes that the use of tobacco products is a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The board is acutely aware of the serious health risks associated with the use of tobacco products, both to users and non-users. The board believes that the use or promotion of tobacco products on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors.
- D. The board acknowledges that adult staff and visitors serve as role models for students. The Board embraces its obligation to promote positive role models in schools, and to provide an environment for learning and working that is safe, healthy, and free from unwanted smoke and tobacco use for the students, staff, and visitors. Therefore, the Board adopts the following tobacco-free policy.”

II. GENERAL STATEMENT OF POLICY

- A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district, or person to use tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events
- B. It shall be a violation of this policy for any student to possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.
- C. It shall be a violation of this policy for any person to promote, or for Richfield Public Schools to promote or allow promotion of tobacco products, tobacco-related devices, or e-cigarettes on the school property or at off-campus, school-sponsored events. This includes promotion of these products via gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers or any other materials.”

- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- A. “Electronic cigarette industry” means manufacturers, distributors or wholesalers of e-cigarettes. This includes parent companies and subsidiaries.
- B. “Tobacco industry” means manufacturers, distributors or wholesalers of tobacco products. This includes parent companies and subsidiaries.
- C. “Tobacco industry brand” means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.
- D. “Tobacco products shop” means a retail establishment with an entrance door opening directly to the outside that derives more than 90 percent of its gross revenue from the sale of loose tobacco, plants or herbs intended for that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
- E. “Administrator” means any person who has disciplinary and managerial authority to enforce school policies and penalties in Richfield Public Schools, including but not limited to principals, vice-principals, or office personnel.
- F. “Any time” means during normal school and non-school hours: 24 hours a day, seven days a week, 365 days a year.
- G. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- H. “Imitation tobacco product” means any non-tobacco product designed to resemble a tobacco product including any edible or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum

resembling chewing tobacco, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

- I. “Tobacco product” means any products containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S .Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
- J. “Tobacco-related devices” means ashtrays, cigarette papers or pipes for smoking or electronic cigarettes or any components, parts, or accessories of electronic cigarettes, including cartridges.
- K. “Tobacco-related devices industry” means manufacturers, distributors or wholesalers of tobacco-related devices. This includes parent companies and subsidiaries.
- L. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation, in any manner or in any form. "Smoking" also includes the use of an e-cigarette that creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.
- M. “Lighter” means a mechanical or electrical device typically used for lighting tobacco products.
- N. “Off-campus, school-sponsored event” means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.
- O. “Parent/Guardian” means any person that has legal guardian status over a student enrolled in Richfield Public Schools.
- P. “School property” means all facilities and property, including land, whether owned, rented, or leased by [DISTRICT NAME], and all vehicles owned, leased, rented, contracted for, or controlled by Richfield Public Schools used for transporting students, staff, or visitors.
- Q. “Signage” means signs declaring that all Richfield Public School property is tobacco-free.
- R. “Staff” means any person employed by Richfield Public Schools as full or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by Richfield Public Schools or anyone working on a volunteer basis. This term includes, but is not

limited to: faculty, service personnel, volunteers, chaperones, and others working for the Richfield Public School district.

S. “Student” means any person enrolled in Richfield Public School’s educational system.

T. “Visitor” means any person subject to this policy that is not a student, staff, or administrator as defined above.”

IV. ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

C. School personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

V. Exceptions

A. It shall not be a violation of this policy for an adult Native American to use tobacco as part of a traditional Native American spiritual or cultural ceremony. A Native American is a person who is a member of a federally recognized Indian tribe. Minn. Stat. § 144.4165

B. It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, lighters, or electronic cigarettes to be included in instructional or work-related activities in Richfield Public Schools buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

C. It shall not be a violation of this policy to use a product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.”

VI. Dissemination of Policy

- A. Appropriate signage shall be posted throughout the district at building entrances and other highly visible locations on all school buildings, building entrances, vehicles, vehicular entrances to school grounds, and all indoor and outdoor athletic facilities indicating that Richfield Public Schools requires a tobacco-free environment.
- B. The school shall notify students and parents/guardians of this policy through student handbooks.
- C. The district shall provide notice of this policy through staff handbooks.
- D. The school or district shall make tobacco-free reminder announcements at school events at appropriate intervals throughout the events, when possible.

Legal References: Minn. Stat. §114.411-144.417, (Minnesota Clean Indoor Air Act)

Minn. Stat. §609.685, Subd. 1(a) and (b) (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
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MSBA Service Manual, Chapter 7, School Facilities, (W: Tobacco Products Prohibited in Public Schools)

ADOPTED BY THE BOARD OF EDUCATION:
REAFFIRMED BY THE BOARD OF EDUCATION:
BY THE BOARD OF EDUCATION: April 18, 2016

May 4, 1998
January 6, 2003, May 19, 2008
AMENDED

NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 3, 2019

Subject: Board Policy 606 and 606.1 Home Schooling and Administrative Guidelines – Non-Public

(Recommended by the Superintendent)

First read of Policy 606 and 606.1.

Attachments

Policy 606 – Original
Policy 606.1 – Original
MSBA Policy 611
Policy 606 – Redlined Copy
Policy 606.1 – Redlined

RICHFIELD PUBLIC SCHOOLS

HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3 and 4, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 the first year of Home Schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks, individualized instructional materials and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. SERVICES FOR STUDENTS WITH SPECIAL NEEDS

A. IDEA (Individuals with Disabilities Act)

Children who are enrolled in home school and are considered educationally disabled are entitled to free, appropriate special education services at a public school site. Parents of students with suspected disabilities may refer students to the public school district and request an educational assessment. A referral form must be completed by the parent and returned to the district. After receipt of the referral, the parent will be invited to participate in team decisions regarding assessment planning, need for special education and, if appropriate, the specific special education plan for the child. Contact the Special Education Department at 612-798-6043.

VIII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school where five or fewer students receive instruction may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

IX. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.

B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes. (Refer to Administrative Guidelines 606.1)

X. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

1. Minnesota State High School League sponsored activities: A home-schooled student may participate in Minnesota State High School League (MSHSL) activities offered by the school district upon application. A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.

b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.

c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.

d. The home school student must comply with district rules and policies, as well as school practices.

e. All home schooled students must go through the same competitive process for participation as public school students.

2. Non-Minnesota State High School League Activities:

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic non-regular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.
Please refer to Policy Guidelines 742.1, 743.1 and 744.1

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36, Subd.1 (School Boards May Require Fees)
Minn. Stat. § 123B.36, Subd.1 (Extra Curricular Activities)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49, Subd.4
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

Cross References: Board Policy 502 (Resident and Nonresident Student Enrollment)
Board Policy 651 (Mission and Philosophy of the Richfield Interscholastic Athletic and Activity Program)
Board Policy 652 (Addition and Deletion of Interscholastic Athletic Offerings)
Board Policy 742 and Administrative Guidelines 742.1 (Student Transportation)
Board Policy 743 and Administrative Guidelines 743.1 (Pay-to-ride Service)
Board Policy 744 and Administrative Guidelines 744.1 (Co-Curricular and Athletic Transportation)

ADOPTED BY THE BOARD OF EDUCATION: December 17, 2007
REVISED BY THE BOARD OF EDUCATION: August 12, 2013

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

**NON-PUBLIC OR HOME SCHOOL PARTICIPATION IN
SHARED TIME PROGRAMS**

I. PURPOSE

These administrative guidelines have been developed pursuant to Board Policy 606, Section IX and serve a twofold purpose:

- A. To provide guidance for families who would like their non-public or home-schooled students to be enrolled part-time in Independent School District 280, and
- B. To guide building decisions regarding participation of non-public or home-schooled students in school curriculum offerings.

II. DEFINITION

Shared-Time Students: Students who are enrolled part-time in Independent School District 280 and the remainder of the time in a non-public or home school.

III. FACTORS FOR CONSIDERATION IN DETERMINING PARTICIPATION

A. Student Eligibility:

- 1. Students who are residents of Independent School District 280 who attend approved home schools full time and are in compliance with the Minnesota Compulsory Instruction Law may apply for limited shared-time enrollment privileges in Independent School District 280.
- 2. Shared-time privileges are available to all nonpublic students in grades 1-12 per the following limitations. Students in grades 9-12 may access any curricular offering and students in grades 1-8 may access allied arts.
- 3. Shared-time enrollment at the high schools will be limited to 2 semester credits or .4 or less of the school day, each semester, per year.
- 4. Shared-time students do not qualify for an Independent School District 280 high school diploma, participation in honor rolls, class rank, and other recognition available to full-time public school

students. In order to qualify for an ISD 280 High School diploma, a student must be enrolled at Richfield High School for one full semester, and the student's transcript must be reviewed and approved by district administration. Student will also need to pass Minnesota Graduation Test requirements.

5. To be approved for a specific course, a student must have completed all pre-requisite course requirements and may be required to demonstrate appropriate skill and/or knowledge levels.
6. When participating in shared-time course, shared-time home-school students will be subject to all the same school and district policies, regulations and rules which apply to public school students, including student rights and responsibilities, grading and attendance and performance expectations.
7. Nothing in these guidelines is intended to exclude students with disabilities from receiving special education services.

B. Program Availability

1. Shared-time enrollment privileges are limited as follows:
 - a. No more that (1) science laboratory course may be enrolled in per semester at the high school level.
 - b. Shared-time students may enroll in a course which requires co-curriculum participation. (Re: Band)
 - c. Priority for course enrollment will be given to full-time public school students.
2. Shared-time enrollment will be provided only as space is available in the program, class, grade level and/or school building as determined by district administration.
3. Shared-time students enrolled for courses that are not offered consecutively must leave school property when not in class.
4. If the school lunch period falls between the two courses, the shared-time student may purchase a school lunch and eat in the student eating area. Students whose families fall within the income guidelines for free or reduced-price meals may qualify for a free or reduced-price lunch. Inquires should be directed to the Supervisor of Food Services.

5. Home-school shared-time students may take state basic standards tests and nationally norm-referenced tests at the public school, as arranged with the principal.

- a. The home school will be charged for the cost of the test and scoring.
- b. Home-school student test results will be reported separately from the public school students.

IV. APPLICATION PROCESS

- A. All inquiries for shared-time enrollment shall be directed to the Community Education Supervisor, who serves as the District administrative liaison to home schooled students.
- B. Inquiries will be accepted from students who are residents of Independent School District 280 only.
 1. Upon request, the Community Education Supervisor will provide an inquiring student with a shared-time enrollment application form (attached) and a copy of these guidelines.
 2. The home school shall send each completed application to the principal of the school. The application must be received by May 1 for the student to be considered for shared-time enrollment the following school year. After May 1, approval will be made on a space-available basis.
 3. The building administration shall review the application, review class scheduling issues, give approval and forward the application to the Community Education Supervisor with a recommendation for final approval or disapproval.
 4. The Community Education Supervisor will give final approval or disapproval of the application and notify the principal/building administration of the decision.
 5. The Community Education Supervisor will notify the home school principal of home-school students who will be participating in a shared-time course.

IV. RESPONSIBILITIES FOLLOWING ACCEPTANCE OF A SHARED TIME STUDENT

- A. Class scheduling
Specific communication about class scheduling should take place between the shared-time applicant and the school principal or designee.

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- B. Calculations for Pupil Unit Accounting
Students accepted for shared-time enrollment will be counted as enrolled in the district for the purpose of calculating state aid. Principals of schools, which shared-time students attend, are responsible for calculating the proportion of classroom time in the district's system of pupil unit accounting.
- C. Transportation
1. Students accepted for shared-time enrollments are eligible for district transportation to and from school if they are at an existing bus stop at the regularly-scheduled bus-stop time. This is subject to busing availability and if the student meets district policy guidelines for distance from school.
 2. Students must be eligible for state transportation aid.
 3. Transportation arrangements will be made by the Transportation Department, at the request of the home school or non public school.

ADOPTED BY THE BOARD OF EDUCATION: December 17, 2008
REVIEWED BY THE BOARD OF EDUCATION: August 12, 2013

**Application by Nonpublic Students or Home school for
Participation in Richfield Public School's Shared Time Programs**

Date of Application_____

STUDENT INFORMATION

Students Full Name_____

Address_____

Date of Birth_____ Grade in School_____

Parent/Guardian Name_____ Home Phone_____

Work Phone_____ Cell Phone_____

Parent/Guardian Name_____ Home Phone_____

Work Phone_____ Cell Phone_____

NON PUBLIC SCHOOL INFORMATION

School you are currently attending_____

Address of School_____

Category: ☐ Home-School ☐ Private School

Have you attend another Richfield School previously? Yes ☐ No ☐

CURRICULAR OPPORTUNITIES

School Requested_____ Resident of school's attendance area? Yes ☐ No ☐ Grade level_____

Courses Requested_____

I agree to all policies and regulations set forth in Policy Guidelines 606.1 "Nonpublic Participation in Shared Time Programs".

Parent Signature_____

Student Signature_____

For District Use Only

APPROVAL

Approved Yes ☐ No ☐

Are requested courses available? Yes ☐ No ☐

Comments:

Principal_____ Date_____

Community Education Supervisor_____ Date_____

Adopted: _____

MSBA/MASA Model Policy 611

Orig. 1996

Revised: _____

Rev. 2019

611 HOME SCHOOLING

[Note: The provisions of this policy substantially reflect statutory requirements.]

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental

cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

[Note: The provisions of Article VIII. - Shared Time Programs do not make a determination as to whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League-sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative

sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (School Boards May Require Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material,

Standard Tests)

Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities)

Minn. Stat. § 123B.86 (Equal Treatment - Transportation)

Minn. Stat. § 123B.92 (Transportation Aid Entitlement)

Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials,
Standardized Tests)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)

RICHFIELD PUBLIC SCHOOLS

HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minn. Stat. § 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship. (Minn. Stat. § 120A.22, Subd. 1)

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minn. Stat. § 120A.22.

IV. IMMUNIZATION

The parent or guardian of a home-schooled child shall submit statements as required by Minn. Stat. § 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 the first year of Home Schooling in Minnesota and the grade 7 year. (Minn. Stat. § 121A.15, Subd. 8)

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request as required by law, the school district will provide textbooks, (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur

more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.

VII. SERVICES FOR STUDENTS WITH SPECIAL NEEDS

A. IDEA (Individuals with Disabilities Act)

Children who are enrolled in home school and **meet special education eligibility criteria** are entitled to free, appropriate services at a public school site. Parents of students with suspected **or existing** disabilities may refer students to the public school district and request an educational assessment. A referral form must be completed by the parent and returned to the district. After receipt of the referral, the parent will be invited to participate in team decisions regarding assessment planning, need for special education and, if appropriate, the specific special education plan for the child. Contact the Special Education **Director** at 612-798-6043.

VIII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (**in which** five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)

IX. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time

pupils to classes. (Refer to Administrative Guidelines 606.1)

[Note: The provisions of Article VIII. IX - Shared Time Programs do not make a determination as to whether Shared Time Programs should be offered to any pupil. However, home-schooled children are required to be treated the same as all other nonpublic school children.]

X. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

1. A home-schooled student may participate in Minnesota State High School League (MSHSL) activities offered by the school district upon application.

2. Minnesota State High School League sponsored activities (in which six or more students receive instruction in the home school or the home school students are not residents of the school district):

A home school which is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League Bylaw 403.00. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
- b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
- c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
- d. The home school student must comply with district rules and policies, as well as school practices.
- e. All home schooled students must go through the same competitive process for participation as public school students.

3. Non-Minnesota State High School League Activities:

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic non-regular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.
Please refer to Policy Guidelines 742.1, 743.1 and 744.

Legal References: Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 123B.49 (Co-curricular and Extracurricular Activities)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36, Subd.1 (School Boards May Require Fees)
Minn. Stat. § 123B.36, Subd.1 (Extra Curricular Activities)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49, Subd.4
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Rules Ch. 3540 (Textbooks, Individualized Instruction Materials, Standardized Tests)

Cross References: Board Policy 502 (Resident and Nonresident Student Enrollment)
Board Policy 651 (Mission and Philosophy of the Richfield Interscholastic Athletic and Activity Program)
Board Policy 652 (Addition and Deletion of Interscholastic Athletic Offerings)
Board Policy 742 and Administrative Guidelines 742.1 (Student Transportation)

Board Policy 743 and Administrative Guidelines 743.1 (Pay-to-ride Service)

Board Policy 744 and Administrative Guidelines 744.1 (Co-Curricular and Athletic Transportation)

ADOPTED BY THE BOARD OF EDUCATION: December 17, 2007

REVISED BY THE BOARD OF EDUCATION: August 12, 2013

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

**NON-PUBLIC OR HOME SCHOOL PARTICIPATION IN
SHARED TIME PROGRAMS**

I. PURPOSE

These administrative guidelines have been developed pursuant to Board Policy 606, Section IX and serve a twofold purpose:

- A. To provide guidance for families who would like their non-public or home-schooled students to be enrolled part-time in Independent School District 280, and
- B. To guide building decisions regarding participation of non-public or home-schooled students in school curriculum offerings.

II. DEFINITION

Shared-Time Students: A resident home-school or non-public student, grades 1-12, who is enrolled part-time in Independent School District 280.

III. FACTORS FOR CONSIDERATION IN DETERMINING PARTICIPATION

A. Student Eligibility:

- 1. Residents of Independent School District 280 who attend approved home schools, non-public, or private schools full time and are in compliance with the Minnesota Compulsory Instruction Law.
- 2. Students in grades 9-12 may apply for any curricular offering. Students in grades 1-5 may apply for Physical Education, Music and Art, and grades 6-8 may apply for Exploratory courses.

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- ~~5~~ 3. To be approved for a specific course, a student must have completed all pre-requisite course requirements and may be required to demonstrate appropriate skill and/or knowledge levels.

~~6~~ 4 When participating in shared-time course, shared-time home-school students will be subject to all the same school and district policies, regulations and rules which apply to public school students, including student rights and responsibilities, grading and attendance and performance expectations.

~~7~~ 5. Nothing in these guidelines is intended to exclude students with disabilities from receiving special education services.

B. Program Availability

1. Shared-time enrollment will be provided only as space is available in the program, class, grade level and/or school building as determined by district administration.
2. Shared-time students enrolled for courses that are not offered consecutively must leave school property when not in class.
3. If the school lunch period falls between the two courses, the shared-time student may purchase a school lunch and eat in the student eating area. Students whose families fall within the income guidelines for free or reduced-price meals may qualify for a free or reduced-price lunch. Inquiries should be directed to the **Director** of Food Services.
4. Home-school shared-time students may take state basic standards tests and nationally norm-referenced tests at the public school, as arranged with the principal.
 - a. The home school will be charged for the cost of the test and scoring.
 - b. Home-school student test results will be reported separately from the public school students.

C. Limitations

Shared-time enrollment privileges are limited as follows:

1. No more than (1) science laboratory course may be enrolled in per semester at the high school level.
2. Shared-time students may enroll in a course which requires co-curriculum participation. (Re: Band)
3. Priority for course enrollment will be given to full-time public school students. Shared-time enrollment at the high schools will be limited to 2 semester credits or .4 or less of the school day, each semester, per year. Shared-time students do not qualify for an Independent School District 280 high school diploma, participation in honor rolls, class rank, and other recognition available to full-time public school students. In order to qualify for an ISD 280 High School diploma, a student must be enrolled at Richfield High School for one full semester, and the student's transcript must be reviewed and approved by district administration. Student will also need to pass Minnesota Graduation Test requirements.

IV. APPLICATION PROCESS

- A. All inquiries for shared-time enrollment shall be directed to the Community Education **Director**, who serves as the District administrative liaison to home schooled **and non-public** students.
- B. Inquiries will be accepted from students who are residents of Independent School District 280 only.
 1. Upon request, the Community Education **Director** will provide an inquiring student with a shared-time enrollment application form (attached) and a copy of these guidelines.
 2. The home school **or non-public school** shall send each completed application to the principal of the school. The application must be received by May 1 for the student to be considered for shared-time enrollment the following school year. After May 1, approval will be made on a space-available basis.
 3. The building administration shall review the application, review class scheduling issues, give approval and forward the application to the Community Education **Director** with a recommendation for final approval or disapproval.
 4. The Community Education **Director** will give final approval or disapproval of the application and notify the principal/building administration of the decision.

5. The Community Education **Director** will notify the home school **or non-public school** principal of students who will be participating in a shared-time course.
6. Students approved for shared-time courses must complete and submit the Richfield Public Schools enrollment forms prior to attending.

IV. RESPONSIBILITIES FOLLOWING ACCEPTANCE OF A SHARED TIME STUDENT

- A. Class scheduling
Specific communication about class scheduling should take place between the shared-time applicant and the school principal or designee.
- B. Calculations for Pupil Unit Accounting
Students accepted for shared-time enrollment will be counted as enrolled in the district for the purpose of calculating state aid. Principals of schools, which shared-time students attend, are responsible for calculating the proportion of classroom time in the district's system of pupil unit accounting.
- C. Transportation
 1. Students accepted for shared-time enrollments are eligible for district transportation to and from school if they are at an existing bus stop at the regularly-scheduled bus-stop time. This is subject to busing availability and if the student meets district policy guidelines for distance from school.
 2. Students must be eligible for state transportation aid.
 3. Transportation arrangements will be made by the Transportation Department, at the request of the home school or non public school.

**Application by Nonpublic Students or Home School for
Participation in Richfield Public School's Shared Time Programs**

Date of Application_____

STUDENT INFORMATION

Student's Full Name_____

Address_____

Date of Birth_____ Grade in School_____

Parent/Guardian Name_____ Home Phone_____

Work Phone_____ Cell Phone_____

Email Address_____

Parent/Guardian Name_____ Home Phone_____

Work Phone_____ Cell Phone_____

Email Address_____

NON PUBLIC SCHOOL INFORMATION

School you are currently attending_____

Address of School_____

Category: • Home-School • Private School

Have you attend another Richfield School previously? Yes • No •

CURRICULAR OPPORTUNITIES

School Requested_____ Resident of school's attendance area? Yes • No • Grade level_____

Courses Requested_____

I agree to all policies and regulations set forth in Policy Guidelines 606.1 "Nonpublic Participation in Shared Time Programs".

Parent Signature_____ Student Signature_____

For District Use Only

APPROVAL

Approved Yes No Are requested courses available? Yes No

Comments:

Principal_____ Date_____

Community Education Director_____ Date_____

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 3, 2019

Subject: Authorization for Workers' Compensation Insurance

(Recommended by the Superintendent)

That the Board of Education authorize the administration to renew the workers' compensation insurance policy with SFM.

Background Information

(Prepared by Craig Holje)

The administration has worked with Todd Awes from Dolliff Insurance, the District Insurance Consultant, to renew our workers' compensation insurance for 2019-2020 with SFM Insurance. The 2019-2020 insurance premium renewal represents a 14% increase in premium rate, for a total projected premium of \$429,416. This is an expected increase of \$53,161 from 2018-2019.

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RENEWAL COST COMPARISON

	2018/19	2019/20	% Change
Workers Compensation			
School: Professional Employees Payroll	\$ 36,613,302	\$ 36,443,449	-0.46%
Rate	\$.64	\$.55	-14.06%
School: All Other Employees Payroll	\$ 2,274,111	\$ 2,451,838	7.82%
Rate	\$ 6.03	\$ 5.19	-13.93%
Bus Drivers Payroll	\$ 633,525	\$ 653,919	3.22%
Rate	\$ 6.30	\$ 5.49	-12.86%
Garage Mechanics Payroll	\$ 50,502	\$ 56,742	12.36%
Rate	\$ 4.95	\$ 4.16	-15.96%
Delivery Drivers & Helpers Payroll	\$ 49,641	\$ 50,876	2.49%
Rate	\$ 8.04	\$ 7.34	-8.71%
Schedule Credit	0	14%	100%
Total Payroll	\$ 39,621,081	\$ 39,656,824	8.58%
Experience Mod	\$.95	\$ 1.43	50.53%
TOTAL	\$ 376,255	\$ 429,416	14.13%

EXHIBIT 1**WORKERS COMPENSATION -19/20 QUOTE**

Coverage A: Statutory Benefits

Coverage B: \$500,000 Each Accident – Bodily Injury by Disease
 \$500,000 Policy Limit – Bodily Injury by Disease
 \$500,000 Each Employee – Bodily Injury by Disease

States Included: Minnesota

Description	Class Code	Payroll	Rate	Premium
School: Professional Employees	8868	\$ 36,443,449	\$.55	\$ 200,439
School: All Other Employees	9101	2,451,838	5.19	127,250
Bus Drivers	7382	653,919	5.49	35,900
Garage Mechanics	8385	56,742	4.16	2,360
Delivery Drivers & Helpers	7380	50,876	7.34	3,734
		<u>\$ 39,656,824</u>		
Standard Premium				\$ 369,683
Increased Limits Charge				+ 2,957
Experience Modification Adjustment (1.43)				+ 160,235
Scheduled Credit (14%)				- 74,603
Terrorism				+ 3,966
Premium Discount				- 49,130
Expense Constant				+ 205
Minnesota Special Compensation Fund Assessment				+ 16,103
Total Estimated Premium				\$ 429,416

Subject to Audit

NEW BUSINESS - FOR ACTION

AGENDA ITEM VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, September 3, 2019

**SUBJECT: AUTHORIZATION FOR BOARD MEMBER TO SUBSTITUTE / BE
EMPLOYED ON A CASUAL / TEMPORARY BASIS**

(Recommended by Superintendent)

That the Board of Education authorize Member John Ashmead to perform casual part-time services during the 2019-20 school year.

Background Information

Member Ashmead performs casual/part-time bus driver services.

The maximum amount that can be earned in one fiscal year by a Board Member according to Minnesota State Statute 123B.195 is \$8,000. A majority of the school board must approve the employment at a board meeting at which all board members are present.