

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, October 21, 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. Public Comment
 - B. Superintendent Update
 - 1. Safety Measures Helping Reduce Work Compensation Claims
 - 2. Preliminary Audit Report
 - 3. Superintendent Goals Final Draft
 - C. Commendations
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the regular meeting held October 7, 2019
 - 2. General Disbursements as of October 16, 2019 for \$846,445.04.
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 585 and 585.1 - Student Surveys and Administrative Guidelines
 - B. 524.1 Guidelines - Promotion, Retention, and Acceleration
 - C. Policy 412 & 412.1 Form - Public & Private Personnel Data
- VI. NEW BUSINESS
 - A. Bid Authorization – Richfield Middle School Construction and Renovation Project

- B. Non-Resident Tuition Rate for 2019-2020
- C. Staffing FTE Increase to Support Enrollment
- D. Donations

VII. ADVANCE PLANNING

- A. Legislative Update
- B. Information and Questions from Board
- C. Future Meeting Dates

11-12-19* Tues. 7:00pm Canvass Results of the General Election

11-18-19 7:00pm Regular Board Meeting (Public Comment)

- D. Suggested/Future Agenda Items

VIII. CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.03 FOR
LABOR NEGOTIATIONS STRATEGY

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

Enriching and accelerating learning



Safety Measures Helping Reduce Work Comp Claims

October 21, 2019

Enriqueciendo y acelerando el aprendizaje



RICHFIELD

PUBLIC SCHOOLS

AGENDA

- ◆ Workers Compensation Claim Data
- ◆ Measures Helping Reduce Claims
- ◆ Past Improvements
- ◆ Future Improvements
- ◆ Mock OSHA

Workers Compensation Data



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2018/2019 School Year Injury Trends:

- 41 Total Claims – 34 Medical Only and 7 Loss Time (There were also 29 incident only reports)
- 32% were student related (kicks, punches, bites, etc)
- 27% Slips, Trips and Falls
- 20% Strain Related - Lifting, pushing, pulling, reaching etc.

Past Years Data

- 2017/2018
 - 34 Total Claims – 25 Medical Only and 9 Loss Time (14 incident only reports)
 - \$268,918 paid (1 open claim remaining)
- 2016/2017
 - 27 Total Claims – 21 Medical Only and 6 Loss Time (27 incident only reports)
 - \$122,658 paid (all claims closed)

Measures Helping Reduce Claims



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- Environment Health & Safety Tasks Per Year (2019)
 - January
 - Health, Safety & Wellness Committee Meeting
 - February
 - Mock OSHA Inspection
 - March
 - Health, Safety & Wellness Committee Meeting
 - Indoor Air Quality (IAQ) email to Staff
 - April
 - Lock-out/Tag-out Training
 - May
 - Health, Safety & Wellness Committee Meeting
 - Respiratory Protection Training
 - June
 - Custodial Safety Training
 - Richfield Fire Department Demonstration

Measures Helping Reduce Claims



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- Environment Health & Safety Tasks Per Year (2019)
 - July
 - August
 - Bus Driver, Food Service, Science Dept, Art, Industrial Tech (specialized training)
 - Richfield Fire Department Transportation Safety Presentation
 - Employee Right-to-Know and Bloodborne Pathogen
 - New Hire Orientation – “A Safe and Healthy Workplace” Booklet
 - September
 - Health, Safety & Wellness Committee Meeting
 - October
 - November
 - Health, Safety & Wellness Committee Meeting
 - Radon Testing
 - December
 - IAQ Building Walkthrough

Measures Helping Reduce Claims



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- Environmental Health & Safety Tasks Not Completed Annually
 - Forklift Training
 - Aerial Lift Training
 - Turf Field Inspections
 - Bleacher Inspections
 - Playground Inspections
 - Custodial Monthly

Measures Helping Reduce Claims



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- **Communication**
 - Health & Safety Email Annually (How To Report Safety Concerns/Questions)
 - Work Comp Hotline Instruction Email
 - Posters and Signs
 - SFM Winter Slips and Falls Video
- **Address Concerns Quickly**
 - IAQ, Safety Concerns, Personal Protective Equipment Requests
- **Crisis Prevention and Intervention (CPI) Training**
 - New employee training (August & November)
 - Annual Refresher training (August & November)
 - After November 1st- 160 staff will be trained (teachers, paraprofessionals, administrators, social workers)
- **Behavior Collaboration Team (BCT)**
 - Support students with a pattern of aggressive behavior

Recent Improvements



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- Safe Schools Online Training Resource
 - Specialized Training Modules for Departments
- SFM Workers Compensation Insurance
 - Training Resources
 - Signage
- Hanover Insurance
 - Training Resources
- Nurse Triage Hotline
- Employee Safety
 - Building Security
 - Step Ladders at all Schools
 - Anti-Slip Mats in Kitchen
 - SawStop Table Saw Machine Guarding
 - Fall Protection Assessment – Completed Recommendations

Future Improvements

- Staff Communication Newsletter
 - Focus on a safety topic. Include optional Safe Schools training for further knowledge.
- Incident Investigation
 - Learn more about the incident to help prevent it in the future.
- Personal Protective Equipment Assessment
- Ladder Assessment
- Machine Guarding Assessment

Mock OSHA Inspection



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School District Name Richfield

School District Number 280

*OSHA is citing

Assessment Results/Findings

possible OSHA fines

Building	Location	Standard	Description	Min	Max
Richfield Middle School	rm 319	chemical hygiene	Refrigerator cannot hold both food & chemical/biological	\$1500.00	\$2000.00
Richfield Middle School	wood shop	egress	Emergency evacuation procedures not posted in each room.	\$2000.00	\$3000.00
Richfield Middle School	pool entrance	egress	Exit door is blocked.	\$500.00	\$3000.00
Richfield Middle School	boiler room	egress	Exit sign is missing.		
Richfield Middle School	rm 101	electrical	Blocked electrical panel	\$500.00	\$3000.00
Richfield Middle School	wood shop	electrical	Extension cord being used as permanent wiring	\$1500.00	\$2000.00
Richfield Middle School	wood shop	electrical	Power strips cannot be daisy chained together	\$1500.00	\$2000.00
Richfield Middle School	boiler room	first aid	Emergency eyewash missing caps		
Richfield Middle School	boiler room	first aid	Emergency eyewash station is blocked	\$2000.00	\$3000.00
Richfield Middle School	rm 315	first aid	Emergency eyewash not working properly	\$500.00	\$1500.00
Richfield Middle School	rm 319	fire protection	Fire extinguisher is blocked.	\$500.00	\$1500.00
Richfield Middle School	art room	ladders	No signage on wood ladder		
Richfield Middle School	wood shop	machine guarding	Needs guarding -table saw	\$500.00	\$2500.00
Richfield Middle School	kitchen	egress	Emergency handle not working in freezer		
Richfield Middle School			Gas chlorine storage containers need a warning light		

Mock OSHA Inspection



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Richfield Public Schools
Fund Balance Overview
PRELIM ACTUAL 2018-19



	July 1, 2018	Actual	Actual		June 30, 2019	Net Increase
General Fund - 01	Balance	Revenues	Expenditures	Transfers	Balance	or Decrease
Unassigned - 422	3,392,874	49,863,390	46,659,463	(2,051,765)	4,545,036	1,152,162
	5.47%				7.07%	
Restricted						
Staff Development - 403	310,519	577,987	942,447	53,940	-	(310,519)
Health & Safety - 406	-	(724)	-	724	-	-
Capital Projects Levy - 407	203,885	3,010,625	2,939,624		274,886	71,001
Operating Capital - 424	813,614	1,085,993	874,689		1,024,918	211,304
Learning & Development - 428	-	959,205	1,160,602	201,398	-	-
Gifted & Talented - 438	-	59,520	295,957	236,437	-	-
Basic Skills - 441	-	7,090,339	8,033,037	942,698	-	-
Career & Technical - 445	-	124,202	319,683	195,481	-	-
Achievement & Integration - 448	-	1,175,417	1,350,673	175,256	-	-
Safe Schools - 449	-	228,224	320,566	92,342	-	-
Basic Skills Extended Time - 459	105,811	219,786	34,190		291,407	185,596
Long-Term Fac Maint - 467	(297,830)	1,766,699	1,031,509		437,360	735,190
Medical Assistance - 472	481,120	230,930	258,515		453,535	(27,585)
Subtotal Restricted	1,617,119	16,528,204	17,561,494	1,898,276	2,482,106	864,987
Nonspendable						
Prepays	1,069,758	-	-	(160,771)	908,987	(160,771)
Inventory	33,339	-	-	(10,852)	22,487	(10,852)
Subtotal Nonspendable - 460	1,103,097	-	-	(171,623)	931,474	(171,623)
Assigned Funds						
Assigned - Turf	318,216	31,904	3,128	-	346,992	28,776
Assigned - Program Initiatives	905,027	-	-	-	905,027	-
Assigned - Enrollment	600,000	-	-	-	600,000	-
Assigned - Future Retirement	313,310	-	-	325,112	638,422	325,112
Assigned - Carryover & Other	903,236	-	67,580	-	835,656	(67,580)
Subtotal Assigned - 462	3,039,789	31,904	70,708	325,112	3,326,097	286,308
Total General Fund	9,152,879	66,423,498	64,291,665	-	11,284,713	2,131,833
Food Service Fund - 02						
Nonspendable						
Prepays	-	-	-	1,610	1,610	-
Inventory	21,960	-	-	(1,669)	20,291	-
Subtotal Nonspendable - 460	21,960	-	-	(59)	21,901	-
Restricted - 464	409,408	2,838,335	2,736,818	59	510,984	101,517
Total Food Service	431,368	2,838,335	2,736,818	-	532,885	101,517
Community Services - 04						
Restricted - 464 Non-Public, Pascoen, LCTS	61,914	443,571	421,260	-	84,225	22,311
Restricted / Reserved						
Community Ed - 431	36,869	586,887	619,823	-	3,933	(32,936)
ECFE - 432	155,727	340,428	333,617	-	162,537	6,810
School Readiness - 444	276,579	571,760	514,285	-	334,054	57,475
Subtotal Restricted/Reserved	469,175	1,499,075	1,467,725	-	500,525	31,350
Total Community Education	531,089	1,942,646	1,888,985	-	584,749	53,660
Construction - 06						
LTFM IAQ - 467	32,455,846	831,650	5,018,288	-	28,269,208	(4,186,638)
Restricted/Reserved - Subtotal	32,455,846	831,650	5,018,288	-	28,269,208	(4,186,638)
Restricted - 464	84,962,764	2,212,798	8,632,571	-	78,542,991	(6,419,773)
Total Construction Fund	117,418,610	3,044,448	13,650,859	-	106,812,199	(10,606,411)
Debt Service - 07						
Restricted/Reserved						
Debt Service - 464	199,283	8,713,849	7,967,443	-	945,689	746,406
Total Debt Service Fund	199,283	8,713,849	7,967,443	-	945,689	746,406
Trust - 08	450,145	48,199	41,908	-	456,436	6,291
Internal Service - 21 & 22	4,914,633	7,849,043	7,471,090	-	5,292,586	377,953
OPEB Irrevocable Trust - 45	9,750,831	203,285	498,893	-	9,455,223	(295,608)
OPEB Debt Service - 47	180,533	786,209	789,125	-	177,617	(2,916)
Total All Funds:	143,029,371	91,849,511	99,336,785	-	135,542,097	(7,487,275)

Enriching and accelerating learning



Superintendent Goals Update 2019 - 2020

October 21, 2019

Final Draft

Enriqueciendo y acelerando el aprendizaje

2019-2020 Performance Evaluation Process



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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

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

	RHS 4-yr Grad Rates 2018 ACTUALS	RHS 4-yr Grad Rates 2019 GOALS	2018 Gaps	Comparison Group	2019 Goal - Close Ach Gaps by 3%	2019 Actual Gaps
All Students	84.3	87.3				
Asian	86.7	89.7				
Latino	77.7	80.7	-14.0	Latino-White	-11.01	
Black	78.7	81.7	-13.0	Black-White	-9.95	
Two or More	100.0	100.0				
White	91.7	94.7				
English Learners	75.3	78.3	-12.9	ELL-NonELL	-9.88	
Not English Learners	88.2	91.2				
Special Education	65.2	68.2	-23.3	SpEd-NonSpEd	-20.28	
Not Special Education	88.5	91.5				
Free/Reduced Lunch	80.2	83.2	-12.6	FRP-NonFRP	-9.57	
Not Free/Reduced Lunch	92.8	95.8				
Male	78.3	81.3				
Female	89.6	92.6				

Student Achievement Goals



RICHFIELD
PUBLIC SCHOOLS

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

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

LITERACY	FALL 18-19 ACTUALS	SPRING 18-19 ACTUALS	19-20 SPRING GOAL
All Students	48.1	96.7	85.0
Asian	48.0	96.0	
Latino	48.1	97.4	
Black	48.0	96.0	
Two or More	48.1	96.3	
White	48.3	96.7	
MATH			
All Students	28.0	88.8	85.0
Asian	28.0	88.0	
Latino	28.6	89.6	
Black	28.0	88.0	
Two or More	25.9	88.9	
White	28.3	88.3	

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

MATH	Districtwide Proficiency % from MCA test 18-19 ACTUALS	Districtwide Projected Prof % from MAP test 19-20 ACTUALS	19-20 MCA GOALS	19-20 Goal - Increase prof from MAP to MCA by 3%	18-19 Gaps	Comparison Group	19-20 Goal - Close Ach Gaps by 3%	19-20 Actual Gaps
All Students	36.9		39.9					
Asian	50.0		53.0					
Latino	23.6		26.6		-39.6	Latino-White	-36.60	
Black	23.6		26.6		-39.6	Black-White	-36.60	
Two or More	37.3		40.3		-25.9	Multi-White	-22.90	
White	63.2		66.2					
English Learners	11.8		14.8		-33.3	EL-NonEL	-30.30	
Not English Learners	45.1		48.1					
Special Education	14.7		17.7		-25.9	Sped-NonSpEd	-22.90	
Not Special Education	40.6		43.6					
Free/Reduced Lunch	25.0		28.0		-34.8	FRP-NonFRP	-31.80	
Not Free/Reduced Lunch	59.8		62.8					
Male	34.9		37.9					
Female	39.0		42.0					

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

READING	Districtwide Proficiency % from MCA test 18-19 ACTUALS	Districtwide Projected Prof % from MAP test 19-20 ACTUALS	19-20 MCA GOALS	19-20 Goal - Increase prof from MAP to MCA by 3%	18-19 Gaps	Comparison Group	19-20 Goal - Close Ach Gaps by 3%	19-20 Actual Gaps
All Students	43.3		46.3					
Asian	61.5		64.5					
Latino	27.1		30.1		-42.8	Latino-White	-39.80	
Black	30.1		33.1		-39.8	Black-White	-36.80	
Two or More	46.4		49.4		-23.5	Multi-White	-20.50	
White	69.9		72.9					
English Learners	6.9		9.9		-48.2	EL-NonEL	-45.20	
Not English Learners	55.1		58.1					
Special Education	14.7		17.7		-33.0	Sped-NonSpEd	-30.00	
Not Special Education	47.7		50.7					
Free/Reduced Lunch	30.4		33.4		-36.9	FRP-NonFRP	-33.90	
Not Free/Reduced Lunch	67.3		70.3					
Male	38.0		41.0					
Female	48.9		51.9					

Student Achievement Goals



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

Decrease in suspendable incidents of 10% across district, closing gap between highest & lowest groups						
	Richfield Demographic % Representation	Suspendable Incidents 18-19 ACTUALS	Suspendable Incidents 19-20 GOALS	18-19 Gaps	Comparison Group	19-20 Actual Gaps
All Students	100.0%	389	350			
Am. Ind.	0.8%	0				
Asian	6.0%	13	12			
Latino	40.7%	123	111	71	Latino-White	
Black	14.5%	153	138	101	Black-White	
Two or More	9.2%	48	43			
White	28.7%	52	47			
Male	52.5%	313	282			
Female	47.5%	76	68			
Special Education	16.4%	154	139			
Not Special Education	83.6%	235	212			

Strategic Plan/Process Goals



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Goal: Implement Radical Hospitality

Success measured by: Staff & Community Survey in February 2020

Staff Survey Questions:

1. ...promotes the school and district in a positive manner
2. ...establishes an environment of trust, teamwork, and collaboration
3. Teachers/staff feels respected and supported by ...

Community Survey Questions:

1. I can discuss feelings, worries, and frustrations with the principal.
2. I can discuss feelings, worries, and frustrations with my child's Teacher.
3. I would recommend this school to parents seeking a place for their child.
4. Richfield Public Schools is promoted in a positive manner.

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

Goal: Continue revisions and implementation of vision cards

Success measured by: Ongoing presentations to the board. Revisions aligned to new strategic plan

Strategic Plan/Process Goals

Goal: Align booster/fundraising efforts districtwide

Success measured by: Fundraising plan and organization presentation at end of year

Strategic Plan/Process Goals

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

Success measured by: Process presentation prior to end of 2019 and published strategic plan by end of year

Strategic Plan/Process Goals

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

Success measured by: Continued implementation of Social emotional support model

Strategic Plan/Process Goals

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

Success measured by: Staff Survey

Staff Survey Questions

1. ...establishes an environment of trust, teamwork and collaboration.
2. ...takes a personal interest in the professional development and growth of staff.
3. Teachers/staff at my school feel respected and supported by ...

Strategic Plan/Process Goals

Goal: Increase presence, voice and participation of families representative of the diversity of our Richfield Public Schools Community

Success measured by: Disaggregated attendance at PTO, Committees/advisories, participation in support opportunities, attendance at culturally relevant activities, participation in conferences

Personal Evaluation

Occurs yearly in spring:

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

Sara Linde/School Counselor at RHS – from Parent Liana Carter

We have spoken about this in the past, but I just wanted to send over another note to let you know how much I appreciate all you have done for my daughter Dawn and now son Sean. Dawn is doing great at The University of California Berkeley and we recently found out that all of her CIS credits, as well as AP credits were accepted by the university and she is now considered a sophomore. She also received an A on her first college paper (professor said that only 20% of her class received an A or B). Long story short, **Richfield High School is doing an exceptional job preparing students for future success.** My sons are also RPS honor students and are thriving. **Thank you so much for all you do for students, it is greatly appreciated!**

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V1900416	09/03/2019	P-CARD BRUNNER PATTI	R	3,152.48
01	V1900417	09/03/2019	P-CARD CARUSO MATTHEW	R	259.03
01	V1900418	09/03/2019	P-CARD CONTRERAS LIZZET	R	985.63
01	V1900419	09/03/2019	P-CARD FINKE RYAN	R	34.90
01	V1900420	09/03/2019	P-CARD FLUCAS STEVEN	R	1,633.92
01	V1900421	09/03/2019	P-CARD GEURINK AREND	R	836.54
01	V1900422	09/03/2019	P-CARD GULLICKSON KEVIN	R	17.74
01	V1900423	09/03/2019	P-CARD HAUPT PAM	R	3,282.10
01	V1900424	09/03/2019	P-CARD HAYEK JULIE	R	527.01
01	V1900425	09/03/2019	P-CARD HINES CARLONDREA	R	2,421.96
01	V1900426	09/03/2019	P-CARD HOLJE CRAIG	R	20.83
01	V1900427	09/03/2019	P-CARD KRETSINGER DAN	R	4,443.14
01	V1900428	09/03/2019	P-CARD LANZENDORFER TERRI	R	9,812.01
01	V1900429	09/03/2019	P-CARD MARYN ANGELA	R	3,719.41
01	V1900430	09/03/2019	P-CARD MCGINN DAN	R	439.09
01	V1900431	09/03/2019	P-CARD MCNAUGHTON COMMERS CAROLE	R	104.66
01	V1900432	09/03/2019	P-CARD POMERLEAU DORIS	R	1,233.94
01	V1900433	09/03/2019	P-CARD SHAHSAVAND MARTA	R	1,213.69
01	V1900434	09/03/2019	P-CARD STACHEL NANCY	R	3,375.21
01	V1900435	09/03/2019	P-CARD WINTER AMY	R	8.00
01	V609308	09/12/2019	KRISTINE E BLUNT	R	40.02
01	V609309	09/12/2019	JULIA M HAYEK	R	34.50
01	V609310	09/12/2019	RACHAEL G LENMARK	R	22.74
01	V609311	09/12/2019	ANGELA M MARYN	R	27.29
01	V609312	09/12/2019	RENEE C REED-KARSTENS	R	40.00
01	294803	09/13/2019	ANDERSON BRENDA	R	20.00
01	294804	09/13/2019	ASFOUR MOHAMED	R	69.00
01	294805	09/13/2019	BACH WILLIAM	R	132.00
01	294806	09/13/2019	BEAULIEU NATHAN	R	54.00
01	294807	09/13/2019	BOETTCHER NICHOLAS	R	69.00
01	294808	09/13/2019	BORCHERS WILLIAM S	R	54.00
01	294809	09/13/2019	CARLSON MICHAEL DAVID	R	40.00
01	294810	09/13/2019	CHEW SEAK	R	69.00
01	294811	09/13/2019	CHRISTIAN MATTHEW	R	139.00
01	294812	09/13/2019	COMMISSIONER OF EDUCATION	R	60.00
01	294813	09/13/2019	COONCE PERRY	R	92.00
01	294814	09/13/2019	CRADDOCK ANDREW M	R	139.00
01	294815	09/13/2019	EASTERWOOD JOHN L	R	132.00
01	294816	09/13/2019	EDELSTEIN JOSH	R	69.00
01	294817	09/13/2019	HARLOW TIM	R	92.00
01	294818	09/13/2019	HILE LEE	R	20.00
01	294819	09/13/2019	HOWLADER NEPAL	R	108.00
01	294820	09/13/2019	IMHOF THOMAS J	R	92.00
01	294821	09/13/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	34,659.47
01	294822	09/13/2019	JOHNSTON ADAM T	R	89.00
01	294823	09/13/2019	KELLERMAN RICH	R	92.00
01	294824	09/13/2019	KILBORN PETER	R	132.00
01	294825	09/13/2019	KILEN KIP RICHARD	R	69.00
01	294826	09/13/2019	KROONBLAWD DAVID	R	54.00

01	294827	09/13/2019	LASH, VALERIE	R	35.00
01	294828	09/13/2019	MAHOWALD JOHN P	R	40.00
01	294829	09/13/2019	MCGREGOR IAN	R	69.00
01	294830	09/13/2019	MILES SARA	R	100.00
01	294831	09/13/2019	MITSON STEPHEN	R	54.00
01	294832	09/13/2019	NELSON SHAWN	R	123.00
01	294833	09/13/2019	OLSON ANDREA JADE	R	20.00
01	294834	09/13/2019	OPTIMIST CLUB OF RICHFIELD	R	50.00
01	294835	09/13/2019	PAISLEY JOHN	R	69.00
01	294836	09/13/2019	PIPKIN STEPHEN	R	45.00
01	294837	09/13/2019	RAMSAY THOMAS	R	405.00
01	294838	09/13/2019	RICHARDSON EUGENE	R	70.00
01	294839	09/13/2019	RICHFIELD ROTARY CLUB	R	70.00
01	294840	09/13/2019	ROBIDEAU BRIAN	R	139.00
01	294841	09/13/2019	SHAVOR THERESA	R	20.00
01	294842	09/13/2019	SOLIE JORDAN	R	139.00
01	294843	09/13/2019	TAHO SPORTSWEAR INC	R	320.00
01	294844	09/13/2019	TIMM RACHELLE R	R	69.00
01	294845	09/13/2019	TUFA FURO	R	69.00
01	294846	09/13/2019	VIG SOLUTIONS INC	R	1,673.00
01	294847	09/13/2019	WATKINS DAVID	R	70.00
01	294848	09/13/2019	WEEDING MARK	R	108.00
01	294849	09/18/2019	AMPLIFIED IT LLC	R	2,538.36
01	294850	09/18/2019	B&H PHOTO & ELECTRONICS	R	428.08
01	294851	09/18/2019	BEST BUY BUSINESS ADVANTAGE	R	21,538.50
01	294852	09/18/2019	CDW GOVERNMENT INC	R	4,233.16
01	294853	09/18/2019	CUB FOODS	R	529.70
01	294854	09/18/2019	CULLIGAN SOFT WATER	R	9.50
01	294855	09/18/2019	DICK BLICK COMPANY	R	1,098.43
01	294856	09/18/2019	FOLLETT SCHOOL SOLUTIONS INC	R	3,645.18
01	294857	09/18/2019	HOPE CHURCH	R	13,988.75
01	294858	09/18/2019	HOUGHTON MIFFLIN HARCOURT	R	775.33
01	294859	09/18/2019	INTERMEDIATE DISTRICT 287	R	330,907.56
01	294860	09/18/2019	MATRIX COMMUNICATIONS INC	R	543.00
01	294861	09/18/2019	MENARDS - RICHFIELD	R	20.98
01	294862	09/18/2019	THE PROPHET CORPORATION	R	127.53
01	294863	09/18/2019	SUMMIT COMPANIES	R	1,085.00
01	294864	09/18/2019	TEACHING STRATEGIES, LLC	R	3,942.00
01	294865	09/18/2019	TIERNEY BROTHERS INC	R	25,650.00
01	294866	09/18/2019	VIG SOLUTIONS INC	R	3,190.00
01	294867	09/18/2019	VISTA HIGHER LEARNING	R	6,780.69
01	294868	09/18/2019	ALL FURNITURE INC	R	1,600.00
01	294869	09/18/2019	ARVIG ENTERPRISES INC	R	1,357.90
01	294870	09/18/2019	BEN FRANKLIN ELECTRIC INC	R	1,450.00
01	294871	09/18/2019	BINZ PLUMBING, LLC	R	1,200.00
01	294872	09/18/2019	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,118.00
01	294873	09/18/2019	CAPTIVATE MEDIA & CONSULTING	R	1,650.00
01	294874	09/18/2019	CARLETON COLLEGE	R	1,000.00
01	294875	09/18/2019	CARQUEST AUTO PARTS	R	408.50
01	294876	09/18/2019	CATALYST BUYING GROUP LLC	R	9,727.09

01	294877	09/18/2019	CEL PUBLIC RELATIONS, INC.	R	8,880.00
01	294878	09/18/2019	CENTURYLINK	R	110.48
01	294879	09/18/2019	CINTAS CORPORATION NO 2	R	172.54
01	294880	09/18/2019	CITY OF RICHFIELD	R	7,375.74
01	294881	09/18/2019	ECM PUBLISHERS INC	R	95.20
01	294882	09/18/2019	ECOLAB INC	R	324.94
01	294883	09/18/2019	FASTENAL INDUSTRIAL	R	320.77
01	294884	09/18/2019	WW GRAINGER INC	R	319.13
01	294885	09/18/2019	GSSC-GENERAL SECURITY SERVICE	R	338.85
01	294886	09/18/2019	HAWKINS INC	R	1,930.90
01	294887	09/18/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,166.96
01	294888	09/18/2019	JAYTECH, INC	R	237.16
01	294889	09/18/2019	KREMER SERVICES LLC	R	15,005.27
01	294890	09/18/2019	LOFFLER	R	1,144.95
01	294891	09/18/2019	LOFFLER COMPANIES	R	244.00
01	294892	09/18/2019	LOMAX CARLA	R	210.00
01	294893	09/18/2019	LS BLACK CONSTRUCTORS, INC.	R	4,808,602.26
01	294894	09/18/2019	MARKS TOWING	R	237.60
01	294895	09/18/2019	MAVO SYSTEMS INC	R	130,761.80
01	294896	09/18/2019	METRO ECSU	R	7,637.10
01	294897	09/18/2019	MINUTEMAN PRESS-BLOOMINGTON	R	1,026.00
01	294898	09/18/2019	MINVALCO INC	R	463.82
01	294899	09/18/2019	OCCUPATIONAL MEDICINE CONSULTANTS	R	422.00
01	294900	09/18/2019	PLANSOURCE, INC.	R	2,688.16
01	294901	09/18/2019	REGION 1 INFORMATION MGMT SERVICE	R	37.50
01	294902	09/18/2019	RODRIGUEZ EMBROIDERY INC	R	11,042.47
01	294903	09/18/2019	SCHOLASTIC INC	R	579.70
01	294904	09/18/2019	SCHOOL DATEBOOKS INC	R	6,040.32
01	294905	09/18/2019	SCHUMACHER ELEVATOR COMPANY	R	1,628.00
01	294906	09/18/2019	SHERWIN WILLIAMS CO	R	356.46
01	294907	09/18/2019	SOLUTION TREE INC	R	8,800.00
01	294908	09/18/2019	SPED FORMS INC	R	10,078.60
01	294909	09/18/2019	STAPLES-MOTLEY DISTRICT	R	168.60
01	294910	09/18/2019	THE MINNESOTA CHEMICAL COMPANY	R	255.00
01	294911	09/18/2019	TWIN CITY HARDWARE	R	305.79
01	294912	09/18/2019	TWIN CITY TRANSPORTATION	R	25,868.50
01	294913	09/18/2019	U OF MN TWIN CITIES	R	2,000.00
01	294914	09/18/2019	UNITED HEALTHCARE	R	153.20
01	294915	09/18/2019	UNITED HEALTHCARE INSURANCE CO	R	452.68
01	294916	09/18/2019	VERIZON WIRELESS	R	771.11
01	294917	09/18/2019	LIGHTNING PRINTING, INC	R	1,868.28
01	294918	09/18/2019	ALLSTATE PETERBILT OF S ST PAUL	R	234.72
01	294919	09/18/2019	WOLD ARCHITECTS AND ENGINEERS	R	252,626.35
01	294920	09/18/2019	XCEL ENERGY	R	42.18
01	V609313	09/19/2019	MARY L CLARKSON	R	261.73
01	V609314	09/19/2019	TIA B CLASEN	R	57.87
01	V609315	09/19/2019	JOHNNY R COOK	R	91.60
01	V609316	09/19/2019	MARGARET R HOEHN	R	31.55
01	V609317	09/19/2019	ERIN H NEILON	R	40.00
01	V609318	09/19/2019	REBECCA S WALD	R	224.27

01	V609319	09/19/2019	AUBREE M YUNKER	R	25.00
01	294921	09/20/2019	HEARTLAND PAYMENT SYSTEMS INC	R	2,225.00
01	294922	09/20/2019	INDEPENDENT SCHOOL DISTRICT #625	R	693.58
01	294923	09/20/2019	METRO TRANSIT	R	225.00
01	294924	09/20/2019	PAN O GOLD BAKING CO	R	426.70
01	294925	09/20/2019	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	1,309.51
01	294926	09/20/2019	SNA-SCHOOL NUTRITION	R	2,269.00
01	294927	09/20/2019	SONIC SOUND ENTERTAINMENT	R	895.00
01	294928	09/20/2019	ST ANTHONY NEW BRIGHTON ISD 282	R	100.00
01	294929	09/20/2019	SUPER DUPER PUBLICATIONS	R	82.00
01	294931	09/20/2019	UPPER LAKES FOODS	R	28,481.06
01	294932	09/25/2019	B&H PHOTO & ELECTRONICS	R	1,067.64
01	294933	09/25/2019	BEST BUY BUSINESS ADVANTAGE	R	14,700.00
01	294934	09/25/2019	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	294935	09/25/2019	DIVERSIFIED SNACK DISTRIBUTION	R	1,532.60
01	294936	09/25/2019	FIREFLY COMPUTERS, LLC	R	15,400.00
01	294937	09/25/2019	FREEDOM PAPER	R	205.00
01	294938	09/25/2019	H BROOKS AND COMPANY LLC	R	3,474.09
01	294939	09/25/2019	INTEREUM, INC	R	19,060.61
01	294940	09/25/2019	JOHNSON CONTROLS SECURITY SOLUTIONS	R	2,675.00
01	294941	09/25/2019	NATIONAL AUTISM RESOURCES INC	R	1,958.02
01	294942	09/25/2019	ON SITE SANITATION	R	737.80
01	294943	09/25/2019	PHILLIP HUCH	R	21,120.00
01	294944	09/25/2019	PITNEY BOWES	R	1,104.42
01	294945	09/25/2019	TRIO SUPPLY COMPANY	R	1,789.83
01	294946	09/25/2019	TYLER TECHNOLOGIES, INC.	R	1,925.00
01	294947	09/25/2019	UHL COMPANY INC	R	10,136.00
01	294948	09/25/2019	VALLEY WEST SEWING	R	2,520.00
01	294949	09/25/2019	ALL STATE COMMUNICATIONS INC	R	150.00
01	294950	09/25/2019	AQUA ENGINEERING INC	R	834.40
01	294951	09/25/2019	BAUER BUILT INC	R	50.68
01	294952	09/25/2019	BRINK'S INCORPORATED	R	3,782.43
01	294953	09/25/2019	CAPITAL ONE COMMERCIAL	R	215.08
01	294954	09/25/2019	CITY OF RICHFIELD	R	261.43
01	294955	09/25/2019	DARRYL WALETZKO LLC	R	5,000.00
01	294956	09/25/2019	DICKS LAKEVILLE SANITATION INC	R	5,497.58
01	294957	09/25/2019	DIGI INTERNATIONAL, INC.	R	330.00
01	294958	09/25/2019	DIGITAL INSURANCE LLC	R	3,468.00
01	294959	09/25/2019	EDTECH TEAM, INC.	R	2,990.00
01	294960	09/25/2019	EDUCATORS BENEFIT CONSULTANTS LLC	R	419.85
01	294961	09/25/2019	FASTSIGNS	R	22.71
01	294962	09/25/2019	FUN EXPRESS LLC	R	116.24
01	294963	09/25/2019	GROUP MEDICAREBLUE RX	R	7,392.00
01	294964	09/25/2019	HOGLUND BUS CO INC	R	1,423.70
01	294965	09/25/2019	HOME DEPOT U.S.A.	R	760.91
01	294966	09/25/2019	HOUSE OF PRINT	R	4,829.65
01	294967	09/25/2019	ICS CONSULTING INC	R	91,665.03
01	294968	09/25/2019	IDEAL ENERGIES LLC	R	992.09
01	294969	09/25/2019	INTERMEDIATE DISTRICT 287	R	80,965.22
01	294970	09/25/2019	JAYTECH, INC	R	392.00

01	294971	09/25/2019	JOBSINMINNEAPOLIS.COM	R	3,300.00
01	294972	09/25/2019	KINECT ENERGY INC	R	2,343.86
01	294973	09/25/2019	LANGUAGE LINE SERVICE	R	113.37
01	294974	09/25/2019	LS BLACK CONSTRUCTORS, INC.	R	1,649,316.85
01	294975	09/25/2019	MAAP	R	60.00
01	294976	09/25/2019	MADISON NATIONAL LIFE INS CO INC	R	14,473.25
01	294977	09/25/2019	MASPA-MN ASSC SCHL PERSONNEL ADMIN	R	550.00
01	294978	09/25/2019	METRO ECSU	R	60.00
01	294979	09/25/2019	METROPOLITAN MECHANICAL CONTRACTORS	R	2,000.21
01	294980	09/25/2019	MIDWEST BUS PARTS INC	R	1,029.66
01	294981	09/25/2019	MINNESOTA DEPARTMENT OF HEALTH	R	35.00
01	294982	09/25/2019	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	4,070.00
01	294983	09/25/2019	MN DEPT OF LABOR AND INDUSTRY	R	100.00
01	294984	09/25/2019	MULTILINGUAL WORD INC	R	368.00
01	294985	09/25/2019	NEW LIFE ENTERPRISE	R	270.00
01	294986	09/25/2019	NORTH CENTRAL BUS	R	12.38
01	294987	09/25/2019	OCCUPATIONAL MEDICINE CONSULTANTS	R	375.00
01	294988	09/25/2019	PAINTERS GEAR	R	29.28
01	294989	09/25/2019	PREMIUM WATERS INC	R	24.00
01	294990	09/25/2019	RATWIK ROSZAK & MALONEY PA	R	2,599.41
01	294991	09/25/2019	RICHFIELD BLOOMINGTON CREDIT UNION	R	400.00
01	294992	09/25/2019	RODRIGUEZ EMBROIDERY INC	R	516.00
01	294993	09/25/2019	ROSA MEJIA	R	75.00
01	294994	09/25/2019	RUPP ANDERSON SQUIRES & WALDSPURGER	R	3,570.07
01	294995	09/25/2019	RYAN JEANNIE M	R	539.27
01	294996	09/25/2019	SNDM	R	100.00
01	294997	09/25/2019	SCHOOL SERVICE EMPLOYEES UNION	R	5,978.50
01	294998	09/25/2019	SCHUMACHER ELEVATOR COMPANY	R	1,200.00
01	294999	09/25/2019	SFM	R	429,421.00
01	295000	09/25/2019	SHAW-LUNDQUIST ASSOCIATES, INC.	R	3,303,749.25
01	295001	09/25/2019	SUMMIT COMPANIES	R	944.83
01	295002	09/25/2019	TOLL COMPANY	R	44.77
01	295003	09/25/2019	TRUSTED EMPLOYEES	R	474.87
01	295004	09/25/2019	TWIN CITY HARDWARE	R	3,892.05
01	295005	09/25/2019	UNITED STATES TREASURER	R	430.00
01	295006	09/27/2019	ACADEMY OF HOLY ANGELS	R	75.00
01	295007	09/27/2019	ANDERSON BRENDA	R	40.00
01	295008	09/27/2019	ANDRUS MICHEAL DANIEL	R	89.00
01	295009	09/27/2019	BACH WILLIAM	R	69.00
01	295010	09/27/2019	BARR DANIELLE	R	20.00
01	295011	09/27/2019	BAUSCHELT PATRICK	R	158.00
01	295012	09/27/2019	BECCARD SETH	R	89.00
01	295013	09/27/2019	BOETTCHER NICHOLAS	R	69.00
01	295014	09/27/2019	BOHMBACH JOHN	R	89.00
01	295015	09/27/2019	BUMGARNER TERRY	R	195.00
01	295016	09/27/2019	BURKSTRAND JENNIFER	R	40.00
01	295017	09/27/2019	BURKSTRAND MICHAEL	R	40.00
01	295018	09/27/2019	CAREY SEELEY DIZERZAK	R	20.00
01	295019	09/27/2019	CARLSON ANDRE	R	89.00
01	295020	09/27/2019	CASEY MICHAEL TODD	R	89.00

01	295021	09/27/2019	CHASKA HIGH SCHOOL	R	340.00
01	295022	09/27/2019	COLBERT BOBBY	R	35.00
01	295023	09/27/2019	COLBERT SANDRA	R	40.00
01	295024	09/27/2019	COON RAPIDS HIGH SCHOOL	R	175.00
01	295025	09/27/2019	DINGLEY JOHN HAROLD	R	20.00
01	295026	09/27/2019	DINGLEY LAIMA	R	20.00
01	295027	09/27/2019	EASTERWOOD JOHN L	R	138.00
01	295028	09/27/2019	ECKERMAN KELLY	R	20.00
01	295029	09/27/2019	EDGAR MATTHEW	R	69.00
01	295030	09/27/2019	FARMINGTON HIGH SCHOOL	R	150.00
01	295031	09/27/2019	FEE CHRISTOPHER	R	20.00
01	295032	09/27/2019	FINANGER PHILLIP J	R	150.00
01	295033	09/27/2019	GAU RYAN LEE	R	123.00
01	295034	09/27/2019	GRAHAM THOMAS	R	100.00
01	295035	09/27/2019	HALL KIRK	R	40.00
01	295036	09/27/2019	HALL MELISSA	R	40.00
01	295037	09/27/2019	HARTMAN STEPHANIE	R	20.00
01	295038	09/27/2019	HERLING DERRICK	R	20.00
01	295039	09/27/2019	HILE LEE	R	40.00
01	295040	09/27/2019	HINTERMEISTER DAVE	R	20.00
01	295041	09/27/2019	HINTERMEISTER LISA	R	100.00
01	295042	09/27/2019	HOGAN SEAN	R	92.00
01	295043	09/27/2019	HUMISTON DANIAL K	R	20.00
01	295044	09/27/2019	HUMISTON LAURIE	R	40.00
01	295045	09/27/2019	IGBARBOA URULE	R	255.00
01	295046	09/27/2019	JEFFERSON HIGH SCHOOL	R	270.00
01	295047	09/27/2019	JUREWICZ FRED	R	92.00
01	295048	09/27/2019	KARNAS MIKE	R	158.00
01	295049	09/27/2019	KASE MARK	R	69.00
01	295050	09/27/2019	KEE-BOWLING BONNIE	R	255.00
01	295051	09/27/2019	KLEIN THOMAS K	R	69.00
01	295052	09/27/2019	KORTE STEVEN	R	69.00
01	295053	09/27/2019	KOVACH JIM	R	89.00
01	295054	09/27/2019	LAKEVILLE NORTH HIGH SCHOOL	R	250.00
01	295055	09/27/2019	LARSON KEITH	R	100.00
01	295056	09/27/2019	LASH, VALERIE	R	80.00
01	295057	09/27/2019	MAHOWALD JOHN P	R	60.00
01	295058	09/27/2019	MELSSSEN JAMES	R	20.00
01	295059	09/27/2019	MELSSSEN LINDA	R	40.00
01	295060	09/27/2019	MILES SARA	R	150.00
01	295061	09/27/2019	MORBEN BRYAN	R	89.00
01	295062	09/27/2019	NGAWANG TARA	R	63.00
01	295063	09/27/2019	NORGAARD DANIEL	R	89.00
01	295064	09/27/2019	NUNEZ MYCHELLE	R	20.00
01	295065	09/27/2019	OKEY CHRIS	R	50.00
01	295066	09/27/2019	OLSON ANDREA JADE	R	20.00
01	295067	09/27/2019	PIPKIN STEPHEN	R	45.00
01	295068	09/27/2019	RAMIREZ ADRIAN	R	40.00
01	295069	09/27/2019	RAMIREZ JASMIN	R	40.00
01	295070	09/27/2019	RAMSAY THOMAS	R	225.00

01	295071	09/27/2019	RICHARDSON EUGENE	R	92.00
01	295072	09/27/2019	ROSEMOUNT HIGH SCHOOL	R	250.00
01	295073	09/27/2019	RYAN JAMES ROBERT	R	132.00
01	295074	09/27/2019	SANTIAGO-IGUANERO ALEXANDER	R	54.00
01	295075	09/27/2019	SCHWACH TINA	R	132.00
01	295076	09/27/2019	SHAVOR THERESA	R	40.00
01	295077	09/27/2019	SOLLIE DUANE A	R	70.00
01	295078	09/27/2019	STROUP CORY F	R	89.00
01	295079	09/27/2019	SUNBEEB SUBEL	R	132.00
01	295080	09/27/2019	THORSTENSON ROBIN	R	35.00
01	295081	09/27/2019	TOENSING PETER	R	20.00
01	295082	09/27/2019	TRI CITY UNITED	R	200.00
01	295083	09/27/2019	TUCKER JAMES G	R	69.00
01	295084	09/27/2019	WASHINGTON TECHNOLOGY MAGNET	R	200.00
01	295085	09/27/2019	WILSON CALEB M	R	20.00
01	295086	09/27/2019	WILSON HOPE	R	20.00
01	295087	09/27/2019	WILSON JOHN P	R	20.00
01	295088	09/27/2019	WINDERS JOSEPH ZANE	R	89.00
01	295089	09/27/2019	YOUTH FRONTIERS INC	R	750.00
01	295090	10/02/2019	ALL FURNITURE INC	R	21,005.70
01	295091	10/02/2019	ALTMAN ADAM	R	540.00
01	295092	10/02/2019	ARAMARK	R	2,397.96
01	295093	10/02/2019	BATTERIES R US	R	14,829.22
01	295094	10/02/2019	BEN FRANKLIN ELECTRIC INC	R	904.00
01	295095	10/02/2019	CARQUEST AUTO PARTS	R	648.80
01	295096	10/02/2019	CITY OF RICHFIELD	R	6,652.50
01	295097	10/02/2019	COLLEGE BOARD	R	1,755.00
01	295098	10/02/2019	COLLEGE TOWN PIZZA INC	R	3,573.65
01	295099	10/02/2019	COMMERCIAL KITCHEN	R	866.10
01	295100	10/02/2019	ECM PUBLISHERS INC	R	95.20
01	295101	10/02/2019	EDTECH TEAM, INC.	R	598.00
01	295102	10/02/2019	ETTEL & FRANZ ROOFING CO	R	2,190.00
01	295103	10/02/2019	FLOYD LOCK AND SAFE	R	36.00
01	295104	10/02/2019	FURTHER	R	5,422.50
01	295105	10/02/2019	HAMMER SPORTS LLC	R	218.00
01	295106	10/02/2019	HOGLUND BUS CO INC	R	453.69
01	295107	10/02/2019	HOLSTROM LINDA	R	40.00
01	295108	10/02/2019	HR SIMPLIFIED INC.	R	1,866.00
01	295109	10/02/2019	INDOFF INC	R	346.34
01	295110	10/02/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,279.60
01	295111	10/02/2019	INSPEC INC	R	400.00
01	295112	10/02/2019	INSTITUTE FOR ENVIROMENTAL	R	50,942.52
01	295113	10/02/2019	INTERMEDIATE DISTRICT 287	R	356,090.87
01	295114	10/02/2019	INTERMEDIATE SCHOOL DISTRICT 917	R	4,591.26
01	295115	10/02/2019	JAYTECH, INC	R	129.00
01	295116	10/02/2019	KELLEY FUELS INC	R	1,616.64
01	295117	10/02/2019	LOFFLER COMPANIES	R	300.00
01	295118	10/02/2019	MAAP	R	30.00
01	295119	10/02/2019	MCGRAW-HILL SCHOOL EDUCATION	R	1,925.00
01	295120	10/02/2019	MIDWEST BUS PARTS INC	R	185.32

01	295121	10/02/2019	MINNESOTA CLAY COMPANY	R	671.02
01	295122	10/02/2019	MINNESOTA STATE U, MANKATO	R	1,000.00
01	295123	10/02/2019	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	10,199.00
01	295124	10/02/2019	NORMANDALE COMMUNITY COLLEGE	R	1,500.00
01	295125	10/02/2019	OLYMPIC COMMUNICATIONS INC	R	1,830.00
01	295126	10/02/2019	PIONEER MANUFACTURING COMPANY	R	418.50
01	295127	10/02/2019	REGION 1 INFORMATION MGMT SERVICE	R	12,264.00
01	295128	10/02/2019	SCHUMACHER ELEVATOR COMPANY	R	770.00
01	295129	10/02/2019	SCIENCE MUSEUM OF MN	R	85.00
01	295130	10/02/2019	STATE SUPPLY COMPANY	R	141.20
01	295131	10/02/2019	SUMMIT COMPANIES	R	976.20
01	295132	10/02/2019	TAFFE SARAH ANN	R	8,044.93
01	295133	10/02/2019	THE GOOD ACRE	R	202.68
01	295134	10/02/2019	TWIN CITY TRANSPORTATION	R	392.64
01	295135	10/02/2019	U OF MN TWIN CITIES	R	1,500.00
01	295136	10/02/2019	USI INC	R	21.64
01	295137	10/02/2019	VSP VISION SERVICE PLAN	R	1,555.50
01	295138	10/02/2019	XCEL ENERGY	R	6,556.39
01	295139	10/02/2019	BULK BOOK STORE	R	1,903.20
01	295140	10/02/2019	BUSINESS ESSENTIALS	R	233.36
01	295141	10/02/2019	CANON USA	R	3,850.60
01	295142	10/02/2019	CDW GOVERNMENT INC	R	43,124.58
01	295143	10/02/2019	COMMUNICATION SYSTEM	R	2,552.21
01	295144	10/02/2019	DIVERSIFIED SNACK DISTRIBUTION	R	669.55
01	295145	10/02/2019	EBSCO INDUSTRIES INC	R	812.00
01	295146	10/02/2019	INDOFF INC	R	340.79
01	295147	10/02/2019	MATRIX COMMUNICATIONS INC	R	2,584.00
01	295148	10/02/2019	THE PROPHET CORPORATION	R	127.53
01	295149	10/02/2019	PAN O GOLD BAKING CO	R	948.90
01	295150	10/02/2019	REGENTS OF THE UNIV OF MINNESOTA	R	1,500.00
01	295151	10/02/2019	SLP TOOLKIT LLC	R	430.00
01	295152	10/02/2019	SUPER DUPER PUBLICATIONS	R	83.95
01	295153	10/02/2019	TIERNEY BROTHERS INC	R	14,945.00
01	295154	10/02/2019	TRIO SUPPLY COMPANY	R	3,311.34
01	295155	10/02/2019	TYLER TECHNOLOGIES, INC.	R	9,550.00
01	295159	10/02/2019	UPPER LAKES FOODS	R	45,818.66
01	V609326	10/02/2019	LISA M BAIRD	R	29.86
01	V609327	10/02/2019	DAVID M BOIE	R	70.00
01	V609328	10/02/2019	PATRICK L BURRAGE	R	70.00
01	V609329	10/02/2019	KATHERINE E CABIESES	R	40.00
01	V609330	10/02/2019	MIRIAM A CASTRO SANJUAN	R	40.00
01	V609331	10/02/2019	PHIL N CEDER	R	40.00
01	V609332	10/02/2019	MARY L CLARKSON	R	70.00
01	V609333	10/02/2019	TIA B CLASEN	R	70.00
01	V609334	10/02/2019	JOHNNY R COOK	R	70.00
01	V609335	10/02/2019	LATANYA R DANIELS	R	70.00
01	V609336	10/02/2019	GEORGE A DENNIS	R	35.00
01	V609337	10/02/2019	PATRICIA M FENELON	R	83.09
01	V609338	10/02/2019	RYAN D FINKE	R	70.00
01	V609339	10/02/2019	PETER J FITZPATRICK	R	40.00

01	V609340	10/02/2019	STEVEN T FLUCAS	R	70.00
01	V609341	10/02/2019	MICHAEL L FRANKENBERG	R	70.00
01	V609342	10/02/2019	JAMES A GILLIGAN	R	70.00
01	V609343	10/02/2019	CHRISTINA M GONZALEZ	R	70.00
01	V609344	10/02/2019	KYLE L GUSTAFSON	R	40.00
01	V609345	10/02/2019	KEVIN D HARRIS	R	40.00
01	V609346	10/02/2019	PAM A HAUPT	R	70.00
01	V609347	10/02/2019	JAMES L HILL	R	40.00
01	V609348	10/02/2019	CARLONDREA D HINES	R	70.00
01	V609349	10/02/2019	JESSICA M HOFFMAN	R	40.00
01	V609350	10/02/2019	CRAIG D HOLJE	R	70.00
01	V609351	10/02/2019	MARY J IHLEN	R	70.00
01	V609352	10/02/2019	CORY J KLINGE	R	70.00
01	V609353	10/02/2019	DANIEL E KRETSINGER	R	70.00
01	V609354	10/02/2019	ANOOP KUMAR	R	40.00
01	V609355	10/02/2019	COLLEEN M MAHONEY	R	70.00
01	V609356	10/02/2019	DANIEL P MCGINN	R	40.00
01	V609357	10/02/2019	DOUG R MCMEEKIN	R	70.00
01	V609358	10/02/2019	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V609359	10/02/2019	MARY PAT MESLER	R	70.00
01	V609360	10/02/2019	KENT D MEYER	R	70.00
01	V609361	10/02/2019	ERIN H NEILON	R	40.00
01	V609362	10/02/2019	BRENDA K NIELSEN	R	70.00
01	V609363	10/02/2019	ROBERT G OLSON	R	40.00
01	V609364	10/02/2019	RENEE C REED-KARSTENS	R	40.00
01	V609365	10/02/2019	KEITH D RIEF	R	40.00
01	V609366	10/02/2019	LEADRIANE L ROBY	R	192.09
01	V609367	10/02/2019	TERESA L ROSEN	R	70.00
01	V609368	10/02/2019	MAUREEN E RUHLAND	R	40.00
01	V609369	10/02/2019	MARTA I SHAHSAVAND	R	70.00
01	V609370	10/02/2019	BRADLEY J SHURTS	R	70.00
01	V609371	10/02/2019	NANCY J STACHEL	R	70.00
01	V609372	10/02/2019	PATRICK M SURE	R	40.00
01	V609373	10/02/2019	VLADIMIR S TOLEDO	R	40.00
01	V609374	10/02/2019	IAN D TOLENTINO	R	40.00
01	V609375	10/02/2019	STEVEN P UNOWSKY	R	270.00
01	V609376	10/02/2019	STEPHEN C URBANSKI	R	40.00
01	V609377	10/02/2019	CARRIE A VALA	R	70.00
01	V609378	10/02/2019	JENNIFER K VALLEY	R	70.00
01	V609379	10/02/2019	RYAN WAGNER	R	40.00
01	V609380	10/02/2019	REBECCA S WALD	R	40.00
01	V609381	10/02/2019	KASYA L WILLHITE	R	70.00
01	V609382	10/02/2019	AMY J AHSENMACHER WINTER	R	70.00
01	V609383	10/02/2019	MATTHEW M ZEIDLER	R	69.83

TOTAL P-CARD, CHECKS, E-PAYS
12,294,433.51

E-PAYS & CHECK REGISTER

10/07/2019 BOARD MEETING

BANK 05	DATE	AMOUNT
P-Cards (August 2019)	9/3/2019	37,521.29
E-Pays	9/12/2019	164.55
	9/19/2019	732.02
	10/2/2019	3,689.87
Checks	9/13/2019	40,302.47
	9/18/2019	5,339,536.58
	9/18/2019	421,031.75
	9/20/2019	36,706.85
	9/25/2019	99,756.01
	9/25/2019	5,644,024.88
	9/27/2019	8,124.00
	10/2/2019	530,057.57
	10/2/2019	132,785.67

CHECK REGISTER BANK 05 TOTAL =	12,294,433.51
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BREAKDOWN	
01-206-00	1,608,787.62
02-206-00	117,131.78
03-206-00	114,007.06
04-206-00	24,087.97
06-206-00	10,402,287.40
07-206-00	
08-206-00	6,000.00
20-206-00	4,571.19
21-206-00	2,151.14
47-206-00	
50-206-00	15,409.35
BANK TOTAL =	12,294,433.51

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, October 7, 2019
7:00 pm School Board Meeting
District Board Room

CALL TO ORDER

The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Monday, October 7, 2019, in the District Boardroom. Chair Crystal Brakke called the Regular Board Meeting to order at 7:02 pm with the following school board members in attendance: Pollis, Ashmead, Cole, Maleck and Toensing.

Student Representatives Dayani Maceo, Luz Luna Apodaca, and Naomi Ferguson were also present.

Administrators present were Superintendent Unowsky, Assistant Superintendent Roby, Chief HR & Admin Officer Holje, Principal Hines, Executive Director Clarkson, Directors Nielsen, Clasen and Valley.

REVIEW AND APPROVAL OF THE AGENDA

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

INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

Superintendent Update

1. Introduction of Student Representatives
2. Facilities Project Update
3. Centennial Bid Authorization Update
4. College in the Schools Value Statement
5. RMS – Advanced Services
6. Supt Goals - Feedback from the Board on Parent Involvement Goal
7. October 1 Student Enrollment Count

Commendations

CONSENT AGENDA

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

Routine Matters

1. Minutes of the regular meeting held September 16, 2019
2. General Disbursements as of October 2, 2019 for \$12,294,433.51.
3. Investments Holdings as of September 30, 2019

Personnel Items

Certified Full Time Positions for Employment – 1st Year Probation

Jill Carlton – School Social Worker – Senior High/RCEP

Elizabeth (Mushel) Zellar – Science – Middle School

Certified Full Time Position for Employment – 3rd Year Probation

Christi Jo Mace – Industrial Technology – Senior High

Certified Full Time Requests for Leave of Absence – Child Care

Wanda Cora-Pacheco – Dual Language Kindergarten – RDLS

Shannon Ritt – Special Education – Middle School

Certified Part Time Position for Employment – Special Agreement

Mary Paulson – Literacy Intervention – Blessed Trinity

Classified Full time Position for Employment

David Bustamante Mendoza – Building Cleaner – Senior High

Classified Full Time Position for Employment & Resignation – Registered Nurse

Jennifer Bruneau – Registered Nurse – Middle School

Classified Full Time Resignation – Outreach

Marlibni Villanueva – Bilingual Outreach Worker – Central

Classified Part Time Position for Employment – Admin. & Mgmt. Support Professionals

Diana Garcia – 30 hr/wk Administrative Assistant 1 – RCEP

Classified Part Time Positions for Employment – Paraprofessionals

Kokou Kah – 35 hr/wk Special Ed. Para – Middle School

Joliene Litwinczuk – 28.75 hr/wk Instructional Para – Central

Classified Part Time Resignation – Facilities & Transportation

Larell Walker – approx. 10 hr/wk Bus Driver – Garage

Classified Part Time Resignation – Food & Nutrition Services
Stacie Graham – 25 hr/wk Kitchen Assistant – Senior High

OLD BUSINESS

A. Policy 585 and 585.1 - Student Surveys and Administrative Guidelines

Policy 585 and 585.1 will be brought back to the next meeting for further review.

B. RDLS Facilities Project Change Orders #6, #7, #8

Motioned by Toensing, seconded by Ashmead, and unanimously carried, the Board of Education approved Change Orders #6, #7, #8, for the RDLS Facilities Project.

C. RSTEM Facilities Project Change Orders #5, #6, #7

Motioned by Pollis, seconded by Toensing, and unanimously carried, the Board of Education approved Change Orders #5, #6, #7 for the RSTEM Facilities Project.

D. RHS Facilities Project Change Order #4

Motioned by Cole, seconded by Pollis, and unanimously carried, the Board of Education approved Change Order #4 for the RHS Facilities Project.

NEW BUSINESS

A. 524.1 Guidelines - Promotion, Retention, and Acceleration

524.1 will be brought back to the next meeting for further review.

B. Policy 412 & 412.1 Form - Public & Private Personnel Data

Policy 412 & 412.1 will be brought back to the next meeting for further review.

C. Resolution - Designation of Identified Official with Authority (IOwA) for Education Identity Access Management

Motion by Pollis, seconded by Maleck, and unanimously carried, the Board of Education adopted the resolution designating Angela Maryn as the Identified Official with Authority (IOwA) for Richfield Public Schools.

D. Resolution - Appointing Election Judges

Motion by Toensing, seconded by Pollis, and unanimously carried, the Board adopted the resolution appointing election judges:

BE IT RESOLVED by the School Board of Independent School District 280, State of Minnesota, as follows:

1. The list of individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the school district's general and special election on November 5, 2019 to act as such at the polling places or combined polling places established by the school district.
2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

EXHIBIT A

RESOLUTION APPOINTING ELECTION JUDGES FOR RICHFIELD PUBLIC SCHOOLS
GENERAL ELECTION ON NOVEMBER 5, 2019

WHEREAS, a Richfield Public Schools General Election will be held on Tuesday, November 5, 2019.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richfield, that the following are hereby appointed as judges for said election:

James Alagna
Jan Anderson
Bridget Gaeleigh
Cindy Norland
Andrew May
Marlene Odegard
Roger Swanson
Francie Fletcher
Ed Fletcher
Jeff Wright
Lisa Wold
Roger Guarino
Mark Tilc
Lawrence Martin
Beth Kingdon
Brad Obert
Linda Nemitz
Andrew Boeke
Sharon Mattson
Jeffrey Rundgren
Jamie Lane
Margaret Schow
Janell Joyner
Doris Christine
Nancy Walstrom
Thomas Keegan
Ruby Olson
John Twisk
Bob Wells
Linda Boyd
Joyce Anderson
Sita Johnson

Julie Danielson
Marjorie Cain
David Clark
Elaine Wetsch
Sandra Decker
Joe Garcia
Janette Holter
Carol Athey
Adrienne Hayes
Sara Boothe
Ruth Hiland
Carolyn Engeldinger
Helen Nachicas
Nancy Lindberg
Sandra Walstrom
Jorina Andrews
Marilyn Nienkerk
Liz Ekholm
Judy Goebel
Carol Petkoff
Catherine Dinndorf
Sarah Musgrave
Barbara Bauer
Monica Petrov
Richard Morey
Stephen Aus
Sharon Foster
Scott Dahlquist
Robert Hall
Rosemary Bernau
Lynn Schuster
Gloria Olson

Milissa Carter
Wayne Peterson
Margaret Horan
Marilyn Jacobson
Margaret Cole

BE IT FURTHER RESOLVED that the City Clerk is with this, authorized to make any substitutions or additions as deemed necessary.

E. Resolution - Approving Cooperative Sponsorship Agreement

Motion by Toensing, seconded by Ashmead, and unanimously carried, the Board adopted the resolution supporting a cooperative sponsorship agreement with Academy of Holy Angels for school years 2019-2021 to support athletic and extracurricular partnerships.

F. Bid Authorization – Centennial Elementary School Construction and Renovation Project

Motion by Toensing, seconded by Cole, and unanimously carried, the Board authorizes administration to seek bids for the Centennial Elementary School Construction and Renovation Project.

G. Donations

Motion by Pollis, seconded by Ashmead, and unanimously carried, the Board of Education accepts the donations with gratitude.

ADVANCE PLANNING

A. Legislative Update

AMSD Board Meeting – presentation from Census Coordinator; Property Tax Ins & Outs from State Department of Revenue; in January we sit down with Legislators; 1st draft of Legislative Platform – top priorities of RPS (next Board meeting)

B. Information and Questions from Board

Maleck - Richfield Foundation Fundraiser – Tuesday, 10/8 at Woodlake Center, a great community event.

Pollis – Work Experience Advisory Committee meeting – RHS & Transition Plus program (287 Building) – Tour of lab

C. Future Meeting Dates

10-21-19	7:00pm	Regular Board Meeting (Public Comment)
11-12-19* Tues.	7:00pm	Canvass Results of the General Election

D. Suggested/Future Agenda Items

None

CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.03 FOR LABOR NEGOTIATIONS STRATEGY

Motion by Maleck, seconded by Pollis, and unanimously carried, the Board of Education moved into recess at 8:52pm prior to the closed session. The purpose of the closed session was to discuss labor negotiations strategy.

REOPEN MEETING

Motion by Pollis, seconded by Cole, and unanimously carried, the Board of Education moved back into open session at 9:48pm.

ADJOURN REGULAR MEETING

Motion by Toensing, seconded by Ashmead, and unanimously carried, the Board of Education adjourned the meeting at 9:49pm.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	295162	10/04/2019	AMAZON.COM SYNCB/AMAZON	R	4,729.58
01	295165	10/08/2019	HILLYARD	R	24,663.39
01	295166	10/09/2019	ALL FURNITURE INC	R	9,406.14
01	295167	10/09/2019	ALLIED PROFESSIONALS, INC.	R	886.81
01	295168	10/09/2019	BACHMANS INC	R	3,016.80
01	295169	10/09/2019	BAUER BUILT INC	R	683.00
01	295170	10/09/2019	BAYADA	R	3,037.50
01	295171	10/09/2019	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	295172	10/09/2019	BRAUN INTERTEC CORP	R	10,998.50
01	295173	10/09/2019	BSI MECHANICAL, INC.	R	355.00
01	295174	10/09/2019	BSN SPORTS, LLC	R	11,617.89
01	295175	10/09/2019	CARQUEST AUTO PARTS	R	206.34
01	295176	10/09/2019	CDW GOVERNMENT INC	R	1,230.00
01	295177	10/09/2019	CEL PUBLIC RELATIONS, INC.	R	1,237.50
01	295178	10/09/2019	CONTINENTAL RESEARCH CORP	R	544.56
01	295179	10/09/2019	DARRYL WALETZKO LLC	R	2,550.00
01	295180	10/09/2019	DICK BLICK COMPANY	R	1,220.95
01	295181	10/09/2019	ECOLAB INC	R	486.31
01	295182	10/09/2019	EDUCATORS BENEFIT CONSULTANTS LLC	R	271.40
01	295183	10/09/2019	EL CHARRITO	R	750.00
01	295184	10/09/2019	ESPECIAL NEEDS, LLC	R	210.00
01	295185	10/09/2019	FLINN SCIENTIFIC INC	R	170.96
01	295186	10/09/2019	FOLLETT SCHOOL SOLUTIONS INC	R	353.33
01	295187	10/09/2019	FRIDLEY HIGH SCHOOL	R	40.00
01	295188	10/09/2019	WW GRAINGER INC	R	456.46
01	295189	10/09/2019	GSSC-GENERAL SECURITY SERVICE	R	200.00
01	295190	10/09/2019	H BROOKS AND COMPANY LLC	R	5,423.62
01	295191	10/09/2019	HAWKINS INC	R	2,655.08
01	295192	10/09/2019	HOGLUND BUS CO INC	R	688.29
01	295193	10/09/2019	HONDA FINANCIAL SERVICES	R	256.00
01	295194	10/09/2019	INDOFF INC	R	271.40
01	295195	10/09/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,279.60
01	295196	10/09/2019	INTEREUM, INC	R	154,230.24
01	295197	10/09/2019	JAYTECH, INC	R	401.32
01	295198	10/09/2019	JUNK MASTERS LLC	R	7,113.71
01	295199	10/09/2019	KINECT ENERGY INC	R	495.00
01	295200	10/09/2019	KNUTSON FLYNN DEANS	R	100.00
01	295201	10/09/2019	LARSEN TERREL S	R	133.75
01	295202	10/09/2019	MATH LEARNING CENTER	R	1,200.00
01	295203	10/09/2019	METRO TRANSIT	R	225.00
01	295204	10/09/2019	MINNESOTA CLAY COMPANY	R	127.36
01	295205	10/09/2019	MINUTEMAN PRESS OF RICHFIELD	R	120.00
01	295206	10/09/2019	MINVALCO INC	R	790.40
01	295207	10/09/2019	MOBILE RADIO ENGINE	R	73.50
01	295208	10/09/2019	ON SITE SANITATION	R	136.00
01	295209	10/09/2019	KOKOU WILMOT KAH	R	150.00
01	295210	10/09/2019	PAINTERS GEAR	R	269.80
01	295211	10/09/2019	PCS REVENUE CONTROL	R	3,000.00
01	295212	10/09/2019	RAPIT PRINTING	R	664.10
01	295213	10/09/2019	READ NATURALLY	R	384.00
01	295214	10/09/2019	ROGERS ATHLETIC COMPANY	R	10,669.00
01	295215	10/09/2019	SCENARIO LEARNING, LLC	R	9,750.00
01	295216	10/09/2019	SCHOLASTIC INC	R	384.62

01	295217	10/09/2019	SCHOOL NURSE SUPPLY	R	183.87
01	295218	10/09/2019	SCHUMACHER ELEVATOR COMPANY	R	550.00
01	295219	10/09/2019	SHERWIN WILLIAMS CO	R	175.36
01	295220	10/09/2019	SITEONE LANDSCAPE SUPPLY LLC	R	3.84
01	295221	10/09/2019	SPHERO, INC	R	200.00
01	295222	10/09/2019	SUMMIT COMPANIES	R	238.00
01	295223	10/09/2019	SYN-TECH SYSTEMS, INC	R	33.75
01	295224	10/09/2019	TAHO SPORTSWEAR INC	R	540.00
01	295225	10/09/2019	TAPPER KATHLEEN	R	40.00
01	295226	10/09/2019	TEACHER CREATED MATERIALS, INC	R	604.89
01	295227	10/09/2019	THERAPY SHOPPE	R	34.95
01	295228	10/09/2019	TWIN CITY HARDWARE	R	946.65
01	295229	10/09/2019	UNIVERSITY OF MINNESOTA ATHLETICS	R	630.00
01	295230	10/09/2019	VELOCITY DRAIN SERVICES INC	R	750.00
01	295231	10/09/2019	VERIZON WIRELESS	R	501.75
01	295232	10/09/2019	VIG SOLUTIONS INC	R	1,974.00
01	295233	10/09/2019	W.W. NORTON & COMPANY INC.	R	442.85
01	295234	10/09/2019	WILLIAM V MACGILL & CO	R	812.99
01	295235	10/09/2019	XCEL ENERGY	R	39,390.67
01	295236	10/10/2019	ANDERSON BRENDA	R	40.00
01	295237	10/10/2019	BASNIGHT BRYAN	R	92.00
01	295238	10/10/2019	BAUSCHELT PATRICK	R	79.00
01	295239	10/10/2019	BOWMAN DAVID R	R	92.00
01	295240	10/10/2019	BRIGHTBILL THEODORE	R	54.00
01	295241	10/10/2019	BUMGARNER TERRY	R	75.00
01	295242	10/10/2019	BURKSTRAND JENNIFER	R	60.00
01	295243	10/10/2019	BURKSTRAND MICHAEL	R	60.00
01	295244	10/10/2019	CAREY SEELEY DIZERZAK	R	40.00
01	295245	10/10/2019	CESAR AGUILAR PEREZ	R	162.00
01	295246	10/10/2019	COLBERT BOBBY	R	105.00
01	295247	10/10/2019	COLBERT SANDRA	R	60.00
01	295248	10/10/2019	COLLINS DANIEL T	R	89.00
01	295249	10/10/2019	DINGLEY LAIMA	R	40.00
01	295250	10/10/2019	DZIERZAK LOUIS	R	20.00
01	295251	10/10/2019	EASTERWOOD JOHN L	R	69.00
01	295252	10/10/2019	ECKERMAN KELLY	R	60.00
01	295253	10/10/2019	FINANGER PHILLIP J	R	250.00
01	295254	10/10/2019	GAERTNER FRANK	R	75.00
01	295255	10/10/2019	GRAHAM THOMAS	R	150.00
01	295256	10/10/2019	GUIDARELLI JOE	R	89.00
01	295257	10/10/2019	GUSTAFSON ZACHARY	R	89.00
01	295258	10/10/2019	HALL KIRK	R	60.00
01	295259	10/10/2019	HALL MELISSA	R	60.00
01	295260	10/10/2019	HAUGEN CHRIS	R	89.00
01	295261	10/10/2019	HINTERMEISTER DAVE	R	40.00
01	295262	10/10/2019	HINTERMEISTER LISA	R	170.00
01	295263	10/10/2019	HOULE DONNA	R	20.00
01	295264	10/10/2019	HOWLADER NEPAL	R	54.00
01	295265	10/10/2019	HRYPA WILLIAM V	R	201.00
01	295266	10/10/2019	HUMISTON DANIAL K	R	40.00
01	295267	10/10/2019	HUMISTON LAURIE	R	60.00
01	295268	10/10/2019	KARNAS MIKE	R	79.00
01	295269	10/10/2019	KEE-BOWLING BONNIE	R	75.00
01	295270	10/10/2019	KOLTES GREGORY	R	92.00

01	295271	10/10/2019	KUKAR MAGGIE J	R	92.00
01	295272	10/10/2019	LARSON CURTIS	R	89.00
01	295273	10/10/2019	LARSON KEITH	R	150.00
01	295274	10/10/2019	LASH, VALERIE	R	80.00
01	295275	10/10/2019	MAHOWALD JOHN P	R	40.00
01	295276	10/10/2019	MELSSSEN JAMES	R	40.00
01	295277	10/10/2019	MELSSSEN LINDA	R	40.00
01	295278	10/10/2019	MILES SARA	R	150.00
01	295279	10/10/2019	MITSON STEPHEN	R	54.00
01	295280	10/10/2019	NESS DONALD SCOTT	R	92.00
01	295281	10/10/2019	NEUMAN MICHAEL	R	75.00
01	295282	10/10/2019	OKEY CHRIS	R	50.00
01	295283	10/10/2019	OLSON ANDREA JADE	R	40.00
01	295284	10/10/2019	PIPKIN STEPHEN	R	45.00
01	295285	10/10/2019	RAMIREZ JASMIN	R	60.00
01	295286	10/10/2019	RAMSAY THOMAS	R	360.00
01	295287	10/10/2019	REYES GERARDO	R	132.00
01	295288	10/10/2019	ROBERT W KOHLMAYER JR	R	132.00
01	295289	10/10/2019	SCHMIDT RICHARD A	R	92.00
01	295290	10/10/2019	SHAVOR THERESA	R	20.00
01	295291	10/10/2019	SOLLIE DUANE A	R	120.00
01	295292	10/10/2019	STOFFEL THERESE	R	40.00
01	295293	10/10/2019	TIETZ STEVEN M	R	132.00
01	295294	10/10/2019	TOENSING KARI	R	20.00
01	295295	10/10/2019	TOENSING PETER	R	20.00
01	295296	10/10/2019	WALTER B SENTYRZ JR	R	85.00
01	295297	10/10/2019	WALZ CHRISTINE M	R	40.00
01	295298	10/10/2019	WALZ JEFFREY	R	20.00
01	295299	10/10/2019	WILLIAMS ERIC B	R	69.00
01	295300	10/10/2019	WILSON HOPE	R	40.00
01	295301	10/10/2019	WILSON JOHN P	R	60.00
01	295302	10/10/2019	YANG BENJAMIN	R	264.00
01	295303	10/10/2019	WISEIDENTITY LLC	R	6,890.27
01	295183	10/11/2019	EL CHARRITO	V	-750.00
01	295304	10/11/2019	EL CHARRITO	R	750.00
01	295305	10/16/2019	ADELE C LILLIE	R	3,400.00
01	295306	10/16/2019	AFTON APPLE	R	448.00
01	295307	10/16/2019	ALL STATE COMMUNICATIONS INC	R	673.93
01	295308	10/16/2019	ARCADEMICS INC	R	360.00
01	295309	10/16/2019	ARVIG ENTERPRISES INC	R	1,357.90
01	295310	10/16/2019	BAUER BUILT INC	R	2,855.84
01	295311	10/16/2019	BEN FRANKLIN ELECTRIC INC	R	440.00
01	295312	10/16/2019	BEST BUY BUSINESS ADVANTAGE	R	4,627.75
01	295313	10/16/2019	BLACKBOARD CONNECT INC	R	21,384.43
01	295314	10/16/2019	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	1,155.00
01	295315	10/16/2019	BLUETARP FINANCIAL	R	86.45
01	295316	10/16/2019	BSI MECHANICAL, INC.	R	730.03
01	295317	10/16/2019	BSN SPORTS, LLC	R	656.10
01	295318	10/16/2019	CANON USA	R	413.30
01	295319	10/16/2019	CARQUEST AUTO PARTS	R	129.59
01	295320	10/16/2019	CBP REPAIR	R	1,546.92
01	295321	10/16/2019	CEDAR SMALL ENGINE	R	281.26
01	295322	10/16/2019	CENTURYLINK	R	39.50
01	295323	10/16/2019	CEP ART & DESIGN	R	270.00

01	295324	10/16/2019	CINTAS CORPORATION NO 2	R	183.40
01	295325	10/16/2019	COLLEGE OF ST SCHOLASTICA	R	1,000.00
01	295326	10/16/2019	CONTINENTAL RESEARCH CORP	R	296.39
01	295327	10/16/2019	CUB FOODS	R	477.83
01	295328	10/16/2019	CULLIGAN SOFT WATER	R	9.50
01	295329	10/16/2019	DEAN ROBERT JOHNSON	R	138.00
01	295330	10/16/2019	DEMCO MEDIA	R	18.71
01	295331	10/16/2019	DICK BLICK COMPANY	R	207.80
01	295332	10/16/2019	DICKS LAKEVILLE SANITATION INC	R	6,896.07
01	295333	10/16/2019	DIVERSIFIED SNACK DISTRIBUTION	R	707.25
01	295334	10/16/2019	DOLLIFF INC	R	322,513.17
01	295335	10/16/2019	DOOR SERVICE COMPANY OF THE TWIN CI	R	230.00
01	295336	10/16/2019	EASYPERMIT POSTAGE	R	2,257.59
01	295337	10/16/2019	ECM PUBLISHERS INC	R	95.20
01	295338	10/16/2019	ECOLAB INC	R	683.14
01	295339	10/16/2019	ETTEL & FRANZ ROOFING CO	R	570.00
01	295340	10/16/2019	FAIRCON SERVICE COMPANY	R	20,035.00
01	295341	10/16/2019	FASTENAL INDUSTRIAL	R	308.71
01	295342	10/16/2019	FATH CUTTER, NOELLA	R	3,540.00
01	295343	10/16/2019	FORECAST 5 ANALYTICS, INC	R	3,500.00
01	295344	10/16/2019	WW GRAINGER INC	R	995.04
01	295345	10/16/2019	H BROOKS AND COMPANY LLC	R	6,933.32
01	295346	10/16/2019	HAMMER SPORTS LLC	R	692.00
01	295347	10/16/2019	HEINEMANN	R	603.90
01	295348	10/16/2019	HOGLUND BUS CO INC	R	822.18
01	295349	10/16/2019	HOME DEPOT U.S.A.	R	1,939.71
01	295350	10/16/2019	IIX INSURANCE INFORMATION EXCHANGE	R	59.80
01	295351	10/16/2019	INDOFF INC	R	468.09
01	295352	10/16/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,279.60
01	295353	10/16/2019	KUKLOCK DANIEL	R	92.00
01	295354	10/16/2019	LAKESHORE LEARNING MATERIALS	R	461.78
01	295355	10/16/2019	LOFFLER COMPANIES	R	8,083.36
01	295356	10/16/2019	MAKE MUSIC INC.	R	1,566.30
01	295357	10/16/2019	MARKS TOWING	R	165.00
01	295358	10/16/2019	MASBO	R	180.00
01	295359	10/16/2019	METROPOLITAN MECHANICAL CONTRACTOR	R	9,084.58
01	295360	10/16/2019	MNSAA MINNESOTA NONPUBLIC SCHOOL	R	150.00
01	295361	10/16/2019	THE PROPHET CORPORATION	R	615.60
01	295362	10/16/2019	MTI DISTRIBUTING CO	R	478.98
01	295363	10/16/2019	OCCUPATIONAL MEDICINE CONSULTANTS	R	685.00
01	295364	10/16/2019	ON SITE SANITATION	R	37.98
01	295365	10/16/2019	PAN O GOLD BAKING CO	R	491.80
01	295366	10/16/2019	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	9,951.70
01	295367	10/16/2019	PLANSOURCE, INC.	R	2,682.84
01	295368	10/16/2019	PREMIUM WATERS INC	R	26.00
01	295369	10/16/2019	PROFESSIONAL WIRELESS COMMUNICATION	R	1,518.00
01	295370	10/16/2019	RAPTOR TECHNOLOGIES, LLC	R	5,100.00
01	295371	10/16/2019	RICHFIELD QB CLUB	R	40.00
01	295372	10/16/2019	RICHFIELD READY	R	12.50
01	295373	10/16/2019	RIDDELL/ALL AMERICAN SPORTS CORP	R	9,965.67
01	295374	10/16/2019	RUPP ANDERSON SQUIRES & WALDSPURGE	R	218.00
01	295375	10/16/2019	SCHMITT MUSIC CREDIT	R	379.00
01	295376	10/16/2019	SHERWIN WILLIAMS CO	R	77.46
01	295377	10/16/2019	PARK ADAM TRANSPORTATION	R	8,976.00

01	295378	10/16/2019	SUMMIT COMPANIES	R	258.00
01	295379	10/16/2019	TEACHER CREATED MATERIALS, INC	R	49.47
01	295380	10/16/2019	THE GOOD ACRE	R	84.70
01	295381	10/16/2019	TIRE TOWN INC	R	20.00
01	295382	10/16/2019	TOLL COMPANY	R	43.32
01	295383	10/16/2019	TRIO SUPPLY COMPANY	R	518.54
01	295384	10/16/2019	TWIN CITY HARDWARE	R	282.78
01	295385	10/16/2019	UNITED HEALTHCARE	R	153.20
01	295386	10/16/2019	UNITED HEALTHCARE INSURANCE CO	R	452.68
01	295388	10/16/2019	UPPER LAKES FOODS	R	19,897.13
01	295389	10/16/2019	WARD'S SCIENCE	R	61.48
01	V609384	10/16/2019	DAVID M BOIE	R	115.19
01	V609385	10/16/2019	EMILY T BURT	R	228.87
01	V609386	10/16/2019	KRISTI J CARR	R	8.33
01	V609387	10/16/2019	TIA B CLASEN	R	37.44
01	V609388	10/16/2019	ANGELA M FISH	R	2.61
01	V609389	10/16/2019	SARAH A GACEK	R	27.02
01	V609390	10/16/2019	JONATHAN W HEYER	R	264.35
01	V609391	10/16/2019	JESSICA M HOFFMAN	R	60.26
01	V609392	10/16/2019	RUTH E JAMIESON	R	23.75
01	V609393	10/16/2019	GRACE M JENNINGS	R	135.92
01	V609394	10/16/2019	NANCY M KREIDLER	R	134.95
01	V609395	10/16/2019	LEAH M LANNERS	R	150
01	V609396	10/16/2019	RACHAEL G LENMARK	R	21.47
01	V609397	10/16/2019	ERIN H NEILON	R	13.92
01	V609398	10/16/2019	JAMES R PADDOCK	R	143.99
01	V609399	10/16/2019	KELCI A PETERSON	R	205.68
01	V609400	10/16/2019	AMY M PONCE	R	148.36
01	V609401	10/16/2019	MAUREEN E RUHLAND	R	44.08
01	V609402	10/16/2019	MATTHEW S SUTTNER	R	59.16
01	V609403	10/16/2019	LU ANN N TAUER STONE	R	95.12
01	V609404	10/16/2019	CARRIE A VALA	R	62.21
01	V609405	10/16/2019	REBECCA S WALD	R	111.73
01	V609406	10/16/2019	MELISSA J WILLIAMS	R	11.87
01	V609407	10/16/2019	JENNIFER L.B. WOLDUM	R	108.46

CHECK & E-PAY REGISTER

846,445.04

E-PAY, WIRE TRANSFERS & CHECK RUNS FOR 10/21/2019 BOARD REPORTS

BANK 05	DATE	AMOUNT
Checks	10/4/2019	4,729.58
	10/8/2019	24,663.39
	10/9/2019	301,135.81
	10/10/2019	12,523.27
VOIDED CHECK	10/11/2019	(750.00)
	10/11/2019	750.00
	10/16/2019	501,178.25
E-Pays	10/16/2019	2,214.74

CHECK REGISTER BANK 05 TOTAL =	846,445.04
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BREAKDOWN	
01-206-00	483,574.94
02-206-00	54,568.99
03-206-00	114,485.49
04-206-00	8,904.21
06-206-00	182,298.59
07-206-00	-
08-206-00	1,000.00
20-206-00	1,183.57
21-206-00	429.25
47-206-00	-
50-206-00	-
BANK TOTAL =	846,445.04

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 21, 2019

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

Certified Full Time Positions for Employment – 1st Year Probation

Bryan Maldonado – Dual Language Elementary – RDLS

Ryan Meulemans – Dean of Students – RSTEM

LeJeune Miller – STEM Specialist – RSTEM

Certified Full Time Positions for Employment – Early Learning

Lindsey Bunting – Pre-School Teacher – RSTEM

Mara Ruiz Pena – Pre-School Teacher – RDLS

Certified Full Time Request for Leave of Absence – Child Care

Kirsten Klosinski – Elementary Ed. – Centennial

Certified Part Time Position for Employment – 1st Year Probation

Rachel Finstad – Media Specialist – RDLS

Classified Part Time Positions for Employment – Paraprofessionals

Cynthia Leiva – 37.5 hr/wk Clerical Para – Middle School

Evelin Reyes – 11.5 hr/wk Managerial Para – Centennial

Classified Part Time Resignation – Food & Nutrition Services

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

Classified Part Time Resignations – Paraprofessionals

Jamie Benz – 30 hr/wk Special Ed. Para – Sheridan Hills

Reid Quale – 35 hr/wk Special Ed. Para – Sheridan Hills

Fralinda Zazay – 32.5 hr/wk Special Ed. Para – Centennial

OLD BUSINESS – FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 21, 2019

Subject: Board Policy 585 Student Surveys

The Superintendent recommends a final review of Board Policy 585 Student Surveys.
585.1 Student Survey Guidelines remains the same.

Attachments

Policy 585 – Final version

585.1 Guidelines - created to support Policy 585 – remains the same

RICHFIELD PUBLIC SCHOOLS

STUDENT SURVEYS

I. PURPOSE

The purpose of this policy is to establish the parameters related to student surveys conducted in Richfield Public Schools.

II. GENERAL STATEMENT OF POLICY

The school district may conduct surveys of students to support schools, school district improvement and student engagement. Surveys conducted in Richfield Public Schools must follow the defined approval process. The school district will follow applicable federal regulations in conducting any survey of students that is a part of any program funded through the United States Department of Education. The school district will not impose an academic or other penalty upon a student who opts out of participating in a survey.

III. DEFINITIONS

- A. Confidential Data means data about a person that is accessible only to representatives of the school district who have a need to know the information in order to do their jobs. Confidential data is not available to the data subject.
- B. Student survey for the purpose of this policy means student surveys conducted by the school district, implemented across multiple buildings and/or multiple grade levels.
- C. Student survey for the purpose of this policy does not mean surveys conducted at one grade level, one class level, or by student groups.

IV. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey

participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.

- C. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

D. Inspection

The school district will make all instructional materials available for inspection by students, parents, or guardians.

- E. The school district will notify parents about student surveys using a variety of methods that may include (i.e. website, email, blackboard notification) to be administered during the school year with sufficient time, a least two weeks in advance of the survey, to allow for parental review as defined in this policy. The notice will include the grade levels to be surveyed, the purpose of the survey, the opt-out process, and a way for parents to review all questions in the survey.

- F. The school district will provide survey information and the opt-out form on the school district website.

- G. The school district will maintain the survey results as confidential data on the students and will report the survey results in a way that does not allow for identification of individual student results.

- H. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

V. STUDENT SURVEYS APPROVAL PROCESS

- A. Student surveys conducted at the district level must be approved by the superintendent and will allow time for parent feedback and review as defined in this policy.

- B. Student surveys conducted at the grade or classroom level must be approved by the principal or administrative designee. Surveys conducted in this fashion

are subject to all of the rules in this policy related to confidentiality and information requested of students.

VI. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, and shall be available for inspection by the parents or guardians of the students.

B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;

2. mental and psychological problems of the student or the student's family;

3. sex behavior or attitudes;

4. illegal, antisocial, self-incriminating, or demeaning behavior;

5. critical appraisals of other individuals with whom respondents have close family relationships;

6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

7. religious practices, affiliations, or beliefs of the student or the student's parent; or;

8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections VI.A. and VI.B. above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The policies adopted under Section VI.C. above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

i. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.

ii. The notice will provide parents with an opportunity to opt out of participation in the following activities:

a. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.

b. The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section VI.B., above.

c. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

iii. The notice will advise students of the specific or approximate dates during the school year when the activities in Section VI.C.1.ii., above, are scheduled, or expected to be scheduled.

iv. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply

to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

V. NOTICE

A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.

B. The school district must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.

C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. § 1232h (Protection of Pupil Rights)
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273, 122 S.Ct. 2268, 153 L.Ed. 2d 309 (2002)
C.N. v. Ridgewood Bd. of Educ., 430 F.3d. 159 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th Cir. 2005)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

RATIFIED BY THE BOARD OF EDUCATION: July 17, 2006

REVISED BY THE BOARD OF EDUCATION: October 21, 2019

RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
STUDENT SURVEYS

I. PURPOSE

The purpose of these administrative guidelines is to assist in the implementation of Board Policy 585 – Student Surveys.

II. DEFINITIONS

- A. Confidential Data means data about a person that is accessible only to representatives of the school district who have a need to know the information in order to do their jobs. Confidential data is not available to the data subject.
- B. Student surveys for the purpose of this policy means student surveys conducted by the school district.

III. PROCESS TO OPT OUT OF STUDENT SURVEY

- A. The school district will notify parents each year in the fall about the district administered surveys and the opportunity they have to opt out their student.
- B. Parents must notify the building principal through mail, email or in person that they do not want their student to participate in the survey.
- C. The principal will notify classroom teachers of students who have opted out and will be excluded from the Student Survey.
- D. The school district will not impose an academic or other penalty against a student who opts out of participating in a student survey under this policy.

Dated: September 16, 2019

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RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
STUDENT SURVEYS OPT OUT FORM

Student Opt-Out Form

If you DO NOT WANT your child to participate in the _____ survey, please
sign this form and return it to school office by _____

_____ I would prefer that my child NOT participate in the survey:

School Name: _____

Student Name: _____ Student Grade: _____

Parent Signature: _____

Date: _____

Do not return this form if your child will be taking the survey.

OLD BUSINESS – FOR REVIEW

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 21, 2019

Subject: 524.1 Guidelines: Promotion, Retention, and Acceleration

The Superintendent recommends a second review of the Guidelines 524.1.

Attachments

524.1 Guidelines – full rewrite

524.1 Guidelines - Original

Policy 524 – for reference

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

PROMOTION, RETENTION AND ACCELERATION

Consistent with Board Policy 524, the following student retention and acceleration guidelines are hereby established by the Superintendent of Schools.

- I. It is expected that students will progress from grade to grade on an annual basis. Parental assistance, enrichment and intervention programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school. There can be exceptions to annual grade level promotion, when these exceptions are in the best educational interest of the student. Parents/guardians, and teachers should initiate the process for student promotion, acceleration, or retention.

II. Acceleration

- A. The school district will implement procedures for assessing and identifying students for participation in talent development programs, advanced academics, and acceleration. The procedures will utilize the use of:
 - a. Multiple objective criteria;
 - b. Assessments and procedures that are valid, reliable, fair, based on current theory and research. Procedures will be sensitive to under-represented groups of students, including, but not limited to, students of color, English learners, twice-exceptional students, and students of limited economic means.
 - c. The school district will implement procedures for academic acceleration of academically advanced students. The acceleration process is a collaborative effort between school district staff and family, including parents/guardians and, when developmentally appropriate, from the student. The procedures will include a plan on how the school district will match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student. These procedures include, but are not limited to:

i. Differentiation in the student's core or grade level class

ii. Subject or course acceleration

If full subject acceleration is implemented through a sequential content area, a plan must be created that accommodates the potential for continued sequential implementation beyond the year that the subject acceleration is instituted. Teachers and families will work with the building administrator and the Director of Talent Development and Advanced Academics to create a plan that is beneficial for the student.

iii. Full grade level acceleration

The school district recognizes that, in rare cases, some students demonstrate the need for grade level acceleration. Grade level acceleration may be considered for students who exhibit superior levels of aptitude, have demonstrated high levels of competency in multiple academic areas and are advanced in their social emotional development. In these cases, full grade level acceleration may be considered. Teachers and families will work with the building administrator and the Superintendent or designee to create a plan that is beneficial for the student.

B. Retention

Retention of a student is not supported by research in most cases and is rarely recommended. Retention of a student will only be considered in extreme instances when school and district professionals, in close collaboration with parents, utilize multiple data points to determine it is in the best social, emotional, and academic interest of the student; further, it must be determined that the student is likely, if retained, to achieve and maintain academic and/or social proficiencies at grade level or above throughout their schooling. Physical development and health, maturity, emotional factors, birthdate, and family situation (such as sibling grade level) shall be considered along with academic achievement. The superintendent shall make the final determination, and that decision will be deemed final.

Dated: April 7, 1997

Reviewed:

Revised:

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

PROMOTION, RETENTION AND ACCELERATION

Consistent with Board Policy 524, the following student retention and acceleration guidelines are hereby establish by the Superintendent of Schools.

- I. It is expected that students will progress from grade to grade on an annual basis.
- II. Student retention or acceleration based on achievement is not encouraged routinely throughout the District. Research indicates that retention does not lead to increased student achievement unless complete program and instructional material changes can be made for the student. Acceleration contains inherent potential for social emotional difficulties.

Retention or acceleration may be appropriate under the following conditions:

Identifiable Conditions*	Growth or Development Indicates in Relation to Group for	
	Retention	Acceleration
Academic Progress	Significantly below	Significantly above
Age	Younger	Older
Social Maturity	Below developmental norm	Above developmental norm
Emotional Maturity	Below developmental norm	Above developmental norm
Physical Maturity	Below developmental norm	Above developmental norm
Parental attitudes	Positive	Positive

*This listing is not intended to be exhaustive, but only suggestive of the several factors to be considered. The indices describe the conditions generally present in cases involving retention or acceleration decisions. Such factors as excessive absences or geographical moves resulting in students missing a significant

portion of schooling may be also considered.

- III. The final decision to retain or accelerate a student will be made by the building principal after the following process:
 - A. Review information concerning the student's academic performance.
 - B. Review special programs and services already received by the student (e.g. special education, English as a Second Language, high potential, guidance) and instructional strategies and approaches that have already been used (e.g. enrichment or remediation, accommodating learning styles) and their impact on the student's learning.
 - C. Consult with appropriate district and building administrators and staff in such areas as high potential, basic skills, ESL, Title I, social worker, psychologist, special education, and the regular classroom, including discussion of any new programs, services, and/or instructional strategies that are in the planning or implementation stages.
 - D. Consult with the parents/guardians and, as deemed appropriate, the student.

Throughout the decision-making process, the principal will be responsible for ensuring that factors described in Part II of these administrative guidelines have been considered and that the final decision is made for the benefit of the student. Differences of opinion regarding the decision shall be resolved by the building principal in consultation with the Director of Curriculum and Instruction.

Dated: April 7, 1997
Reviewed:
Revised:

RICHFIELD PUBLIC SCHOOLS

PROMOTION, RETENTION AND ACCELERATION

Because the public schools of the District are dedicated to the best total and continuous development of each pupil enrolled, the professional staff is expected to place pupils at the instructional level for which they are best suited academically, socially and emotionally.

Pupils will normally progress annually from grade to grade through achievement or by meeting the goals set in a special education program and described in the student's Individual Education Plan (IEP). Retention or acceleration may be considered when, in the judgment of the professional staff, such decisions are in the best educational interest of the pupils involved. Any consideration for retention or acceleration will involve consultation with the student's parent/guardian and the professional staff, but the final decision will rest with the school administration. The Superintendent is directed to establish regulations for retention or acceleration of students to insure the required consultation with parents/guardians and the necessary involvement of various professional staff members leading to such decisions.

RATIFIED BY THE BOARD OF EDUCATION: April 7, 1997

REAFFIRMED BY THE BOARD OF EDUCATION: December 17, 2001, May 1, 2017

CROSS REFERENCE: Board Policy 501 - Initial Entrance into the School System

OLD BUSINESS – FOR REVIEW

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 21, 2019

Subject: Policy 412 and 412.1 Form – Public & Private Personnel Data

The Superintendent recommends a second review of the Policy 412 and 412.1 Form.

Attachments

Policy 412 – Redlined

Policy 412 – Original

Form 412.1 – Original

MSBA Policy 406

RICHFIELD PUBLIC SCHOOLS

PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Public" means that the data is available to anyone who requests it.
- B. "Private" means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.
- C. "Confidential" means the data is not available to the subject.
- D. "Parking space leasing data" means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E.D. "Personnel data" means government data on individuals collected because they are or were employees of the school district, applicants for employment, or volunteers, or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall

have access to all data in the suggestion except the identity of the employee making the suggestion.

EE. "Finalist" means an individual who is selected to be interviewed by the school board for a position.

GF. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by Family Educational Rights and Privacy Act FERPA and employment records held by a school district in its role as employer.

H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

A. The following information on employees, including volunteers and independent contractors, is public:

Personnel Information

1. name;
2. education and training background; and
3. previous work experience.

Compensation Related Information

1. actual gross salary;
2. salary range;
3. terms and conditions of employment relationship;
43. contract fees;
54. actual gross pension;
65. the value and nature of employer-paid fringe benefits;
76. the basis for and the amount of any added remuneration including expense reimbursement, in addition to salary; and
87. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

Work and Performance Information

1. employee identification number, which may not be the employee's social security number;
2. job title;
3. bargaining unit;
4. job description;

5. date of first and last employment;
6. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
7. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
8. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
9. work location;
10. work telephone number;
11. badge number,
- ~~11. work email address; and~~
12. work related continuing education; and
- ~~132.~~ honors and awards received.

B. The following information on applicants for employment ~~or to an advisory board/ commission~~ is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training;
6. work availability; ~~and~~
- ~~7. names of finalists.~~

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;

- c. education and training;
- d. employment history;
- e. volunteer work;
- f. awards and honors;
- g. prior government service;
- h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
- i. veteran status.

2. Once an individual is appointed to a public body, the following additional items of data are public:

- a. residential address;
- b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
- c. first and last dates of service on the public body;
- d. the existence and status of any complaints or charges against an appointee; and
- e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

ED. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

D. Parking space leasing data are private.

E. An individual's checking account number is private when submitted to a government entity.

FD. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

GE. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

HF. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. The person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
2. A pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
3. A court, law enforcement agency or prosecuting authority.

IG. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.

JH. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

KI. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness;
or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

LJ. The school district shall make any report to the board of teaching or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.

MK. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.

NL. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

OM. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the

allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.

PN. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations, is private.

QQ. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.

R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.

S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.

T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to

fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated Craig Holje, Chief Human Resources Director of Personnel and Administrative Officer Services, 7001 Harriet Ave. South, Richfield, MN 55423, (612) 798-6031 as the authority responsible for personnel data. If you have any questions, contact him.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)

1 Minn. Stat. § 13.37 (General Nonpublic Data)

2 Minn. Stat. § 13.39 (Civil Investigation Data)

3 Minn. Stat. § 13.43 (Personnel Data)

4 Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed
5 Officials)

6 Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)

7 Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment;
8 Contracts; Termination)

9 Minn. Stat. § 626.556, Subd. 7 (Reporting of
10 Maltreatment of Minors)

11 P.L. 104-191 (HIPAA)

12 45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

13
14 ***Cross References:***

15 Policy 581 (Protection and Privacy of Pupil Records)

16 Policy XXX (Public Participation in School Board
17 Meetings/Complaints about Persons at School Board
18 Meetings and Data Privacy Considerations)

19 MSBA Service Manual, Chapter 13, School Law Bulletin
20 "I" (School Records – Privacy – Access to Data)

21
22
23
24 ADOPTED BY THE BOARD OF EDUCATION: July 17, 2006

RICHFIELD PUBLIC SCHOOLS
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- C. "Confidential" means the data is not available to the subject.
- D. "Personnel data" means data on individuals collected because they are or were employees of the school district, applicants for employment, volunteers for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- E. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- F. "Protected health information" means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. "Protected health information" excludes health information in education records covered by FERPA and

employment records held by a school district in its role as employer.

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Personnel Information

1. name;
2. education and training background; and
3. previous work experience.

Compensation Related Information

1. actual gross salary;
2. salary range;
3. contract fees;
4. actual gross pension;
5. the value and nature of employer-paid fringe benefits;
6. the basis for and the amount of any added remuneration including expense reimbursement, in addition to salary; and
7. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

Work and Performance Information

1. employee identification number, which may not be the employee's social security number;
2. job title;
3. bargaining unit;
4. job description;
5. date of first and last employment;
6. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
7. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
8. the terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;

9. work location;
10. work telephone number;
11. work email address; and
12. honors and awards received.

B. The following information on applicants for employment or to an advisory board/ commission is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training;
6. work availability; and
7. names of finalists.

C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.

D. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

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A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.

B. Data pertaining to an employee's dependents are private data on individuals.

C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

D. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.

E. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.

1
2 F. The school district may, if the responsible authority or designee
3 reasonably determines that the release of personnel data is
4 necessary to protect an employee from harm to self or to protect
5 another person who may be harmed by the employee, release data
6 that are relevant to the concerns for safety to:

7
8 1. The person who may be harmed and to the attorney
9 representing the person when the data are relevant to
10 obtaining a restraining order;

11
12 2. A pre-petition screening team conducting an investigation of
13 the employee under Minn. Stat. § 253B.07, Subd. 1; or

14
15 3. A court, law enforcement agency or prosecuting authority.
16

17 G. Private personnel data or confidential investigative data on
18 employees may be disseminated to a law enforcement agency for
19 the purpose of reporting a crime or alleged crime committed by an
20 employee, or for the purpose of assisting law enforcement in the
21 investigation of such a crime or alleged crime.
22

23 H. A complainant has access to a statement provided by the
24 complainant to the school district in connection with a complaint or
25 charge against an employee.
26

27 I. When allegations of sexual or other types of harassment are made
28 against an employee, the employee shall not have access to data
29 that would identify the complainant or other witnesses if the school
30 district determines that the employee's access to that data would:
31

- 32 1. threaten the personal safety of the complainant or a witness;
33 or
34 2. subject the complainant or witness to harassment.
35

36 If a disciplinary proceeding is initiated against the employee, data
37 on the complainant or witness shall be available to the employee
38 as may be necessary for the employee to prepare for the
39 proceeding.
40

41 J. The school district shall make any report to the board of teaching or
42 the state board of education as required by Minn. Stat. § 122A.20,
43 Subd. 2, and shall, upon written request from the licensing board
44 having jurisdiction over a teacher's license, provide the licensing
45 board with information about the teacher from the school district's
46 files, any termination or disciplinary proceeding, and settlement or
47 compromise, or any investigative file in accordance with Minn. Stat.
48 § 122A.20, Subd. 2.
49

- 1 K. Private personnel data shall be disclosed to the department of
2 economic security for the purpose of administration of the
3 unemployment insurance program under Minn. Stat. Ch. 268.
4
- 5 L. When a report of alleged maltreatment of a student in a school is
6 made to the Commissioner of Education, data that are relevant and
7 collected by the school about the person alleged to have committed
8 maltreatment must be provided to the Commissioner on request for
9 purposes of an assessment or investigation of the maltreatment
10 report.
11
- 12 M. The school district shall release to a requesting school district or
13 charter school private personnel data on a current or former
14 employee related to acts of violence toward or sexual contact with
15 a student, if an investigation conducted by or on behalf of the
16 school district or law enforcement affirmed the allegations in writing
17 prior to release and the investigation resulted in the resignation of
18 the subject of the data.
19
- 20 N. The identity of an employee making a suggestion as part of an
21 organized self-evaluation effort by the school district to cut costs,
22 make the school district more efficient, or to improve school district
23 operations, is private.
24
- 25 O. Health information on employees is private unless otherwise
26 provided by law. To the extent that the school district transmits
27 protected health information, the school district will comply with all
28 privacy requirements.
29

30 **VI. MULTIPLE CLASSIFICATIONS**

31
32 If data on individuals are classified as both private and confidential by
33 Minn. Stat. Ch. 13, or any other state or federal law, the data are private.
34

35 **VII. CHANGE IN CLASSIFICATIONS**

36
37 The school district shall change the classification of data in its possession
38 if it is required to do so to comply with other judicial or administrative rules
39 pertaining to the conduct of legal actions or with a specific statute
40 applicable to the data in the possession of the disseminating or receiving
41 agency.
42
43
44
45
46

47 **VIII. RESPONSIBLE AUTHORITY**

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49 The school district has designated Craig Holje, Director of Personnel and
50 Administrative Services, 7001 Harriet Ave. South, Richfield, MN 55423,

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Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References:

Policy 581 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin
"I" (School Records – Privacy – Access to Data)

ADOPTED BY THE BOARD OF EDUCATION: July 17, 2006

FORM: EMPLOYEE AUTHORIZATION FOR RELEASE OF INFORMATION

TO: [School District] _____

RE: Personnel Records of [name]

(Date of Birth and/or Social Security Number)

This is your full and sufficient authorization, pursuant to Minn. Stat. § 13.05, Subd. 4 and Minn.

Rules 1205.1400, Subp. 4, to release to _____, their

representatives or employees, all information pertaining to [describe] _____

maintained by the employer school district, with the following exceptions: _____

The information is needed for the purpose of [specify] _____

This authorization specifically includes records prepared prior to the date of this authorization and records prepared after the date of this authorization, such records to be used only for the purpose specified. I do not authorize re-release of this information by the third party.

I understand that I may revoke this consent in writing at any time. Upon the fulfillment of the above-stated purpose, this consent will automatically expire without my express revocation. A photocopy of this authorization will be treated in the same manner as an original.

Dated: _____

Signature of Employee

ATTENTION PUBLIC FACILITIES: Minn. Stat. § 13.05 requires automatic expiration of this authorization one (1) year from the date of authorization.

Adopted: _____

MSBA/MASA Model Policy 406

Orig. 1995

Revised: _____

Rev. 2014

406 PUBLIC AND PRIVATE PERSONNEL DATA

[Note: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its personnel.

II. GENERAL STATEMENT OF POLICY

A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.

B. All other data on individuals is private or confidential.

III. DEFINITIONS

A. “Public” means that the data is available to anyone who requests it.

B. “Private” means the data is available to the subject of the data and to school district staff who need it to conduct the business of the school district.

C. “Confidential” means the data is not available to the subject.

D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.

E. “Personnel data” means government data on individuals maintained because they are or were employees of the school district, applicants for employment, or volunteers or independent contractors for the school district, or members of or applicants for an advisory board or commission. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations. An employee who is identified in a suggestion shall have access to all data in the suggestion except the identity of the employee making the suggestion.

- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information transmitted in electronic form by a school district acting as a health care provider. “Protected health information” excludes health information in education records covered by the federal Family Educational Rights and Privacy Act and employment records held by a school district in its role as employer.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on employees, including volunteers and independent contractors, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee’s social security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;

14. previous work experience;
15. date of first and last employment;
16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
19. work location;
20. work telephone number;
21. badge number;
22. work-related continuing education;
23. honors and awards received; and
24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

B. The following information on applicants for employment is public:

1. veteran status;
2. relevant test scores;
3. rank on eligible list;
4. job history;
5. education and training; and

6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when they become finalists for an employment position.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.

3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.
- F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data are private and will only be shared with school district staff whose work requires such access. Private data will not be otherwise released unless authorized by law or by the employee's informed written consent.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the school district determines it is necessary for the labor organization to conduct its business or when ordered or authorized by the Commissioner of the Bureau of Mediation Services.
- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if the responsible authority or designee reasonably

determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:

1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee shall not have access to data that would identify the complainant or other witnesses if the school district determines that the employee's access to that data would:
1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.
- If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- L. The school district shall make any report to the Minnesota Professional Educator Licensing and Standards Board or the state board of education as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a teacher's license, provide the licensing board with information about the teacher from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the department of economic security for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of Education, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the

Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. The identity of an employee making a suggestion as part of an organized self-evaluation effort by the school district to cut costs, make the school district more efficient, or to improve school district operations is private.
- Q. Health information on employees is private unless otherwise provided by law. To the extent that the school district transmits protected health information, the school district will comply with all privacy requirements.
- R. Personal home contact information for employees may be used by the school district and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual abuse or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher, the school principal or other person having administrative control of the school must include in the

teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide the Minnesota Professional Educator Licensing and Standards Board and the licensing division at MDE with the necessary and relevant information to enable the Minnesota Professional Educator Licensing and Standards Board and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact the Minnesota Professional Educator Licensing and Standards Board and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated *[name and title, telephone]* as the authority responsible for personnel data. If you have any questions, contact *[him/her]*.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)

Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts;
Termination)
Minn. Stat. § 626.556, Subd. 7 (Reporting of Maltreatment of Minors)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

NEW BUSINESS - FOR ACTION

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 21, 2019

Subject: Bid Authorization – Richfield Middle School Construction and Renovation Project

(Recommended by the Superintendent)

That the Board of Education authorize the administration to seek bids for the Richfield Middle School Construction and Renovation Project.

Background Information

The bids will be publicly opened on December 10, 2019 at 2:00pm. After the bids are received, reviewed and qualified, we will be coming back to the Board with a Recommendation to Award the Contract to the lowest responsible bidder.

Attached

Construction and Renovation Presentation
Ad for Bid



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RICHFIELD
PUBLIC SCHOOLS

Richfield Middle School Bid Authorization Update

Board Presentation

October 21, 2019





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AGENDA

1. Introductions
2. Project Schedule
3. Referendum Scope
4. Project Development
5. Building Diagrams
6. User Group Diagrams
7. Finish Standards
8. Renderings – Existing and Proposed





PROJECT SCHEDULE

- November 12, 2019 – Issue Construction Documents
- December 10, 2019 – Bid Opening
- April 2020 – Begin construction in utility spaces/tunnels/media center
- June 5, 2020 – Last day of school
- **Phase I** (Renovation of existing building – upper levels)
 - April/May 2020 – August 2020
 - April/May – Begin abatement and demolition (select areas)
 - June 8, 2020 – Begin Construction
 - August 19 – Phase I Substantial Completion
- **Phase IIA** (Renovation of stage area and staff lounge; begin chiller replacement)
 - September 2020 – December 2020
 - September – Begin demolition
 - October - Begin Construction
 - December - Phase IIA Substantial Completion
- **Phase IIB** (FACS Lab; continue chiller replacement)
 - January 2021 – May 2021
 - January – Begin demolition
 - February – Begin Construction
 - May – Phase IIB Substantial Completion
- **Phase III** (Renovation of existing building – main level)
 - April/May 2021 – August 2021
 - April/May – Begin abatement and demolition (select areas)
 - June – Begin Construction
 - August – Phase III Substantial Completion



REFERENDUM SCOPE

- **District Wide**
 - Secure entry improvements
 - Mechanical improvements (indoor air quality)
 - ADA (accessibility) restroom improvements
 - Special Education space improvements
 - Kitchen and serving renovations
 - Long-term Facilities Maintenance (LTFM) needs identified
- **Richfield Middle School**
 - Secure main entry improvements
 - Renovated administration office suite
 - Relocated SPED suites
 - Renovated Media Center
 - Open extended learning spaces
 - Kitchen and cafeteria renovations
- **LTFM**
 - Mechanical system replacement
 - New flooring, ceilings, and lighting in common areas and circulation spaces
 - New flooring in classrooms
 - New casework in all classrooms
 - Updated multi-user toilet rooms
 - New paint throughout
 - Pool locker room improvements



PROJECT DEVELOPMENT

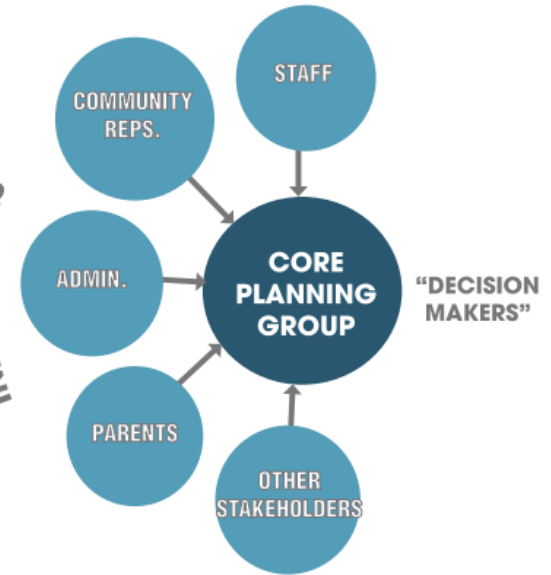
USER INPUT

- Planning Oversight Committee
- Core Planning Group (building wide goals/criteria with input givers)
- User Groups (program needs established with end users)
 - Admin & Health
 - Art
 - ASD & DCD
 - Choir & Band
 - Design, Media, STEM
 - EBD
 - FACS Lab
 - Food Service
 - Media Center
 - Science
 - SPED Level I
 - SPED Level II
 - Typical Classroom Updates
- Maintenance (indoor environmental quality standards)
 - District Facilities Team
 - Onsite Custodial Staff
- District Standards (District-wide branding/building identity)
 - Materials and Finishes

Input Resources

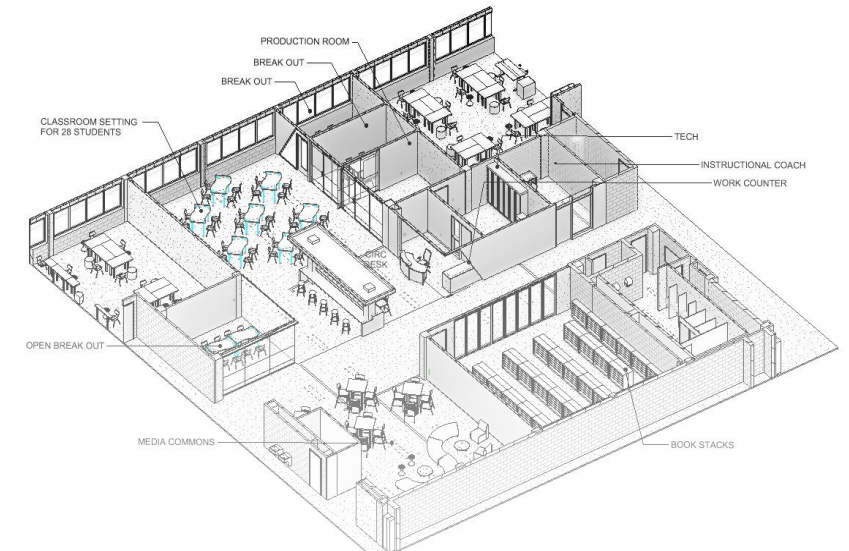
- District Administration
- Teachers
- Para Professionals
- Volunteers
- Site Administration
- Students
- Maintenance Personnel
- Food Service
- Grounds
- Community Groups
- Boosters
- Parents
- Senior Citizens
- Voters
- Other

INPUT GIVERS

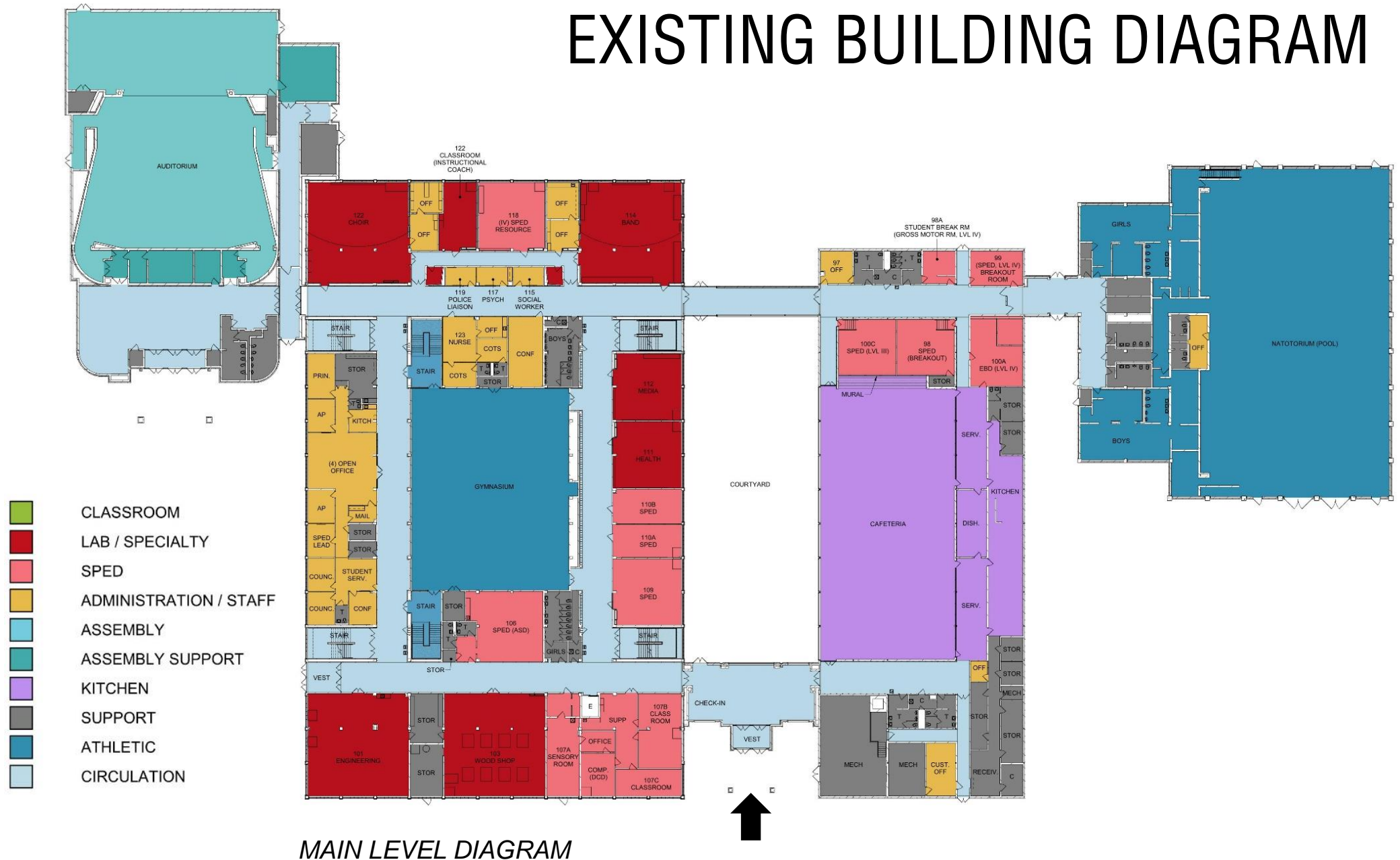


DESIGN IMPLEMENTATION

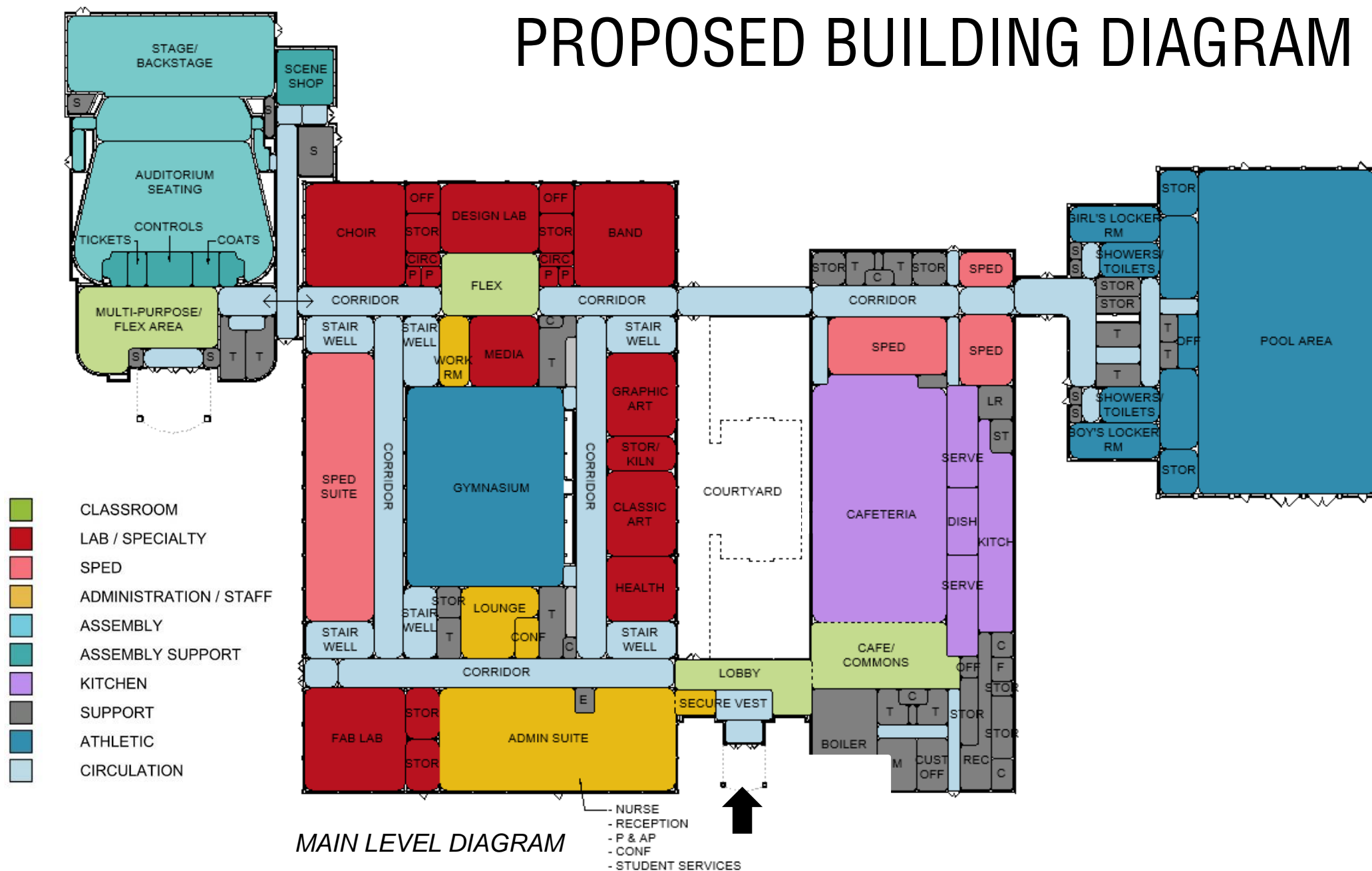
- City Reviews
 - City Ordinance
 - Building and Accessibility Codes
- Internal Coordination
 - Documentation and quality control
- Field Verifications
 - Architectural, Civil, Electrical, Mechanical, Structural



EXISTING BUILDING DIAGRAM



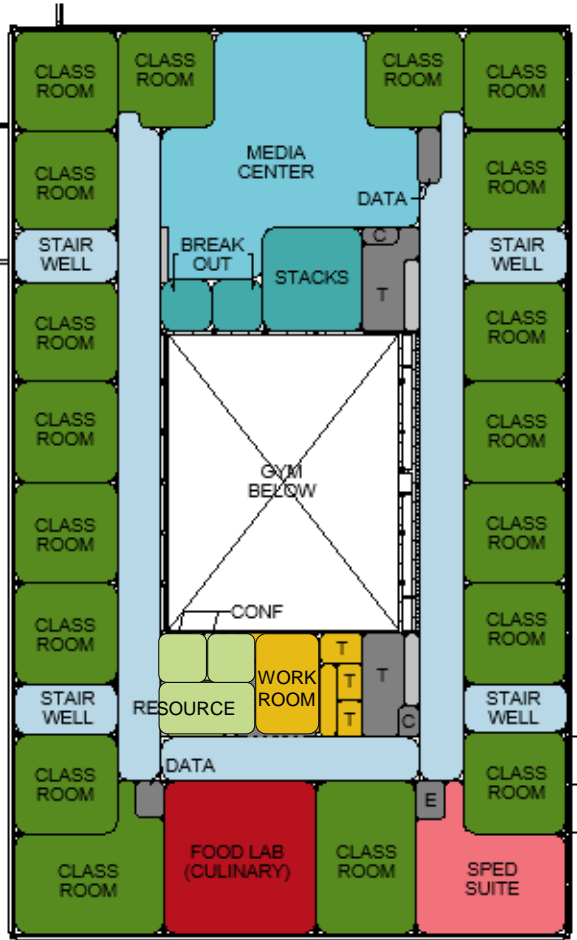
PROPOSED BUILDING DIAGRAM



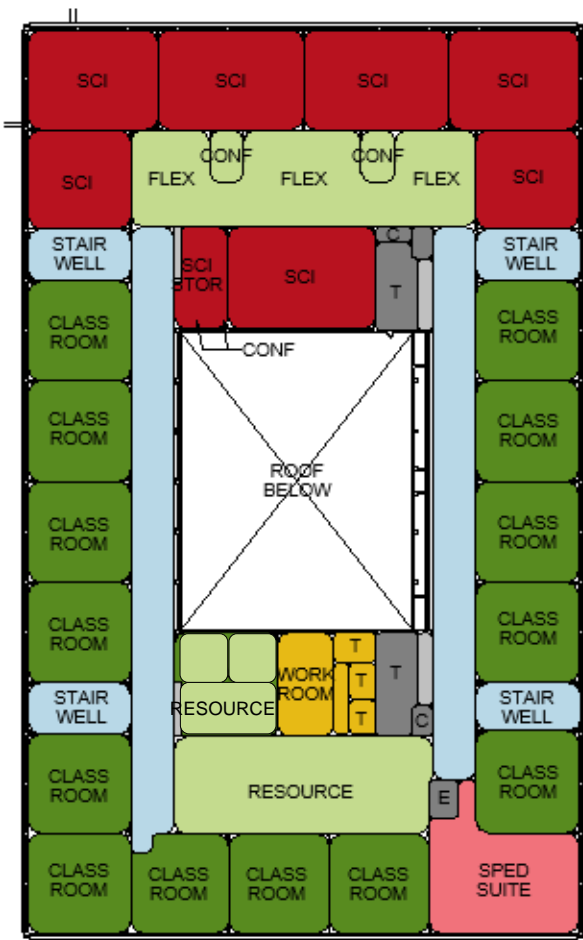


PROPOSED BUILDING DIAGRAM

- CLASSROOM
- LAB / SPECIALTY
- SPED
- ADMINISTRATION / STAFF
- ASSEMBLY
- ASSEMBLY SUPPORT
- KITCHEN
- SUPPORT
- ATHLETIC
- CIRCULATION



SECOND LEVEL DIAGRAM

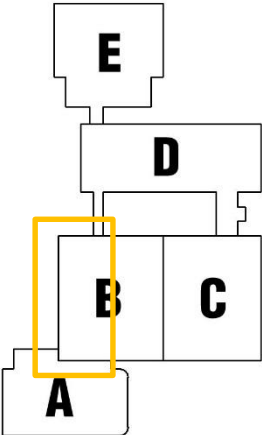


THIRD LEVEL DIAGRAM

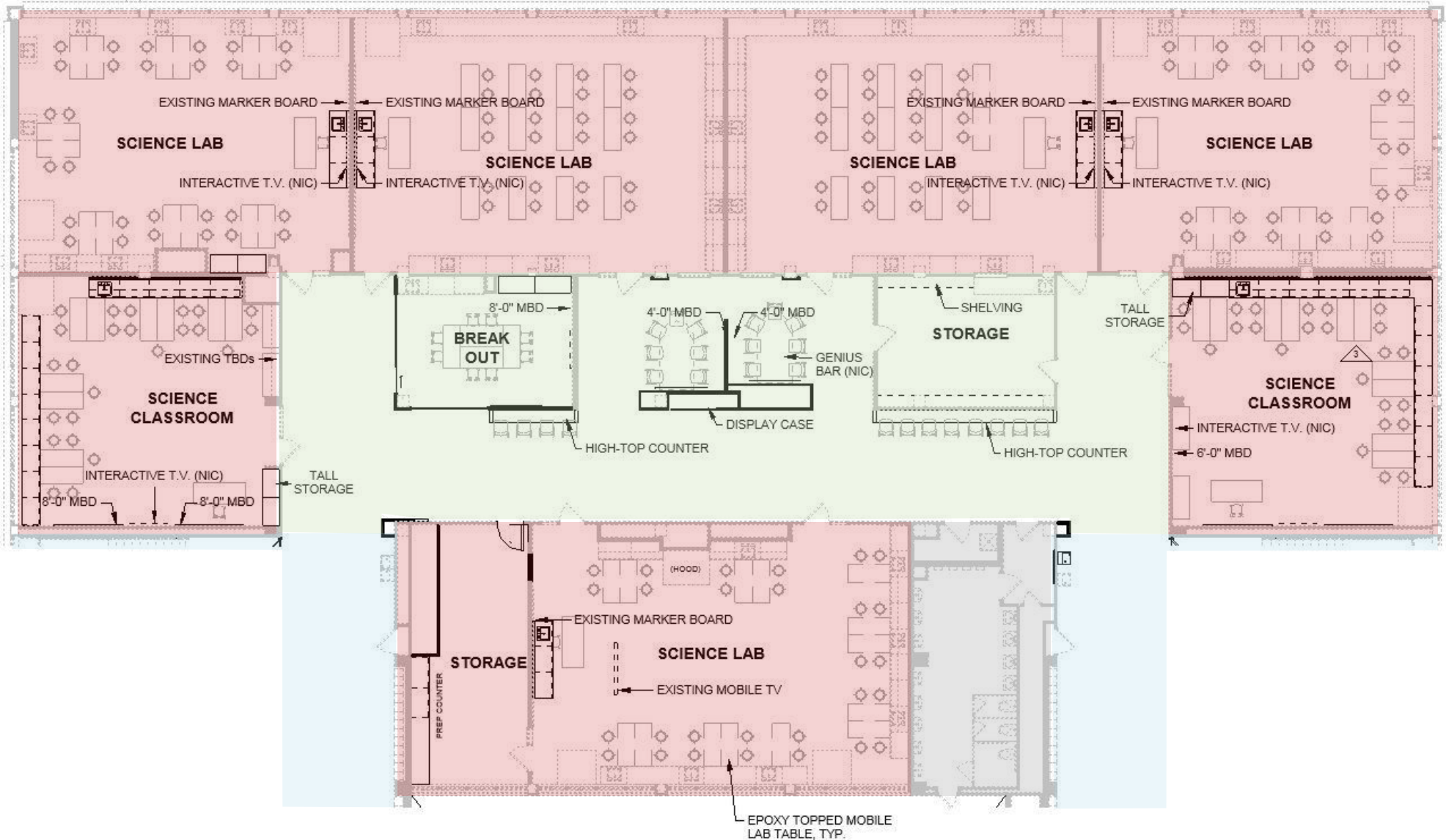




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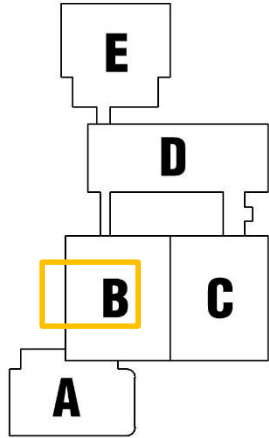


USER GROUPS – SCIENCE WING

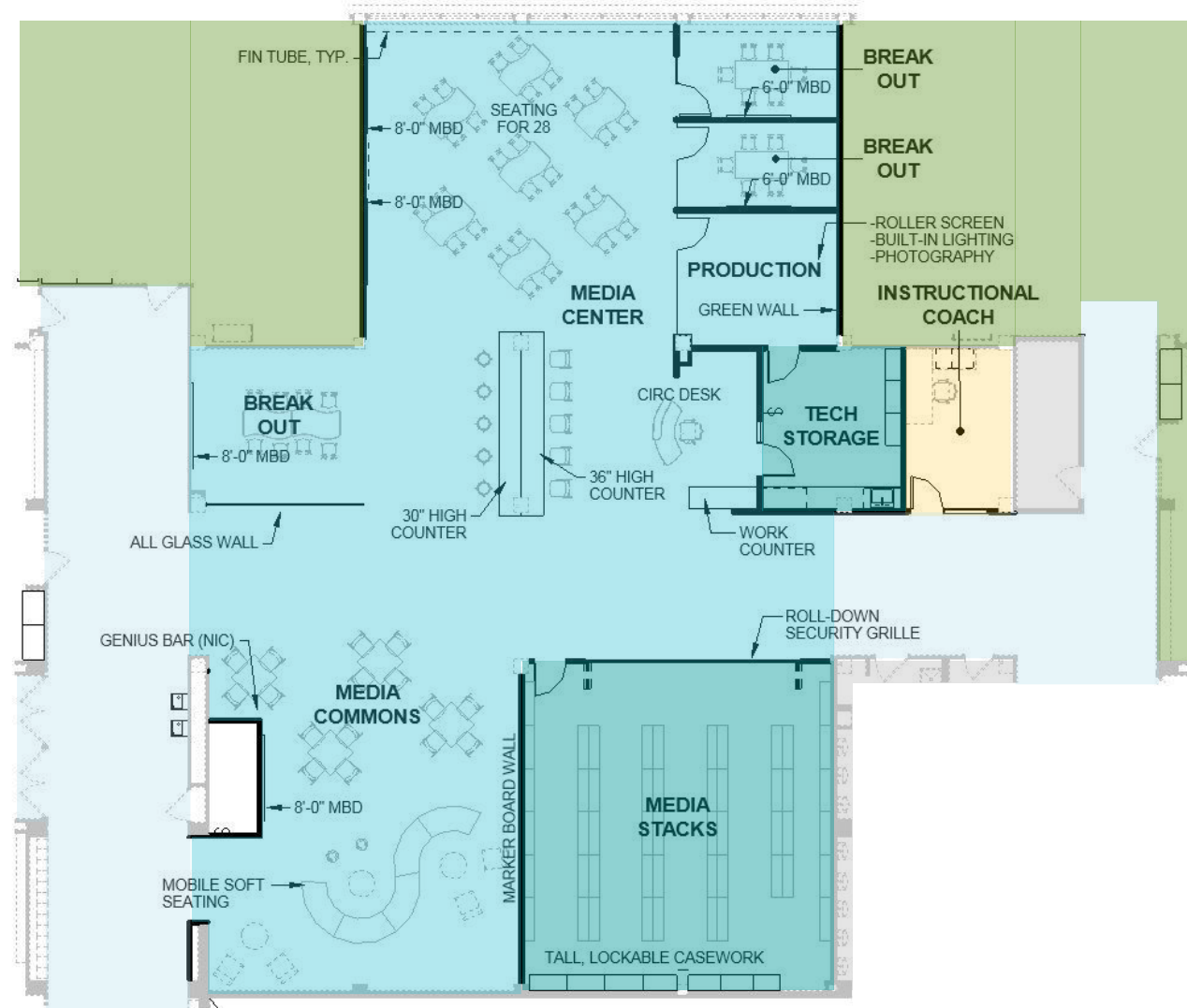


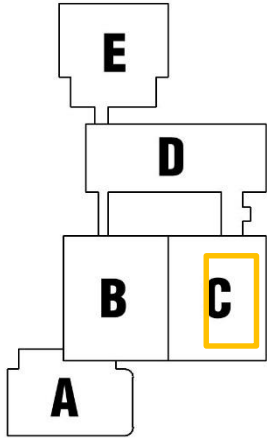


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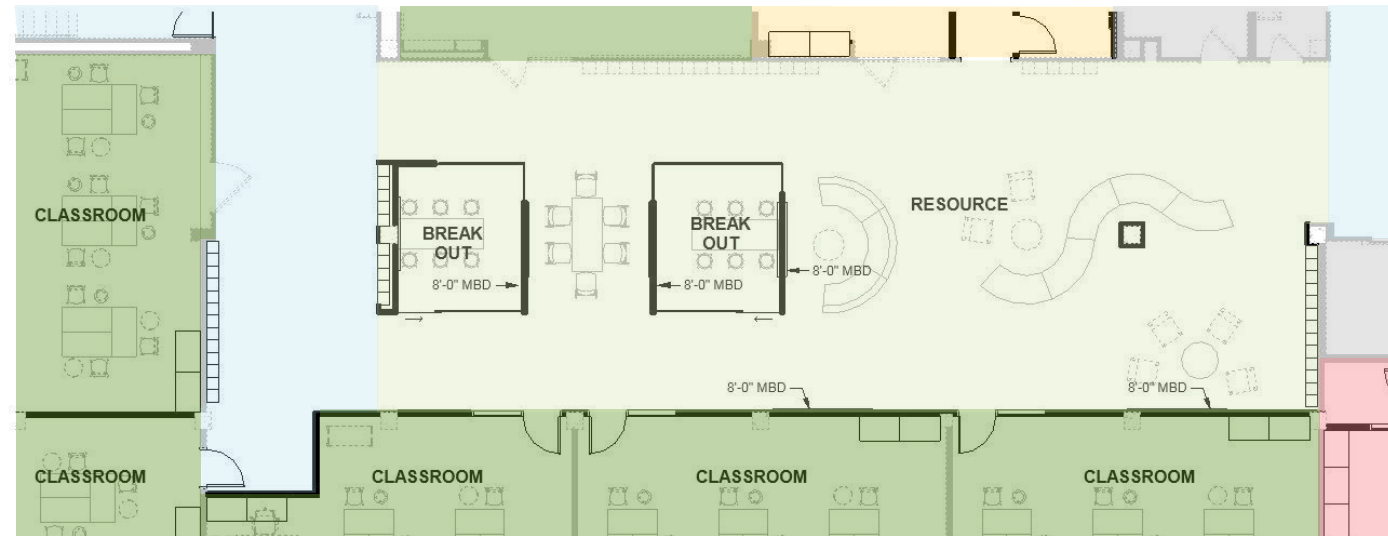


USER GROUPS – MEDIA CENTER





USER GROUPS – RESOURCE AREA





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FINISH STANDARDS

WALL TILE

WALL TILE

WALL TILE

FLOOR TILE

PORCELAIN TILE

DOOR FRAMES

ACCENT

ACCENT

ACCENT

ACCENT

NUETRAL

PAINT

WALL COVERING

TACK WALL

CASEWORK

WALK-OFF

ACCENT

ACCENT

ACCENT

ACCENT

NEUTRAL

CARPET TILE

NUETRAL

RESILIENT CARPET

NUETRAL

LVT

NEW MATERIALS

EXISTING MATERIALS

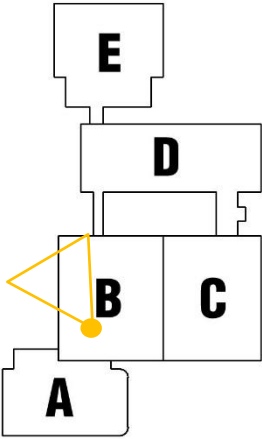
EXISTING LOCKERS

GLAZED BRICK COLOR

EXISTING DOORS

EXISTING BLOCK

EXISTING FLOORING

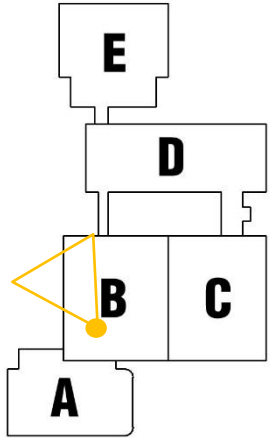


EXISTING
OFFICES





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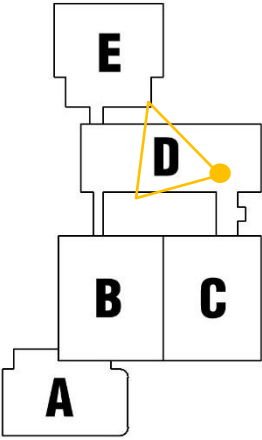


PROPOSED
FLEX SPACE





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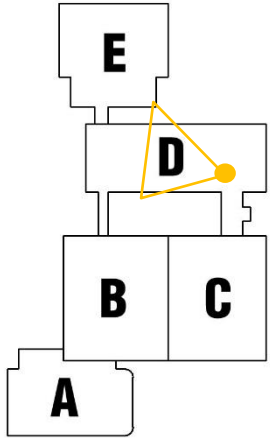


EXISTING
CAFETERIA





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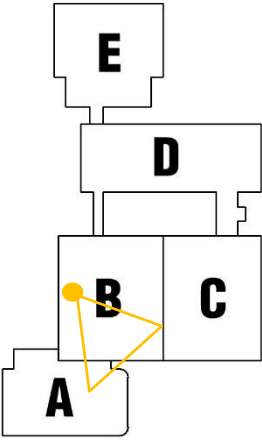


PROPOSED CAFÉ & COMMONS





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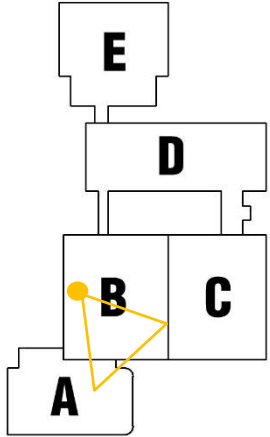


EXISTING
MEDIA CENTER





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PROPOSED
MEDIA CENTER





Thank You

SECTION 00 11 13

ADVERTISEMENT FOR BIDS

**RICHFIELD MIDDLE SCHOOL –
2019 RENOVATIONS
7461 OLIVER AVENUE SOUTH
RICHFIELD, MINNESOTA 55423**

Richfield Public Schools – ISD #280 will receive single prime sealed bids for Richfield Middle School – 2019 Renovations until 2:00 p.m. local time on December 10, 2019 at the District Office Boardroom, 7001 Harriet Avenue South, Richfield, Minnesota 55423, at which time and place all bids will be publicly opened and read aloud. Absolutely no bids will be accepted after 2:00 p.m.

A pre-bid meeting is scheduled for November 21, 2019 at 3:00 pm, at the Richfield Middle School. Attendance at this meeting is highly recommended. Please bring proper identification with you for building access.

This project includes: Renovation of existing building including architectural, electrical, and mechanical upgrades.

Bidding Documents are available for Download to prospective bidders and subcontractors by contacting the Owner's Representative, ICS Consulting, Inc., 3890 Pheasant Ridge Drive Northeast, Suite #180, Blaine, Minnesota 55449, (763) 354-2670. Prospective Bidders and Subcontractors will be given instructions to download complete sets of the bidding documents. The downloads will be made available November 14, 2019.

Make proposals on the bid forms supplied in the Project Manual. No oral, telegraphic or telephonic proposals or modifications will be considered. Submit with each bid, a certified check or acceptable bidder's bond payable to Richfield Public Schools in an amount equal to five percent (5%) of the total bid. The successful bidder will be required to furnish satisfactory Labor and Material Payment Bond, and Performance Bond.

Bids may not be withdrawn within thirty (30) days after the scheduled time of opening bids, without the consent of the Owner. The Owner reserves the right to accept any bid or to reject any or all bids, or parts of such bids, and waive informalities or irregularities in bidding.

The Owner requires Substantial Completion of each phase of the project on or before the dates as follows:

Phase 1: August 19, 2020
Phase 2A: December 20, 2020
Phase 2B: May 28, 2021
Phase 3: August 20, 2021

Board of Education

INDEPENDENT SCHOOL DISTRICT #280

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 21, 2019

SUBJECT: NON-RESIDENT TUITION RATE FOR 2019-2020

(Recommended by the Superintendent)

That the Board of Education approve non-resident student tuition rates for the 2019-20 school year as noted below.

Background Information

(Prepared by Craig Holje)

The preliminary audited 2018-2019 general fund expenditure data was used when calculating the tuition rate for the 2019-2020 school year. The calculated average cost per student for 2019-2020 school year is \$15,188.46. The average cost is then converted into WADMs (adjusted weighted average daily membership) to reflect the State's pupil unit weighting system.

The average cost per student is converted into the following tuition rates:

2019-2020 TUITION PER STUDENT
WADM factor

	<u>Pupil Units</u>	<u>Annual</u>	<u>Daily</u>
K-6	1.000	\$15,188.46	\$89.34
Grades 7-12	1.2	\$18,226.15	\$106.59

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 21, 2019

Subject: STAFFING FTE INCREASE TO SUPPORT ENROLLMENT

(Recommended by the Superintendent)

The addition of .5 FTE Licensed Reading/Math Interventionist at RDLS to support larger than anticipated class sizes as well as the addition of 1.0 FTE non-licensed social emotional support staff at RSTEM to support larger than anticipated class sizes. Funding for these positions can be made available due to enrollment being above projection at both RDLS and RSTEM.

Justification

The board approves with the yearly budget 3 FTE to support larger than usual class sizes. These FTE were utilized prior to the start of school. Hiring additional staff requires board approval.

At RDLS, kindergarten and first grade class sizes average 27. Kindergarten has Amities, an additional staff member in each classroom. The teachers along with the principal have identified a need for more academic support for students. An additional .5 FTE licensed teacher to support reading and math shared across the sections will help personalize instruction for students and help accelerate progress.

At RSTEM, fifth grade class sizes average 30. The teachers along with the principal have identified a need for more social emotional and behavioral support. An additional 1.0 FTE non-licensed staff member to support these needs will help ensure that student individual needs are met, while increasing their engagement in learning.

NEW BUSINESS- FOR ACTION

Agenda Item VI.E.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 21, 2019

Subject: Donations

(Recommended by the Superintendent)

That the Board of Education accept the following donations with gratitude.

Donations:

From Kristen Schaack, a Target employee in the amount of \$10.00 to the Random Acts of Kindness account.

.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, October 21, 2019

Subject: Legislative Platform

The Superintendent recommends focusing during this legislative session on policy-based issues rather than funding. The biennial budget passed last year and the legislature will focus on policy.

AMSD and MSBA have a wide range of position papers. Based on the RPS mission and strategic plan, these particular issues and policies seem to be most important to discuss and prioritize:

Suggested priorities:

- Continue to support compensatory funding that ensures staffing and supports for students living in poverty through supports during the school day – all future funding increases tied to additional time
- Maintain reduction of the cross subsidy – while the budget identified this area last year it only kept things steady rather than reducing the issue that only about 50% of special education is funded
- Create and support programs to increase teachers of color
- Reduce standardized tests, particularly in grade bands where other tests occur
- Allow local school boards to renew levies
- Reduce mandates and refrain from future unfunded mandates
- Increase sustainability efforts and create recommendations for schools

Attached:

AMSD 2019 Legislative Platform Outline
MSBA 2019 Legislative Summary



Association of Metropolitan School Districts

LEGISLATIVE PLATFORM

ENSURING AN EQUITABLE AND
EXCELLENT EDUCATION FOR ALL

2019

Minnesota's future prosperity and ability to compete in the global economy is directly tied to successfully closing our racial and economic opportunity and achievement gaps while accelerating achievement for all students.

Over the next two decades, millions of Baby Boomers throughout the nation will retire and leave the workforce, creating an unprecedented number of job openings. The looming workforce shortage comes as Minnesota and the nation are experiencing a major demographic transition.

While just six percent of our oldest residents (age 65+) are people of color, 31 percent of Minnesota's youngest residents (age 0-4) are children of color. The number of students eligible for English learner and special education services has risen significantly in recent years. The number of students living in poverty is at a record high and we have a growing number of homeless students. At the same time, Minnesota has significant racial and income-based disparities in employment, health care, home ownership and educational outcomes. It is imperative that we eliminate these racial and economic gaps and ensure every student graduates from high school ready for college or career.



Attaining this goal will require bold leadership and additional resources not currently provided by the State. It will also require that state policymakers and educators do things differently and think creatively with the bold leadership that was previously a Minnesota hallmark.

The AMSD Board of Directors has identified a series of recommendations to help Minnesota reclaim its place as a national leader in education by addressing its racial and economic disparities and ensuring equitable academic outcomes—high levels of achievement—for all students.

ABOUT AMSD

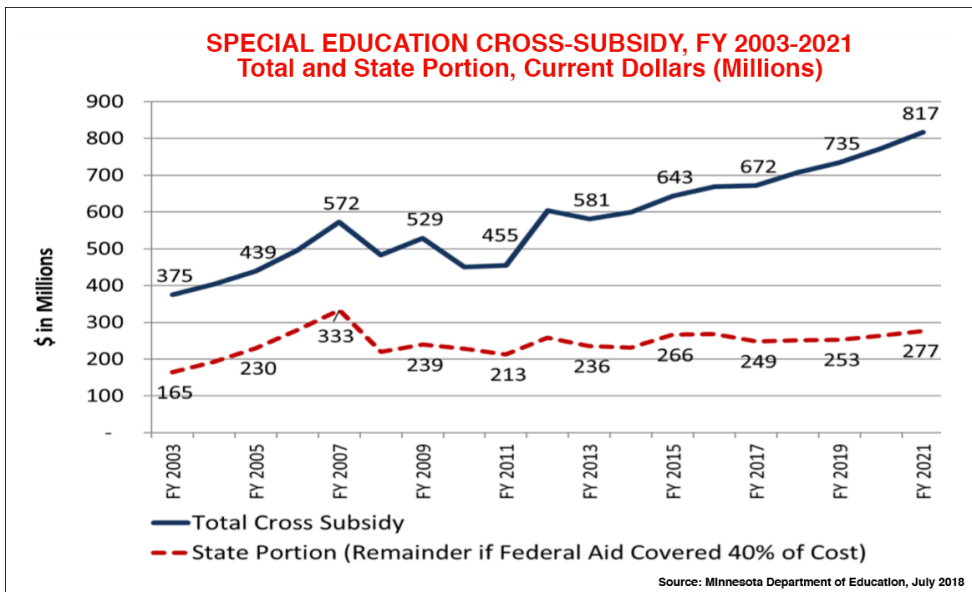
The Association of Metropolitan School Districts represents 41 K-12 school districts, five intermediate/cooperative districts and two integration districts. AMSD member school districts enroll more than one-half of all public school students in Minnesota. The mission of AMSD is to advocate for metropolitan school districts and advance legislation that supports student achievement. AMSD stands ready to assist state policymakers by providing current research and data to help them make informed decisions.





Association of Metropolitan School Districts

STABILIZE **FUNDING**



Adequate, equitable and stable funding is essential to ensuring equitable academic outcomes for our students. Toward that end, the Governor and Legislature should:

- Increase the basic formula allowance by 3 percent per year and index the formula to inflation in future years;
- Increase special education funding to lower the state portion of the cross-subsidy by 50 percent over the next four years;
- Allow locally-elected school boards to renew an existing operating referendum;
- Index Local Optional Revenue to account for geographic wage differentials;
- Provide the school trust lands director the authority to maximize earnings from the school trust lands to benefit the trust beneficiaries – Minnesota's public school students.

ENSURE **SAFE SCHOOLS**

To preserve public assets and ensure safe and secure learning environments for students and staff, the Governor and Legislature should:

- Increase the Safe Schools Levy for school districts and intermediate school districts to allow districts to hire additional counselors, social workers and other school support staff;
- Remove the per-pupil limit and expand the allowable uses of Long-Term Facilities Maintenance Revenue to allow school districts and intermediate school districts to enhance safety through security modifications to buildings, including remodeling and additions to existing space.



Association of Metropolitan School Districts

SUPPORT STRATEGIES TO HELP CLOSE OPPORTUNITY GAPS

We must strengthen and increase support for underperforming student groups to ensure every student graduates from high school ready for career or college. To address disparities and meet the needs of underserved students, the Governor and Legislature should:

- Increase funding for the English learner program to eliminate the shortfall;
- Create incentives and alternatives to attract, develop and retain teachers, particularly teachers of color and teachers in shortage areas;
- Expand the Extended Time Program so school districts can extend the school day, week and/or year to help struggling students succeed;
- Increase funding for school-based pre-kindergarten programs and fully fund all required program components;
- Provide more flexibility with state required assessments so school districts can offer assessments that more accurately measure student college or career readiness.



INCREASE **TAXPAYER EQUITY**

Property tax levies play a critical role in funding education programs and facilities. However, these levies have widely varying impacts on local property taxpayers depending on the property wealth of the school district. These disparities should be addressed in the Omnibus Tax Bill. Specifically, the Governor and Legislature should:

- Increase equalization of the operating referendum, debt service and local optional levies;
- Oppose taxpayer subsidies of private education through vouchers, tax credits or scholarships.



Association of Metropolitan School Districts

MEMBER DISTRICTS

Anoka-Hennepin School District • Bloomington Public Schools • Brooklyn Center Community Schools • Burnsville-Eagan-Savage School District 191 • Columbia Heights Public Schools • Eastern Carver County Schools • Eden Prairie Schools • Edina Public Schools • Elk River School District ISD #728 • Equity Alliance MN • Farmington Area Public Schools • Fridley Public Schools • Hopkins Public Schools • Intermediate School District #287 • Intermediate School District #917 • Inver Grove Heights Schools • Lakeville Area Public Schools • Mahtomedi Public Schools • Metro ECSU • Minneapolis Public Schools • Minnetonka Public Schools • Mounds View Public Schools • North St. Paul-Maplewood-Oakdale School District • Northeast Metro Intermediate School District #916 • Northwest Suburban Integration District • Orono Schools • Osseo Area Schools • Prior Lake-Savage Area Schools • Richfield Public Schools • Robbinsdale Area Schools • Rochester Public Schools • Rockford Area Schools • Rosemount-Apple Valley-Eagan Public Schools • Roseville Area Schools • Shakopee Public Schools • South St. Paul Public Schools • South Washington County Schools • SouthWest Metro Intermediate District • Spring Lake Park Schools • St. Anthony-New Brighton Independent School District • St. Cloud Area School District 742 • St. Louis Park Public Schools • Saint Paul Public Schools • Stillwater Area Public Schools • Wayzata Public Schools • West St. Paul-Mendota Heights-Eagan School District • Westonka Public Schools • White Bear Lake Area Schools

ENHANCE LOCAL CONTROL

One size fits all mandates stifle innovation and creativity. Locally elected school boards are in the best position to work with their students, staff, parents and communities to address local needs and challenges. Specifically, the Governor and Legislature should:

- Refrain from enacting new unfunded mandates and reduce existing mandates and burdensome paperwork requirements;
- Expand the innovation zone law to allow school districts to try new instructional models, personalize student learning, and increase collaboration with post-secondary institutions and businesses;
- Allow locally-elected school boards to establish the school calendar that best meets the needs of their students and families.



STAY CONNECTED WITH AMSD

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Association of Metropolitan School Districts

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612-430-7750



2019

LEGISLATIVE SUMMARY



STATE of MINNESOTA

Proclamation

PROCLAMATION FOR SPECIAL SESSION 2019

- WHEREAS: The Ninety-First Legislature adjourned its 2019 regular session without enacting legislation critical to the health, well-being, and safety of the citizens of Minnesota; and
- WHEREAS: The unfinished matters of the Legislature include laws essential to balancing the state budget; and
- WHEREAS: The Minnesota Constitution allows the Governor to call a special session of the Legislature on extraordinary occasions; and
- WHEREAS: An extraordinary occasion, as envisioned by the Minnesota Constitution, has arisen; and
- WHEREAS: The people of Minnesota would be best served by a prompt conclusion of legislative business and avoidance of a government shutdown; and
- WHEREAS: The Governor and elected legislative leaders have reached an agreement on an agenda and procedure to complete a special session in the shortest time possible.

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, by the authority vested in me by Article IV, Section 12 of the Minnesota Constitution and Section 4.03 of the Minnesota Statutes, summon the members of the Legislature to convene in Special Session on Friday, May 24, 2019 at 10:00 a.m. at the State Capitol in Saint Paul, Minnesota.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol on Thursday, May 23, 2019.

Tim Walz
GOVERNOR

Peter Pimm
SECRETARY OF STATE



**MINNESOTA
SCHOOL BOARDS
ASSOCIATION**

Where School Boards Learn to Lead

2019 Legislative Summary

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Indicates significant MSBA advocacy effort

2019 E-12 Education Budget

	FY 20	FY 21	FY20-21	FY 21-22
TOTAL EDUCATION BUDGET DOLLARS	\$ 188,831	366,297	543,000	720,000
LEADERSHIP AGREEMENT				
2% and 2% Formula Allowance Increase	\$ 123,631	265,184	388,815	561,210
Special Education - Funding Increase and Reform	\$ 25,440	65,251	90,691	142,191
Voluntary PreK (maintain existing slots)	\$ 19,095	27,691	46,786	2,811
School Safety (contingent)			30,000	
Tribal Contract Schools	\$ 1,450	1,984	3,434	4,620
MDE Operating Increases and Legal Costs (see detail below)	\$ 6,365	480	7,325	4,472
ADDITIONAL ITEMS BY CONFERENCE COMMITTEE				
Education Partnership Program - Tier 2 Implementing Grants	\$ 770	770	1,540	
Teachers of Color - Mentoring and Retention Incentive Grants	\$ 750	750	1,500	1,492
P-TECH School Grants	\$ 500	500	1,000	1,582
Certificate Incentive Grant	\$ 860		860	
College Savings Account Pilot Program (St. Paul)	\$ 250	250	500	
Suicide Prevention Training for Teachers Grant	\$ 265		265	
MN Center for the Book	\$ 125	125	250	
High School Equivalency Tests	\$ 120	120	240	
MN Council on Economic Education	\$ 117	118	235	
Online Access to Music Education Grant (MacPhail Center for Music)	\$ 100	100	200	
Civic Education Grants	\$ 75	75	150	
Construction and Skilled Trades Counseling & Report	\$ 125	25	150	
Reach Out & Read MN	\$ 75	75	150	
Sparsity Revenue for Karlstad Elementary	\$ 67	80	147	8
Early Middle College Program	\$ 64	72	136	7
Pregnant and Parenting Teens Pupil Transportation	\$ 56	56	112	111
Collaborative Urban Educator Grants	\$ 99		99	
Race 2 Reduce Grant	\$ 50		50	
PSEO for 10th Grade Nonpublic Pupils	\$ 10	10	20	20
TRANSFERS				
Northwest Regional Partnership	\$ 1,000		1,000	
Statewide Concurrent Enrollment Teacher Training Program	\$ 400		400	
Singing Based Pilot Program	\$ 230		230	
Starbase MN	\$ 1,350		1,350	
MDE / PERPICH / STATE ACADEMIES				
Litigation - Cruz Guzman	\$ 4,700		4,700	
Operating Adjustment	\$ 1,265	-	2,934	3,338
Mainframe	\$ 400	480	880	960
State Academies - Operating Adjustment	\$ 515	550	1,065	1,100
Perpich - Crosswinds Severance Payments	\$ 80		80	
Perpich - Operating Adjustment	\$ 210	275	485	550

**In thousands

Executive Summary



Dear School Board Members and Superintendents,

The 2019 MSBA Legislative Summary is a comprehensive guide to the actions impacting E-12 education during the first regular session and first special session of the 91st Minnesota Legislature. The first special session was held May 24th and 25th to pass most of the state budget bills (including education) following an agreement between the Governor, the Speaker of the House, and the Majority Leader of the Senate.

New in this year's Legislative Summary is a section titled, "MSBA Position," which informs our membership of our position and action taken on a particular bill. Another new feature outlines the "Impact on School Board Policies."

For many years, school board members have advocated for more local control and additional flexibility to make decisions that are best for all students. The MSBA Government Relations team, school board members and superintendents frequently wrote emails, spoke to legislators and testified in committee hearings on issues important for the effective and efficient management of our school districts to ensure equity and adequacy for ALL our students.

While Minnesota is the only divided legislature in the country, education funding brought support from both parties in order to provide over one-half of a billion dollars of new money for education. This new investment brought the following key wins that benefit all districts:

- Two percent formula increase each year (\$126 per pupil and an additional \$129, respectively)
- Largest investment to-date, to freeze the growth in the special education cross-subsidy
- Voluntary Pre-K extension for two years
- Few controversial policy provisions
- One-time funding for safe schools (contingent on the FY19 closing balance)
- More statewide funding, less funding through grants

While the E-12 public education portion of the budget did fare well in comparison to other state budget areas, more work still needs to be done in the second year of the biennium.

The release of this publication comes at a time when school boards have finalized budgets and analyzed the impact on districts. School boards are now well positioned to prioritize issues for the 2020 Legislature. MSBA will continue to advocate on your behalf. We can't do this alone. As MSBA's Government Relations team travels throughout Minnesota on its Fall Advocacy Tour, we look forward to hearing great ideas from members to help our public schools and the students they serve. These ideas are the springboard for Delegate Assembly resolutions and legislative platforms.

Thank you for your advocacy on behalf of our 850,000 public school students. Our Government Relations staff does an outstanding job representing our 333 public school boards, but your voice and input from the field make us even stronger.

Sincerely,

A handwritten signature in black ink, which appears to read 'Kirk Schneider'.

2019 Budget Summary

The 2019 Legislative Session began on January 8 with a \$1.05 billion budget surplus. The next five months were spent in committee meetings, testifying, debating, amending, and eventually assembling omnibus spending and policy bills.

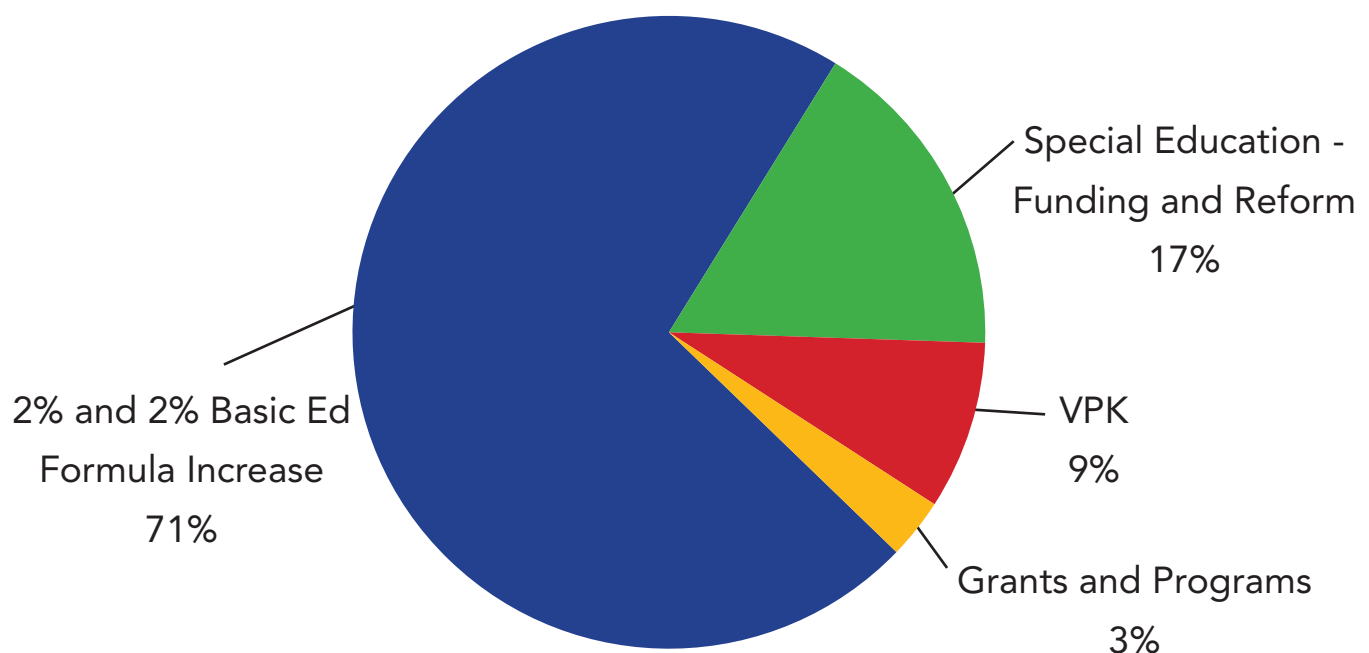
Last year's election ushered in a fresh political landscape with a new Governor, a former teacher; a new Democratic majority in the House, predominately suburban females; and a Republican majority in the Senate, with only a two-vote margin. All were committed to "working together to make divided government" work and to "increase transparency and timeliness" of the new session.

Once again, everyone agreed on accelerated deadlines to ensure completing the legislative session on time. As the session ended, a global target for education and other parts of the state budget seemed elusive. Finally, the education conference committee was handed a \$543 million spending target – much less than the House (\$900 million), while much larger than the Senate (\$211 million).

In a final effort to end the session on time, the Speaker, Majority Leader, and Governor met with conference committee chairs and took control of the bills, providing the chairs with priorities and guidelines. Nevertheless, in the final hours of the 2019 session, it was clear the work would not be completed on time. Only the Higher Education Omnibus bill passed during regular session. After four days of "working groups" for lawmakers to complete bills; all omnibus bills passed during a one-day Special Session. One week later, all the budget bills (13) were signed into law by Governor Walz.

The following is a breakdown of the education budget. Almost three-fourths of the spending target was dedicated to the basic education formula increase, with special education as the next biggest spending item. Together, they account for 88 percent of the entire education budget.

2020-21 Education Budget



First Special Session, Education Omnibus Bill (HF 1)

Leadership Agreement Items



2% and 2% basic formula increase - \$388,815,000

Increases to the general education basic formula of \$126 per pupil the first year of the biennium and \$129 per pupil the second year. This increases the basic formula allowance from \$6,312 per pupil in fiscal year 2019 to \$6,438 per pupil in fiscal year 2020 and to \$6,567 per pupil for fiscal years 2021 and later. See district runs in Appendix.

MSBA Position:

MSBA and school board members testified in support of a 3% increase to the general education formula for each year of the biennium. This policy provision was a top legislative platform priority. MSBA does have a Legislative Policy (1.002) on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.



Special education aid - \$90,691,000

Increases the special education aid by the amount needed to hold the state average cross-subsidy per pupil (\$820) constant at the fiscal year 2019 level. See district runs in Appendix.



Special education formula reform (*See insert on special education on page 28*)

Beginning in fiscal year 2020, the following special education formula changes will take effect:

- Creates a new category of special education aid called cross-subsidy reduction aid, and includes cross-subsidy aid in the definition of special education aid,
- Phases out the special education aid cap,
- Reduces the tuition billing rate or “billback” paid by the resident school district for open enrolled special education students served by another district or charter school, and
- Adjusts the hold harmless to reduce the reliance on the fiscal year 2016 base and factors in current year costs.

MSBA Position:

MSBA testified on multiple bills in support of increasing special education funding, reforming the special education funding formula and special education paperwork mandate reduction. MSBA worked with legislators in both the House and Senate to author bills on each of these provisions. MSBA does have Resolutions on these issues (1.024 - Formula, 1.027 - Paperwork, 1.029 - Reduce Cross Subsidy).

Impact on School Board Policies:

This provision has no impact on MSBA model policies.



Voluntary Prekindergarten / School Readiness Plus - \$46,786,000

Extends funding for two years the 4,000 seats set to expire after fiscal year 2019 for two years only. See appendix for district runs.

MSBA Position:

MSBA did testify in support of this bill. MSBA does have related Legislative Policies on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.



School safety supplemental aid - contingent, up to \$30,000,000

Makes a one-time appropriation of up to \$30 million, contingent on the balance projected at the close of the 2019 legislative session. If the balance exceeds \$63 million, \$30 million is distributed to school districts and charter schools on a per pupil basis. If the balance is more than \$33 million, but less than \$63 million, the amount over \$33 million is distributed on a per pupil basis. If the full \$30 million is appropriated, approximately \$34 per student is distributed after October 1, 2019, on a schedule to be determined by the Commissioner of Education. Districts must reserve the aid and use it for the same purposes as the safe schools levy.

MSBA Position:

MSBA testified on several bills to continue or provide school safety grants for schools. MSBA does have a Legislative Policy (1.075) on this issue and another relating to last year's grant (1.068).

Impact on School Board Policies:

This provision has no impact on MSBA model policies.

Tribal contract school aid - \$3,434,000

Increases the tribal contract aid amount for fiscal years 2020 and later. Converts \$3,230 per pupil to 51.17 percent of the basic formula allowance (this links future amounts to increases in the basic formula allowance).

Minnesota Department of Education (MDE) operating increase - \$8,514,000

Provides funds to MDE for:

- litigation fees that relate to the Cruz-Guzman case,
- operating adjustment for department increases, and
- funds to maintain the state's mainframe computer and the associated applications.

Finance Items Determined by Conference Committee

Education Partnership Program – Tier 2 implementing grants - \$1,540,000

Grants to the Northfield Healthy Community Initiative in Northfield; the Jones Family Foundation for Every Hand Joined program in Red Wing; the United Way of Central Minnesota for the Partners for Student Success program; for Austin Aspires and for the Rochester Area Foundation for the Cradle to Career program. New reporting required: collect and utilize data to improve student outcomes, sharing disaggregated performance data, employing continuous improvement processes, and demonstrating an ability to leverage non-state funds.

P-TECH school grants - \$1,000,000

Establishes P-TECH schools as a public-private partnership to prepare students for high-skill jobs of the future in growth industries. Establishes P-TECH objectives, application and approval process, and grant awards. Allows an eligible district to receive concurrent enrollment aid for a student enrolled in a P-TECH school.

Northwest Regional Partnership - \$1,000,000

A grant to the Lakes Country Service Cooperative to operate a continuing education program to support concurrent enrollment.

MSBA Position:

MSBA has testified in support this bill. MSBA does have a similar Legislative Policy (3.004) on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.

St. Paul college savings account pilot program - \$500,000

A matching grant to the city of St. Paul to establish a pilot program that creates a college savings account for every child born to a resident of the city of St. Paul during the time period for which funds are available, and requires an analysis of potential establishment of a statewide program or program duplication by other cities.

Suicide prevention training for teachers grant - \$265,000

A grant to a nationally recognized provider of evidence-based online training on suicide prevention and engagement of students experiencing mental distress.

Minnesota Center for the Book - \$250,000

A grant to the entity designated by the Library of Congress as the Minnesota Center for the Book to provide statewide programming related to the Minnesota Book Awards and for additional programming throughout the state related to the Center for the Book designation.

Minnesota Council on Economic Education - \$235,000

This grant is to be used to provide professional development to Minnesota's kindergarten through grade 12 teachers implementing state graduation standards in learning areas related to economic education; and support the direct-to-student ancillary economic and personal finance programs that Minnesota teachers supervise and coach.

MSBA Position:

MSBA did testify in support of this bill as the preferred approach to improving financial literacy education. MSBA does not have a Legislative Policy on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.

MacPhail Center for Music - \$200,000

This grant is for the MacPhail Center for Music to broaden access to music education in rural Minnesota. The program must supplement and enhance an existing program and may provide individual instruction, sectional ensembles, other group activities, workshops, and early childhood music activities. The MacPhail Center must design its program in consultation with music educators who teach in rural Minnesota.

Civic education grants - \$150,000

This grant is for the Minnesota Civic Education Coalition, Minnesota Civic Youth, Learning Law and Democracy Foundation, and YMCA Youth in Government to provide civics education programs for Minnesota youth ages 18 and younger.

MSBA Position:

MSBA did testify in support of this bill as the preferred approach to improving civics education. MSBA does have a Legislative Policy (4.010) on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.

Reach Out and Read Minnesota - \$150,000

A grant to support Reach Out and Read Minnesota to expand a program that encourages early childhood development through a network of health care clinics, and for the purchase of culturally and developmentally appropriate books to sustain and expand the program in partnership with health clinics statewide.

High school equivalency tests - \$240,000

Requires the Commissioner to pay the full fee for a high school equivalency test, rather than only 60 percent of the fee, for fiscal years 2020 and 2021.



Pregnant and parenting teens transportation - \$112,000

Expands the definition of regular transportation aid to include the transportation of “pregnant and parenting pupils” to and from a school program that provides academic instruction, at least four hours of parenting training a week, and high-quality childcare on site with the capacity to serve all children of enrolled pupils.

- Adds a second cost component to the pupil transportation adjustment aid to account for a school district’s categorical revenue for transporting a pregnant or parenting pupil to and from a qualifying school site.
- Requires the program to have been established prior to January 1, 2018, or to be in operation on or after July 1, 2021.

MSBA Position:

MSBA testified in support of this bill, as it believed eliminating barriers for pregnant and parenting teens was important to increase graduation rates. MSBA does have a Legislative Policy (1.026) on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.



Collaborative Urban and Greater Minnesota Educators of Color grant program - \$99,000

- Requires Public Educators Licensing Standards Board (PELSB) to award competitive grants to increase the number of teacher candidates who are of color or American Indian and meet the requirements for a Tier 3 license.
- Requires a recipient to report to the legislature and the Board on the use of funds and outcomes. Requires Board to report to the public a summary of activities, outcomes, and sharing of effective practices.

MSBA Position:

MSBA did testify in support of the Teachers of Color Act and increasing the number of teachers of color and American Indian teachers. MSBA does have a Legislative Policy (3.007) on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.



Teachers of Color – mentoring and retention incentive grants - \$1,500,000

Ongoing funding to encourage school districts to develop mentoring programs for teachers who are American Indian or in a license shortage area.

MSBA Position:

MSBA testified on several occasions to support initiatives to increase the number of teachers of color and American Indian teachers in classrooms. MSBA does have a Legislative Policy (3.007) on this issue..

Impact on School Board Policies:

This provision has no impact on MSBA model policies.

Race 2 Reduce - \$50,000

Grants to support Race 2 Reduce water conservation programming in Minnesota schools:

- \$10,000 is for H2O for Life to provide project management and support, Minnesota Green Corps member hosting, curriculum development and classroom instruction assistance, school outreach, and community volunteer training.
- \$30,000 is for Independent School District No. 624, White Bear Lake, for Race 2 Reduce curriculum development, teacher in-service training, service-learning activities, and community public awareness events.
- \$10,000 is for competitive grants to schools to implement the water conservation curriculum and co-develop the central platform. Minnesota school districts and charter schools may apply to the Commissioner in the form and manner determined by the Commissioner of Education.

Post-Secondary Education Option (PSEO) nonpublic students - \$20,000

Authorizes nonpublic students in 10th grade to participate in PSEO career and technical education courses.

E-12 Policy Provisions

School board control of extracurricular activities to align with Government Accounting Standards Board (GASB) 84 & 87

Aligns school board responsibility for extracurricular activities to GASB requirements 84 and 87.

- Requires a school board to take charge of and control all extracurricular activities.
- Requires a school district to reserve revenue raised for extracurricular activities and spend the revenue only for extracurricular activities.

School boards will need to review each student activity account not under board control to determine whether the activity belongs under a district's general fund or should not be a part of the district's financial system, (i.e.: outside organizations such as Booster Clubs). Effective July 1, 2019.

MSBA Position:

MSBA did testify on this bill as a provision necessary to align Minnesota statute with new Government Accounting Standards Board requirements. MSBA does not have a Legislative Policy on this issue.

Impact on School Board Policies:

MSBA has a model policy (713) on this issue.

English learner; Early Middle College program

Allows an early middle college program to serve an English learner with an interrupted formal education who is not yet 22 years old, for fiscal years 2020 and 2021.

Simplification of local optional revenue (LOR)

Modifies local optional revenue so that the revenue no longer needs to be factored into a district's referendum revenue. Transfers \$300 per pupil unit of referendum revenue to LOR. Keeps the revenue and equalization levels the same. Conforms equity revenue, referendum allowance, referendum allowance limit, referendum equalization levy and aid to the realignment of local optional revenue.

MSBA Position:

MSBA did testify in support of this bill to increase the simplification of accessing LOR. MSBA does not have a Legislative Policy on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies. However, there is a Model Resolution in the MSBA Service Manual, Chapter 13D, attachment H, that may be eliminated.

Civics

Encourages a school district to offer a civics course for credit to 11th and 12th grade students.

MSBA Position:

MSBA testified in opposition to the original bill, which required a civics class in 11th or 12th grade as a requirement for graduation. MSBA's position is a requirement would reduce the number of electives a student could take, as well as the policy went against local control. MSBA does have a Legislative Policy (4.010) asking the legislature to eliminate the civics test requirement.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.

Dyslexia screening

Requires a school district to screen for characteristics of dyslexia, in a locally determined manner, students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2.

Requires a district to screen students for characteristics of dyslexia, in a locally determined manner, in grade 3 or higher, who demonstrate a reading difficulty, unless a different reason for the reading difficulty has been identified.

MSBA Position:

MSBA negotiated language with the House bill author and other education stakeholders. As a result, language was changed from requiring screening of all students. Negotiated language also allows districts to determine the way screening is done rather than a prescribed or required method. MSBA does not have a Legislative Policy on this issue.

Impact on School Board Policies:

MSBA has a model policy (601) on this issue.

Dyslexia teacher training

Requires a teacher preparation program for elementary education teachers to include scientifically-based or evidence-based, structured reading instruction.

Requires programs preparing elementary education, early childhood education, special education, and reading intervention teachers to include instruction on dyslexia. The instruction on dyslexia must address:

- the nature and symptoms of dyslexia;
- resources available for students who show characteristics of dyslexia;
- evidence-based instructional strategies for students who show characteristics of dyslexia; and
- outcomes of intervention and lack of intervention for students who show characteristics of dyslexia.

Statewide testing

- Requires the Commissioner to establish a testing period as late as possible each school year for schools to administer the Minnesota Comprehensive Assessments to students.
- Removes the requirement that the Commissioner establish empirically derived benchmarks on adaptive assessments in grades 3 through 8.
- States that Minnesota's growth measure compares a student's achievement scores over time and removes references to value-added growth measures, School Performance Reports and public reporting. Strikes the references to low, medium, and high growth.
- Defines medium growth and high growth for purposes of the literacy incentive aid program.

Post-Secondary Education Option (PSEO)

- Requires a school district to notify a student of PSEO opportunities by the earlier of (1) at least three weeks before the student must register for district courses or (2) March 1 of each year.
- Requires a post-secondary institution to allow high school students to enroll in an online course consistent with the institution's policy.
- Directs the Office of Higher Education to inform students with intellectual and developmental disabilities of postsecondary education options.
- Requires districts and post-secondary institutions offering "introduction to teaching" dual-credit courses to report on certain enrollment demographics.
- Allows an Opportunities Industrialization Center, accredited by the United States Department of Education to be an eligible institution for the Post-secondary Enrollment Options Program.

American Indian education

Requires that American Indian education parent advisory committee submit reasons for nonconcurrence with educational programs for American Indian students offered by the school board directly to the school board.

Career technical education (CTE) grants

Clarifies that at least one service cooperative must collaborate to provide career and technical education opportunities for the rural CTE grants established in 2017. Authorizes rural CTE grants for consortia consisting of one or more service cooperatives.

Report on the safety of youth in skilled trades

Directs the Commissioner of Labor and Industry to study ways to improve safety of middle and high school aged students who receive hands-on training in skilled trades. Directs the Commissioner to report to the jobs committees and the education committees of the legislature.

Construction and skilled trades counseling

Requires the Commissioner of Labor and Industry to collaborate with the Department of Education on construction and skilled trades counseling.

Public employer compensation reduction prohibited

Prohibits the public employer of a Professional Educator Licensing and Standards Board (PELSB) member from reducing the member's compensation or benefits because of the member's absence from employment when engaging in board business.

Background checks

- Requires background check fees to be deposited in an account in the special revenue fund.
- Strikes the authority for a licensing board to issue a license pending completion of a background check.
- Requires the PELSB to contract with the Commissioner of Human Services to conduct background checks.
- Authorizes tribal organizations to contract with the Commissioner of Human Services to conduct background studies of individuals affiliated with a childcare program sponsored, managed, or licensed by a tribal organization.
- Authorizes Head Start programs to contract with the Commissioner of Human Services for background studies. Exempts a Head Start program that does not contract with the Commissioner, is not licensed, and is not registered for funding under chapter 119B from chapter 245C.

Mandatory reporting

Adds a superintendent, charter school board, charter school executive director, and charter school authorizer to mandatory reporting statute.

MSBA Position:

MSBA did not testify on this bill. MSBA does not have a Legislative Policy on this issue.

Impact on School Board Policies:

MSBA has a Model Policy (414) on this issue.

Maltreatment of minors

- Requires law enforcement to inform PELSB or Board of School Administrators (BOSA) after determining a Board's licensee has physically abused, sexually abused, or neglected a child.
- Requires the Commissioner of Education to provide the investigative file in a determination of maltreatment involving a Board licensee to the licensing entity with student identifying information removed.
- Modifies definition of "sexual abuse" to include solicitation of children to engage in sexual conduct and communication of sexually explicit materials to children.
- Requires MDE to investigate allegations of maltreatment involving students ages 18 to 21 until graduation.



Mental health education

Requires the Commissioner of Education to provide districts with mental health resources, including resources on suicide and self-harm prevention, intended for students beginning in grade four.

Possession and use of sunscreen

Allows a student to have and use sunscreen at school or school events without a prescription or note from a health professional. A school employee is not required to provide sunscreen or help apply sunscreen to a student.

MSBA Position:

MSBA did testify on this bill. MSBA does not have a Legislative Policy on this issue.

Impact on School Board Policies:

This provision may alter the MSBA Model Policy (516) relating to the use of an over-the-counter drug in school.



Lead in school drinking water; frequency of testing and reporting

- Adds charter schools to testing requirements.
- Requires a school district or charter school that finds lead in cooking or drinking water to formulate, make publicly available, and implement a plan consistent with established guidelines and recommendations to ensure student exposure to lead is minimized.
- Requires districts and charter schools to follow actions in guidance from the Commissioners of Health and Education.
- Requires districts and charter schools to remediate the presence of lead to below the level set in the guidance, verified by retest, or directly notify parents of the result.
- Requires districts and charter schools to make the water source unavailable until the hazard has been minimized.

MSBA Position:

MSBA negotiated and accepted bill language that would reduce administrative and reporting requirements. MSBA does not have a Legislative Policy on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.

Disposing of surplus school computers

In addition to authority available under current law to transfer surplus school computers to another school district, the state Department of Corrections, the Minnesota State system, or a family in the school district whose income is at or below the federal poverty level, this bill authorizes a school district to transfer a computer to a charitable nonprofit registered with the attorney general's office, or to sell or give a surplus computer to currently-enrolled district students who intend to enroll the following year. Requires the district to give priority to those students eligible for free or reduced-price meals and distribute the remaining computers by lottery.

MSBA Position:

MSBA did not testify; however, MSBA supports local control on this bill. MSBA does not have a Legislative Policy on this issue.

Impact on School Board Policies:

MSBA has a Model Policy (802) on this issue.

Energy use reduction and reporting for public schools

Requires a public school or school district to enter and maintain monthly energy consumption data into the Minnesota B3 benchmarking program for each school building. States that a school or district must not be penalized for failure to do so.

Early learning scholarship account

- Creates an early learning scholarship account in the special revenue fund.
- Transfers all appropriations for early learning scholarships into this account, and annually appropriates the money to the Commissioner of Education for early learning scholarships.
- Allows for carryforward of unspent dollars, so that appropriations do not cancel to the general fund.
- Makes \$950,000 annually available to MDE for administrative costs of the early learning scholarships program.

Service cooperatives agreement

Adds Service Cooperatives to the definition of governmental unit for the purpose of joint powers. Service Cooperatives are made up of "governmental units" as defined in the joint powers act.

Single District Items

Fund transfers

Truman. Authorizes the Truman Public School District to transfer up to \$65,000 from its early childhood and family education reserve account and \$45,000 from its school readiness reserve account in the community service fund to its undesignated general fund.

Minnetonka. Authorizes Minnetonka Public Schools to transfer up to \$3.3 million from its community education reserve account to its reserved for operating capital account for the construction costs associated with the district's early childhood or community education spaces.

Hopkins. Authorizes Hopkins Public Schools to transfer up to \$500,000 from its community education reserve account to the reserved operating capital account in its general fund for the costs of constructing and equipping an early childhood classroom addition.

Karlstad Elementary School; sparsity aid

Authorizes elementary sparsity aid for the Karlstad Elementary School in the Tri-County School District for fiscal year 2020 and 2021 only.

Breckenridge School District; postsecondary enrollment options

Allows Breckenridge Public Schools to enter into an agreement with an out-of-state higher education institution for the purposes of the postsecondary enrollment options program.

First Special Session

Tax Omnibus Bill (HF 5)

Referendum equalization levy

\$9,000,000 property tax relief in fiscal year 2021 and \$600,000 for additional referendum aid for charter schools. Increase equalization factor for Tier 2 (new Tier 1) of the referendum levies and conforms with technical provisions in the 2019 Education Omnibus Bill that convert the board-approved portion of Tier 1 referendum revenue to the local optional program. Effective for fiscal year 2021 and later. See Appendix for district runs.

MSBA Position:

MSBA did testify in support of equalization. MSBA does have a Legislative Policy (2.002) on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.

School building bond agricultural credit

Increases the school building bond credit from:

- 40-50 percent in Pay 2020 (\$10,900,000)
- 55 percent in Pay 2021 (\$18,200,000)
- 60 percent in Pay 2022 (\$27,200,000)
- 70 percent in Pay 2023 and after

Effective beginning with property taxes payable in 2020.

MSBA Position:

MSBA has testified in support of this bill. MSBA does have a Legislative Policy (2.001) on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.

School District Bond Authorization

Eliminates the public notice requirement for school districts prior to the solicitation of bids so that notice is required only before the issuance of bonds or before the final certification of levies.

Agriculture, Rural, Development and Housing Omnibus Bill (SF 1)

Border-to-Border Broadband grant program

\$20,000,000 in fiscal year 2020 and \$20,000,000 in fiscal year 2021 are appropriated from the general fund to the Commissioner of the Department of Employment and Economic Development (DEED) for the border-to-border broadband grant program. \$250,000 each year is for the Broadband Development Office..

MSBA Position:

MSBA has testified on this bill. MSBA does have a Legislative Policy (1.072) on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.

Farm-to-school grants

\$100,000 each year to expand the international marketing opportunities for farmers and value-added processors, including staffing to facilitate farm-to-school sales and new markets for Minnesota-grown hemp.

Farm-to-School Innovation

Not to exceed \$400,000 each year to develop and enhance farm-to-school markets for Minnesota farmers by providing more fruits, vegetables, meat, grain, and dairy for Minnesota children in school and child care settings including, at the Commissioner of Agriculture's discretion, reimbursing schools for purchases from local farmers, and may provide funding not to exceed \$300,000 each year for urban youth agriculture education or urban agricultural education or urban agriculture community development.

Environment and Natural Resources Omnibus Bill (SF 7)

Office of School Trust Lands (OSTL) – Operations

\$187,000 each year to the OSTL from the general fund. The legislature appropriated an additional \$300,000 each year of the FY20-21 biennium to the OSTL to fund the Director, OSTL staff, operating expenses, and a variety of projects to ensure long-term management of the school trust lands for its multi-generational beneficiaries.

OSTL – Project specific appropriations

The legislature extended two prior appropriations to OSTL and modified the appropriation language at OSTL's request.

1. Extends the deadline for a \$250,000 one-time appropriation to permit OSTL to complete an Asset Management Plan to guide school trust land management over the next twenty-five-year period.
2. Extends the deadline for a \$500,000 appropriation to permit OSTL to collaborate with the Department of Natural Resources (DNR) and USDA Forest Service on the Boundary Waters Canoe Area Wilderness (BWCAW) land exchange project.

Permanent School Fund appropriations

\$433,000 to the DNR for the fiscal years 2020-21 biennium (fiscal year 2020 - \$215,000; fiscal year 2021 - \$218,000) to fund DNR's work to secure maximum long-term economic return from school trust lands. This fiscal years' 2020-2021 appropriation language is a modification of prior appropriations that directed DNR to utilize the Permanent School Fund dollars to advance school trust land sales and commercial leasing of school trust resources.

School trust compensation

The legislature modified DNR's ability to compensate the School Trust, first by extending the requirements of when compensation is required, and then how DNR can accomplish the compensation necessary. Now, the DNR must compensate the School Trust when its management diminishes or prohibits long-term revenues; prior to this statutory change, DNR's position was that it did not have to compensate for decisions that diminished School Trust revenues. Additionally, the legislature gave DNR authority to lease school trust lands as a compensation mechanism the DNR's only previous options were either acquire or exchange.

Administrative support for School Trust Lands director

The legislature clarified statutory language that DNR, not MDE, is to provide administrative support services to the School Trust Lands Director.

No Child Left Inside grant program

Creates a program to provide grants for outdoor environmental, ecological, and other natural-resource-based education and recreation programs serving youth.

Basic angling student curriculum

Requires DNR to develop a basic angling curriculum and to make it available without cost to nonprofit organizations operating fishing leagues for high schools.

Health and Human Services Omnibus Bill (SF 12)

School-Linked Mental Health grants - \$1,200,000

The Commissioner of Human Services shall establish a school-linked mental health grant program to provide early identification and intervention for students with mental health needs and to build the capacity of schools to support students with mental health needs in the classroom.

MSBA Position:

MSBA has testified in support of this issue. MSBA does have a Legislative Policy (1.050) on this issue.

Impact on School Board Policies:

This provision has no impact on MSBA model policies.

Tobacco products prohibited in public schools

No person shall at any time smoke, chew, or otherwise ingest tobacco or a tobacco product, or inhale or exhale vapor from, carry, or use an activated electronic delivery device in a public school or in a charter school. No person under the age of 18 shall possess any of these items.

Smoking – redefined

"Smoking" means inhaling or exhaling smoke from, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted tobacco or plant or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation, carrying, or using an activated electronic delivery device.

MSBA Position:

MSBA did not testify on this bill. MSBA does not have a Legislative Policy on this issue.

Impact on School Board Policies:

MSBA does have a model policy (419) on this issue.

Jobs, Commerce and Energy Bill (HF 2)

Public buildings

Stylistic clarification of the definition of “public building” relating to building projects for school districts and charter schools. Clarifies statutory language without imposing any new requirements beyond those that already exist under state and federal law.

Construction Careers Foundation

\$375,000 each year is appropriated from the workforce development fund for the construction career pathway initiative to provide year-round educational and experiential learning opportunities for teens and young adults under the age of 21 that lead to careers in the construction industry. This is a one-time appropriation.

Required statement of earnings by employer; notice to employee

Adds to information required on an employee earnings statement. The new information required includes the basis of pay (hourly, salary, piece rate, etc.), any allowances for meals or lodging, and the address and phone number of the employer. The section also requires an employer to give a written notice to an employee at the start of employment. That notice must include a variety of information about employee pay and the employer and must be signed by the employee and kept by the employer. Finally, the section requires an employer to provide written notice to an employee whenever anything in the original written notice changes.

Retainage

Current law permits a public contracting agency to reserve up to five percent from any progress payment to a contractor on a contract for a public improvement. This withheld amount is “retainage.” New language adds specific requirements when using retainage in public building and construction contracts for public improvements. Under current law, the agency may hold the retainage until work is complete. New requirements and prohibitions on public construction contracts related to retainage are as follows on page:

- **Retainage released within 60 days after substantial completion.** Retainage must be released no later than 60 days after substantial completion of a construction project, but some funds may be withheld. The contractor must pay retainage to its subcontractors within 10 days after receiving retainage payment, unless there is a dispute about the work. The contractor must pay retainage to any subcontractor whose work is not involved in the dispute and must provide a written statement detailing the amount and reason for the withholding to the affected subcontractor.
- **Allowable withholding.** After substantial completion, what can be withheld is (1) 250% of the cost to correct or complete work known at the time of substantial completion, and (2) the greater of \$500 or 1% of the value of the contract for “final paperwork.” “Final paperwork” is defined as documents required to fulfill contractual obligations including, but not limited to, operation manuals, payroll documents for projects subject to prevailing wage requirements, and the withholding exemption certificated required by Minn. Stat. § 270C.66. If any payment is withheld for these reasons, a written statement must be promptly provided to the contractor,

including the amount and basis of withholding. Any withheld amounts must be paid within 60 days after completion of the work or submission of final paperwork.

- **Any retainage reduction passed onto subcontractors.** If the amount of retainage is reduced, the contractor must reduce retainage at the same rate for subcontractors.
- **Definition of “substantial completion.”** For this statute, “substantial completion” is defined consistently with Minn. Stat. §541.051, subd. 1(a), which is the date when construction is sufficiently completed so that the owner can occupy or use the improvement for the intended purpose. For streets, highways, and bridges, “substantial completion” is defined as the date when construction-related traffic devices and ongoing inspections are no longer required.
- **Retainage cannot be held for warranty work.** Withholding retainage for warranty work is prohibited. This provision does not waive any rights to warranty claims.
- **Certain requirements before payment must be paid.** The portion of a construction project funded with federal or state aid is only required to be paid when the federal or state aid has been received. Nothing in this section requires payment for a portion of a contract that is not complete or for which an invoice has not been submitted.

Effective Aug. 1, 2019 and applies to agreements entered into on or after this date.

Summary provided by the League of Minnesota Cities.

Judiciary and Public Safety Omnibus Bill (SF 8)

School Safety Center

\$250,000 each year one-time is to hire two additional school safety specialists in the Minnesota School Safety Center.

Sexual conduct legal definitions

Minnesota’s criminal sexual conduct statutes were revised to expand coverage to persons in “current or recent” positions of authority, to mandate law enforcement response to victim’s claims of criminal sexual conduct, and other, related changes.

Legacy Finance Omnibus Bill (SF 3)

Arts Education Minnesota State Arts Board (MSAB)

\$4,900,000 in fiscal year 2020 and \$4,950,000 in fiscal year 2021 are for high-quality, age-appropriate arts education for Minnesotans of all ages to develop knowledge, skills, and understanding of the arts.

Statewide history programs

\$5,846,000 in fiscal year 2020 and \$7,004,000 in fiscal year 2021 are for historic and cultural programs and purposes related to the heritage of the state. Of this amount, \$250,000 each year must be used by the Minnesota Historical Society to either produce or purchase and to distribute a book to engage and educate elementary school students on Minnesota's natural resources, legacy, culture, and history. The book should be made available for free to educators and libraries and through state historical society sites to provide to a targeted grade of elementary school students.

Wilderness inquiry

\$375,000 each year to Wilderness Inquiry for the Canoe Mobile program, which provides students with an outdoor educational experience aligned with the Minnesota history graduation standards.

Minnesota census 2020 mobilization

Requires the Commissioner of Administration to implement a Census 2020 Mobilization program.

Regional library system

\$2,550,000 each year is appropriated to the Commissioner of Education for grants to the 12 Minnesota regional library systems to provide educational opportunities in the arts, history, literary arts, and cultural heritage of Minnesota.

Water safety grants

\$50,000 each year is appropriated to the Commissioner of Education for a water safety grant program. The Commissioner of Education must determine the criteria for allocating grants to provide low-income and at-risk children scholarships for swimming lessons or to hire and train water safety instructors.

Transportation Finance Bill (HF 6)

Safe Routes to School

\$500,000 each year from the general fund for the Safe Routes to School Program.

School bus traffic regulations

Traffic regulations related to school buses:

- requires drivers to yield to a school bus that is attempting to enter a lane of travel from a shoulder, right-turn lane, or other location used for passenger loading or unloading; and
- allows school bus operator to re-enter traffic from a right-turn lane after loading or unloading students, instead of being required to turn.

School bus lighting

Modifies provisions on school bus lighting and visibility and authorizes supplemental warning systems for school buses.

School bus color

Allows the rub rails on school buses adjacent to the beltline (the area below the windows) to be either black or yellow.

School bus testing programs

Allow school districts and school bus companies that have third-party testing programs to administer road and skills tests to drivers for other school districts or school bus companies.

Pensions and Retirement Omnibus Bill (HF 10)

Pension Contributions

Creates a one-year exemption for the City of St. Paul and the St. Paul School District, allowing them to continue to make contributions to supplemental pension and retirement plans on behalf of trade union employees for one year, until June 30, 2020. Current law prohibits contributions to supplemental plans unless specifically allowed as an exception; however, the exceptions in current law do not cover most of the contributions being made by these employers to a number of multi-employer plans.

Regular Session

Epinephrine auto-injector (SF1257 and HF925)

Epinephrine auto-injector

This bill authorizes individuals who complete an anaphylaxis training program to possess, provide, and administer epinephrine auto-injectors to persons believed to be experiencing anaphylaxis and extends the Good Samaritan immunity from liability to these individuals. Specifies that the possession and administration of epinephrine auto-injectors at a public school is governed by another law.

MSBA Position:

MSBA worked with the authors on bill language. MSBA does not have a Legislative Policy on this issue.

Impact on School Board Policies:

MSBA does have a Model Policy (516) on this issue.

Higher Education Omnibus Bill (HF 2544)

College Possible

\$450,000 per year is transferred to College Possible to support programs encouraging low-income students to attend and graduate from college. The funding must be allocated proportionally to students from greater Minnesota and the seven-county Metropolitan area and must only be used for supporting students who plan to attend colleges and universities in Minnesota.

Aspiring Minnesota Teachers of Color Scholarship program established

\$1,000,000 per year for a new scholarship program for aspiring Minnesota teachers of color. Student teacher candidates who are of color or American Indian who have made satisfactory academic progress must have priority for receiving a grant from available funds to student teach and complete their preparation programs if they meet eligibility requirements

Teacher shortage loan forgiveness

\$250,000 each year is transferred to the teacher shortage loan forgiveness account.

Student Teacher Candidate Grants in shortage areas

\$2,700,000 per year; of this amount, \$2,200,000 is set aside for candidates belonging to a racial or ethnic group underrepresented in the teacher workforce and meeting other eligibility requirements. Amends existing program for stipends to student teachers who intend to teach in high-need fields and areas, or who belong to racial or ethnic groups underrepresented in the teacher workforce. Amends definition of "licensure shortage areas." Establishes priority for candidates of color or who are American Indian who have made satisfactory academic progress.

MSBA Position:

MSBA has testified in support on this bill. MSBA does have Legislative Policies (3.007 and 3.019) on this issue.

Impact on School Board Policies:

This issue does not impact MSBA model policies.

Snow Days (SF 1743)

Snow days

A school district in need of extra days due to inclement weather may count days needed with some caveats.

- The board of a school district or charter school that canceled school on one or more days during the 2018-2019 school year due to health and safety concerns **may** count those days as instructional days for purposes of calculating the number of hours and days in the school year.
- If a school district **would not** have met the required minimum number of days and hours of instruction for students, it **must report** to the Commissioner of Education the number of days and hours that the district counted to meet the required days and hours of instruction. A district is also **encouraged** to adopt an e-learning plan.
- **If** a school board resolves to count a day that school was canceled as an instructional day, the school district **must** compensate employees and contract employers by paying them or allowing them to work another day the school designates.
- The minimum number of days of teacher service that a probationary teacher **must complete** *equals the difference between 120 days and the number of scheduled instructional days that were canceled* due to health and safety concerns and that the school board resolved to count as days of instruction.

2019 – THE YEAR OF SPECIAL EDUCATION

Minnesota may be the only state with divided government, but it was unified in making major strides with special education this session. School board members and administrators knew district budgets were tight, partially due to the ever-increasing special education cross-subsidy. Education organizations were unified that special education funding was a top priority, and lawmakers responded.

MSBA membership played a significant role in moving the discussion forward. The 2018 Delegate Assembly passed a resolution to reform the special education funding formula, and the New Ulm Public Schools district brought forward ideas to reduce special education paperwork mandates in the classroom.

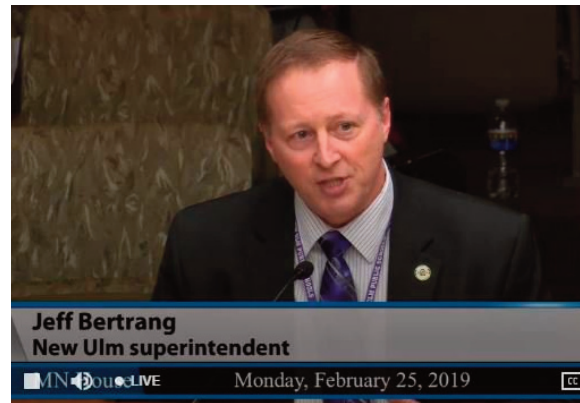
Special Education Funding and Reform

Before the 2019 Legislative Session began, MSBA's Delegate Assembly worked on resolutions that would aid efforts at the Capitol. One resolution urged the legislature to adopt one predictable and equitable special education formula which would eliminate the cap and return transportation to a fully funded dedicated revenue source. The resolution brought forth by the New London-Spicer School Board passed unanimously, 109-0, as the room broke out in spontaneous applause.

Special education funding received a good deal of attention this session, as its impact is felt in every school district across the state. Several Metro superintendents testified their districts were at the cap. Dr. Tom Melcher, director of finance for Minnesota Department of Education, suggested lawmakers may want to change the formula to restore the predictability and equity in the recently changed formula.

After several bills, testimony and hearings, MSBA was pleased to see a two percent increase on the general education formula and \$91 million to slow the growth of the special education cross-subsidy; together, poised to provide relief in many districts.

MSBA believes the passage of legislation to increase revenue and reform special education, after decades of the special education cross-subsidy consuming a good portion of the formula increase, is truly a milestone. As one board member said, "With the attention given to the special education cross-subsidy aid, this means 2% and 2% on the formula really does mean 2 and 2." Much work is left to do, but the table has been set for next year.



“If we truly want to see all students succeed, we need to eliminate unnecessary paperwork and other requirements so our teachers and students can be successful,” said Jeff Bertrang, Superintendent of New Ulm Public Schools.

Special education aid - \$90,691,000

Increases the special education aid by the amount needed to hold the state average cross-subsidy per pupil (\$820) constant at the fiscal year 2019 level. See district runs in Appendix.

Special education formula reform

Beginning in fiscal year 2020, the following special education formula component changes will take effect:

- Creates a new category of special education aid called cross subsidy reduction aid, including cross-subsidy aid in the definition of special education aid,
- Phases out the special education aid cap,
- Reduces the tuition rate or “billback” paid by the resident school district for open enrolled special education students served by another district or charter school, and
- Adjusts the hold harmless to reduce reliance on the fiscal year 2016 base and factors in current year costs.

Special education cross-subsidy reduction aid

Special education cross-subsidy aid is a percentage of each district’s initial cross-subsidy for the prior fiscal year:

- Sets the aid amount equal to 2.6 percent of the unreimbursed cross subsidy for fiscal year 2020 and 6.43 percent of the cross-subsidy for fiscal year 2021 and later. Charter schools would not be eligible.



Special education cap

- Cap is increased to the greater of the current cap or the sum of 56% of current year program costs plus 100% of the current year special education transportation cost plus the tuition adjustment.
- Special education cap is eliminated for fiscal year 2021 and beyond.

Special education pupil-driven initial aid formula

Updates the pupil-driven portion of the initial special education aid formula to reflect 2018 data. This results in an increase in initial aid for districts where the pupil-driven formula generates the least aid of the three initial formulas.

Special education tuition billing

- Reduces the tuition rate paid by the resident district for open enrolled students from 90 percent to 85 percent of the unfunded costs for fiscal year 2020 and to 80 percent for fiscal year 2021 and later.
- Adjusts the general education revenue for a charter school student, equal to 5 percent in fiscal year 2020 and 10 percent in fiscal year 2021 and later, of the unreimbursed cost of providing special education services to the student. Charter schools will receive additional special education aid from the state to fully fund the impact of the tuition billing change.

Special education hold harmless or minimum aid

Creates a new minimum aid amount. Reduces the hold harmless guarantee for districts where special education expenditures have fallen or grown very slowly since fiscal year 2016, so that the hold harmless does not result in the district receiving a very high percentage of its costs covered by the formula, before adjusting for tuition, compared with other districts.

- Minimum aid guarantee is limited to the sum of:
 - o 90 percent for fiscal year 2020, 85 percent for fiscal year 2021, 80 percent for fiscal year 2022, and 75 percent for fiscal year 2023 and later plus 100 percent of the district's transportation costs, plus the tuition adjustment.
 - o Annual inflation adjustment is reduced by .2 percent per year until the inflation adjustment reaches 2 percent.

Special Education Paperwork Reduction

MSBA solicited ideas in the Weekly Advocate, and New Ulm Public Schools district submitted six proposals. Initiated by the district's special education team, the team quantified the number of hours that potentially could be saved by a special education teacher annually. MSBA worked with legislators to draft several bills based on the New Ulm proposal.

There was a flurry of attention from the media and on social media relating to special education; articles published on how the DFL and GOP lawmakers wanted to trim special education paperwork, the rising cost of special education, and its impact on districts.

MSBA led the charge by orchestrating hearings in the Senate and the House. Testifiers included a myriad of professionals who work with special education students - teachers, directors, superintendents and an attorney, all of whom wholeheartedly believe providing students the best education is the priority. The testimony confirmed that special education teachers are leaving the classroom because of the overabundance of paperwork.

Five of the six bills were included in the House Education Omnibus bill, and four of five were included in the Senate E-12 Education Omnibus bill. Normally, legislators refer to provisions that are in both bills as "sames and similars" and those provisions are adopted and become law. This session was not "normal". In the



“Denise Dittrich, associate director of Government Relations for MSBA, provided some historical context for the discussions. "14-years ago, Congress took proactive steps when it reauthorized IDEA to intentionally reduce the paperwork burden on school personnel," said Dittrich. Minnesota did not follow suit and has retained its special education laws and rules. 45 Minnesota statutes have at least 19 provisions that exceed federal requirements.

last week of the education conference committee, negotiations stalled due to differences in education budget targets between the House and Senate. Unfortunately, time ran out and only two provisions made the final bill and became law. MSBA will work with legislators once again in 2020 to bring the remaining bills, especially a bill to allow a stand-alone functional behavioral assessment, to the next session. The following bills passed:

Alternative dispute resolution; additional requirements for prior written notice

Requires the prior written notice to state that a parent who objects to a proposal or refusal in the notice may identify the specific part of the proposal or refusal the parent objects to and request a meeting with appropriate members of the Individual Education Plan (IEP) team.

Alternative dispute resolution; conciliation conference

Requires a district to have a meeting of appropriate members of the IEP team when a parent who objects to a proposal requests the meeting.

Requires a district to hold a conciliation conference within ten calendar days of when the district receives the parent's request for the conference, rather than from when the district receives the parent's objection to a proposal or refusal in the prior written notice.



Individualized education program; rule amendment

Requires the Commissioner of Education to amend the rule to allow, but not require, an individualized education program to report a student's performance on general state or districtwide assessments.

NEW REQUIREMENTS

FOR SCHOOL DISTRICTS

Possession and use of sunscreen

Allows a student to have and use sunscreen at school or school events without a prescription or note from a health professional. A school employee is not required to provide sunscreen or help apply sunscreen to a student.

Lead in school drinking water; frequency of testing and reporting.

- Adds charter schools to testing requirements.
- Requires a school district or charter school that finds lead in cooking or drinking water to formulate, make publicly available, and implement a plan consistent with established guidelines and recommendations to ensure student exposure to lead is minimized.
- Requires districts and charter schools to follow actions in guidance from the Commissioners of Health and Education.
- Requires districts and charter schools to remediate the presence of lead to below the level set in the guidance, verified by retest, or directly notify parents of the result.
- Requires districts and charter school to make the water source unavailable until the hazard has been minimized.

Energy Reporting

Beginning October 1, 2019, each public school or school district reporting on behalf of a public school must enter and maintain monthly utility consumption data into the Minnesota B3 benchmarking program for all buildings under its custodial control. Reporting by a third party, including automatic reporting by an electric or gas utility, may be used to meet this requirement. A school or school district must not be penalized for failure to comply with this section.

Dyslexia screening

Requires a school district to screen for characteristics of dyslexia, in a locally determined manner, students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2. Requires a district to screen for characteristics of dyslexia, in a locally determined manner, students in grade 3 or higher who demonstrate a reading difficulty, unless a different reason for the reading difficulty has been identified.

American Indian education

Requires that the American Indian education parent advisory committee submit reasons for nonconcurrence with educational programs for American Indian students offered by the school board directly to the board.

Post-Secondary Education Option (PSEO)

Requires districts and post-secondary institutions offering "Introduction to Teaching" dual-credit courses to report on certain enrollment demographics.

Required statement of earnings by employer; notice to employee

Adds to information required on an employee earnings statement. The new information required includes the basis of pay (hourly, salary, piece rate, etc.), any allowances for meals or lodging, and the address and phone number of the employer. The section also requires an employer to give a written notice to an employee at the start of employment. That notice must include a variety of information about employee pay and the employer and must be signed by the employee and kept by the employer. Finally, the section requires an employer to provide written notice to an employee whenever anything in the original written notice changes.

NEW REPORTS DUE

Suicide Prevention

The grant recipient must report to the Commissioner of Education the number of teachers completing the online training, average length of time to complete training, and length of average stay using the online training. The Commissioner must survey online training users to determine their perception of the online training. By January 8, 2021, the Commissioner must report the grant recipient's information and the survey results to the chairs and ranking minority members of the legislative committees having jurisdiction over kindergarten through grade 12 education.

Collaborative Urban and Greater Minnesota Educators of Color grant program

- Requires a recipient to report to the legislature and PELSB on the use of funds and outcomes.
- Requires board to report to the public a summary of activities, outcomes, and sharing of effective practices.

Safety of youth in skilled trades

- Directs the Commissioner of Labor and Industry to study ways to allow for the safety of middle and high school aged students who receive hands-on training in skilled trades. Directs the Commissioner to report to the jobs and education committees of the legislature.

Issues to Watch in 2020

As a part of the “leadership agreement” there would be no controversial policy items without the approval of both the House and the Senate. The upside to this decision is there were very few controversial policy items included in the education omnibus bill, while the downside is that school boards can count on many issues resurfacing – and then some.

Policy Items

- Sexual harassment redefined
- Comprehensive sexual education curriculum required
- School board vacancy appointments - elections
- Special education paperwork reduction
- Nonexclusionary discipline, expulsion/exclusion policies and procedures
- Summative rating for schools and districts
- K-12 tax credits for scholarships
- School lunch debt – policies to prohibit shaming
- Pre-K Fair Pupil Dismissal Act – modification for PreK.
- Civics course required for high school graduation in 11th or 12th grade
- Financial literacy course for credit as a graduation requirement
- Civics scores added to school performance reports and public reporting
- Adult Basic Education (ABE) and Early Childhood and Family Education (ECFE) teachers’ continuing contract rights
- Adult Basic Education (ABE) and Early Childhood and Family Education (ECFE) teachers’ comparable salaries
- Student journalists-newspapers, yearbooks and media
- Potential changes to the Four-Tiered Teacher Licensure System:
 - o limits the Tier 1 (unless good cause) to one renewal
 - o allows Tier 1 teacher to be included in bargaining unit
 - o limits Tier 2 license to two renewals
 - o requires Tier 2 to have cultural competency prior to renewal
 - o allows Tier 1 in bargaining unit
 - o eliminates pathway to Tier 3 based on three years of teaching experience with no improvement plan
 - o requires a superintendent to provide the school board with the number of teachers in each school building with Tier 1, 2, 3, and 4 licenses, and who do not meet professional teaching standards and have been placed on an improvement process. Requires the school board and PELSB to publish this data

Finance Items

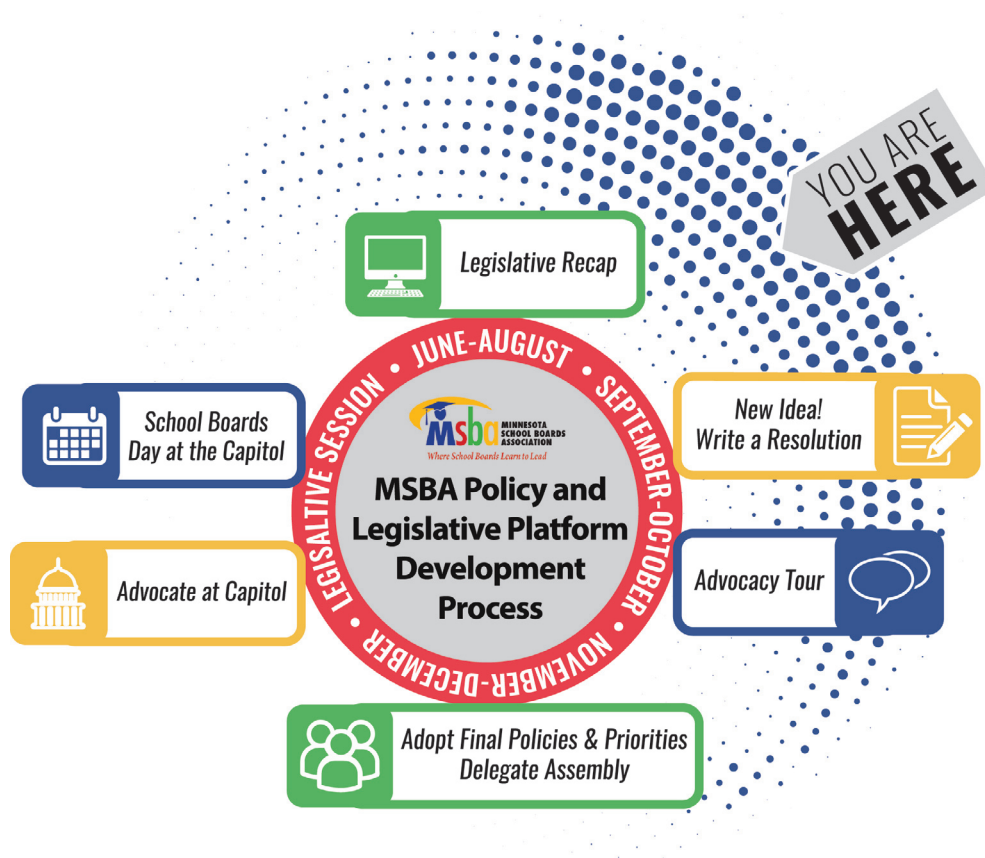
- Paid family and medical leave
- Minimum of inflationary increase on per pupil formula
- Special education cross-subsidy
- Operating referendum renewal by school board resolution
- Assessment of property values for big business and utilities
- English language (EL) funding
- Elimination of requirement to set aside an increasing portion of compensatory revenue for extended time programs

Interim Advocacy

This fall, newly elected House members and Governor Walz will be holding town hall meetings and touring the state. Senators will be doing the same since they will be up for re-election in 2020. Please take advantage of this opportunity to engage with all your legislators.

Here are some questions to ask your local legislators:

- Would you support a supplemental education budget formula increase of one percent to help keep up with inflation?
- How would you propose working to continue reducing the special education cross subsidy?
- Would you support aligning Minnesota law with federal law to reduce special education paperwork mandates?
- How would you support local school boards? Would you refrain from supporting statewide, unfunded mandates?





2019 Advocacy Schedule

Summer Seminar – Minneapolis Marriott Northwest, Brooklyn Park

- Monday, August 5

Fall Advocacy Tour

MSBA Government Relations team will review the 2019 advocacy efforts and describe the 2020 legislative landscape and issues. Please join us for a light supper at 5:30 pm; meeting will begin at 6:00 pm. Please note, these dates and locations are subject to change, please check the website for up-to-date information.

- Tuesday, September 10 (St. Peter and Marshall)
- Wednesday, September 11 (Staples and Fergus Falls)
- Thursday, September 12 (Thief River Falls)
- Tuesday, September 17 (Cloquet and Sartell)
- Wednesday, September 18 (Grand Rapids and Willmar)
- Thursday, September 19 (Rochester)
- Saturday, September 21 (Twin Cities Metro)
- Friday, September 27 - last day to submit resolutions to be considered for the Delegate Assembly

Pre-Delegate Assembly Meetings

- Wednesday, November 13 (Rochester)
- Thursday, November 14 (Little Falls)
- Saturday, November 16 (Twin Cities)
- Tuesday, November 19 - Webinar

Delegate Assembly – DoubleTree by Hilton Hotel Minneapolis - Park Place

A new slate of delegates will be elected this year for two-year terms. We strongly encourage you to consider becoming a delegate. The deadline for nominations is August 31. We would welcome your participation in the 2019 Delegate Assembly.

- Friday, December 6
- Saturday, December 7

2020 Legislative Session begins!

- Tuesday, February 11, 2020

*mark your
calendars*



Acknowledgements

Thank you to Senate and House Research staff and Minnesota Department of Education for the documents used to complete this summary.

Photo Credit

Cover photo of Governor Walz– msn.com

Cover photo of Capitol and bus – Andrew VonBank, Minnesota House of Representatives

Thank You

We hope you found our MSBA 2019 Legislative Summary helpful in your key role as a school board member. We appreciate your advocacy throughout the session.

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Stay Informed

A great way to stay informed during the legislative session is to receive the **Weekly Advocate**, a weekly email with updates on bill introductions, bills of interest, hearings on important issues and legislative alerts on how you can get involved and make a difference. To sign-up, please contact Bruce Lombard at blombard@mnmsba.org.



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Appendix

[2019 Special Session K12 Omnibus: Gen Ed Formula Allowance 2% and 2%; VPK/SRP Extended; Special Education Aid Added; ECFE Revenue Increase](#)

[2019 General Fund Aid Appropriation Summary](#)

[Referendum Equalization Provisions – Special Session Omnibus Tax Agreement](#)



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