

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, November 12, 2019
7:00 pm School Board Meeting
District Board Room

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Superintendent Update
 - 1. Tech Levy Update
 - 2. Staffing Report
 - B. Commendations
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the regular meeting held October 21, 2019
 - 2. General Disbursements as of November 6, 2019 for \$8,248,297.38
 - 3. Investment Holdings as of November 1, 2019
 - B. Personnel Items
- V. OLD BUSINESS
 - A. RDLS Facilities Project Change Order #9
 - B. Policy 524 & 524.1 Guidelines – Promotion, Retention, and Acceleration
 - C. Policy 412 & 412.1 Form - Public & Private Personnel Data
- VI. NEW BUSINESS
 - A. Resolution – Canvassing Returns of Votes of School District General Election

- B. Resolution – Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform other Election Related Duties

VII. ADVANCE PLANNING

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

11-18-19	7:00pm	Regular Board Meeting (Public Comment)
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12-02-19	7:00pm	Regular Board Meeting (Truth-in-Taxation Meeting)
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- 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

R

RICHFIELD
PUBLIC SCHOOLS

Technology Levy Status, Vision, & Investments

Fall of 2019

Board of Education Meeting

Enriqueciendo y acelerando el aprendizaje

2015-2019

Strategic Objective Alignment



Increased Access

- 4H: Provide increased mobile device access for students.
 - 2:1 in grades K-5 complete
 - 1:1 in grades 6-12 complete
- 4I: Provide increased mobile device access for staff.
 - Nearly all staff on mobile laptops
 - Next generation 2 in 1 laptops being tested in 19-20 for future phasing

Equitable Access

- 3G: Provide support opportunities for families with limited technology access.
 - 2:1 and 1:1 distribution focussed on equitable access and support
 - Mobile HotSpots for students needing internet access

Innovation Foundation

- 1G: Develop and implement K-12 digital & media curriculum.
- 1H: Implement standard technology resources K-12.

Enriching and accelerating learning

2018-2019

Technology Levy Expenditures



Enriqueciendo y acelerando el aprendizaje

2019 Overall Health of Technology Levy



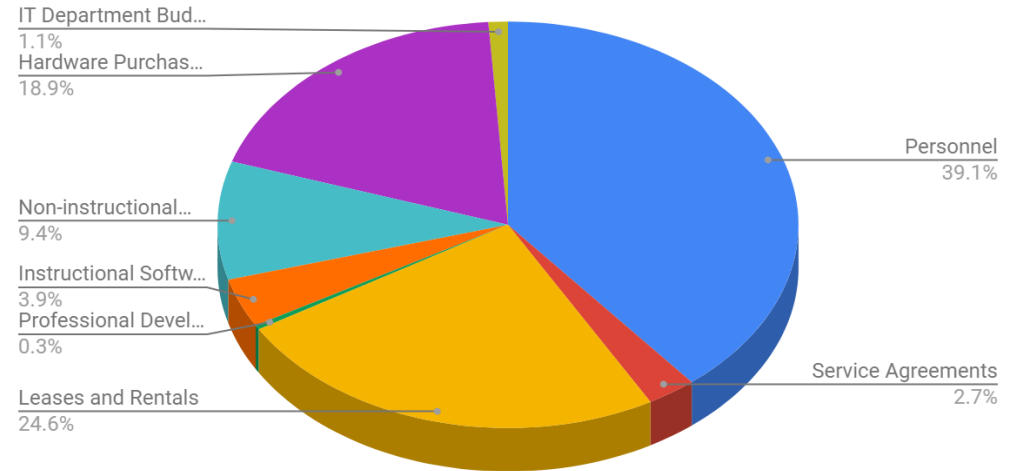
RICHFIELD
PUBLIC SCHOOLS

Responsible Budgeting & Quality Support For Stakeholders

Current Technology Levy Expenditures

Prior Levy Balance 6/30/18	+\$203,855
2018-2019 Levy Expenditures 2018-2019 Levy Revenue	\$2,950,000 \$3,010,000
FY 19 Balance Forward	+\$60,000
Total Levy Balance Entering FY 20	+\$263,855

2018-2019 Levy



2020 & Beyond

Technology Levy Budgeting & Investments



Investments in Radical Hospitality

- Redesigning IT space and help desks with support for staff, and parents
- Redesigning Media Centers and student help desks with support for students, often times by students
- Updating Classroom Technology to be more flexible and student centered.
- Installing digital signage as a means to tell our story, broadcast vital information, market us, and even share pictures and videos of RPS events.
- Assuring that staffing matches technology needs. Technology is ubiquitous and ever changing. We have to be staffed appropriately.

Proposed Changes for 2020-2021 and Beyond



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Categorical Allotments	2019-2020	2020-2021	Rationale for Change
Personnel	1,153,676	1,238,286	+1 Paraprofessional & COL Increase
Service Agreements	80,867	83,293	Inflation
Leases and Rentals	724,700	100,000	Copy Machines & Inflation
Professional Development	10,000	20,000	Increased Demand and Need
Instructional Software/ Licensing	114,633	128,000	LMS Expansion & Inflation
Non-instructional Software/ Licensing	277,566	285,892	Inflationary Increase
Hardware Purchases	556,979	<u>1,000,000</u>	Upgrade Cycles
IT Department Budget	32,000	32,000	No change
	2,950,421	2,887,471	

Specific New Expenditures 19-20



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Planning for today and beyond

- **Instructional licensing increase**

- Schoology LMS
- NewsELA & Reading A-Z for ELA
- EdPuzzle for Formative Assessment
- WeVideo for Student video editing

\$15,000
\$ 3,000
\$ 1,500

\$25,000

- **New Spaces**

- Digital signage (40 total units)
- Conference room monitors (10 units)
- Learning spaces (small pilot)
(study on usage)

\$ 650 per unit with install

\$ 650 per unit with install

\$ 650 per unit with install

- **New Classrooms**

- 60 new SMARTboards
- 25 new secondary 2 in 1 pilot units
appliance

\$ 4,000 per unit

\$ 1,250 per unit with wireless casting

- **1:1 Devices**

- 6th grade (375 devices)
- 9th grade (100 devices)

\$ 300 per unit

\$ 180 per unit

Specific New Expenditures 20-25

Planning for today and beyond...



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PUBLIC SCHOOLS

- **Instructional licensing increase**

- Math considerations (Dreambox, IXL or Moby Max)
- Seesaw Pro for EC-2
- Career Pathways, CTE, etc.

- **New Spaces**

- Digital signage (Unknown)
- Conference room monitors
- Learning spaces (unknown)
(start small #)

\$ 650 per unit with install

\$ 650 per unit with install

\$ 650 per unit with install

- **New Classrooms**

- 90 new SMARTboards
- 180 new secondary 2 in 1s
appliance

\$ 4,000 per unit

\$ 1,250 per unit with wireless casting

- **1:1 Devices**

- 6th grade (375 devices)
- Supplemental

\$ 300 per unit

\$ 190 per unit

- **Staff and Lab**

- Laptop 4-5 year device cycles
role)

\$ 400-900 per unit (dependant upon

- **Network**

(Draft) IT Budget LTP Hardware Cycles

	19-20	20-21	21-22	22-23	23-24
Network Equipment					
WAPs	\$4,000	Off Cycle	\$600,000	Off Cycle	Off Cycle
SAN/HDD/Storage	Off Cycle	\$175,000	Off Cycle	\$30,000	Off Cycle
Switches/Panels/Closet Misc	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Network Cabling	\$5,000	\$5,000	\$5,000	\$5,000	\$500,000
Misc Maintenance	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Computer Labs					
SEC	Off Cycle	Off Cycle	Off Cycle	\$10,000	Off Cycle
Central	Off Cycle	Off Cycle	Off Cycle	\$4,000	Off Cycle
RHS	Off Cycle	Off Cycle	Off Cycle	\$50,000	Off Cycle
RMS	Off Cycle	Off Cycle	Off Cycle	\$40,000	Off Cycle
STEM	Off Cycle	Off Cycle	Off Cycle	\$20,000	Off Cycle
Student Devices					
1:1 / 2:1	\$148,250	\$168,125	\$168,125	\$309,500	\$329,000
Staff Devices					
Support Staff (294)	Off Cycle	Off Cycle	\$150,000	Off Cycle	Off Cycle
Administrators (27)	Off Cycle	\$25,000	Off Cycle	Off Cycle	Off Cycle
Secondary Teachers (158)	Off Cycle	\$145,000	Off Cycle	Off Cycle	Off Cycle
Elementary Teachers (191)	Off Cycle	Off Cycle	\$95,000	Off Cycle	Off Cycle
Classroom Technology					
SMART boards (4000)	\$180,000	\$210,000	NA	NA	NA
Monitor Carts (410)	\$24,000	\$24,000	NA	NA	NA
Projectors (500)	N/A	\$10,000	\$10,000	\$10,000	\$10,000
Wireless Casting (400)	\$10,000	\$50,625	\$1,200	\$1,200	\$1,200
Monitors (650)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Classroom & Learning Audio (1000)	\$2,500	\$150,000		\$150,000	
Digital Signage/ Monitors					
Signage (650)	\$16,375	\$16,375	Off Cycle	Off Cycle	Off Cycle
Learning Monitors (650)	\$16,375	\$16,375	Off Cycle	Off Cycle	Off Cycle
Wireless Casting (400)	\$1,200	NA	Off Cycle	Off Cycle	Off Cycle
Chromebits/boxes (275)	\$12,500	\$12,500	Off Cycle	Off Cycle	Off Cycle
CTE/Pathways/STEM					
Coding/Robotics (K-5)	\$10,000				
Budget	\$532,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Annual Expenditure	\$448,200	\$1,026,000	\$1,047,325	\$647,700	\$858,200
Balance	\$83,800	-\$26,000	-\$47,325	\$352,300	\$141,800
Balance Forward	---->	\$83,800	\$57,000	\$9,675	\$361,975

INFORMATION

Agenda Item III.A.2.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 12, 2019

Subject: Staffing Report – October 2019

Brenda Nielsen, Director of Human Resources, will review the October 2019 Staffing Report.

Background Information

(Prepared by Brenda Nielsen)

The staffing report lists all full time and part time employees with the exception of board members, reserve teachers, community education teachers, non-public employees and casual employees who work for short periods of time in seasonal positions.

The report indicates that there are 673 employees or 615.7895 full time equivalent (FTE) positions in Richfield Public Schools in October 2019. This represents a decrease of 16.1924 FTE positions from October 2018.

Enriching and accelerating learning



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PUBLIC SCHOOLS

2019 Staffing Report

November 12, 2019

Enriqueciendo y acelerando el aprendizaje

District Overview



RICHFIELD
PUBLIC SCHOOLS

673 employees or 615.7895 FTE's (Full-Time Equivalent) as of October 2019

Position	Employees	FTE
Teachers	350	341.0575
Paraprofessionals	121	97.7958
Custodial & Transportation	80	66.73
Administration and Classified Management	39	38.5
Nutrition Services	36	26.2062
Mgmt. & Admin. Support Professionals	26	25.75
Outreach Workers	13	12.125
Student Engagement Specialist	6	5.625
Registered Nurse & Health Resource	2	2.0
TOTAL STAFF	673	615.7895

Districtwide Changes



RICHFIELD
PUBLIC SCHOOLS

Decrease of 19 employees or 16.1924 FTE's

POSITION	INCREASE in FTE	DECREASE in FTE
Administration and Classified Management		-1.5
Facilities & Transportation	+1.2425	
Mgmt. & Admin. Support Professionals		-1.0
Nutrition Services	+1.9563	
Outreach Worker	+.125	
Paraprofessional		-2.3787
Student Engagement Specialist		-.9375
Teacher		-13.7
TOTAL FTE		-16.1924

Building Changes



RICHFIELD
PUBLIC SCHOOLS

INCREASE		DECREASE	
Central	+ .9001 FTE	Centennial	- 3.5630 FTE
District Office	+ .9250 FTE	Middle School	- 7.2909 FTE
Multi-building	+ 7.8750 FTE	RDLS	- 1.6498 FTE
RCEP	+ .4625 FTE	RSTEM	- 5.3750 FTE
South Ed. Center (SEC)	+ .0312 FTE	Senior High	- 2.1125 FTE
		Sheridan Hills	- 4.9375 FTE
		Garage	- 1.4575 FTE

Ratios

Counselor to Student Ratio

- Middle School Counselor 1:476
- Senior High School Counselor 1:365
- RCEP Counselor 1:62

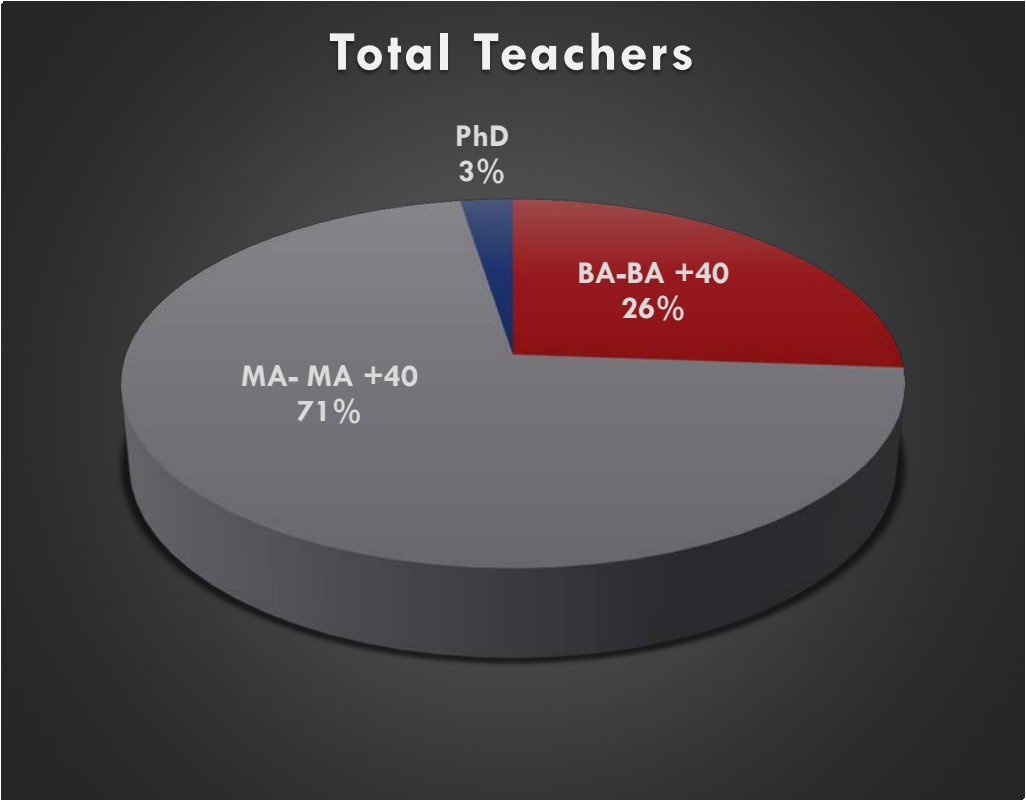
Social Worker to Student Ratio

- Centennial 1:408
- Central 1:168
- RDLS 1:464
- RSTEM 1:679
- Sheridan 1:424
- Middle School 1:952
- RCEP 1:124
- Senior High 1:730
- SEC 1:13

Teacher Education Level

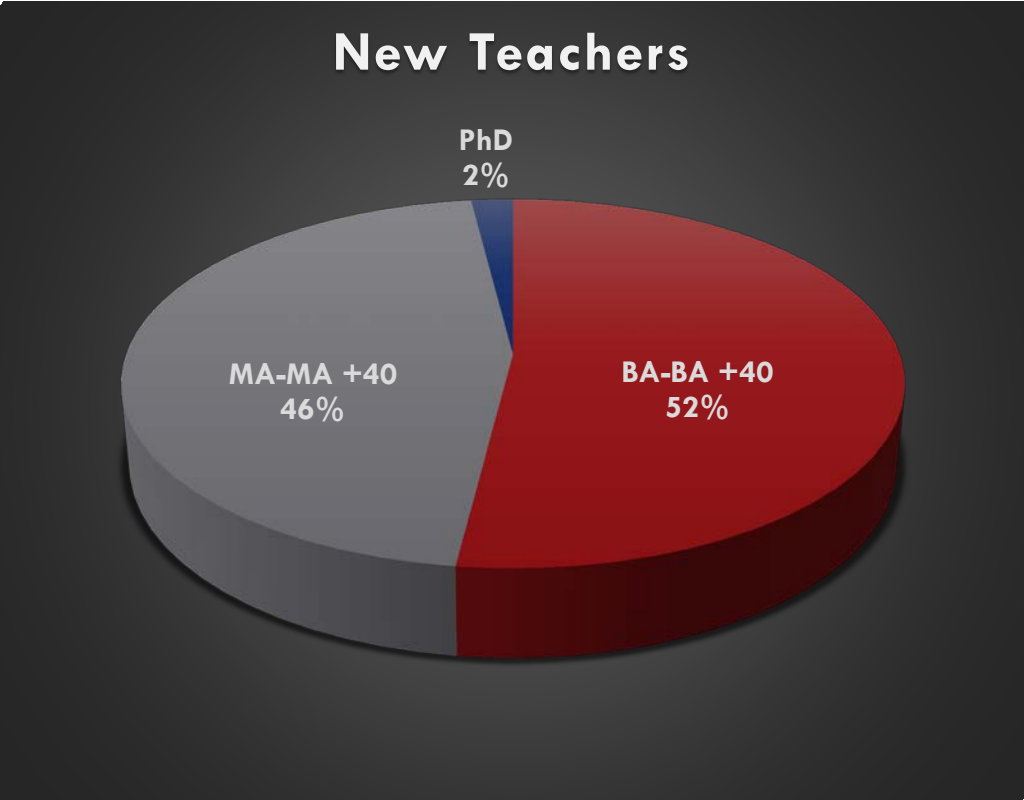
348* Current Teachers

257 teachers (74%) have a Masters degree or higher



50 New Teachers

24 teachers (48%) have a Masters degree or higher

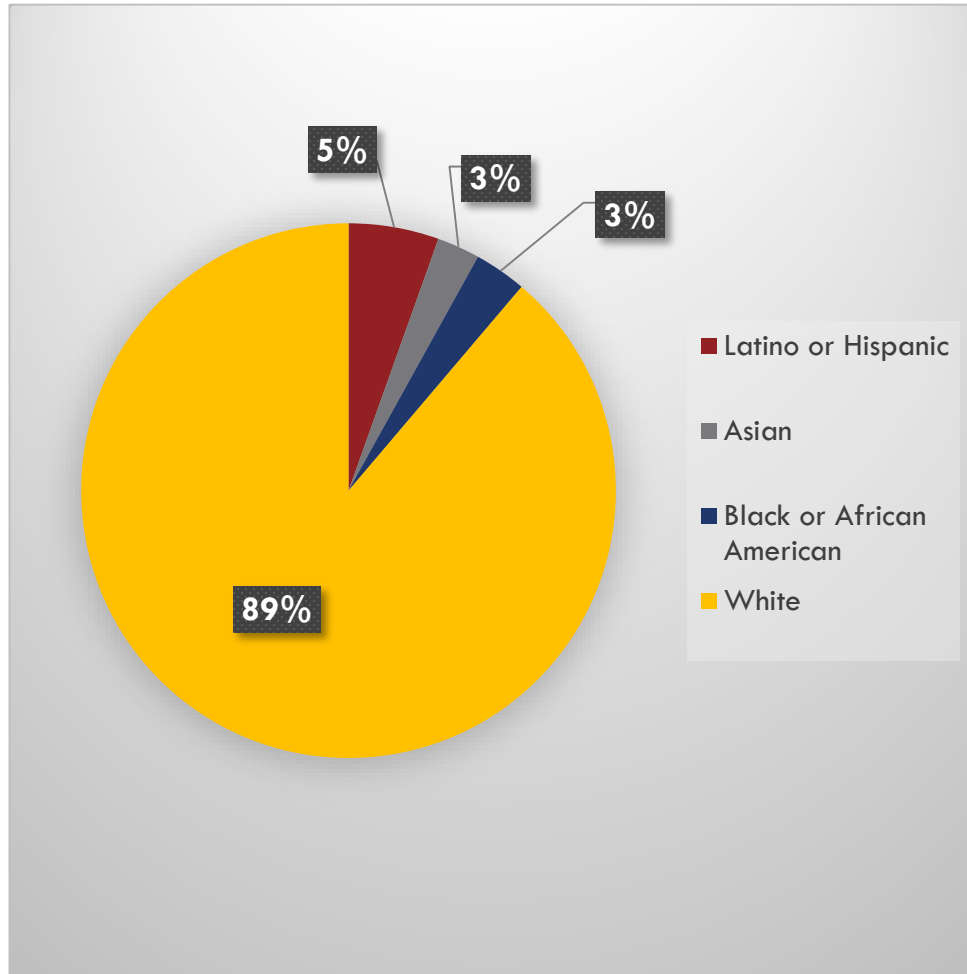


* 2 current vacancies

Teacher Diversity

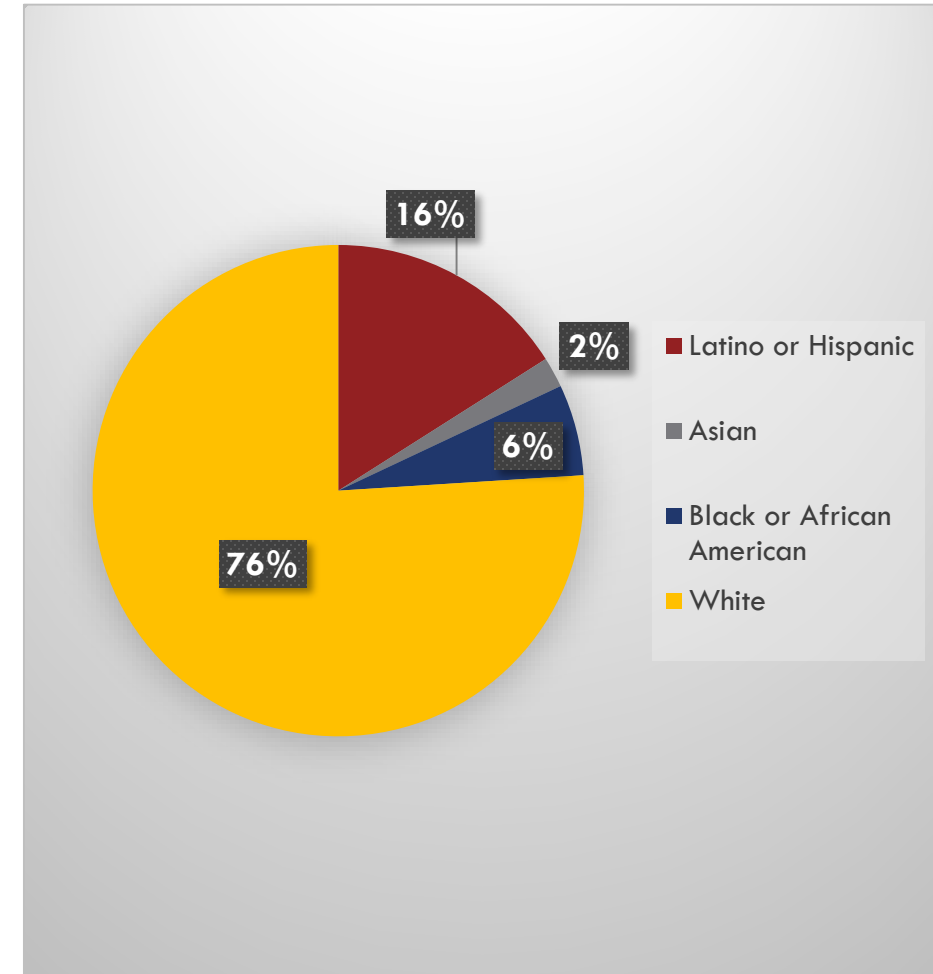
Current Teachers

348* current teachers



New Teachers

50 new teachers



*2 vacancies

Teacher Diversity

2018-2019

362 Total Teachers

- 16 Latino or Hispanic
- 9 Asian
- 15 African American
- 322 White

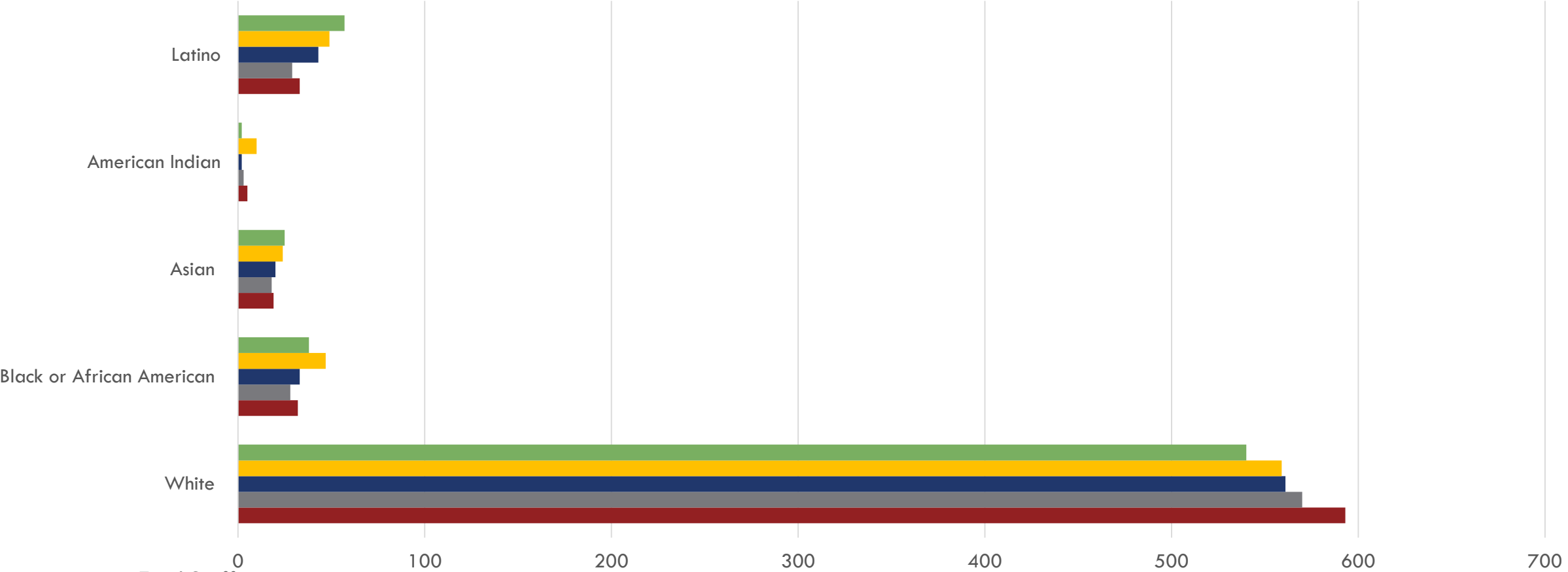
2019-2020

348 Total Teachers

- 19 Latino or Hispanic
- 9 Asian
- 11 African American
- 309 White

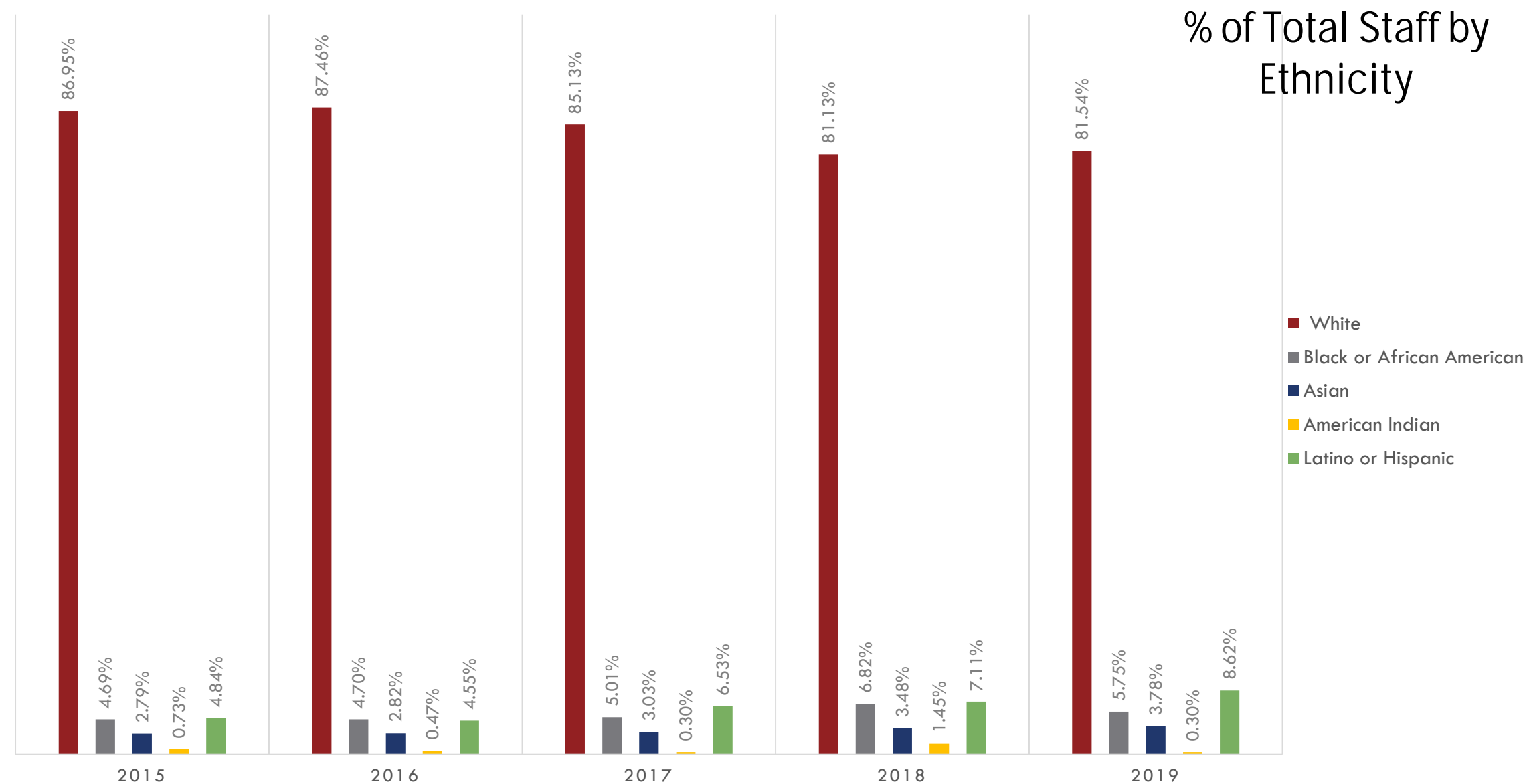
2015-2019 Employee Diversity Trend

Employee Diversity by Counts

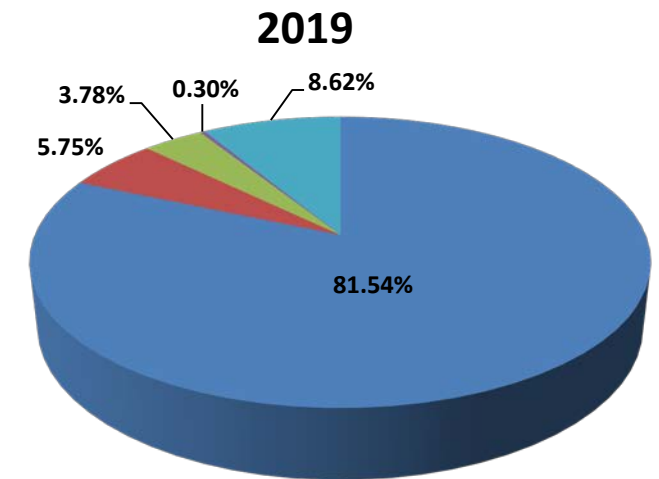
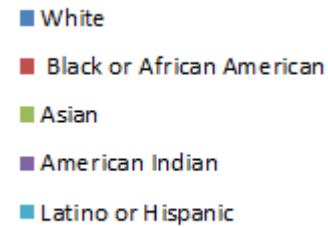
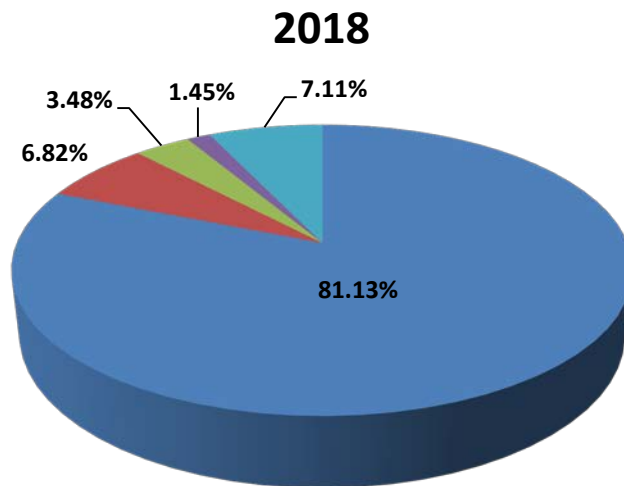
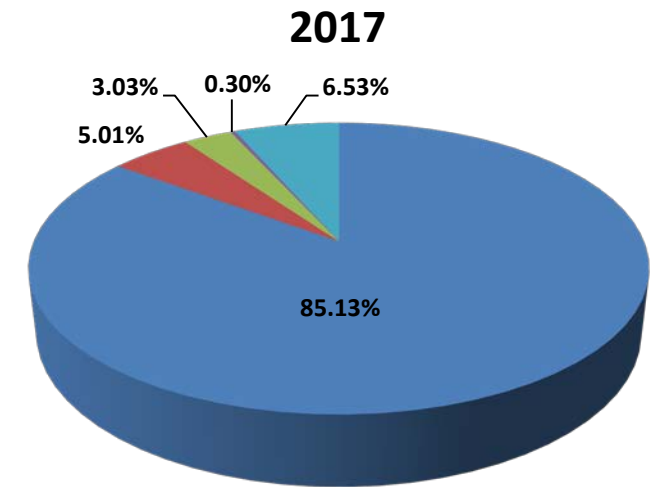
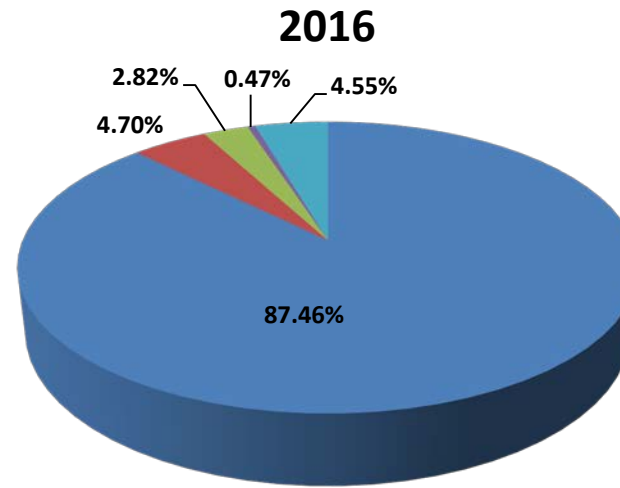
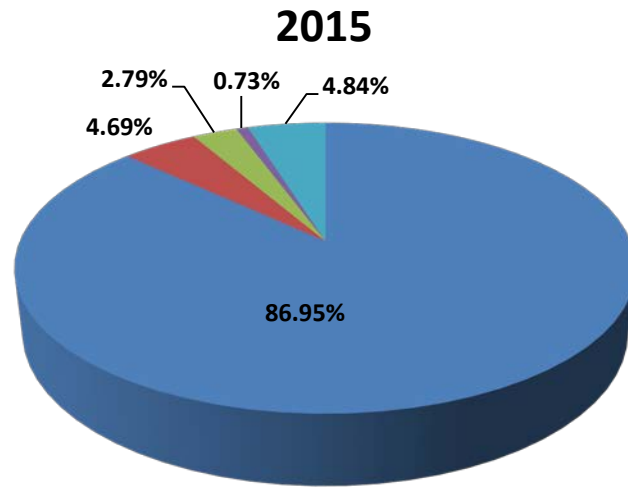


Total Staff	White	Black or African American	Asian	American Indian	Latino
2019	540	38	25	2	57
2018	559	47	24	10	49
2017	561	33	20	2	43
2016	570	28	18	3	29
2015	593	32	19	5	33

2015-2019 Total Staff Diversity



% of Total Staff by Ethnicity



2015-2019 Diversity

QUESTIONS



RICHFIELD
PUBLIC SCHOOLS



STAFFING REPORT

**OCTOBER
2019**

RICHFIELD PUBLIC SCHOOLS

TO: Steven Unowsky, Superintendent

FROM: Craig Holje, Chief Human Resource & Administrative Officer
Brenda Nielsen, Director of Human Resources

SUBJECT: October 2019 Staffing Report

The Staffing Report is compiled annually. The data for this report has been extracted from our employee database through eFinance Plus. All full and part-time employees of the district are reported with the exception of board members, reserve teachers, community education teachers, non-public employees and casual employees who worked for short periods of time in seasonal positions.

In this report, two methods of counting employees are given. The count of employees is an unduplicated count of individuals that does not consider the time worked. This information is summarized in the first table in the report. The employee count is useful to those who wish to distribute material to employees and need to know how many copies to send to each work site.

The Full-Time Equivalent (FTE) count considers an employee's assigned hours and expresses that time as a decimal number (i.e. 8 hours = 1.0 FTE, 4 hours = 0.50000 FTE). The FTE number does not reflect differences in length of a work year for non-teaching positions. For this reason, a full-time teacher assigned 190 days is shown as 1.00000 FTE while a twelve-month administrative assistant or an eleven-month administrative assistant is also counted as 1.00000 FTE. The FTE information is summarized in the next table of the report. A comparison of FTE changes from the 2018-2019 report is included and followed by a detailed listing of employees by name and FTE, organized by location and department, are found on remaining pages of the report. Open positions are included in this report.

RICHFIELD PUBLIC SCHOOLS 2019-2020

COUNT OF EMPLOYEES BY DEPARTMENT AND LOCATION

Job Classification	Location												Grand Total
	Centennial	Central	District	Garage	Middle	Multi	RCEP	RDLS	R-STEM	SEC	Senior High	Sheridan	
Administration	1	2	14		3			1	1		4	1	27
Classified Management Team		2	10										12
Facilities & Transport	3	2	8	33	7	4		2	6		13	2	80
Food & Nutrition	4				7	2		4	6		10	3	36
Health Resource			1										1
Mgmt. & Admin. Support Prof.	1	2	12		2		1	1	1		5	1	26
Outreach Workers	1	3	2		2	1		1	1		1	1	13
Paraprofessional	16	12	4		17	3		9	21	6	18	15	121
Registered Nurse					1								1
Student Engagement Spec.	1				1			1	2		1		6
Teacher	39	23	6		64	13	6	35	49	6	72	37	350
Grand Total	66	46	57	33	104	23	7	54	87	12	124	60	673

RICHFIELD PUBLIC SCHOOLS 2019-2020 FTE SUMMARY

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RICHFIELD PUBLIC SCHOOLS 2019-2020 FTE SUMMARY

Dept. Title	Centennial	Central	District	RDLS	Garage	Middle	Multi	RCEP	R-STEM	Senior High	Sheridan	SEC	Grand Total
Fac/Asst Trans Dispatcher					1.0000								1.0000
Fac/Building Cleaner	2.0000	2.0000		1.0000		4.0000	1.0000		3.0000	9.0000	1.0000		23.0000
Fac/Bus Driver/Building Clr							2.0000						2.0000
Fac/District Engineer			1.0000										1.0000
Fac/Engineer										1.0000			1.0000
Fac/Garage Supervisor					1.0000								1.0000
Fac/Grounds Person			1.0000										1.0000
Fac/Head Custodian	1.0000			1.0000		1.0000			1.0000	1.0000	1.0000		6.0000
Fac/Laundry Worker/Bus Driver							1.0000						1.0000
Fac/Mail Person/Bus Driver			1.0000										1.0000
Fac/Maintenance			1.0000			1.0000			1.0000	1.0000			4.0000
Fac/Mechanic					1.0000								1.0000
Fac/Night Lead Person						1.0000			1.0000	1.0000			3.0000
Fac/Painter			1.0000										1.0000
Fac/Transportation Dispatcher					1.0000								1.0000
Fac/Truck Driver			1.0000										1.0000
Fac/Warehouse			1.0000										1.0000
Safe Route to School Coordinator			0.7000										0.7000
Facilities & Transport Sum	3.0000	2.0000	7.7000	2.0000	20.0300	7.0000	4.0000		6.0000	13.0000	2.0000		66.7300
Food & Nutrition													
Kitchen Assistants	0.8750			1.0625		3.1437	1.2500		2.7500	4.3750	0.6875		14.1437
Kitchen Manager	1.0000			1.0000		1.0000			1.0000		1.0000		5.0000
Kitchen Production Cook	0.8750			0.9375		0.8125			0.7500	1.8750	0.8125		6.0625
Kitchen Production Manager										1.0000			1.0000
Food & Nutrition Sum	2.7500			3.0000		4.9562	1.2500		4.5000	7.2500	2.5000		26.2062
Health Resource													
Health Resource Staff			1.0000										1.0000
Health Resource Sum			1.0000										1.0000
Mgmt. & Admin. Support Professional													
Admin Assist 1								0.7500					0.7500
Admin Assist 2			4.0000										4.0000
Admin Assist 2 - 11 Month			1.0000			1.0000				1.0000			3.0000
Admin Assist 3		2.0000	3.0000										5.0000
Admin Assist 3 -10 1/2 Month	1.0000			1.0000							1.0000		3.0000
Admin Assist 3 -11 Month			1.0000			1.0000			1.0000	2.0000			5.0000
Admin Assist 4 -11 Month										2.0000			2.0000
Management Assistant			3.0000										3.0000
Mgmt. & Admin. Support Professional Sum	1.0000	2.0000	12.0000	1.0000		2.0000		0.7500	1.0000	5.0000	1.0000		25.7500

RICHFIELD PUBLIC SCHOOLS 2019-2020 FTE SUMMARY

Dept. Title	Centennial	Central	District	RDLS	Garage	Middle	Multi	RCEP	R-STEM	Senior High	Sheridan	SEC	Grand Total
Outreach Workers													
Outreach(Community/Family)			1.0000										1.0000
Outreach-Bilingual	1.0000	2.5000	0.6250	1.0000		2.0000	1.0000		1.0000	1.0000	1.0000		11.1250
Outreach Workers Sum	1.0000	2.5000	1.6250	1.0000		2.0000	1.0000		1.0000	1.0000	1.0000		12.1250
Paraprofessional													
Para Campus Sup						2.0000							2.0000
Para Clerical		0.7500				1.9375	1.8000		1.5795	2.2910	1.0000		9.3580
Para Clerical/Mang									0.6563				0.6563
Para Health Assistant	0.9375		0.3500	0.8800					1.0000		0.8750		4.0425
Para Inst/Mang	0.7875										0.6562		1.4437
Para Instructional		0.6313							0.5000	0.9219	0.7500		2.8031
Para Instructional Hq	2.7500	5.3000	0.9375	2.5712			0.8750		1.7500	1.0000	0.8750		16.0587
Para Managerial	1.0600			1.5613					0.6875	0.7913	0.3438		4.4438
Para Security Monitor										2.0000			2.0000
Para Spec Ed Hq	6.6875	2.5313		1.6250		11.2477			10.0000	8.0237	7.3750	5.4997	52.9898
Para Tech Support			2.0000										2.0000
Paraprofessional Sum	12.2225	9.2125	3.2875	6.6375		15.1852	2.6750		16.1733	15.0278	11.8750	5.4997	97.7958
Registered Nurse													
Nurse(Registered)						1.0000							1.0000
Registered Nurse Sum						1.0000							1.0000
Student Engagement Spec.													
Student Engagement Specialist	0.9375			0.9375		0.9375			1.8750	0.9375			5.6250
Student Engagement Spec. Sum	0.9375			0.9375		0.9375			1.8750	0.9375			5.6250
Teacher													
Adaptive Phy Ed							3.0000						3.0000
Art	0.6000			0.8000		2.0000			1.0000	2.4600	0.8000		7.6600
Band Music						1.0000				1.0000			2.0000
Computer Literacy Instr									1.0000				1.0000
Counselor						2.0000		1.0000		3.0000			6.0000
Dean of Students									1.0000				1.0000
Digital Learning Coach			1.0000										1.0000
Early Child Family Educator		0.7500											0.7500
Early Child Parent Educator		0.9000											0.9000
Early Child./Spec.Ed.		10.0000											10.0000
Early Learning Parent Ell		0.3375											0.3375
English As A Second Lang	3.0000	1.0000		3.0000		4.0000	2.0000		3.0000	3.0000	2.0000		21.0000
Esl/Spanish						2.0000							2.0000
Esl/Vocal Music										1.0000			1.0000

RICHFIELD PUBLIC SCHOOLS 2019-2020 FTE SUMMARY

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RICHFIELD PUBLIC SCHOOLS 2019-2020 FTE SUMMARY

Dept. Title	Centennial	Central	District	RDLS	Garage	Middle	Multi	RCEP	R-STEM	Senior High	Sheridan	SEC	Grand Total
Psychologist							3.5000						3.5000
Q Comp Peer Reviewer			4.0000										4.0000
Reading Specialist						2.0000				1.0000			3.0000
School Nurse		1.0000								1.0000			2.0000
School Social Worker	1.0000	1.0000		1.0000		1.0000		0.5000	1.0000	1.5000	1.0000	2.0000	10.0000
Science						3.8000		1.0000		6.6400			11.4400
Science Dual Lang										1.0000			1.0000
Social Studies						3.0000		1.0000		6.0000			10.0000
Social Studies Dual Lang						2.0000				1.0000			3.0000
Spec Ed/Autism	1.0000					2.0000			1.0000	1.0000	1.0000	1.0000	7.0000
Spec Ed/Dcd	2.0000					1.0000				2.0000	1.0000	1.0000	7.0000
Spec Ed/Dcd/Ld							1.0000						1.0000
Spec Ed/Ebd	2.0000			1.0000		2.0000		0.5000	2.0000	3.0000	1.0000	1.0000	12.5000
Spec Ed-Ebd/Ld									1.0000				1.0000
Sped Ed-Ebd/Ohd										1.0000			1.0000
Spec Ed/Ld	1.0000					4.0000				1.0000	2.0000		8.0000
Spec Ed/Ld/Autism				1.0000					1.0000				2.0000
Spec Ed/Mmi									1.0000				1.0000
Spec Ed/Msmi										1.0000	1.0000		2.0000
Spec Ed/Other Health Dis										1.0000			1.0000
Special Education Lead									1.0000	1.0000			2.0000
Speech/Lang Pathologist	1.0000	2.0000		1.0000		1.0000	1.0000		1.0000		1.0000		8.0000
Stem Teacher						1.0000			1.0000				2.0000
Student Engagement Specialist Tosa											0.6000		0.6000
Talent Develop/Literacy Interv	1.0000												1.0000
Talent Development						1.0000			1.0000		1.0000		3.0000
Tosa - Teacher Program Coord						1.0000							1.0000
Work Exp. Handicapped Tchr										1.0000		1.0000	2.0000
Teacher Sum	38.1000	20.0875	6.0000	33.7000		63.8900	12.0000	6.0000	49.0000	69.8800	36.4000	6.0000	341.0575
Grand Total	60.0100	39.8000	55.1125	49.2750	20.0300	99.9689	20.9250	6.7500	80.5483	116.0953	55.7750	11.4997	615.7895

RICHFIELD PUBLIC SCHOOLS FTE CHANGE SUMMARY FROM 2018-19 TO 2019-20

	Centennial Change from 2018-19	Central Change from 2018-19	District Change from 2018-19	RCLS Change from 2018-19	Garage Change from 2018-19	Middle Change from 2018-19	Multi Change from 2018-19	RCEP Change from 2018-19	R-STEM change from 2018-19	Sr. High Change from 2018-19	Sheridan Change from 2018-19	SEC Change from 2018-19	Grand Total change from 2018-19
Administrator on Special Assign.			0.5										0.5
Asst. Elem. Principal									-1				-1
Dir. of Math			-1										-1
Administration Total Change			-0.5						-1				-1.5
Dir. of Marketing & Comm.			1										1
Marketing & Communications Mgr			-1										-1
Classified Mgt. Total Change			0										0
Bus Driver					-1.4575								-1.4575
Building Cleaner										1			1
Bus Driver/Building Clr.							1						1
Safe Route to School Coord.			0.7										0.7
Facilities & Tran Total Change			0.7		-1.4575		1			1			1.2425
Food Service Total Change				0.125		-0.1687	0.5		0.375	1.125			1.9563
Admin Assistant 1 - 10 month									-1				-1
Admin. Assistant 3			1										1
Admin. Assistant 3 - 11 month			-1										-1
Mgmt. & Admin Support Prof. Total Change			0						-1				-1
Outreach - Bilingual	-1		0.125				1						0.125
Outreach Worker Total Change	-1		0.125				1						0.125
Para Campus Supv./Security						-1				-1			-2
Para Clerical		0.75				0.0625			1	1.291			3.1035
Para Instructional	0.2495	0.2813		0.1252		-1	0.875		-0.875	-0.4218			-0.7658
Special Ed. Para	-0.8125	-0.6312				0.1253			-0.8125	-0.6167		0.0312	-2.7164
ParaTotal Change	-0.563	0.4001		0.1252		-1.8122	0.875		-0.6875	-0.7475		0.0312	-2.3787
Student Engagemnt Spec.								-0.9375	0.9375		-0.9375		-0.9375
Art										0.1			0.1
Business Education						-1							-1
Dean of Students									1				1
ECSE		1											1
ESL	-1						1		-2	0.8	-1		-2.2
ESL/Spanish						1							1
Global Language										-0.54			-0.54
Elementary Classroom (K-5)				-1					-2		-2		-5
Grade 6						-0.2							-0.2
Instructional Coach	-0.5	-1	0.5	-0.5									-1.5
Literacy/Math Intervention	-1		0.1	0.6					-1	-1	-1		-3.3
Reading Specialist										1			1
Language Arts						-0.91				-0.76			-1.67
Math						-1		0.4		-0.73			-1.33
Pre-K		0.5											0.5
Science						-1.2				-0.36			-1.56
Occupational Thrapist							0.5						0.5
Psychologist							1			-1			0
Social Worker								0.5		0.5			1
Special Ed.	0.5			-1		-2	1	0.5		-0.5			-1.5
Speech/Lang. Pathologist							1			-1			0
Teacher Total Change	-2	0.5	0.6	-1.9	0	-5.31	4.5	1.4	-4	-3.49	-4	0	-13.7
Grand Total Change	-3.563	0.9001	0.925	-1.6498	-1.4575	-7.2909	7.875	0.4625	-5.375	-2.1125	-4.9375	0.0312	-16.1924

RICHFIELD PUBLIC SCHOOLS STAFFING 2019-2020

Sum of FTE				
Location	Job Classification	Department	Name	Total
Centennial	Administration	Elementary Principal	Mahoney , Colleen	1.0000
	Administration Total			1.0000
	Facilities & Transport	Fac/Building Cleaner	Barnes, Scott	1.0000
			Windom, Marvin	1.0000
		Fac/Head Custodian	Fitzpatrick, Peter	1.0000
	Facilities & Transport Total			3.0000
	Food & Nutrition	Kitchen Assistants	Cuate Pliego, Rosalba	0.5000
			Sanchez, Maria	0.3750
		Kitchen Manager	O'Meara, Cassi	1.0000
		Kitchen Production Cook	Morales-Lopez, Yuri	0.8750
	Food & Nutrition Total			2.7500
	Mgmt. & Admin. Support Professional	Admin Assist 3 -10 1/2 Month	Ulmer, Shelly	1.0000
	Mgmt. & Admin. Support Professional Total			1.0000
	Outreach Workers	Outreach-Bilingual	Farrell, A	1.0000
	Outreach Workers Total			1.0000
	Paraprofessional	Para Health Assistant	Mahowald, Stacie	0.9375
		Para Inst/Mang	Smith, Kristine	0.7875
		Para Instructional Hq	Dimond, Dianne	0.8750
			Nelson, Leslie	0.8750
			Vetsch, Terri	1.0000
		Para Managerial	Miguel Macedonio, Alicia	0.2800
			Reyes, Evelin	0.2800
			Schroerlucke, Sarah	0.5000
		Para Spec Ed Hq	Alger, Joan	0.8750
			Boie, Jason	0.8750
			Holmberg, Rebeka	0.8125
			Hun, Melynda	0.8125
			Lundin, Paul	0.8750
			Mohamud, Halima	0.7500
			Oakley, Jake	0.8750
			Thomas, Heidi	0.8125
	Paraprofessional Total			12.2225
	Student Engagement Spec.	Student Engagement Specialist	Luke, Stanley	0.9375
	Student Engagement Spec. Total			0.9375
	Teacher	Art	Sorenson, Adam	0.6000
		English As A Second Lang	Inners, Rebecca	1.0000
			Jamieson, Ruth	1.0000
			Weber, Rachel	1.0000
		Grade 1	Budhram, Devika	1.0000
			Scheer, Jacqueline	1.0000
			Sobraske, Amy	1.0000
		Grade 2	Herman, Lee	1.0000
			Jackson, Margaret	1.0000
			Moallin, Rowda	1.0000
		Grade 3	Anderson, Mindy	1.0000
			Moen-Vonahnen, Mackenzie	1.0000
			Sobraske, Joseph	1.0000
		Grade 4	Clingan, Samuel	1.0000
			Herman, Lindsay	1.0000
			Smith, Callie	1.0000
		Grade 5	Altenbach, Melissa	1.0000

Centennial	Teacher	Grade 5	Jenkins, Scott	1.0000
			Klosinski, Kirsten	1.0000
		Instructional Coach	Byron, Monica	0.5000
		Kindergarten	Kusche, Anna	1.0000
			Noonan, Jamie	1.0000
			Olmsted, Michelle	1.0000
		Literacy Intervention	Yang, Cary	1.0000
		Literacy/Math Intervention	Peterson, Debbie	1.0000
		Media	Nelson, Kari	1.0000
		Music	Hanson, Naomi	1.0000
		Physical Education	Christ, John	1.0000
		Pre-Kindergarten	Holz, Laura	1.0000
			Ssemujju , Jenna	1.0000
		School Social Worker	Pieters, Megan	1.0000
		Spec Ed/Autism	Kinsella, Kelsey	1.0000
		Spec Ed/Dcd	Banz, Rachael	1.0000
			Wagner, Victoria	1.0000
		Spec Ed/Ebd	Christianson, Sharon	1.0000
			Stecker, Tiffany	1.0000
		Spec Ed/Ld	Kuker, Laura	1.0000
		Speech/Lang Pathologist	Rehm, Allison	1.0000
		Talent Develop/Literacy Interv	Giefer, Beth	1.0000
	Teacher Total			38.1000
Centennial Total				60.0100
Central Education Cen	Administration	Director of Comm Ed	McNaughton-Commers, Carole	1.0000
		Director of Early Learning	Burrage , Patrick	1.0000
	Administration Total			2.0000
	Classified Management Team	Comm Ed Youth Coord.	Dube, Abby	1.0000
			Sainati, Lynn	1.0000
	Classified Management Team Total			2.0000
	Facilities & Transport	Fac/Building Cleaner	Stormoen, Steven	1.0000
			Toledo, Vladimir	1.0000
	Facilities & Transport Total			2.0000
	Mgmt. & Admin. Support Professional	Admin Assist 3	Lauer-Schumacher, Jessica	1.0000
			Wollenburg, Charlotte	1.0000
	Mgmt. & Admin. Support Professional Total			2.0000
	Outreach Workers	Outreach-Bilingual	Abdi, Kadra	0.5000
			Bartlett, Shirley	1.0000
			Lenmark, Rachael	1.0000
	Outreach Workers Total			2.5000
	Paraprofessional	Para Clerical	Carr, Kristi	0.7500
		Para Instructional	Mohamud, Amal	0.6313
		Para Instructional Hq	Aamot, Maria	0.8750
			Besser, Sue	0.8750
			Hartman, Stephanie	0.5000
			Johnson, Amy	0.8750
			Litwinczuk, Jolene	0.7188
			Reinot, Katrin	0.5813
			Theisen, Alejandra	0.8750
		Para Spec Ed Hq	Carrillo, Esther	0.8750
			Hughes, Elizabeth	0.8125
			Nelson, Dana	0.8438
	Paraprofessional Total			9.2125
	Teacher	Early Child Family Educator	Cornes, Rachel	0.7500
		Early Child Parent Educator	Barstad, Emily	0.4000
			Webster, Debra	0.5000

Central Education Cen	Teacher	Early Child./Spec.Ed.	Franz, Michelle	1.0000
			Lampron, Amber	1.0000
			Morgan, Katrina	1.0000
			Neilon, Erin	1.0000
			Norwick, Emily	1.0000
			Olson, Tanya	1.0000
			Reed-Karstens, Renee	1.0000
			Ruhland, Maureen	1.0000
			Skajewski, Jola	1.0000
			Wald, Rebecca	1.0000
		Early Learning Parent Ell	Wing, Joan	0.3375
		English As A Second Lang	Wenthold, Sarah	1.0000
		Occupational Therapist	Castro Sanjuan, Miriam	0.6000
		Pre-Kindergarten	Bergstein, Lorinda	0.5000
			Gordon, Kathleen	1.0000
		Pre-Kindergarten/Ecfe	Smith, Courtney	1.0000
		School Nurse	Anderson, Phoebe	1.0000
		School Social Worker	Schramm, Melissa	1.0000
		Speech/Lang Pathologist	Fish, Angela	1.0000
			Hoffman, Jessica	1.0000
	Teacher Total			
Central Education Center Total				39.8000
District	Administration	Administrator on Special Assgn	Rosen, Teresa	0.5000
		Asst Superintendent	Roby, Leadriane	1.0000
		Chief H/R & Admin Officer	Holje, Craig	1.0000
		Dir. of Facilities & Transp	Kretsinger, Daniel	1.0000
		Dir. of Finance	Gilligan, James	1.0000
		Dir. of Food & Nutrition Serv	Haupt, Pam	1.0000
		Dir. of Human Resources	Nielsen, Brenda	1.0000
		Dir. of Literacy	Clasen, Tia	1.0000
		Dir. of Special Ed	Mesler, Mary Pat	1.0000
		Dir. of Student Support Serv	Gonzalez, Christina	1.0000
		Dir. of Technology	Klinge, Cory	1.0000
		Director of ELL	Willhite, Kasya	1.0000
		Exec Dir of Special Programs	Clarkson, Mary	1.0000
		Superintendent	Unowsky, Steven	1.0000
Administration Total				13.5000
	Classified Management Team	Assistant To Supt	Ihlen, Mary	1.0000
		Dir. of Marketing & Comm.	Valley, Jennifer	1.0000
		Executive Assistant	Maryn, Angela	1.0000
		Human Resources Coordinator	Amundson, Gail	1.0000
		Payroll Accountant	Hartzell, Susan	1.0000
		Supv of Human Resources	Opatz, Lynn	1.0000
		Technology Support Spec	Frankenberg, Michael	1.0000
			Shurts, Bradley	1.0000
		Technology Systems Admin	McMeekin, Doug	1.0000
			Meyer, Kent	1.0000
Classified Management Team Total				10.0000
	Facilities & Transport	Fac/District Engineer	Olson, Robert	1.0000
		Fac/Grounds Person	Hill, James	1.0000
		Fac/Mail Person/Bus Driver	Gorski, John	1.0000
		Fac/Maintenance	Rief, Keith	1.0000
		Fac/Painter	Kumar, Anoop	1.0000
		Fac/Truck Driver	McMeekin, Randall	1.0000
		Fac/Warehouse	Gullickson, Kevin	1.0000
		Safe Route to School Coordinator	Open	0.7000

District	Facilities & Transport Total			7.7000
	Health Resource	Health Resource Staff	McKye , Bridge	1.0000
	Health Resource Total			1.0000
	Mgmt. & Admin. Support Pro	Admin Assist 2	Baird, Lisa	1.0000
			Geurink, Arend	1.0000
			Laduke, Courtney	1.0000
			Open	1.0000
		Admin Assist 2 - 11 Month	Berres, Nancy	1.0000
		Admin Assist 3	Brunner, Patti	1.0000
			Herrera, Becky	1.0000
			Weirich, Marta	1.0000
		Admin Assist 3 -11 Month	Rubio-Escoda, Rosa	1.0000
		Management Assistant	Connaire, Amanda	1.0000
			Lanzendorfer, Terri	1.0000
			Rumppe, Kathleen	1.0000
	Mgmt. & Admin. Support Professional Total			12.0000
	Outreach Workers	Outreach(Community/Family)	Jespersion, Sarah	1.0000
		Outreach-Bilingual	Aided, Falis	0.6250
	Outreach Workers Total			1.6250
	Paraprofessional	Para Health Assistant	Labelle, Marna	0.3500
		Para Instructional Hq	Gacek, Sarah	0.9375
		Para Tech Support	Dennis, George	1.0000
			Peterson, Dennis	1.0000
	Paraprofessional Total			3.2875
	Teacher	Digital Learning Coach	Friel, Kenneth	1.0000
		Instructional Coach	Byron, Monica	0.5000
		Literacy Intervention	Paulson, Mary	0.5000
		Q Comp Peer Reviewer	Burt, Emily	1.0000
			Heyer, Jonathan	1.0000
			Ponce, Amy	1.0000
			Yunker, Aubree	1.0000
	Teacher Total			6.0000
District Total				55.1125
Dual Language Schoo	Administration	Elementary Principal	Shahsavand, Marta	1.0000
	Administration Total			1.0000
	Facilities & Transport	Fac/Building Cleaner	Manikaran, Rishedeo	1.0000
		Fac/Head Custodian	Kielty, Patrick	1.0000
	Facilities & Transport Total			2.0000
	Food & Nutrition	Kitchen Assistants	Kreidler, Nancy	0.6875
			Malagon Avila, Martha	0.3750
		Kitchen Manager	Meyer, Mary	1.0000
		Kitchen Production Cook	Medvec, Sherri	0.9375
	Food & Nutrition Total			3.0000
	Mgmt. & Admin. Support Pro	Admin Assist 3 -10 1/2 Month	Cruz Esteva , Jennifer	1.0000
	Mgmt. & Admin. Support Professional Total			1.0000
	Outreach Workers	Outreach-Bilingual	Bolanos, Luis	1.0000
	Outreach Workers Total			1.0000
	Paraprofessional	Para Health Assistant	Rodriguez, Jenny	0.8800
		Para Instructional Hq	Escobar, Alma	0.8750
			Ramos Torres, Brenda	0.8750
			Reyes, Reem	0.8212
		Para Managerial	Lujambio, Mauricio	0.6038
			Romero, Maria	0.3537
			Silva Segura, Areli	0.6038
		Para Spec Ed Hq	Magana Miranda, Juana	0.8125
			Paredes, Silvia	0.8125

Dual Language School	Paraprofessional Total			6.6375
	Student Engagement Spec.	Student Engagement Specialist	Resendiz Hernandez, Jose	0.9375
	Student Engagement Spec. Total			0.9375
	Teacher	Art	Mack, Maia	0.8000
		English As A Second Lang	Anaya-Gennrich, Carolina	1.0000
			Madsen, Pamela	1.0000
			Seymour, Elizabeth	1.0000
		Grade 1 Dual Language	Barrios, Hugo	1.0000
			Paulis De Rangel, Megan	1.0000
			Sosa, Jessica	1.0000
		Grade 2 Dual Language	Arias Cobos, Agustin	1.0000
			Degroot, Amanda	1.0000
			Moret Franco, Sonia	1.0000
		Grade 3 Dual Language	Arlandis Toledano, Carla	1.0000
			Egberg, Sarah	1.0000
			Virant, Hannah	1.0000
		Grade 4 Dual Language	Maldonado Meza, Bryan	1.0000
			Olivares, Eudoro	1.0000
			Smith, Molly	1.0000
		Grade 5 Dual Language	Jacques, Katherine	1.0000
			Rendon, Allison	1.0000
			Rogan, Kathryn	1.0000
		Instructional Coach/Talent Dev	Wolff, Allyson	1.0000
		Kindergarten Dual Lang	Cora-Pacheco, Wanda	1.0000
			De Pena, Angela	1.0000
			Perez, Paloma	1.0000
		Literacy Intervention	Krebsbach, Vanessa	1.0000
		Literacy/Math Intervention	Open	0.5000
		Math Interventionist	Miziorko, Sarah	0.6000
		Media	Finstad, Rachel	0.8000
		Music	Taylor, Kari	1.0000
		Physical Education	Tousignant, John	1.0000
		Pre-Kindergarten	Matias Martinez, Blanca	1.0000
			Ruiz Pena, Mara	1.0000
		School Social Worker	Slaght, Karen	1.0000
		Spec Ed/Ebd	Thoemke, Michelle	1.0000
		Spec Ed/Ld/Autism	Langer, Sarah	1.0000
		Speech/Lang Pathologist	Markle, Amanda	1.0000
	Teacher Total			33.7000
Dual Language School Total				49.2750
Garage	Facilities & Transport	Bus Driver	Anderson, Howard	0.0925
			Ashmead, John	0.2500
			Baird, Bruce	0.2500
			Carroll, Steven	0.5000
			Childs, Patrick	0.2500
			Coughlin, Timothy	0.8125
			Daugherty, Wesley	0.2500
			Feiker, David	0.8750
			Forcier, Daniel	0.7500
			Gorski, Robert	0.7500
			Healy, Michael	0.6875
			Herald, Gordon	0.7500
			Iverson, Alfred	0.8125
			Jaeger, Michael	0.2500
			Johnson, Darla	0.6250
			Jones, Eric	0.6250

Garage	Facilities & Transport	Bus Driver	Larson, Brandt	0.6250
			Lindberg, Jeffrey	1.0000
			Paulson, Eric	0.2500
			Schmidt, Roger	0.2500
			Spitzack, James	0.2500
			Sunderlin, Robert	0.6250
			Tepper, Leann	1.0000
			Troedson, Wesley	1.0000
			Vetsch, Daniel	0.2500
			Walker, Larell	0.2500
			Wassather, Kathie	0.5938
			Wilkins, Lawrence	0.6563
			Wilson, Steven	0.7500
		Fac/Asst Trans Dispatcher	Olson, Jon	1.0000
		Fac/Garage Supervisor	McGinn, Daniel	1.0000
		Fac/Mechanic	Wirkus, Trent	1.0000
		Fac/Transportation Dispatcher	Haug, Sandra	1.0000
Facilities & Transport Total				20.0300
Garage Total	20.0300			
Middle School	Administration	Middle Asst. Principal	Finke, Ryan	1.0000
			Flucas, Steven	1.0000
		Middle School Principal	Hines, Carlondrea	1.0000
	Administration Total			3.0000
	Facilities & Transport	Fac/Building Cleaner	Kahsai, Musye	1.0000
			Nelson, David	1.0000
			Scanlon, Timothy	1.0000
			Swaggert, Jack	1.0000
		Fac/Head Custodian	Gustafson, Kyle	1.0000
		Fac/Maintenance	Harris, Kevin	1.0000
		Fac/Night Lead Person	Urbanski, Stephen	1.0000
	Facilities & Transport Total			7.0000
	Food & Nutrition	Kitchen Assistants	Buss, Maya	0.8625
			Emerson, Mary	0.3750
			Hecht, Jennifer	0.5625
			Holtgrave, Richard	0.7187
			Newell, Tanya	0.6250
		Kitchen Manager	Nickell, Jodi	1.0000
		Kitchen Production Cook	Tomkinson, Joan	0.8125
	Food & Nutrition Total			4.9562
	Mgmt. & Admin. Support Pro	Admin Assist 2 - 11 Month	Zaldana, Maritza	1.0000
		Admin Assist 3 -11 Month	Bach-Dowd, Veronica	1.0000
	Mgmt. & Admin. Support Professional Total			2.0000
	Outreach Workers	Outreach-Bilingual	Gonzalez, Evelyn	1.0000
			Montejo Magana, Jose Antonio	1.0000
	Outreach Workers Total			2.0000
	Paraprofessional	Para Campus Sup	Findlay-Lampkin, Darryl	1.0000
			Graham, Matthew	1.0000
		Para Clerical	Davison, Stephanie	1.0000
			Leiva, Cynthia	0.9375
		Para Spec Ed Hq	Beyel, Daniel	0.9063
			Feight, Maria	0.9063
			Ferreira, Catherine	0.8125
			Holtgrave, Sheila	0.8430
			Johnson, Bonnie	0.8125
			Kah, Kokou	0.8750
			Kunkel, Amy	0.8125

Middle School	Paraprofessional	Para Spec Ed Hq	Mattson, Emily	0.9060
			Olson, Diane	0.9060
			Rhoades, Christina	0.9060
			Sauer, Marguerite	0.9062
			Shively, Carleen	0.8125
			Thibodeaux, Jesse	0.8430
	Paraprofessional Total			15.1852
	Registered Nurse	Nurse(Registered)	Open	1.0000
	Registered Nurse Total			1.0000
	Student Engagement Spec.	Student Engagement Specialist	Holdgrafer , Kelly	0.9375
	Student Engagement Spec. Total			0.9375
	Teacher	Art	Hoyer-Winfield, Cole	1.0000
			Mills, Steven	1.0000
		Band Music	Christianson, Erik	1.0000
		Counselor	Bergland, Toby	1.0000
			Scott, Karen	1.0000
		English As A Second Lang	Illescas Gomez , Edgar	1.0000
			Mortland, Olutoye	1.0000
			Petersen, Jill	1.0000
			Weinmaster , Tristan	1.0000
		Esl/Spanish	Christopherson, Beth	1.0000
			Hutton, Sarah	1.0000
		Global Lang/Spanish	Nwaiwu , Jacqueline	1.0000
		Grade 6	Blunt, Kristine	1.0000
			Buss, Debra	1.0000
			Deters, Laura	1.0000
			Figuroa Garcia, Juan	1.0000
			Gregor, Mary	1.0000
			Loesch, Aaron	1.0000
			Osuji, Vivian	1.0000
			Supple, Mary	1.0000
			Way, Jenna	1.0000
		Instructional Coach	Stephens, Katharine	1.0000
		Language Arts	Burggraff, Erin	1.0000
			Dupont, Maria	1.0900
			Knodel, Jared	1.0000
			Leiknes, Lisa	1.0000
			Parsons, Brenton	1.0000
		Mathematics	Drummond, Jon	1.0000
			Gifford, Gretchen	1.0000
			Johnson, Elizabeth	1.0000
			Luna-Robledo, Maria Del Carmen	1.0000
			Root, Andrew	1.0000
			Stanley , David	1.0000
			Thompson, Gabriel	1.0000
		Media	Edwards, Wm	1.0000
		Music	Erickson, Kevin	1.0000
		Phy Ed/Health	Leduc, Steven	1.0000
			Valdez, Lisa	1.0000
		Physical Education	Burns, Patricia	1.0000
		Reading Specialist	Preston, Audra	1.0000
			Schnobrich, Angela	1.0000
		School Social Worker	Open	1.0000
		Science	Aylward, Gary	1.0000
			McDonough, Erin	0.8000
			Vonruden, Gregory	1.0000

Middle School	Teacher	Science	Zellar , Elizabeth	1.0000	
		Social Studies	Cunningham, Michael	1.0000	
			Holm, Sarah	1.0000	
			Sicoli, Joana	1.0000	
		Social Studies Dual Lang	Cochrane, Corrine	1.0000	
			Redetzke, Ryan	1.0000	
		Spec Ed/Autism	Misgen, Tanya	1.0000	
			Wheeler, Leah	1.0000	
		Spec Ed/Dcd	Rice-Hanson, Alaina	1.0000	
		Spec Ed/Ebd	Maiers, Carl	1.0000	
			Oltmanns, Brett	1.0000	
		Spec Ed/Ld	Klaus, Katelyn	1.0000	
			Myhra, Morgan	1.0000	
			Ritt, Shannon	1.0000	
			Wolowik, Heather	1.0000	
		Speech/Lang Pathologist	Artigue, Kristin	1.0000	
		Stem Teacher	Connell, Laura	1.0000	
		Talent Development	Forseth, Daniel	1.0000	
		Tosa - Teacher Program Coord	Magnuson, Julie	1.0000	
	Teacher Total				63.8900
	Middle School Total				99.9689
	Multi-Building	Facilities & Transport	Fac/Building Cleaner	Manikaran, Devika	1.0000
			Fac/Bus Driver/Building Clr	Open	1.0000
			Repp, Jonathan	1.0000	
Fac/Laundry Worker/Bus Driver			Gilmore, Jamie	1.0000	
Facilities & Transport Total			4.0000		
Food & Nutrition		Kitchen Assistants	Holder, Sue	0.7500	
			Open	0.5000	
		Food & Nutrition Total			1.2500
Outreach Workers		Outreach-Bilingual	Roodell, Janina	1.0000	
Outreach Workers Total			1.0000		
Paraprofessional		Para Clerical	McInnis, Vickie	0.9250	
			Sells, Vicki	0.8750	
		Para Instructional Hq	Garcia, Sara-Rose	0.8750	
		Paraprofessional Total			2.6750
		Teacher	Adaptive Phy Ed	Paddock, James	1.0000
			Peterson, Kelci	1.0000	
			Popp, Stephanie	1.0000	
English As A Second Lang			Sjosten, Jennifer	1.0000	
			Voigt, Lori	1.0000	
Occupational Therapist			Feyen, Maureen	1.0000	
			Ladouceur, Tyone	0.5000	
Psychologist			Baumgardner, Joann	0.5000	
			Senn, Kaitlin	1.0000	
			Sweeney, Kaye	1.0000	
			Williams, Melissa	1.0000	
Spec Ed/Dcd/Ld			Cabieses, Katherine	1.0000	
Speech/Lang Pathologist			Chamberlin, Callan	1.0000	
Teacher Total				12.0000	
Multi-Building Total				20.9250	
RCEP		Mgmt. & Admin. Support Pro	Admin Assist 1	Garcia , Diana	0.7500
		Mgmt. & Admin. Support Professional Total			0.7500
		Teacher	Counselor	Acostacano, Cassie	1.0000
			Language Arts	Stadem, Teresa	1.0000
	Mathematics		Gravelle, Jennifer	1.0000	
	School Social Worker		Carlton, Jill	0.5000	

RCEP	Teacher	Science	Andersen, Wendy	1.0000
		Social Studies	Lentz, Julie	1.0000
		Spec Ed/Ebd	Hoehn, Margaret	0.5000
	Teacher Total			6.0000
RCEP	Total			6.7500
R-STEM	Administration	Elementary Principal	Winter, Amy	1.0000
	Administration Total			1.0000
	Facilities & Transport	Fac/Building Cleaner	Ales, James	1.0000
			Michalsky, Ralph	1.0000
			Stueck, Gary	1.0000
		Fac/Head Custodian	Johnson, Randy	1.0000
		Fac/Maintenance	Wise, Cory	1.0000
		Fac/Night Lead Person	Jayamanne, Lalinda	1.0000
	Facilities & Transport Total			6.0000
	Food & Nutrition	Kitchen Assistants	Broveleit, Dorothy	0.6875
			Hernandez-Balbuena, Guadalupe	0.8125
			Lanners, Leah	0.4375
			Quan, Yong	0.8125
		Kitchen Manager	Johnson, Rachel	1.0000
		Kitchen Production Cook	Gaertner, Karin	0.7500
	Food & Nutrition Total			4.5000
	Mgmt. & Admin. Support Pro	Admin Assist 3 -11 Month	Contreras , Lizzet	1.0000
	Mgmt. & Admin. Support Professional Total			1.0000
	Outreach Workers	Outreach-Bilingual	Salgado Gaxiola, Jose	1.0000
	Outreach Workers Total			1.0000
	Paraprofessional	Para Clerical	Musco, Christine	1.0000
			Stokes, Linda	0.5795
		Para Clerical/Mang	Rhodes, Lucinda	0.6563
		Para Health Assistant	Jackson, Laurie	1.0000
		Para Instructional	Magnuson, Kelly	0.5000
		Para Instructional Hq	Hall, Diane	0.8750
			Martinez Lopez, Teresa	0.8750
		Para Managerial	Brown, Sherilyn	0.3438
			Diercks , Nancy	0.3438
		Para Spec Ed Hq	Crowe, Ashley	0.8750
			Eshete, Genet	0.8750
			Futchi, Wendy	0.8125
			Hellesvig, Leona	0.8125
			Hennessy, Wendy	0.8125
			Hernandez Xochipiltecatl, Analy	0.8125
			Nelson, Janet	0.8750
			Palmer, Laurie	0.8125
			Rupiper, Lisa	0.8125
			Shimkus, Alex	0.8750
			Silas, Lionel	0.7500
			Swisher, Linda	0.8750
	Paraprofessional Total			16.1733
	Student Engagement Spec.	Student Engagement Specialist	Burgess, Larry	0.9375
			Open	0.9375
	Student Engagement Spec. Total			1.8750
	Teacher	Art	Edstrom, Rachel	1.0000
		Computer Literacy Instr	Flitsch, Marni	1.0000
		Dean of Students	Meulemans, Ryan	1.0000
		English As A Second Lang	Calubayan, Charity	1.0000
			Davis, Patricia	1.0000
			Sutton, Laura	1.0000

R-STEM	Teacher	Grade 1	Kegan, Leslie	1.0000
			Provost, Diane	1.0000
			Straszewski, Marissa	1.0000
			Thies, Barbara	1.0000
		Grade 2	Allen , Carrie	1.0000
	Gerten, Michelle		1.0000	
	Glick, Kathleen		1.0000	
	Hansen, Judy		1.0000	
		Grade 3	Sellmeyer, Anika	1.0000
	Larson, Bethann		1.0000	
	McKeand, Melissa		1.0000	
	Mobley, Amberly		1.0000	
		Grade 4	Sandvig, Sandra	1.0000
	McMillan, Omar		1.0000	
	Olson, Christopher		1.0000	
	Pregler, Christopher		1.0000	
		Grade 5	Walding-Heitman, Erin	1.0000
	Anderson, Nancy		1.0000	
	Dyer, Pamela		1.0000	
	Holetz, Karen		1.0000	
		Instructional Coach	Onishi, Andrew	1.0000
	King-Lybeck, Cynthia		1.0000	
	Lahren, Michelle		1.0000	
	Lips, Bridget		1.0000	
		Kindergarten	Munson, Jennifer	1.0000
	Swenson, Kassandra		1.0000	
	Fenelon, Patricia		1.0000	
	Awbrey, Christine		1.0000	
		Literacy Intervention	Myles, Gayle	1.0000
	Math Interventionist		Hoerauf, Joan	1.0000
	Music		Bunting, Lindsey	1.0000
	Physical Education		Kelly , Hannah	1.0000
		Pre-Kindergarten	Eberly, Christina	1.0000
	School Social Worker		Semon, Zachary	1.0000
	Spec Ed/Autism		Finnesgard, Matthew	1.0000
	Spec Ed/Ebd		Gulland, Kirstin	1.0000
		Spec Ed/Ld/Autism	Swenson Tellekson, Linnea	1.0000
	Spec Ed/Mmi		Donahue , Jodi	1.0000
	Spec Ed-Ebd/Ld		Sagmoe, Maribeth	1.0000
	Special Education Lead		Virant, Emily	1.0000
		Speech/Lang Pathologist	Syrika , Asimina	1.0000
	Stem Teacher		Miller, LeJeune	1.0000
	Talent Development		Sarazine, Darci	1.0000
Teacher Total				49.0000
R-STEM Total				80.5483
Senior High	Administration	Asst Secondary Principal	Cook , Johnny	1.0000
			Vala, Carrie	1.0000
			Boie, David	1.0000
			Daniels , Latanya	1.0000
Administration Total				4.0000
	Facilities & Transport	Fac/Building Cleaner	Bustamante Mendoza, David	1.0000
			Goschey, Kay	1.0000
			Grose-Thompson, Kyle	1.0000
			Horn, David	1.0000
			Jurek, Dallas	1.0000
			McClinton, Keith	1.0000

Senior High	Facilities & Transport	Fac/Building Cleaner	Phillips, Jeffrey	1.0000
			Staite, Ryan	1.0000
			Stark , Scott	1.0000
		Fac/Engineer	Wagner, Ryan	1.0000
		Fac/Head Custodian	Open	1.0000
		Fac/Maintenance	Sure, Patrick	1.0000
		Fac/Night Lead Person	Watts, Darryl	1.0000
	Facilities & Transport Total			13.0000
	Food & Nutrition	Kitchen Assistants	Coughlin, Amy	0.6250
			Marsh, Torsten	0.6250
			Mattson, Li	0.8750
			Open	0.6250
			Open(2)	0.6250
			Ronning, Bettie	0.5000
			Washington, Paula	0.5000
		Kitchen Production Cook	Jennings, Grace	0.9375
			Jono, Ryusuke	0.9375
		Kitchen Production Manager	Husaby, Melissa	1.0000
	Food & Nutrition Total			7.2500
	Mgmt. & Admin. Support Pro	Admin Assist 2 - 11 Month	Morales Moreno , Lizette	1.0000
		Admin Assist 3 -11 Month	Pomerleau, Doris	1.0000
			Schmidt, Lori	1.0000
		Admin Assist 4 -11 Month	Hayek, Julia	1.0000
			Lindberg, Shannon	1.0000
	Mgmt. & Admin. Support Professional Total			5.0000
	Outreach Workers	Outreach-Bilingual	Johnson, Victoria	1.0000
	Outreach Workers Total			1.0000
	Paraprofessional	Para Clerical	Bloomer, Kelly	0.7910
			Meza Sierra, Angelica	1.0000
			Nollenberger, Colleen	0.5000
		Para Instructional	Anderson, Charlotte	0.4219
			Liljenquist, Joan	0.5000
		Para Instructional Hq	Theisen, Catherine	1.0000
		Para Managerial	Myles, Robert	0.7913
		Para Security Monitor	Banham, Karen	1.0000
			Torry, Brandon	1.0000
		Para Spec Ed Hq	Bartlett, Christine	0.7910
			Biever, Beau	0.7912
			Clay Jr, Stanley	0.7910
			Corley, Nancy	0.9063
			Cousins, Michele	0.9060
			Denesen, Jeff	0.7910
			Harvieux, Daniel	0.9062
			Kellogg, Dorene	0.9060
			Sacher, Grace	0.3600
			Zubah, Lucy	0.8750
	Paraprofessional Total			15.0278
	Student Engagement Spec.	Student Engagement Specialist	Matthews Jr, Warren	0.9375
	Student Engagement Spec. Total			0.9375
	Teacher	Art	Kotsmith Kraus, Jennifer	0.8200
			Miller, Adam	1.0000
			Sacher, Grace	0.6400
		Band Music	Winslow, Elizabeth	1.0000
		Counselor	Jastrow, Danielle	1.0000
			Linde, Sara	1.0000
			Okey, Jessica	1.0000

Senior High	Teacher	English As A Second Lang	Andrews, Johanna	1.0000
			Hager, Amy	1.0000
			Hallin Payne, Katherine	1.0000
			Lewis, Amber	1.0000
			Findlay-Lampkin, Melissa	1.0000
		Esl/Vocal Music	Lewis, Jennifer	1.0000
		Family Consumer Science		
			Lewis, Jennifer	1.0000
		Global Lang/French	Steele, Morgan	1.0900
		Global Lang/German	Zehnpfennig, Elizabeth	1.0900
		Global Lang/Spanish	Liedtke, Maddie	1.0000
			Polivick, Samuel	1.0000
		Industrial Tech	Mace, Christi Jo	1.0000
		Instructional Coach	Stecher, Megan	1.0000
		Language Arts	Holle, Karah	0.7300
			Johnson, Annie	1.0000
			Pulford, Kristian	1.0000
			Ross, Nick	1.0000
			Schiffler Reber, Nicole	1.0000
			Vo, Kayla	1.0000
		Language Arts Dual Immersion	Dooper-Salazar, Jennifer	1.0000
		Language Arts/Sped Ld	Janson, Lee	1.0000
		Marketing/Business	Caruso, Matthew	1.0000
		Math Interventionist	Scholz, Kristine	1.0000
		Mathematics	Gilbertson, Leela	1.0000
			Hanson , Alyssa	1.0000
			Mullenbach, Matthew	1.0000
			Rank, Rochelle	1.0000
			Seibert, Laurie	0.3700
			Zoellmer, Jonathan	1.0000
		Mathematics Dual Lang	Streitz, Sarah	1.0000
		Media	Glavas, Melissa	1.0000
		Phy Ed/Health	Restemayer, Whitney	1.0000
			Zeidler, Matthew	1.0000
		Phy Ed/Social Studies	Fogelson, Daniel	1.0000
		Physical Education	Hofmann, Tracie	1.0000
		Reading Specialist	Jones, Heidi	1.0000
		School Nurse	Peterson, Darby	1.0000
		School Social Worker	Carlton, Jill	0.5000
			Zimmerman, Marisa	1.0000
		Science	Ballard, Evan	1.0000
			Brown, Matthew	1.0000
			Clark, David	1.0000
			Juenemann, Sheryl	1.0000
			Kersten Olson, Jennifer	1.0000
			Trenda, Jon	1.0000
			Wolfe, Kim	0.6400
		Science Dual Lang	Beccaria, Sonia	1.0000
		Social Studies	Avery, Jon	1.0000
			Harris, Michael	1.0000
			Manuel, Andrea	1.0000
			Peterson, Christopher	1.0000
			Walker, Joseph	1.0000
			Wegner, Kathryn	1.0000
		Social Studies Dual Lang	Mitchell, Jonathan	1.0000
		Spec Ed/Autism	Blum , Joseph	1.0000
		Spec Ed/Dcd	Kalbow, Alexander	1.0000
			Rhoden, Jana	1.0000

Senior High	Teacher	Spec Ed/Ebd	Conley, Robin	1.0000
			Ross, Shelly	1.0000
			Spangler-Wagner, Jennifer	1.0000
		Spec Ed/Ld	Wolf, Joel	1.0000
		Spec Ed/Msmi	Holme, Karen	1.0000
		Spec Ed/Other Health Dis	Nelson, Derek	1.0000
		Special Education Lead	Krueger, Elsie	1.0000
		Sped Ed-Ebd/Ohd	Fleitman, Adam	1.0000
		Work Exp. Handicapped Tchr	McInnes, Callen	1.0000
	Teacher Total			69.8800
Senior High Total				116.0953
Sheridan Hills	Administration	Elementary Principal	Stachel, Nancy	1.0000
	Administration Total			1.0000
	Facilities & Transport	Fac/Building Cleaner	Grossman, William	1.0000
		Fac/Head Custodian	Tolentino, Ian	1.0000
	Facilities & Transport Total			2.0000
	Food & Nutrition	Kitchen Assistants	Archer, Jonette	0.6875
		Kitchen Manager	Dahl, Kristine	1.0000
		Kitchen Production Cook	Kilstofte, Anne-Marie	0.8125
	Food & Nutrition Total			2.5000
	Mgmt. & Admin. Support Professional	Admin Assist 3 -10 1/2 Month	Madsen, Karen	1.0000
	Mgmt. & Admin. Support Professional Total			1.0000
	Outreach Workers	Outreach-Bilingual	Garza, Eunice	1.0000
	Outreach Workers Total			1.0000
	Paraprofessional	Para Clerical	Cruz, Cristela	1.0000
		Para Health Assistant	Mazurkiewicz, Allisha	0.8750
		Para Inst/Mang	McCarty, Tiffany	0.6562
		Para Instructional	Fitzgerald, Nancy	0.7500
		Para Instructional Hq	Webster, Kari	0.8750
		Para Managerial	Zetzman, Mary	0.3438
		Para Spec Ed Hq	Aberg, William	0.8125
			Ahlstrom, Debbie	0.8125
			Bedor, Stephanie	0.8750
			Lien, Leslie	0.8750
			McCullough, Catherine	0.7500
			Niday, John	0.7500
			Ricker, Elizabeth	0.8750
			Webster, Sophia	0.7500
			Williams, Tamika	0.8750
	Paraprofessional Total			11.8750
	Teacher	Art	Kamholz, Nichol	0.8000
		English As A Second Lang	Jensen, Taylor	1.0000
			Rummel, Ann	1.0000
		Grade 1	Busta-Loken, Erica	1.0000
			Halpern, Theresa	1.0000
			Redlin, Karen	1.0000
			Sandholm, Marguerite	1.0000
		Grade 2	Ericson, Molly	1.0000
			Gregersen, Mary	1.0000
			Spaeth, Lesley	1.0000
		Grade 3	Schleyer, Jodi	1.0000
		Grade 3/4	Berres, Sarah	1.0000
			Krohn, Stacy	1.0000
			Wieber, Kathleen	1.0000
		Grade 4	Jacobson, Mitchell	1.0000
		Grade 5	Simmons, Timothy	1.0000

Sheridan Hills	Teacher	Grade 5	Verzal, Stephanie	1.0000
			Zeh, Mary	1.0000
		Instructional Coach	Meryhew, Terry	1.0000
		Kindergarten	Anderson, Brittany	1.0000
			Healy, Jenna	1.0000
			Thompson, Tricia	1.0000
		Literacy Intervention	Pichel, Alison	1.0000
		Media	Berdahl, Barbara	1.0000
		Music	Olson, Krista	1.0000
		Physical Education	Molitor, Molly	1.0000
		Pre-Kindergarten	Brooks, Lauren	1.0000
		School Social Worker	Tollefson-Hauer, Chelsey	1.0000
		Spec Ed/Autism	Greeley, Deborah	1.0000
		Spec Ed/Dcd	Bastian, Shelby	1.0000
		Spec Ed/Ebd	Wells, Owen	1.0000
		Spec Ed/Ld	Avila, Katherine	1.0000
			Tharp, Gay	1.0000
		Spec Ed/Msmi	Tobey, Michelle	1.0000
		Speech/Lang Pathologist	Thompson, Dana	1.0000
		Student Engagement Specialist Toss	Theobald, Bethany	0.6000
		Talent Development	Creighton, Jessica	1.0000
Teacher Total				36.4000
Sheridan Hills Total				55.7750
South Education Center	Paraprofessional	Para Spec Ed Hq	Knoblauch, Catherine	0.9375
			Okell, Cassandra	0.9063
			Peer, Steven	0.9060
			Rutherford, Jennifer	0.9062
			Suttner, Matthew	0.9375
			Woldum, Jennifer	0.9062
Paraprofessional Total				5.4997
	Teacher	School Social Worker	Doran, Kimberly	1.0000
			Hiller, Suzanne	1.0000
		Spec Ed/Autism	Daraitis, Kim	1.0000
		Spec Ed/Dcd	Michalik, Sharla	1.0000
		Spec Ed/Ebd	Erickson, Lindsey	1.0000
		Work Exp. Handicapped Tchr	Tauer Stone, Lu Ann	1.0000
Teacher Total				6.0000
South Education Center Total				11.4997
Grand Total				615.7895

**Craig Holje, Latanya Daniels, Steve Flucas, Colleen Mahoney, Emily Burt, Paula Cole - UMN
Event October 25 - Recruiting Teachers of Color**

From J.B. Mayo, Jr., Associate Chair, Department of Curriculum and Instruction

"With Deep Appreciation - I just want to say THANK YOU once again for being at our Teacher-Scholars of Color Dinner last night. Significantly, you were truly present at the gathering, and I deeply appreciate the enthusiasm and passion you brought ... Know that our students are deeply appreciative of what they saw and heard as well, and I hope our collaboration can continue."

Mike Harris and the Richfield Soccer Association

From Katie Mortenson

"We have been thinking of all of you this week, feeling so grateful for RSA and the great soccer opportunities it gave to our boys and so many players who will be on the turf at US Bank Thursday for the Class A Championship game.

We all have such fond memories of the families, coaches, volunteer board and the great fields at RSA. Thank you! And kindness like your e-mail today has always been a strong mark of your club. Through my sister, a Minnehaha Academy soccer parent, I learned of an e-mail that John Niday sent to their boys' coach after watching a game there this Fall and being impressed with the up-standing nature of the MA fans. His e-mail circulated from their coach to their families (and even to me!) and they were truly impressed and grateful, and appreciated the kind words especially after a hard loss. It goes a long way.

Many thanks, and kudos to all of you for your continued commitment to a great program."

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

SUPERINTENDENT'S REPORT AND MINUTES

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

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

Monday, October 21, 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 21, 2019, in the District Boardroom. Chair Crystal Brakke called the Regular Board Meeting to order at 7:00 pm with the following school board members in attendance: Ashmead, Cole, Maleck and Toensing. Absent was Board member Pollis.

Student Representatives Dayani Maceo and Naomi Ferguson were also present.

Administrators present were Superintendent Unowsky, Chief HR & Admin Officer Holje, Executive Director Clarkson, Principal Flucas, Directors Kretsinger, Nielsen, and Valley.

REVIEW AND APPROVAL OF THE AGENDA

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

INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

Public Comment

Richfield Resident Sean Royster

Superintendent Update

1. Safety Measures Helping Reduce Work Compensation Claims
2. Preliminary Audit Report
3. Superintendent Goals Final Draft

Commendations

CONSENT AGENDA

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

Routine Matters

1. Minutes of the regular meeting held October 7, 2019
2. General Disbursements as of October 16, 2019 for \$846,445.04.

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

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

Motioned by Toensing, seconded by Ashmead, and unanimously carried, the Board of Education approved Policy 585 and 585.1.

B. 524.1 Guidelines - Promotion, Retention, and Acceleration

524.1 Guidelines along with Policy 524 will be brought back to the next meeting with revisions to both.

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

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

NEW BUSINESS

A. Bid Authorization – Richfield Middle School Construction and Renovation Project

Motioned by Ashmead, seconded by Maleck, and unanimously carried, the Board of Education authorizes administration to seek bids for the Richfield Middle School Construction and Renovation Project.

B. Non-Resident Tuition Rate for 2019-2020

Motioned by Maleck, seconded by Cole, and unanimously carried, the Board of Education approved the non-resident student tuition rates for the 2019-20 school year as presented.

C. Staffing FTE Increase to Support Enrollment

Motioned by Toensing, seconded by Ashmead, and unanimously carried, the Board of Education approved 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.

D. Donations

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

ADVANCE PLANNING

A. Legislative Update

Every two years there is a biennial budget – the budget occurred last year at the state level. This year's legislative session will focus on policy. In January or February we will be holding a study session with legislators.

The Superintendent recommends focusing during this legislative session on policy-based issues rather than funding.

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

B. Information and Questions from Board

Maleck - attended high school social studies student presentations focused on district improvement. We need to examine our counseling model in light of feedback along with the State Student Survey identifying needs for mental health supports. Also we should review how we communicate about services including 504 plans.

Toensing - asked about our work with 504 plans and meeting the needs of all students. Looking forward to hearing from the high school related to scheduling, counseling, mental health.

Brakke - repeated the request to review counseling, ratios and model.

Cole - discussed teacher preparation needs related to serving individual accommodations.

Maceo - shared the importance of gaining voice of diverse students and families to support school improvement.

MN School Board Delegate – Cole was elected.

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

None

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

Motion by Maleck, seconded by Ashmead, and unanimously carried, the Board of Education moved into recess at 9:16pm prior to the closed session. The purpose of the closed session was to discuss labor negotiations strategy.

REOPEN MEETING

Motion by Ashmead, seconded by Cole, and unanimously carried, the Board of Education moved back into open session at 9:47pm.

ADJOURN REGULAR MEETING

Motion by Toensing, seconded by Ashmead, and unanimously carried, the Board of Education adjourned the meeting at 9:47pm.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V2000436	10/04/2019	P-CARD BAIRD LISA	R	1,175.59
01	V2000438	10/04/2019	P-CARD BRUNNER PATTI	R	9,714.15
01	V2000439	10/04/2019	P-CARD BURT STEPHANIE	R	559.39
01	V2000440	10/04/2019	P-CARD CARUSO MATTHEW	R	333.86
01	V2000441	10/04/2019	P-CARD CONTRERAS LIZZET	R	1,362.48
01	V2000442	10/04/2019	P-CARD CRUZ ESTEVA JENNIFER	R	955.50
01	V2000443	10/04/2019	P-CARD FINDLEY LAMPKIN MELISSA	R	464.00
01	V2000444	10/04/2019	P-CARD FINKE RYAN	R	510.15
01	V2000445	10/04/2019	P-CARD FLUCAS STEVEN	R	317.16
01	V2000446	10/04/2019	P-CARD GACEK SARAH	R	1,916.88
01	V2000447	10/04/2019	P-CARD GEURINK AREND	R	4,143.02
01	V2000448	10/04/2019	P-CARD GULLICKSON KEVIN	R	18.00
01	V2000449	10/04/2019	P-CARD HAUPT PAM	R	668.50
01	V2000450	10/04/2019	P-CARD HAYEK JULIE	R	126.55
01	V2000451	10/04/2019	P-CARD HINES CARLONDREA	R	575.84
01	V2000452	10/04/2019	P-CARD HOLJE CRAIG	R	923.43
01	V2000453	10/04/2019	P-CARD KRETSINGER DAN	R	1,499.71
01	V2000454	10/04/2019	P-CARD LANZENDORFER TERRI	R	5,950.48
01	V2000455	10/04/2019	P-CARD LEWIS JENNIFER	R	1,147.03
01	V2000456	10/04/2019	P-CARD MACE CHRISTI JO	R	1,393.23
01	V2000457	10/04/2019	P-CARD MARYN ANGELA	R	4,775.39
01	V2000458	10/04/2019	P-CARD MCGINN DAN	R	373.20
01	V2000459	10/04/2019	P-CARD MCNAUGHTON COMMERS CAROLE	R	558.95
01	V2000460	10/04/2019	P-CARD POMERLEAU DORIS	R	512.39
01	V2000461	10/04/2019	P-CARD SHAHSAVAND MARTA	R	6,217.45
01	V2000462	10/04/2019	P-CARD STACHEL NANCY	R	2,212.04
01	V2000463	10/04/2019	P-CARD VALLEY JENNIFER	R	544.38
01	V2000464	10/04/2019	P-CARD WINTER AMY	R	190.60
01	V2000465	10/04/2019	P-CARD ZEHNPFENNIG ELIZABETH	R	461.13
01	295390	10/23/2019	ALLIED PROFESSIONALS, INC.	R	210.00
01	295391	10/23/2019	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	7,920.00
01	295392	10/23/2019	BRAINPOP LLC	R	9,180.00
01	295393	10/23/2019	BRICKMAN JACQUYLYN	R	4,932.00
01	295394	10/23/2019	BRINK'S INCORPORATED	R	1,382.29
01	295395	10/23/2019	CAPTIVATE MEDIA & CONSULTING	R	1,240.00
01	295396	10/23/2019	CINTAS CORPORATION NO 2	R	91.70
01	295397	10/23/2019	CITY OF RICHFIELD	R	5,368.86
01	295398	10/23/2019	COLLEGE TOWN PIZZA INC	R	2,370.00
01	295399	10/23/2019	DIGI INTERNATIONAL, INC.	R	330.00
01	295400	10/23/2019	DIGITAL INSURANCE LLC	R	5,792.00
01	295401	10/23/2019	DIVERSIFIED SNACK DISTRIBUTION	R	3,213.41
01	295402	10/23/2019	DISCOUNT SCHOOL SUPPLY	R	35.02
01	295403	10/23/2019	ECM PUBLISHERS INC	R	1,420.00
01	295404	10/23/2019	EDUCATORS BENEFIT CONSULTANTS LLC	R	419.85
01	295405	10/23/2019	FAIRCON SERVICE COMPANY	R	557.50
01	295406	10/23/2019	FAIRVIEW COMMUNITY ADVAN/HEALTH&WEL	R	360.00
01	295407	10/23/2019	FASTENAL INDUSTRIAL	R	12.97
01	295408	10/23/2019	FASTSIGNS	R	35.80
01	295409	10/23/2019	FIREFLY COMPUTERS, LLC	R	2,952.00

01	295410	10/23/2019	FOLLETT SCHOOL SOLUTIONS INC	R	360.51
01	295411	10/23/2019	FURTHER	R	5,386.50
01	295412	10/23/2019	GOEBEL JUDITH K	R	150.00
01	295413	10/23/2019	GONZALEZ JOSUE	R	140.00
01	295414	10/23/2019	WW GRAINGER INC	R	320.89
01	295415	10/23/2019	GROTH MUSIC COMPANY	R	306.60
01	295416	10/23/2019	GSSC-GENERAL SECURITY SERVICE	R	878.55
01	295417	10/23/2019	H BROOKS AND COMPANY LLC	R	4,501.20
01	295418	10/23/2019	HERITAGE CRYSTAL CLEAN INC	R	120.00
01	295419	10/23/2019	HONEYWELL INTERNATIONAL	R	1,225.00
01	295420	10/23/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,279.60
01	295421	10/23/2019	INTERMEDIATE DISTRICT 287	R	110,825.52
01	295422	10/23/2019	KELLEY FUELS INC	R	1,598.99
01	295423	10/23/2019	LAKESHORE LEARNING MATERIALS	R	1,000.24
01	295424	10/23/2019	LANGUAGE LINE SERVICE	R	928.47
01	295425	10/23/2019	LANGUAGE TESTING INTERNATIONAL, INC	R	70.00
01	295426	10/23/2019	LEARNING A-Z	R	967.62
01	295427	10/23/2019	LOFFLER	R	1,144.95
01	295428	10/23/2019	LOFFLER COMPANIES	R	195.00
01	295429	10/23/2019	LUBE TECH & PARTNERS LLC	R	3,052.00
01	295430	10/23/2019	MENARDS - RICHFIELD	R	29.74
01	295431	10/23/2019	MEYERS MELINDA	R	137.50
01	295432	10/23/2019	TRANSLATIONS IN MOTION, INC	R	450.00
01	295433	10/23/2019	MINNETESOL	R	1,073.00
01	295434	10/23/2019	MULTILINGUAL WORD INC	R	591.00
01	295435	10/23/2019	NCS PEARSON INC	R	211.74
01	295436	10/23/2019	NEW LIFE ENTERPRISE	R	60.00
01	295437	10/23/2019	OCCUPATIONAL MEDICINE CONSULTANTS	R	635.00
01	295438	10/23/2019	ON SITE SANITATION	R	986.00
01	295439	10/23/2019	PAN O GOLD BAKING CO	R	487.70
01	295440	10/23/2019	PHOENIX SCHOOL COUNSELING	R	5,441.60
01	295441	10/23/2019	RATWIK ROSZAK & MALONEY PA	R	122.00
01	295442	10/23/2019	RELIABLE MEDICAL SUPPLY	R	1,272.76
01	295443	10/23/2019	RODRIGUEZ YACAIRA	R	16.67
01	295444	10/23/2019	SCHOOL SERVICE EMPLOYEES UNION	R	8,553.83
01	295445	10/23/2019	SCHUMACHER ELEVATOR COMPANY	R	1,200.00
01	295446	10/23/2019	SEW EASY DESIGNS	R	1,028.75
01	295447	10/23/2019	SHERMAN, IRENE K	R	100.00
01	295448	10/23/2019	SHIFFLER EQUIPMENT	R	164.22
01	295449	10/23/2019	STATE SUPPLY COMPANY	R	79.86
01	295450	10/23/2019	THE GOOD ACRE	R	363.91
01	295451	10/23/2019	TRIO SUPPLY COMPANY	R	1,954.88
01	295452	10/23/2019	MRI SOFTWARE, LLC	R	434.00
01	295453	10/23/2019	UNITED STATES TREASURER	R	430.00
01	295455	10/23/2019	UPPER LAKES FOODS	R	23,712.33
01	295456	10/23/2019	XCEL ENERGY	R	288.96
01	295457	10/24/2019	ALL FURNITURE INC	R	8,206.81
01	295458	10/24/2019	ALL STATE COMMUNICATIONS INC	R	164,600.00
01	295459	10/24/2019	ECCO MIDWEST INC	R	14,510.00
01	295460	10/24/2019	ICS CONSULTING INC	R	86,947.40

01	295461	10/24/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	203,984.85
01	295462	10/24/2019	INTEREUM, INC	R	92,926.55
01	295463	10/24/2019	JUNK MASTERS LLC	R	4,211.00
01	295464	10/24/2019	LS BLACK CONSTRUCTORS, INC.	R	6,002,425.61
01	295465	10/24/2019	MAVO SYSTEMS INC	R	18,083.25
01	295466	10/24/2019	MID MINNESOTA STORAGE	R	180.00
01	295467	10/24/2019	SHAW-LUNDQUIST ASSOCIATES, INC.	R	433,401.08
01	295468	10/24/2019	INDIGO SIGNWORKS, INC.	R	4,211.00
01	295469	10/24/2019	TITAN ENVIROMENTAL, INC.	R	66,300.98
01	295470	10/24/2019	WOLD ARCHITECTS AND ENGINEERS	R	75,370.77
01	295471	10/25/2019	AFTON APPLE	R	797.50
01	295472	10/25/2019	ANDERSON BRENDA	R	20.00
01	295473	10/25/2019	BARNES & NOBLE BOOK	R	208.40
01	295474	10/25/2019	BAUSCHELT PATRICK	R	79.00
01	295475	10/25/2019	BRIGHTBILL THEODORE	R	54.00
01	295476	10/25/2019	CLEAR DAVID S	R	54.00
01	295477	10/25/2019	CRAWFORD AUGUSTINE	R	48.00
01	295478	10/25/2019	FINANGER PHILLIP J	R	50.00
01	295479	10/25/2019	HOGAN SEAN	R	92.00
01	295480	10/25/2019	HOPSON DELISIA	R	63.45
01	295481	10/25/2019	HUGHES RICHARD	R	45.00
01	295482	10/25/2019	JW PEPPER & SON INC	R	274.99
01	295483	10/25/2019	KARNAS MIKE	R	79.00
01	295484	10/25/2019	KLEIST DOUGLAS	R	54.00
01	295485	10/25/2019	LASH, VALERIE	R	35.00
01	295486	10/25/2019	MAGERS & QUINN BOOKSELLERS	R	229.20
01	295487	10/25/2019	MAHOWALD JOHN P	R	20.00
01	295488	10/25/2019	METRO ECSU	R	310.00
01	295489	10/25/2019	MILES SARA	R	50.00
01	295490	10/25/2019	OKEY CHRIS	R	50.00
01	295491	10/25/2019	RAMSAY THOMAS	R	45.00
01	295492	10/25/2019	REGION 4A	R	6,350.00
01	295493	10/25/2019	SHAVOR THERESA	R	20.00
01	295494	10/25/2019	PARK ADAM TRANSPORTATION	R	77,665.09
01	295495	10/25/2019	WIEMAN JENNIFER L	R	20.00
01	295445	10/30/2019	SCHUMACHER ELEVATOR COMPANY	V	-1,200.00
01	295499	10/30/2019	AMAZON.COM SYNCB/AMAZON	R	7,762.15
01	295500	10/30/2019	ALLIED PROFESSIONALS, INC.	R	1,105.00
01	295501	10/30/2019	AMF SOUTHTOWN LANES	R	90.87
01	295502	10/30/2019	AMITY INSTITUTE LTD	R	6,400.00
01	295503	10/30/2019	BATTERIES R US	R	7,157.60
01	295504	10/30/2019	BAUER BUILT INC	R	332.80
01	295505	10/30/2019	BAYADA	R	1,827.50
01	295506	10/30/2019	BEST BUY BUSINESS ADVANTAGE	R	2,640.00
01	295507	10/30/2019	BUSINESS ESSENTIALS	R	294.49
01	295508	10/30/2019	CANON USA	R	3,850.60
01	295509	10/30/2019	CEDAR SMALL ENGINE	R	127.89
01	295510	10/30/2019	CINTAS CORPORATION NO 2	R	209.84
01	295511	10/30/2019	CITY OF RICHFIELD	R	6,652.50
01	295512	10/30/2019	CITY OF RICHFIELD	R	3,836.74

01	295513	10/30/2019	COLLEGE TOWN PIZZA INC	R	2,370.00
01	295514	10/30/2019	COMCAST	R	641.19
01	295515	10/30/2019	COMCAST BUSINESS	R	528.13
01	295516	10/30/2019	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	295517	10/30/2019	DARLINGS SALES & SERVICE COMPANY	R	58.82
01	295518	10/30/2019	DICK BLICK COMPANY	R	204.18
01	295519	10/30/2019	DIVERSIFIED SNACK DISTRIBUTION	R	1,176.34
01	295520	10/30/2019	DORIAN BUSINESS SYSTEMS INC	R	349.00
01	295521	10/30/2019	ECOLAB INC	R	233.71
01	295522	10/30/2019	EDTECH TEAM, INC.	R	299.00
01	295523	10/30/2019	EDUCATORS BENEFIT CONSULTANTS LLC	R	268.40
01	295524	10/30/2019	FOLLETT SCHOOL SOLUTIONS INC	R	395.60
01	295525	10/30/2019	WW GRAINGER INC	R	1,040.88
01	295526	10/30/2019	GROTH MUSIC COMPANY	R	458.63
01	295527	10/30/2019	H BROOKS AND COMPANY LLC	R	6,122.75
01	295528	10/30/2019	HERITAGE CRYSTAL CLEAN INC	R	353.05
01	295529	10/30/2019	HILLYARD	R	5,711.68
01	295530	10/30/2019	ULMER, INGA	R	250.00
01	295531	10/30/2019	HOGLUND BUS CO INC	R	712.16
01	295532	10/30/2019	HOPE CHURCH	R	13,988.75
01	295533	10/30/2019	HR SIMPLIFIED INC.	R	620.00
01	295534	10/30/2019	IMAGINE LEARNING, INC.	R	9,900.00
01	295535	10/30/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,798.80
01	295536	10/30/2019	IXL LEARNING	R	299.00
01	295537	10/30/2019	LARSEN TERREL S	R	710.00
01	295538	10/30/2019	LYNCH MICHAEL	R	63.16
01	295539	10/30/2019	MAAP STARS	R	175.00
01	295540	10/30/2019	MADISON NATIONAL LIFE INS CO INC	R	9,644.62
01	295541	10/30/2019	MASSP-MN ASSOCIATION	R	1,730.00
01	295542	10/30/2019	MATRIX COMMUNICATIONS INC	R	3,220.00
01	295543	10/30/2019	MCGRAW-HILL SCHOOL EDUCATION	R	560.00
01	295544	10/30/2019	MIDWEST BUS PARTS INC	R	997.25
01	295545	10/30/2019	MINNESOTA UI FUND	R	21,244.94
01	295546	10/30/2019	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	62.10
01	295547	10/30/2019	NEW LIFE ENTERPRISE	R	465.50
01	295548	10/30/2019	PAN O GOLD BAKING CO	R	280.75
01	295549	10/30/2019	PAPCO, INC.	R	217.50
01	295550	10/30/2019	INNOCENT TECHNOLOGIES LLC	R	52,500.00
01	295551	10/30/2019	HOLISTIC KNEADS LLC	R	150.00
01	295552	10/30/2019	ROSENQUIST CONSTRUCTION INC	R	190,950.00
01	295553	10/30/2019	RYAN JEANNIE M	R	539.27
01	295554	10/30/2019	SCHOLASTIC INC	R	242.85
01	295555	10/30/2019	SCHOLASTIC INC	R	63.25
01	295556	10/30/2019	SHERWIN WILLIAMS CO	R	201.46
01	295557	10/30/2019	TIERNEY BROTHERS INC	R	887.40
01	295558	10/30/2019	TIRE TOWN INC	R	117.20
01	295559	10/30/2019	TRIMARK HOCKENBERGS	R	22,679.68
01	295560	10/30/2019	TRIO SUPPLY COMPANY	R	2,698.87
01	295561	10/30/2019	TWIN CITY GARAGE DOOR	R	192.00
01	295563	10/30/2019	UPPER LAKES FOODS	R	15,231.73

01	295564	10/30/2019	VIG SOLUTIONS INC	R	2,249.00
01	295565	10/30/2019	LIGHTNING PRINTING, INC	R	174.27
01	295566	10/30/2019	ALLSTATE PETERBILT OF S ST PAUL	R	298.84
01	295567	10/30/2019	MUSICIANS FRIEND INC	R	1,902.80
01	295568	10/30/2019	ZARNOTH BRUSH WORKS	R	394.20
01	295569	10/31/2019	AGATE SR DERRICK	R	89.00
01	295570	10/31/2019	BUMGARNER TERRY	R	75.00
01	295571	10/31/2019	BURKSTRAND JENNIFER	R	40.00
01	295572	10/31/2019	BURKSTRAND MICHAEL	R	40.00
01	295573	10/31/2019	BUSBY TREVOR	R	89.00
01	295574	10/31/2019	COLBERT BOBBY	R	35.00
01	295575	10/31/2019	COLBERT SANDRA	R	70.00
01	295576	10/31/2019	DINGLEY LAIMA	R	20.00
01	295577	10/31/2019	DZIERZAK LOUIS	R	20.00
01	295578	10/31/2019	ECKERMAN KELLY	R	40.00
01	295579	10/31/2019	GAERTNER FRANK	R	75.00
01	295580	10/31/2019	GRAHAM THOMAS	R	100.00
01	295581	10/31/2019	HAASE JASON	R	89.00
01	295582	10/31/2019	HALL KIRK	R	20.00
01	295583	10/31/2019	HALL MELISSA	R	40.00
01	295584	10/31/2019	HINTERMEISTER DAVE	R	40.00
01	295585	10/31/2019	HINTERMEISTER LISA	R	100.00
01	295586	10/31/2019	HUMISTON DANIAL K	R	40.00
01	295587	10/31/2019	HUMISTON LAURIE	R	40.00
01	295588	10/31/2019	JOSEPH LINDA	R	92.00
01	295589	10/31/2019	KAUTZMAN MICHAEL ALAN	R	75.00
01	295590	10/31/2019	KEE-BOWLING BONNIE	R	150.00
01	295591	10/31/2019	LARSON KEITH	R	100.00
01	295592	10/31/2019	LASH, VALERIE	R	45.00
01	295593	10/31/2019	LYNDSLEY KEVIN KAR	R	89.00
01	295594	10/31/2019	MELSSEN JAMES	R	40.00
01	295595	10/31/2019	MELSSEN LINDA	R	40.00
01	295596	10/31/2019	OKEY CHRIS	R	50.00
01	295597	10/31/2019	PIPKIN STEPHEN	R	45.00
01	295598	10/31/2019	RAMIREZ JASMIN	R	40.00
01	295599	10/31/2019	RAMSAY THOMAS	R	165.00
01	295600	10/31/2019	SKOF BRYAN	R	40.00
01	295601	10/31/2019	SOLLIE DUANE A	R	70.00
01	295602	10/31/2019	THORSTENSON ROBIN	R	35.00
01	295603	10/31/2019	TOENSING KARI	R	20.00
01	295604	10/31/2019	WALZ CHRISTINE M	R	20.00
01	295605	10/31/2019	WALZ JEFFREY	R	20.00
01	295606	10/31/2019	WILSON JOHN P	R	40.00
01	295607	10/31/2019	WITHERS GERALD	R	89.00
01	295608	11/01/2019	CEL PUBLIC RELATIONS, INC.	R	6,600.00
01	295609	11/01/2019	GROUP MEDICAREBLUE RX	R	7,224.00
01	295610	11/01/2019	IDEAL ENERGIES LLC	R	992.09
01	295611	11/01/2019	KINECT ENERGY INC	R	3,066.78
01	295612	11/01/2019	INNOCENT TECHNOLOGIES LLC	R	8,000.00
01	295613	11/01/2019	PREMIER LIGHTING INC	R	6,693.92

01	295614	11/01/2019	QUALTRICS, LLC	R	9,875.01
01	295616	11/01/2019	XCEL ENERGY	R	45,277.26
01	V609408	11/01/2019	VERONICA BACH-DOWD	R	38.97
01	V609409	11/01/2019	ESTHER R CARRILLO	R	27.38
01	V609410	11/01/2019	TIA B CLASEN	R	3,000.00
01	V609411	11/01/2019	ROBIN M CONLEY	R	37.93
01	V609412	11/01/2019	AMY L COUGHLIN	R	21.81
01	V609413	11/01/2019	ANGELA M FISH	R	5.63
01	V609414	11/01/2019	KARIN V GAERTNER	R	117.41
01	V609415	11/01/2019	LEELA M GILBERTSON	R	37.93
01	V609416	11/01/2019	DONNAMARIE HARDY	R	27.90
01	V609417	11/01/2019	MARY J IHLEN	R	213.88
01	V609418	11/01/2019	GRACE M JENNINGS	R	33.67
01	V609419	11/01/2019	RYUSUKE J JONO	R	25.27
01	V609420	11/01/2019	MICHELLE L LAHREN	R	90.28
01	V609421	11/01/2019	MADDIE W LIEDTKE	R	24.95
01	V609422	11/01/2019	TORSTEN H.L. MARSH	R	22.97
01	V609423	11/01/2019	MATTHEW R MULLENBACH	R	30.74
01	V609424	11/01/2019	EUDORO A OLIVARES	R	113.00
01	V609425	11/01/2019	TANYA R OLSON	R	40.71
01	V609426	11/01/2019	LYNN R OPATZ	R	13.31
01	V609427	11/01/2019	KATHRYN L PATTON	R	9.39
01	V609428	11/01/2019	PALOMA PEREZ	R	58.51
01	V609429	11/01/2019	KELCI A PETERSON	R	54.87
01	V609430	11/01/2019	RENEE C REED-KARSTENS	R	6.26
01	V609431	11/01/2019	JENNY RODRIGUEZ	R	27.07
01	V609432	11/01/2019	KRISTINE L SCHOLZ	R	37.93
01	V609433	11/01/2019	LAURIE E SEIBERT	R	27.84
01	V609434	11/01/2019	MOLLY E M SMITH	R	108.15
01	V609435	11/01/2019	PAULA J WASHINGTON	R	21.82
01	V609436	11/01/2019	KASYA L WILLHITE	R	77.47
01	295617	11/06/2019	ABSOLUTE PRINT GRAPHICS	R	375.00
01	295618	11/06/2019	ALLIED PROFESSIONALS, INC.	R	210.00
01	295619	11/06/2019	ANDERSON LISA	R	74.00
01	295620	11/06/2019	BANKERS EQUIPMENT SERVICE INC	R	322.00
01	295621	11/06/2019	BAYFIELD FRUIT COMPANY LLC	R	4,790.85
01	295622	11/06/2019	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	1,155.00
01	295623	11/06/2019	BLUETARP FINANCIAL	R	86.92
01	295624	11/06/2019	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	295625	11/06/2019	BSI MECHANICAL, INC.	R	282.50
01	295626	11/06/2019	BSN SPORTS, LLC	R	400.00
01	295627	11/06/2019	CATALYST BUYING GROUP LLC	R	714.99
01	295628	11/06/2019	CEDAR SMALL ENGINE	R	50.08
01	295629	11/06/2019	CHARNSTROM	R	67.12
01	295630	11/06/2019	CITY OF RICHFIELD	R	1,012.50
01	295631	11/06/2019	COLLEGE TOWN PIZZA INC	R	5,550.00
01	295632	11/06/2019	CONTEMPORARY TRANSPORTATION LLC	R	6,840.00
01	295633	11/06/2019	CONTINENTAL RESEARCH CORP	R	339.38
01	295634	11/06/2019	DIVERSIFIED SNACK DISTRIBUTION	R	2,563.00
01	295635	11/06/2019	ECM PUBLISHERS INC	R	136.85

01	295636	11/06/2019	EDTECH TEAM, INC.	R	3,289.00
01	295637	11/06/2019	ETTEL & FRANZ ROOFING CO	R	450.00
01	295638	11/06/2019	FAIRCON SERVICE COMPANY	R	2,000.00
01	295639	11/06/2019	FASTENAL INDUSTRIAL	R	14.36
01	295640	11/06/2019	FRANCISCA EL ZEENNY	R	700.00
01	295642	11/06/2019	H BROOKS AND COMPANY LLC	R	9,423.46
01	295643	11/06/2019	HAMMER SPORTS LLC	R	338.00
01	295644	11/06/2019	HILLYARD	R	1,872.30
01	295645	11/06/2019	HODGDON, DENNIS	R	354.60
01	295646	11/06/2019	HOGLUND BUS CO INC	R	1,146.36
01	295647	11/06/2019	HOUGHTON MIFFLIN HARCOURT	R	588.72
01	295648	11/06/2019	AGILE SPORTS TECHNOLOGIES	R	750.00
01	295649	11/06/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	2,559.20
01	295650	11/06/2019	KINECT ENERGY INC	R	505.00
01	295651	11/06/2019	LANGUAGE TESTING INTERNATIONAL, INC	R	210.00
01	295652	11/06/2019	LOFFLER COMPANIES	R	115.00
01	295653	11/06/2019	LOMAX CARLA	R	210.00
01	295654	11/06/2019	MALLOY MONTAGUE KARNOWSKI & RADO	R	17,600.00
01	295655	11/06/2019	METROPOLITAN MECHANICAL CONTRACTORS	R	3,128.28
01	295656	11/06/2019	MIDWEST BUS PARTS INC	R	1,488.48
01	295657	11/06/2019	MINNESOTA MEMORY, INC.	R	1,399.50
01	295658	11/06/2019	MPLS PUBLIC SCHOOL SPECIAL DIST 1	R	11,397.60
01	295659	11/06/2019	MTI DISTRIBUTING CO	R	131.30
01	295660	11/06/2019	NORMANDEALE COMMUNITY COLLEGE	R	74,700.00
01	295661	11/06/2019	NOVACARE REHABILITATION	R	275.00
01	295662	11/06/2019	OCCUPATIONAL MEDICINE CONSULTANTS	R	267.00
01	295663	11/06/2019	PAN O GOLD BAKING CO	R	1,011.80
01	295664	11/06/2019	PLAYON SPORTS	R	5,000.00
01	295665	11/06/2019	POVOLNY KATHLEEN IGOE	R	140.00
01	295666	11/06/2019	PUMP & METER SERVICE	R	78.50
01	295667	11/06/2019	RUPP ANDERSON SQUIRES & WALDSPURGER	R	94.00
01	295668	11/06/2019	SAGE PUBLICATIONS INC	R	1,374.00
01	295669	11/06/2019	SCHUMACHER ELEVATOR COMPANY	R	275.00
01	295670	11/06/2019	SEAQUEST ROSEVILLE LLC	R	100.00
01	295671	11/06/2019	SHERWIN WILLIAMS CO	R	745.37
01	295672	11/06/2019	SITEONE LANDSCAPE SUPPLY LLC	R	195.95
01	295673	11/06/2019	TAFFE SARAH ANN	R	8,044.93
01	295674	11/06/2019	TEACHER'S DISCOVERY	R	110.77
01	295675	11/06/2019	THE GOOD ACRE	R	66.55
01	295676	11/06/2019	THIRSTY COCONUT	R	1,279.00
01	295677	11/06/2019	TRIO SUPPLY COMPANY	R	483.40
01	295678	11/06/2019	TWIN CITY HARDWARE	R	2,766.84
01	295679	11/06/2019	UNIVERSAL ATHLETIC SERVICE INC	R	14.97
01	295680	11/06/2019	VALUE PLUS FLOORING	R	590.80
01	295681	11/06/2019	VERIZON WIRELESS	R	557.79
01	295682	11/06/2019	VIG SOLUTIONS INC	R	3,478.00
01	295683	11/06/2019	VSP VISION SERVICE PLAN	R	1,555.50
01	295684	11/06/2019	WELLERWORKS CUSTOM	R	45.16

TOTAL P-CARDS, E-PAYS & CHECK	8,248,297.38
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P-CARDS, E-PAY & CHECK RUNS FOR 11/12/2019 BOARD REPORTS

BANK 05	DATE	AMOUNT
P-CARDS (paid 10/4/19)	10/4/2019	49,600.48
CHECKS	10/23/2019	232,100.49
	10/24/2019	7,175,359.30
	10/25/2019	86,713.63
	10/30/2019	6,562.15
	10/30/2019	413,499.54
	10/31/2019	2,327.00
	11/1/2019	87,729.06
	11/6/2019	190,052.68
E-Pays	11/1/2019	4,353.05

CHECK REGISTER BANK 05 TOTAL =	8,248,297.38
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BREAKDOWN	
01-206-00	824,201.27
02-206-00	121,783.17
03-206-00	97,897.24
04-206-00	19,494.79
06-206-00	7,177,309.29
07-206-00	-
08-206-00	-
20-206-00	5,813.73
21-206-00	1,515.92
47-206-00	-
50-206-00	281.97
BANK TOTAL =	8,248,297.38

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
November 1, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
US TREASURY N/B	12/15/19	2.47%	1,497,810.90	1,497,810.90	-	-	-	-
U.S. Treasury Note	01/15/20	0.00%	1,974,062.50	1,974,062.50	-	-	-	-
FARMERS & MERCHANTS UNION BANK	07/27/20	2.39%	242,600.00	242,600.00	-	-	-	-
UNITED BANK - C	07/27/20	2.32%	2,757,400.00	2,757,400.00	-	-	-	-
STATE BANK OF NEW RICHLAND	08/24/20	1.69%	245,800.00	245,800.00	-	-	-	-
EAGLEBANK	08/24/20	1.96%	245,100.00	245,100.00	-	-	-	-
SAFRA NATIONAL BANK	09/10/20	1.68%	245,289.14	245,289.14	-	-	-	-
VERITEX COMMUNITY BANK	09/17/20	1.66%	245,600.00	245,600.00	-	-	-	-
NEW OMNI BANK N.A.	09/17/20	1.80%	245,200.00	245,200.00	-	-	-	-
THIRD COAST BANK, SSB	09/17/20	1.82%	245,100.00	245,100.00	-	-	-	-
ELGA CREDIT UNION	09/17/20	1.82%	245,100.00	245,100.00	-	-	-	-
BANK 7	12/17/20	2.23%	242,300.00	242,300.00	-	-	-	-
EAST BOSTON SAVINGS BANK	12/17/20	1.93%	243,300.00	243,300.00	-	-	-	-
FIRST NATIONAL BANK / THE FIRST, NA	12/17/20	1.98%	243,200.00	243,200.00	-	-	-	-
WESTERN ALLIANCE BANK - C	12/17/20	1.92%	528,500.00	528,500.00	-	-	-	-
LATINO COMMUNITY CREDIT UNION	12/17/20	2.10%	242,700.00	242,700.00	-	-	-	-
FORESIGHT BANK	01/27/21	2.56%	237,500.00	237,500.00	-	-	-	-
ASSOCIATED BANK, NA - C	01/27/21	2.61%	1,000,000.00	1,000,000.00	-	-	-	-
MECHANICS SAVINGS BANK	01/27/21	2.56%	237,500.00	237,500.00	-	-	-	-
TBK BANK, SSB / THE NATIONAL BANK	02/04/21	1.75%	243,600.00	243,600.00	-	-	-	-
FIRST INTERNET BANK OF INDIANA	02/04/21	1.85%	243,300.00	243,300.00	-	-	-	-
Capital One, National Association Cert	08/16/21	2.10%	160,000.00	-	160,000.00	-	-	-
MN TRUST TERM SERIES	11/25/19	1.75%	2,500,000.00	-	-	2,500,000.00	-	-
WESTERN ALLIANCE BANK - C	11/25/19	2.22%	2,000,000.00	-	-	2,000,000.00	-	-
Olentangy Local School District	12/01/19	2.23%	303,861.00	-	-	303,861.00	-	-
Bank OZK (LOC)	12/24/19	2.21%	2,000,000.00	-	-	2,000,000.00	-	-
FRANKLIN SYNERGY BANK	12/24/19	2.15%	247,400.00	-	-	247,400.00	-	-
FREDDIE MAC	01/17/20	2.23%	1,973,765.04	-	-	1,973,765.04	-	-
Bank OZK (LOC)	01/24/20	2.22%	2,000,000.00	-	-	2,000,000.00	-	-
State of Georgia	02/01/20	2.20%	1,992,560.00	-	-	1,992,560.00	-	-
County of Chester PA	02/15/20	2.25%	1,088,974.80	-	-	1,088,974.80	-	-

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
November 1, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
BMO HARRIS BANK, NA	02/25/20	2.29%	2,500,000.00	-	-	2,500,000.00	-	-
BMO HARRIS BANK, NA	03/25/20	2.29%	2,000,000.00	-	-	2,000,000.00	-	-
THIRD COAST BANK, SSB	03/25/20	2.68%	1,000,000.00	-	-	1,000,000.00	-	-
AMERICAN PLUS BANK, N.A.	03/27/20	2.50%	243,800.00	-	-	243,800.00	-	-
ASSOCIATED BANK, NA - C	03/27/20	2.50%	512,500.00	-	-	512,500.00	-	-
LANDMARK COMMUNITY BANK	03/27/20	2.54%	243,700.00	-	-	243,700.00	-	-
WHEATON BANK AND TRUST - WINTRI	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
HINSDALE B&TC - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
WINTRUST BANK	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
LIBERTYVILLE B&TC - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
NORTHBROOK B&TC - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
BARRINGTON B&TC - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
WESTERN ALLIANCE BANK / TORREY P	04/24/20	2.22%	238,000.00	-	-	238,000.00	-	-
STATE BANK OF THE LAKES - WINTRUS	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
VILLAGE BANK & TRUST - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
CRYSTAL LAKE B&TC, NA - WINTRUST	04/24/20	2.30%	237,700.00	-	-	237,700.00	-	-
WISCONSIN-D-BABS	05/01/20	2.27%	563,497.00	-	-	563,497.00	-	-
PENTAGON FEDERAL CREDIT UNION (1	05/21/20	2.26%	1,500,000.00	-	-	1,500,000.00	-	-
TEXAS CAPITAL BANK	06/01/20	2.48%	243,800.00	-	-	243,800.00	-	-
SONABANK	06/01/20	2.64%	243,400.00	-	-	243,400.00	-	-
DAVENPORT-B-REF-TXBL	06/01/20	2.35%	263,533.40	-	-	263,533.40	-	-
Salt Lake City Corp	06/15/20	2.35%	248,137.50	-	-	248,137.50	-	-
FANNIE MAE	06/22/20	2.28%	1,474,126.30	-	-	1,474,126.30	-	-
PENTAGON FEDERAL CREDIT UNION (1	06/25/20	2.28%	2,250,000.00	-	-	2,250,000.00	-	-
SUFFOLK CO-A-BANS	06/26/20	2.26%	1,005,170.00	-	-	1,005,170.00	-	-
PENTAGON FEDERAL CREDIT UNION (1	07/24/20	2.30%	2,500,000.00	-	-	2,500,000.00	-	-
PENTAGON FEDERAL CREDIT UNION (1	08/25/20	2.32%	2,500,000.00	-	-	2,500,000.00	-	-
BMO HARRIS BANK, NA	08/25/20	2.30%	2,500,000.00	-	-	2,500,000.00	-	-
PENTAGON FEDERAL CREDIT UNION (1	09/25/20	2.33%	1,500,000.00	-	-	1,500,000.00	-	-
BMO HARRIS BANK, NA	09/25/20	2.31%	1,500,000.00	-	-	1,500,000.00	-	-
ASSOCIATED BANK, NA - C	09/25/20	2.50%	519,100.00	-	-	519,100.00	-	-

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
November 1, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
PREMIER BANK	09/25/20	2.57%	240,400.00	-	-	240,400.00	-	-
SOUTHERN STATES BANK	09/25/20	2.54%	240,500.00	-	-	240,500.00	-	-
NYC	10/01/20	2.41%	1,040,450.00	-	-	1,040,450.00	-	-
WESTCHESTER CO-A-REF	10/15/20	2.45%	148,305.00	-	-	148,305.00	-	-
BMO HARRIS BANK, NA	10/23/20	2.37%	2,000,000.00	-	-	2,000,000.00	-	-
NEW YORK NY	11/01/20	2.43%	1,313,141.25	-	-	1,313,141.25	-	-
BMO HARRIS BANK, NA	11/25/20	2.37%	1,500,000.00	-	-	1,500,000.00	-	-
WHEATON PK-D-REF-TXBL	12/30/20	2.69%	513,567.60	-	-	513,567.60	-	-
LAKE ETC SD #118-REF	01/01/21	2.79%	400,700.00	-	-	400,700.00	-	-
US TREASURY N/B	01/15/21	2.32%	495,683.59	-	-	495,683.59	-	-
ASSOCIATED BANK, NA - C	01/25/21	2.66%	500,000.00	-	-	500,000.00	-	-
COLLIN CO-B-REF-TXBL	02/15/21	2.43%	260,982.50	-	-	260,982.50	-	-
County of El Paso TX	02/15/21	2.37%	794,768.00	-	-	794,768.00	-	-
FINANCIAL FEDERAL BANK	02/25/21	2.65%	237,100.00	-	-	237,100.00	-	-
ASSOCIATED BANK, NA (N)	02/25/21	2.67%	237,100.00	-	-	237,100.00	-	-
ASSOCIATED BANK, NA - C	02/25/21	2.50%	1,000,000.00	-	-	1,000,000.00	-	-
HOUSTON-B-TXBL	03/01/21	2.43%	555,861.60	-	-	555,861.60	-	-
State of Maryland	03/15/21	2.38%	501,430.00	-	-	501,430.00	-	-
ASSOCIATED BANK, NA - C	04/23/21	2.67%	500,000.00	-	-	500,000.00	-	-
US TREASURY N/B	05/15/21	2.36%	1,023,164.05	-	-	1,023,164.05	-	-
State of Arkansas	06/01/21	2.43%	1,520,460.00	-	-	1,520,460.00	-	-
MEMPHIS-C-BABS	07/01/21	2.68%	312,489.00	-	-	312,489.00	-	-
FEDERAL HOME LOAN BANK	07/14/21	2.40%	959,446.61	-	-	959,446.61	-	-
FEDERAL HOME LOAN BANK	07/14/21	2.40%	479,723.30	-	-	479,723.30	-	-
State of Hawaii	08/01/21	2.45%	357,371.00	-	-	357,371.00	-	-
US TREASURY N/B	08/31/21	2.40%	493,398.44	-	-	493,398.44	-	-
FANNIE MAE	10/07/21	2.45%	481,788.31	-	-	481,788.31	-	-
City & County of Honolulu HI	11/01/21	2.55%	497,605.00	-	-	497,605.00	-	-
FEDERAL HOME LOAN BANK	11/15/19	2.15%	197,488.85	-	-	-	197,488.85	-
WESTERN ALLIANCE BANK - C	11/25/19	2.22%	500,000.00	-	-	-	500,000.00	-
UINTA BANK	11/25/19	2.23%	240,400.00	-	-	-	240,400.00	-

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
November 1, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
City of Frederick MD	12/01/19	2.17%	200,254.00	-	-	-	200,254.00	-
US TREASURY N/B	12/15/19	2.16%	838,611.33	-	-	-	838,611.33	-
FREDDIE MAC	01/17/20	2.19%	1,234,467.64	-	-	-	1,234,467.64	-
BMO HARRIS BANK, NA	02/25/20	2.29%	1,500,000.00	-	-	-	1,500,000.00	-
BMO HARRIS BANK, NA	03/25/20	2.29%	1,000,000.00	-	-	-	1,000,000.00	-
BMO HARRIS BANK, NA	04/24/20	2.24%	1,000,000.00	-	-	-	1,000,000.00	-
BMO HARRIS BANK, NA	05/21/20	2.24%	1,250,000.00	-	-	-	1,250,000.00	-
ST. CHARLES B&TC - WINTRUST	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
SCHAUMBURG B&TC / ADVANTAGE N	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
BEVERLY BANK & TRUST CO, NA- WINI	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
LAKE FOREST B&T CO. N.A. - WINTRUS	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
TOWN BANK - WINTRUST	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
OLD PLANK TRAIL COMMUNITY BANK	06/25/20	2.30%	236,700.00	-	-	-	236,700.00	-
US TREASURY N/B	07/15/20	2.25%	491,503.91	-	-	-	491,503.91	-
PENTAGON FEDERAL CREDIT UNION (1	07/24/20	2.30%	1,000,000.00	-	-	-	1,000,000.00	-
PENTAGON FEDERAL CREDIT UNION (1	08/25/20	2.32%	1,000,000.00	-	-	-	1,000,000.00	-
BMO HARRIS BANK, NA	08/25/20	2.30%	1,000,000.00	-	-	-	1,000,000.00	-
BMO HARRIS BANK, NA	09/25/20	2.36%	1,250,000.00	-	-	-	1,250,000.00	-
BMO HARRIS BANK, NA	10/23/20	2.31%	1,000,000.00	-	-	-	1,000,000.00	-
PACIFIC WESTERN BANK	04/23/21	3.19%	233,400.00	-	-	-	233,400.00	-
CIBC BANK USA / PRIVATE BANK - MI	08/25/21	2.69%	234,000.00	-	-	-	234,000.00	-
FIRST NATIONAL BANK	08/25/21	2.78%	233,500.00	-	-	-	233,500.00	-
GREAT MIDWEST BANK	08/25/21	2.68%	120,000.00	-	-	-	120,000.00	-
MONROE TWP NJ MIDDLESEX CNTY	12/15/19	1.48%	1,379,387.50	-	-	-	-	1,379,387.50
PENTAGON FEDERAL CREDIT UNION (1	01/10/20	1.36%	1,700,000.00	-	-	-	-	1,700,000.00
BANK OF CHINA	03/02/20	2.64%	243,400.00	-	-	-	-	243,400.00
BROOKLINE BANK	03/05/20	2.53%	150,000.00	-	-	-	-	150,000.00
SOUTHSIDE BANK	05/19/20	1.21%	238,300.00	-	-	-	-	238,300.00
CORPORATE ONE FEDERAL CREDIT UN	08/31/20	2.60%	240,300.00	-	-	-	-	240,300.00
PREFERRED BANK	08/31/20	2.55%	240,500.00	-	-	-	-	240,500.00
State of California	10/01/20	2.28%	725,355.25	-	-	-	-	725,355.25

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
November 1, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
KEMBA FINANCIAL FCU	10/13/20	1.75%	236,900.00	-	-	-	-	236,900.00
MAINSTREET BANK	10/13/20	1.67%	237,400.00	-	-	-	-	237,400.00
KS STATEBANK / KANSAS STATE BANK	10/13/20	1.86%	235,800.00	-	-	-	-	235,800.00
MERRICK BANK	10/19/20	2.90%	92,000.00	-	-	-	-	92,000.00
PRIME ALLIANCE BANK	10/19/20	2.99%	208,000.00	-	-	-	-	208,000.00
SECURITY STATE BANK	10/30/20	1.79%	236,600.00	-	-	-	-	236,600.00
FIRST CENTRAL BANK MCCOOK	10/30/20	1.81%	236,200.00	-	-	-	-	236,200.00
GREAT MIDWEST BANK	12/18/20	1.91%	115,000.00	-	-	-	-	115,000.00
CFG COMMUNITY BANK	04/01/21	1.74%	243,500.00	-	-	-	-	243,500.00
OXFORD-C-REF	08/01/21	1.70%	300,516.00	-	-	-	-	300,516.00
T BANK, NA	10/12/21	1.51%	100,000.00	-	-	-	-	100,000.00
Bank OZK	02/28/22	2.65%	230,100.00	-	-	-	-	230,100.00
TULSA CO ISD #3-TXBL	04/01/22	2.58%	693,178.90	-	-	-	-	693,178.90
State of California	04/01/47	2.26%	793,807.50	-	-	-	-	793,807.50
Total Investments Held			97,031,093.71	11,650,962.54	160,000.00	60,400,060.29	15,943,825.73	8,876,245.15

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 12, 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

Carla Arlandis Toledano – Dual Language Elementary – RDLS

Maria del Carmen Luna-Robledo – Mathematics – Middle School

Certified Full Time Position for Employment – Early Learning

Laura Holz – Pre-School Teacher – Centennial

Certified Full Time Request for Leave of Absence – Child Care

Jessica Creighton – Talent Development – Sheridan Hills

Certified Part Time Positions for Employment – 1st Year Probation

Joan Wing – ESL Parent Educator – Central

Kim Wolfe – Science – Senior High

Classified Full Time Position for Employment – Facilities & Transportation

Dallas Jurek – Building Cleaner – Senior High

Classified Part Time Position for Employment – Food & Nutrition Services

Maya Buss – 34.5 hr/wk Kitchen Assistant – Middle School

Classified Part Time Positions for Employment – Paraprofessionals

Stephanie Hartman – 20 hr/wk Instructional Para – Central

Elizabeth Ricker – 35 hr/wk Special Ed. Para – Sheridan Hills

Sophia Webster – 30 hr/wk Special Ed. Para – Sheridan Hills

Classified Part Time Resignation - Paraprofessional

Sherilyn Brown – 13.75 hr/wk Managerial Para – RSTEM

OLD BUSINESS - FOR ACTION

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 12, 2019

Subject: RDLS Facilities Project Change Order #9

(Recommended by the Superintendent)

That the Board of Education approve RDLS Facilities Project Change Order #9 for net increase of \$4,475.07.

Background Information

Change Order #9: \$4,475.07

This change order includes additional costs related to the addition of (12) electrical outlets for smart-boards. It also includes a no cost change regarding documents issued relating to assigning building room numbers.

Original project cost was \$8,978,360.87. The total cost of the project is now \$8,982,835.94.



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

Project: S180064 - RDLS - ISD #280, Richfield Dual Language School
7001 Elliot Avenue South
Richfield, Minnesota 55423

DRAFT

Contract Change Order #009: L.S. Black CO 009

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RDLS -001:L.S. Black Single Prime Contract
DATE CREATED:	10/14/2019	CREATED BY:	Raeann Wynn (ICS Consulting, Inc. - Blaine, MN)
CONTRACT STATUS:	Draft	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Design Development
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$4,475.07

DESCRIPTION:

This change order includes additional costs related to the addition of (12) electrical outlets for smart-boards. It also includes a no cost change regarding documents issued relating to assigning building room numbers.

CE #022 - SI #005 - Signage Room Number Reference: No cost impact: \$0.00
SI #005 - Signage Room Number Reference

CE #025 - PR #022 - Interactive Smart Board Receptacles: \$4,475.07
PR #022 - Interactive Smart Board Receptacles

ATTACHMENTS:

[CE 022 - SI 005 - Signage Room Number Reference.pdf](#) [CE 025 - PR 022 - Interactive Smart Board Receptacles.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,048,000.00
Net change by previously authorized Change Orders	(\$69,639.13)
The contract sum prior to this Change Order was	\$ 8,978,360.87
The contract sum would be changed by this Change Order in the amount of	\$ 4,475.07
The new contract sum including this Change Order will be	\$ 8,982,835.94
The contract time will not be changed by this Change Order by 0 days	

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

Wold Architects & Engineers
332 Minnesota Street STE W2000
Saint Paul Minnesota 55101

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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



SUPPLEMENTAL INSTRUCTIONS

ISD #280 – Richfield Public Schools	Richfield Dual Language School
LS Black Construction	Attn: Bill Zebro
1959 Sloan Place, Suite 220	
Saint Paul, Minnesota 55117	
651-774-8445	651-774-9695
wzebro@lsblack.com	

This no cost change is to be carried out in accordance with the following modifications to the contract documents described herein. If this change affects cost, do not proceed with this change. Notify the Architect in writing within 10 days of receipt that an itemized (labor and material) quotation will be submitted within 21 days of initial receipt of this Supplemental Instruction. If a cost is not submitted within 21 days, this Supplemental Instruction will be accepted at no additional cost	SI: #005
	Comm: #182021
	Const. Pkg: #

Distribution:

- ☒ Dan Kretsinger, 280
- ☐ Craig Holje, 280
- ☐ Rick Regnier, Richfield
- ☒ Andy Faulkner, ICS
- ☒ Taylor Rugroden, ICS
- ☒ Dave Phillips, ICS
- ☐ Chris Ghormley, AJA
- ☐ Matt Ricker, BKBM
- ☐ Alex Smith, BKBM
- ☐ John Dunne, Rippe
- ☐ Abdul Ganamo, Wold
- ☐ N. M.-Alquicira, Wold
- ☐ Ryan Charlton, Wold
- ☐ Joe Matlock, Wold
- ☐ Jim Gausman, Wold
- ☒ Michael Klass, Wold
- ☒ John Kretchmer, Wold

Item	Description
5	Signage Room Number Reference
5.1	COVER SHEET
	- Refer to new sheets.
5.2	A7.104 – LOWER LEVEL SIGNAGE PLAN
	- See plan for building room numbering for signage.
5.3	A7.104 – MAIN LEVEL SIGNAGE PLAN – AREA ‘A’
	- See plan for building room numbering for signage.
5.4	A7.104 – MAIN LEVEL SIGNAGE PLAN – AREA ‘B’
	- See plan for building room numbering for signage.
5.5	A7.104 – MAIN LEVEL SIGNAGE PLAN – AREA ‘C’
	- See plan for building room numbering for signage.

Attachments: COVER SHEET, A7.101, A7.102, A7.103, A7.104

Issued By: Joe Pautsch

Date: 06/25/2019

Wold Architects and Engineers
332 Minnesota Street, Suite W2000
Saint Paul, MN 55101
woldae.com | 651 227 7773

**PLANNERS
ARCHITECTS
ENGINEERS**

Richfield Dual Language School - 2018 Additions and Renovations

Independent School District #280

Richfield, MN



Richfield Dual Language School - 2018 Additions and Renovations

7001 Elliot Ave
Richfield, MN 55423

Independent School District #280

7001 Harriet Ave
Minneapolis, MN 55423

Wold

**WOLD ARCHITECTS
AND ENGINEERS**

332 Minnesota Street, Suite W2000
Saint Paul, MN 55101

woldac.com | 651 227 7773

ics CONSULTING, INC

www.ics-consult.com | 763.354.2670

BLAINE, MN | DULUTH, MN | FARGO, ND
SIOUX FALLS, SD | MEDIA, PA

CIVIL ENGINEER

Anderson-Johnson Associates, Inc.
Valley Square Office Center, Suite 200
7575 Golden Valley Road
Minneapolis, Minnesota 55427
Tel: (763) 544-7129
Fax: (612) 544-0531

STRUCTURAL ENGINEER

BKBM Engineers, Inc.
5930 Brooklyn Boulevard
Minneapolis, Minnesota 55429-2518
Tel: (763) 843-0420
Fax: (763) 843-0421

KITCHEN CONSULTANT

Robert Rippe & Associates
6117 Blue Circle Drive, Suite 100
Minnetonka, Minnesota 55343
Tel: (952) 933-0313
Fax: (952) 933-9661

MECHANICAL ENGINEER

Wold Architects and Engineers
332 Minnesota Street
Suite W Two Thousand
Saint Paul, Minnesota 55101
Tel: (651) 227-7773
Fax: (651) 223-5646

ELECTRICAL ENGINEER

Wold Architects and Engineers
332 Minnesota Street
Suite W Two Thousand
Saint Paul, Minnesota 55101
Tel: (651) 227-7773
Fax: (651) 223-5646

CIVIL

C0	SURVEY (FOR REFERENCE ONLY)
C1.11	REMOVALS PLAN
C1.21	SITE LAYOUT PLAN
C1.31	SITE FINISHING PLAN
C1.41	GRADING AND DRAINAGE PLAN
C1.51	UTILITY & EROSION CONTROL PLAN
C2.11	SITE DETAILS
C2.12	SITE DETAILS

ARCHITECTURAL

A0.111	CODE PLAN - LOWER LEVEL AND MAIN LEVEL
A0.211	SITE STAGING PLAN
A0.211	STAGING, PHASING, AND DUST BARRIER PLAN
A1.00	LOWER LEVEL DEMOLITION PLAN
A1.01a	MAIN LEVEL DEMOLITION PLAN - AREA 'A'
A1.01b	MAIN LEVEL DEMOLITION PLAN - AREA 'B'
A1.01c	MAIN LEVEL DEMOLITION PLAN - AREA 'C'
A1.02	ROOF DEMOLITION PLAN
A1.03	R-STEM DEMOLITION PLAN - NATATORIUM
A2.00	LOWER LEVEL FLOOR PLAN
A2.11a	MAIN LEVEL FLOOR PLAN - AREA 'A'
A2.11b	MAIN LEVEL FLOOR PLAN - AREA 'B'
A2.11c	MAIN LEVEL FLOOR PLAN - AREA 'C'
A2.095	ROOF PLAN
A2.901	DOOR/ FRAME/ WINDOW TYPES AND SCHEDULES
A2.921	ROOM FINISH SCHEDULE & MATERIAL FINISH SCHEDULE
A3.01a	MAIN LEVEL REFLECTED CEILING PLAN - AREA 'A'
A3.01b	MAIN LEVEL REFLECTED CEILING PLAN - AREA 'B'
A3.01c	MAIN LEVEL REFLECTED CEILING PLAN - AREA 'C'
A4.101	DETAILS - GENERAL - SYMBOLS AND ABBREVIATIONS
A4.102	DETAILS - GENERAL - MOUNTING HEIGHTS
A4.103	ENLARGED PLANS AND TILE PATTERNS
A4.301	FLOOR FINISH PLAN - AREA 'A'
A4.302	FLOOR FINISH PLAN - AREA 'B'
A4.303	FLOOR FINISH PLAN - AREA 'C'
A4.304	GYM STRIPING PLAN
A4.401	INTERIOR ELEVATIONS
A4.501	CASEWORK ELEVATIONS
A4.502	CASEWORK ELEVATIONS
A4.701	DETAILS - WALL TYPES
A4.703	DETAILS - INTERIOR WALL DETAILS
A4.705	DETAILS - INTERIOR WALL DETAILS
A4.710	DETAILS - INTERIOR CASEWORK SECTIONS
A4.711	DETAILS - INTERIOR CASEWORK SECTIONS
A4.801	DETAILS - INTERIOR OPENING DETAILS
A4.802	DETAILS - INTERIOR OPENING DETAILS
A4.901	DETAILS - INTERIOR CEILING DETAILS
A5.101	EXTERIOR ELEVATIONS
A5.201	PARTIAL BUILDING SECTIONS
A5.202	WALL SECTIONS - AREA A
A5.203	WALL SECTIONS - AREA A
A5.204	WALL SECTIONS - AREA B

ARCHITECTURAL

A5.301	CURTAINWALL AND STOREFRONT ELEVATIONS
A5.501	DETAILS - EXTERIOR WALL
A5.502	DETAILS - EXTERIOR WALL
A5.503	DETAILS - EXTERIOR WALL
A5.507	DETAILS - CURTAINWALL / STOREFRONT
A5.508	DETAILS - CURTAINWALL / STOREFRONT
A5.601	DETAILS - EXTERIOR OPENINGS
A5.701	DETAILS - EXTERIOR ROOF
A5.702	DETAILS - EXTERIOR ROOF
A6.101	DETAILS - SITE AND SIGNAGE
A7.101	LOWER LEVEL SIGNAGE PLAN
A7.102	MAIN LEVEL SIGNAGE PLAN - AREA 'A'
A7.103	MAIN LEVEL SIGNAGE PLAN - AREA 'B'
A7.104	MAIN LEVEL SIGNAGE PLAN - AREA 'C'

STRUCTURAL

S0.000	TITLE SHEET
S2.01	LOWER LEVEL / FOUNDATION PLAN - AREA A AND B
S2.11	MAIN LEVEL FRAMING PLAN - AREA A AND B
S2.21	ROOF FRAMING PLAN - AREA A & B
S4.111	SECTIONS AND DETAILS
S4.211	SECTIONS AND DETAILS
S4.212	SECTION AND DETAILS
S5.101	SCHEDULES AND DETAILS

FOOD SERVICE

FS1.0	FOOD SERVICE EQUIPMENT PLAN AND SCHEDULE
FS2.0	FOODSERVICE EQUIPMENT ELEVATIONS & SECTIONS
FS3.0	FOODSERVICE EQUIPMENT SPECIAL CONDITIONS PLAN & DETAILS
FS4.0	FOODSERVICE EQUIPMENT STANDARD DETAILS
FS4.1	FOODSERVICE EQUIPMENT STANDARD DETAILS

MECHANICAL

M1.00a	TUNNEL AND UNDERFLOOR LEVEL DEMOLITION PLAN AREA 'A'
M1.00b	TUNNEL AND UNDERFLOOR LEVEL DEMOLITION PLAN AREA 'B'
M1.00c	TUNNEL AND UNDERFLOOR LEVEL DEMOLITION PLAN AREA 'C'
M1.01a	MAIN LEVEL DEMOLITION PLAN AREA 'A'
M1.01b	MAIN LEVEL DEMOLITION PLAN AREA 'B'
M1.01c	MAIN LEVEL DEMOLITION PLAN AREA 'C'
M1.650	LOWER LEVEL DEMOLITION PLAN - BOILER ROOM, WEST AND EAST FAN ROOM
M1.950	ROOF DEMOLITION PLAN
M2.00a	TUNNEL AND UNDERFLOOR PLUMBING PLAN AREA 'A'
M2.00b	TUNNEL AND UNDERFLOOR PLUMBING PLAN AREA 'B'
M2.00c	TUNNEL AND UNDERFLOOR PLUMBING PLAN AREA 'C'
M2.01a	MAIN LEVEL PLUMBING PLAN AREA 'A'
M2.01b	MAIN LEVEL PLUMBING PLAN AREA 'B'
M2.01c	MAIN LEVEL PLUMBING PLAN AREA 'C'
M3.00a	LOWER LEVEL HYDRONIC PLAN AREA 'A'
M3.00b	LOWER LEVEL HYDRONIC PLAN AREA 'B'
M3.00c	LOWER LEVEL HYDRONIC PLAN AREA 'C'
M3.01a	MAIN LEVEL HYDRONIC PLAN AREA 'A'
M3.01b	MAIN LEVEL HYDRONIC PLAN AREA 'B'
M3.01c	MAIN LEVEL HYDRONIC PLAN AREA 'C'
M4.00a	LOWER LEVEL HVAC PLAN AREA 'A'
M4.00b	LOWER LEVEL HVAC PLAN AREA 'B'
M4.00c	LOWER LEVEL HVAC PLAN AREA 'C'
M4.01a	MAIN LEVEL HVAC PLAN AREA 'A'
M4.01b	MAIN LEVEL HVAC PLAN AREA 'B'
M4.01c	MAIN LEVEL HVAC PLAN AREA 'C'
M5.100	LOWER LEVEL FIRE PROTECTION PLAN
M5.101	MAIN LEVEL FIRE PROTECTION PLAN
M6.100	ROOF PLAN
M6.101	LOWER LEVEL MECHANICAL ROOM PLUMBING PLANS
M6.102	LOWER LEVEL MECHANICAL ROOM HYDRONIC PLANS
M6.103	LOWER LEVEL MECHANICAL ROOM HVAC PLANS
M6.104	AIR HANDLING UNIT SECTIONS AND CONTROL SCHEMATIC
M7.100	PLUMBING RISER DIAGRAMS
M7.101	PLUMBING RISER DIAGRAMS
M7.200	HYDRONIC PIPING SCHEMATICS
M8.100	DETAILS
M8.101	DETAILS
M8.102	DETAILS
M8.103	DETAILS
M8.200	SCHEDULES
M8.201	SCHEDULES
M8.202	SCHEDULES

ELECTRICAL

E0.00	ELECTRICAL SYMBOLS AND ABBREVIATIONS
E0.100	ELECTRICAL SITE PLAN - EXISTING
E0.200	ELECTRICAL SITE PLAN - NEW
E0.300	LOWER AND MAIN LEVEL OVERALL PLAN
E1.01ac	LOWER LEVEL DEMOLITION PLAN - AREA 'A' & 'C'
E1.02a	MAIN LEVEL DEMOLITION PLAN - AREA 'A'
E1.02b	MAIN LEVEL DEMOLITION PLAN - AREA 'B'
E1.02c	MAIN LEVEL DEMOLITION PLAN - AREA 'C'
E2.01ac	LOWER LEVEL LIGHTING PLAN - AREA 'A' & 'C'
E2.02a	MAIN LEVEL LIGHTING PLAN - AREA 'A'
E2.02b	MAIN LEVEL LIGHTING PLAN - AREA 'B'
E2.02c	MAIN LEVEL LIGHTING PLAN - AREA 'C'
E3.01ac	LOWER LEVEL POWER AND SYSTEM PLAN - AREA 'A' & 'C'
E3.02a	MAIN LEVEL POWER PLAN - AREA 'A'
E3.02b	MAIN LEVEL POWER PLAN - AREA 'B'
E3.02c	MAIN LEVEL POWER PLAN - AREA 'C'
E3.10	ROOF PLAN - ELECTRICAL
E4.02a	MAIN LEVEL SYSTEMS PLAN - AREA 'A'
E4.02b	MAIN LEVEL SYSTEMS PLAN - AREA 'B'
E4.02c	MAIN LEVEL SYSTEMS PLAN - AREA 'C'
E4.10	KITCHEN PLAN - ELECTRICAL
E5.00	RISER DIAGRAM AND PANEL SCHEDULE
E6.01	LUMINAIRE SCHEDULE
E6.02	MOTOR SCHEDULE
E7.01	ELECTRICAL DETAILS
E7.10	ELECTRICAL DETAILS - SYSTEMS

MN

Richfield Dual
Language School -
2018 Additions and
Renovations

7001 Elliot Ave
Richfield, MN 55423

Independent School
District #280

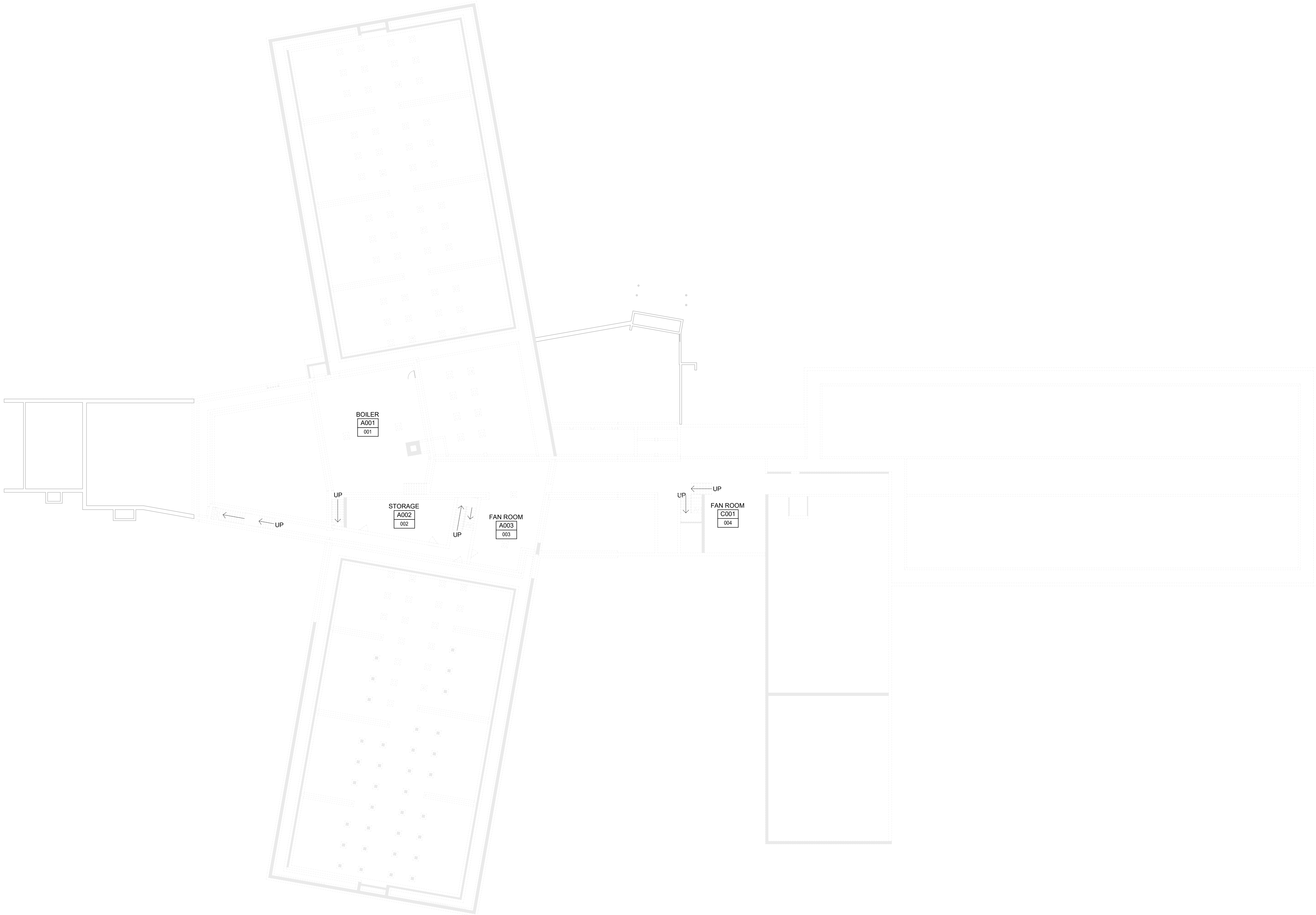
7001 Harriet Ave
Minneapolis, MN 55423



WOLD ARCHITECTS
AND ENGINEERS

332 Minnesota Street, Suite W2000
Saint Paul, MN 55101

woldac.com | 651 227 7773



ROOM NUMBERING LEGEND:

ROOM NAME → CLASSROOM
WOLD ARCH NUMBER → A100
BUILDING ROOM NUMBER → H101

MECHANICAL AND ELECTRICAL
CONTRACTORS TO LABEL COMPONENTS PER
THE BUILDING ROOM NUMBER (BOTTOM
NUMBER). THIS INCLUDES, BUT IS NOT
LIMITED TO:

1. CIRCUIT LABELING AT PANEL.
2. DATA OUTLET LABELS.
3. OTHER AS REQUESTED BY OWNER.

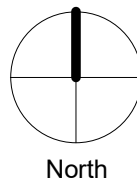
THE BUILDING AUTOMATION SYSTEM
REFERENCES ON GRAPHICS AND
COMPONENT LABELS ARE TO USE THE
BUILDING ROOM NUMBER (BOTTOM
NUMBER).

I hereby certify that this plan, specification or report was prepared by
me or under my direct supervision and that I am a duly Licensed
ARCHITECT
under the laws of the State of MINNESOTA

License
Number: 26979
Date: 11/12/2018

Description	Revisions	
	Date	Num
SI #005	June 25, 2019	1

Comm: 182021
Date: 11/12/2018
Drawn: Author
Check: Checker



LOWER LEVEL
SIGNAGE PLAN

Scale: As indicated

A7.101

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MN

A



F1 MAIN LEVEL SIGNAGE PLAN - AREA 'B'

ROOM NUMBERING LEGEND:

ROOM NAME → CLASSROOM
WOLD ARCH NUMBER → A100
BUILDING ROOM NUMBER → H101

MECHANICAL AND ELECTRICAL CONTRACTORS TO LABEL COMPONENTS PER THE BUILDING ROOM NUMBER (BOTTOM NUMBER). THIS INCLUDES, BUT IS NOT LIMITED TO:

- 1. CIRCUIT LABELING AT PANEL.
- 2. DATA OUTLET LABELS.
- 3. OTHER AS REQUESTED BY OWNER.

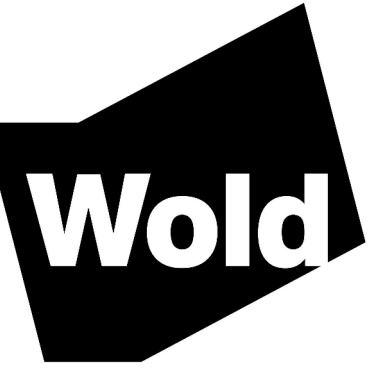
THE BUILDING AUTOMATION SYSTEM REFERENCES ON GRAPHICS AND COMPONENT LABELS ARE TO USE THE BUILDING ROOM NUMBER (BOTTOM NUMBER).

Richfield Dual Language School - 2018 Additions and Renovations

7001 Elliot Ave
Richfield, MN 55423

Independent School District #280

7001 Harriet Ave
Minneapolis, MN 55423



WOLD ARCHITECTS AND ENGINEERS

332 Minnesota Street, Suite W2000
Saint Paul, MN 55101

woldae.com | 651.227.7773

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed

ARCHITECT

under the laws of the State of MINNESOTA

License Number: 26979 Date: 11/12/2018

Vaughn Dierks

Revisions

Description Date Num

SI #005 June 25, 2019 1

A



A7.104



Change Order Request

LS Black Constructors, Inc.

Project: 19-6014. / Richfield Dual Language School

To: Taylor Rugroden
ICS

Phone:

Fax:

Email:

To: William Zebro
LS Black Constructors, Inc.
1959 Sloan Place, Suite 220
St. Paul, MN 55117

Phone:

Fax:

Email: wzebro@lsblack.com

Change Order Request # :	18	PR # 22 Interactive Smart Board Receptacles	Date: 7/15/2019
--------------------------	----	---	-----------------

Below is the detail for our proposal to complete the following changes in contract work:

- Pending Change Order: PCO - 18 PR # 22 Interactive Smart Board Receptacles
- The prices below are for 30 days and subject to revision if not accepted within 30 days.
- The number of additional days added to total contract duration for completing this work is 0.

Item	Description	
18	PR # 22 Interactive Smart Board Receptacles	4,475.07
Total For Change Order		4,475.07

Approved By: Taylor Rugroden
ICS

Signed: _____

Date: _____

Submitted By: William Zebro
LS Black Constructors, Inc.

Signed: _____

Date: _____



Change Order Request

LS Black Constructors, Inc.

Project: 19-6014. / Richfield Dual Language School

To: Taylor Rugroden
ICS

Phone:

Fax:

Email:

To: William Zebro
LS Black Constructors, Inc.
1959 Sloan Place, Suite 220
St. Paul, MN 55117

Phone:

Fax:

Email: wzebro@lsblack.com

Change Order Request # : 18 PR # 22 Interactive Smart Board Receptacles

Date: 7/15/2019

Below is the detail for our proposal to complete the following changes in contract work:

- Pending Change Order: PCO - 18 PR # 22 Interactive Smart Board Receptacles
- The prices below are for 30 days and subject to revision if not accepted within 30 days.
- The number of additional days added to total contract duration for completing this work is 0.

Item : 18 PR # 22 Interactive Smart Board Receptacles

Phase	Description	Cost Type	Hours	Rate	Estimated Cost
80-0021-01	Change Orders PR #22 Phasor Smart Board Receptacles	3 S			4,261.97
		Subtotal Item	18		4,261.97

Cost Type Recap:		Mark up	Amount
3 Subcontractor		5.00%	4,475.07
	Subtotal Item		4,475.07
	Bond Premium	0.00%	0.00
	Insurance	0.00%	0.00
	Requested Total For Item	18	4,475.07
	Total For Change Order		4,475.07

Approved By: Taylor Rugroden
ICS

Submitted By: William Zebro
LS Black Constructors, Inc.

Signed: _____

Signed: _____

Date: _____

Date: _____



July 12, 2019

Richfield Dual Language School
7001 Elliot Ave
Richfield, MN 55423

RE: PR#22

Attn Bill:

Phasor Electric has reviewed PR#16 for the Richfield Dual Language School. There costs are as follows:

PR#22

Item 22.1-22.3

Add \$4,261.97

The total cost:

Four Thousand Two Hundred Sixty One and 97/100

\$4,261.97

If you have any questions, please call.

Sincerely,
PHASOR ELECTRIC COMPANY

Mike Herman

Mike Herman
Project Manager
MRH

Phasor Electric
2160 108th Ln NE,
Blaine, MN 55449

PR #22

Bill To:

LS Black
1959 Sloan Pl #220,
St. Paul, MN 55117

07/12/19

Material Cost

LN	DB#	Material Description	Quantity	Cost
3	F	Coordination and Supervision	1.00	\$0.00
5	C	E3.02a	0.00	\$0.00
7	I	8688 WM-700 RACEWAY	20.00	\$34.80
8	I	8822 WM-5733 OUTLET BOX	2.00	\$32.56
9	I	1842 EM-1/2 EMT-CONDUIT	50.00	\$19.29
10	I	1980 EM-1/2 SET SCREW COUP	6.00	\$1.32
11	I	2000 EM-1/2 SET SCREW CONN	6.00	\$1.26
12	I	8188 WC-THHN-STRA #12	140.00	\$19.63
13	I	1082 DE2-20A GRY DPLX-HUBBELL	2.00	\$10.44
14	I	5788 PL-1G SS DUPLEX PLATE	2.00	\$4.20
17	C	E3.02b	0.00	\$0.00
18	I	1082 DE2-20A GRY DPLX-HUBBELL	-4.00	(\$20.88)
19	I	5788 PL-1G SS DUPLEX PLATE	-4.00	(\$8.40)
20	I	1842 EM-1/2 EMT-CONDUIT	-40.00	(\$15.43)
21	I	1980 EM-1/2 SET SCREW COUP	-4.00	(\$0.88)
22	I	2000 EM-1/2 SET SCREW CONN	-8.00	(\$1.68)
23	I	8188 WC-THHN-STRA #12	-120.00	(\$16.83)
24	I	8688 WM-700 RACEWAY	-10.00	(\$17.40)
25	I	8822 WM-5733 OUTLET BOX	-1.00	(\$16.28)
26	I	8688 WM-700 RACEWAY	40.00	\$69.60
27	I	8822 WM-5733 OUTLET BOX	5.00	\$81.40
28	I	1082 DE2-20A GRY DPLX-HUBBELL	5.00	\$26.10
29	I	5788 PL-1G SS DUPLEX PLATE	5.00	\$10.50
30	I	1842 EM-1/2 EMT-CONDUIT	80.00	\$30.86
31	I	1980 EM-1/2 SET SCREW COUP	8.00	\$1.76
32	I	2000 EM-1/2 SET SCREW CONN	10.00	\$2.10
33	I	8188 WC-THHN-STRA #12	248.00	\$34.77
36	C	E3.02c	0.00	\$0.00
37	I	1082 DE2-20A GRY DPLX-HUBBELL	-1.00	(\$5.22)
38	I	5788 PL-1G SS DUPLEX PLATE	-1.00	(\$2.10)
39	I	1842 EM-1/2 EMT-CONDUIT	-10.00	(\$3.86)
40	I	1980 EM-1/2 SET SCREW COUP	-1.00	(\$0.22)
41	I	2000 EM-1/2 SET SCREW CONN	-2.00	(\$0.42)
42	I	8188 WC-THHN-STRA #12	-30.00	(\$4.21)
43	I	8688 WM-700 RACEWAY	100.00	\$174.00
44	I	8822 WM-5733 OUTLET BOX	10.00	\$162.80
45	I	1082 DE2-20A GRY DPLX-HUBBELL	10.00	\$52.20
46	I	5788 PL-1G SS DUPLEX PLATE	10.00	\$21.00
47	I	1842 EM-1/2 EMT-CONDUIT	150.00	\$57.87
48	I	1980 EM-1/2 SET SCREW COUP	15.00	\$3.30
49	I	2000 EM-1/2 SET SCREW CONN	20.00	\$4.20
50	I	8188 WC-THHN-STRA #12	46.50	\$6.52

Phasor Electric
2160 108th Ln NE,
Blaine, MN 55449

PR #22

Bill To:

LS Black
1959 Sloan Pl #220,
St. Paul, MN 55117

07/12/19

	Material	\$748.69
	=====	
	Material Total	\$748.69
Labor Cost		
Labor Description		Cost

Journeyman	31.60 hours @ \$92.00 =	\$2,907.07

	Labor Cost	\$2,907.07

	Labor Tax	\$218.76
	=====	
	Labor Total	\$3,125.83

	Job Expense	\$0.00
	=====	
	Labor + Material Total	\$3,874.51
Overhead/Profit/Misc Expense/Quote Items Cost		
Overhead	(0.00%)	\$0.00
Profit	(10.00%)	\$387.45
	Total Invoice	\$4,261.97

OLD BUSINESS – FOR REVIEW

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 12, 2019

Subject: Policy 524 & 524.1 Guidelines: Promotion, Retention, and Acceleration

The Superintendent recommends a third review of the Guidelines 524.1 and a first review of Policy 524 which was rewritten to align language.

Attachments

524.1 Guidelines – Redlined

524.1 Guidelines - Original

Policy 524 – Redlined

Policy 524 – Original

MSBA Policy 513

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

PROMOTION, RETENTION AND ACCELERATION

The administrative guidelines below provide direction regarding promotion, retention, and acceleration in Richfield Public Schools and are consistent with Board Policy 524.

I. DEFINITIONS

A. Promotion

Promotion is the system of students moving from grade level to the next grade level in school.

B. Retention

Retention is the practice of repeating an academic year of school.

C. Acceleration

Acceleration is the practice of moving students through traditional curriculum at a rate faster than is typical. Acceleration can include single subject acceleration (e.g. learning fifth grade math as a fourth grader), grade skipping (e.g. going from first to third grade), early entrance to kindergarten, compacted curriculum or classes (e.g. learning all sixth grade math standards and half of seventh grade math standards in a single year), or college-credit bearing courses at high school (e.g. College in the Schools, Advanced Placement).

D. Twice-exceptional

The term “twice-exceptional”, also referred to as 2E, is used to describe gifted children who have the characteristics of gifted students with the potential for high achievement, and who also give evidence of one or more disabilities as defined by federal or state eligibility criteria (National Association of Gifted Children [NAGC]).

E. Enrichment

Enrichment consists of activities that add to, deepen, or go beyond the existing curriculum (National Association of Gifted Children [NAGC]).

F. Intervention

An intervention is a specific and intentional educational opportunity which provides students with the support they need to acquire a certain skill needed to be successful at grade level.

II. GUIDELINES

~~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.

The Board of Education expects all students to achieve at acceptable levels of proficiency, thereby being promoted to the next grade level at the completion of each school year. 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~~ retention, or ~~retention~~ acceleration.

- 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.~~

A student's readiness for promotion, ~~acceleration~~ retention, or ~~retention~~ acceleration must be considered.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next level at the completion of each school year.

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, utilizing 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.

C. Acceleration

The school district will implement guidelines for assessing and identifying students for participation in talent development programs, advanced academics, and acceleration. The guidelines will utilize the use of:

- i. Multiple objective criteria;
- ii. 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.
- iii. 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:

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

v. 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 Superintendent or Designee to create a plan that is beneficial for the student.

vi. Full grade level acceleration

The school district recognizes that, in rare cases, some students demonstrate the great need for grade level acceleration. Grade level acceleration may be considered for students who exhibit superior levels of aptitude and have demonstrated high levels of competency in multiple academic areas. 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.

~~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

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

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, families and students regarding student promotion, retention, and acceleration.

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Promotion

Promotion is the system of students moving from grade level to the next grade level in school.

B. Retention

Retention is the practice of repeating an academic year of school.

C. Acceleration

Acceleration is the practice of moving students through traditional curriculum at a rate faster than is typical. Acceleration can include single subject acceleration (e.g. learning fifth grade math as a fourth grader), grade skipping (e.g. going from first to third grade), early entrance to kindergarten, compacted curriculum or classes (e.g. learning all sixth grade math standards and half of seventh grade math standards in a single year), or college-credit bearing courses at high school (e.g. College in the Schools, Advanced Placement).

D. Twice-exceptional

The term "twice-exceptional", also referred to as 2E, is used to describe gifted children who have the characteristics of gifted students with the potential for high achievement, and who also give evidence of one or more disabilities as defined by federal or state eligibility criteria (National Association of Gifted Children [NAGC]).

IV. PROGRAM DESIGN

- A. Students 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 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.

- 1 B. The School District will develop guidelines for assessing and
2 identifying students for participation in gifted and talented programs.
3 The guidelines will include the use of multiple objective criteria;
4 assessments that are based on current theory and research;
5 assessments and procedures that are sensitive to historically under-
6 represented groups including, but not limited to, students of color,
7 English learners, students of limited economic means, and twice-
8 exceptional students.

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14 RATIFIED BY THE BOARD OF EDUCATION: April 7, 1997

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

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

Adopted: _____

MSBA/MASA Model Policy 513

Orig. 1995

Revised: _____

Rev. 2019

513 STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN

I. PURPOSE

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

II. GENERAL STATEMENT OF POLICY

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

A. Promotion

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

B. Retention

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

C. Program Design

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.
2. The school district will adopt guidelines for assessing and identifying students for participation in gifted and talented programs. The guidelines should include the use of:
 - a. multiple objective criteria; and

- b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
- 3. The school district will adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
 - a. assess a student's readiness and motivation for acceleration; and
 - b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.
- 4. The school district will adopt procedures which describe the comprehensive evaluation in cognitive, social, and emotional development domains to help determine a child's ability to meet kindergarten grade expectations and progress to first grade in the subsequent year for early admission to kindergarten or first grade of gifted and talented learners. The comprehensive evaluation must use valid and reliable instrumentation, be aligned with state kindergarten expectations, and include a parental report and teacher observations of the child's knowledge, skills, and abilities. The procedures must be sensitive to under-represented groups.

Legal References: Minn. Stat. § 120B.15 (Gifted and Talented Program)
Minn. Stat. § 123B.143, Subd. 1 (Superintendents)

Cross References: MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 620 (Credit for Learning)

OLD BUSINESS – FOR REVIEW

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 12, 2019

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

The Superintendent recommends a third 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
- ~~13.~~ 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 the school board are public.

1. Data about applicants for appointment to a public body the school board are private data on individuals except that the following are public if collected:

- 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 ~~the school board~~ ~~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-RATIFIED BY THE BOARD OF EDUCATION: July 17, 2006

RICHFIELD PUBLIC SCHOOLS
PUBLIC AND PRIVATE PERSONNEL DATA

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. "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.

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. 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.

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. 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**

48
49 The school district has designated Craig Holje, Director of Personnel and
50 Administrative 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)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.43 (Personnel Data)
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, November 12, 2019

Subject: Resolution - Canvassing Returns of Votes of School District General Election

(Recommended by the Superintendent)

That the Board of Education document and complete the proper board procedures for the election that took place on November 5, 2019 as it relates to the Richfield Public School District.

Attached:

Abstract of Votes Cast

Extract of Minutes of Meeting of School Board – Canvassing Returns of Votes

Abstract of Votes Cast
Independent School District No. 280 (RICHFIELD)
State of Minnesota
at the Municipal and School District General Election
Held Tuesday, November 5, 2019

Compiled from the Official Returns.

Summary of Totals
Independent School District No. 280 (RICHFIELD)
Tuesday, November 5, 2019 Municipal and School District General Election

Number of persons registered as of 7 a.m.	25399
Number of persons registered on Election Day	37
Number of accepted regular, military, and overseas absentee ballots and mail ballots	204
Number of federal office only absentee ballots	0
Number of presidential absentee ballots	0
Total number of persons voting	1997

Summary of Totals
Independent School District No. 280 (RICHFIELD)
Tuesday, November 5, 2019 Municipal and School District General Election

KEY TO PARTY ABBREVIATIONS

NP - Nonpartisan

School Board Member (ISD #280) (Elect 3)

NP
Allegra Smisek
884

NP
Tim Dallum
775

NP
Susie Luttenegger
864

NP
Julie Olmsted
732

NP
Crystal Brakke
1007

NP
Paula Cole
1036

WI
WRITE-IN**
41

Detail of Election Results
Independent School District No. 280 (RICHFIELD)
Tuesday, November 5, 2019 Municipal and School District General Election

Precinct	Persons Registered as of 7 A.M.	Persons Registered on Election Day	Total Number of Persons Voting
27 8266 : ISD 280 - MOUNT CALVARY CHURCH ED BLDG	1702	0	104
27 8267 : ISD 280 - ST PETERS CATHOLIC CHURCH	3015	1	190
27 8268 : ISD 280 - SHERIDAN HILLS ELEM SCHOOL	6667	5	364
27 8269 : ISD 280 - ST RICHARDS CATHOLIC CHURCH	2472	7	176
27 8270 : ISD 280 - RICHFIELD MIDDLE SCHOOL	2483	4	328
27 8271 : ISD 280 - CENTRAL SCHOOL	2743	4	238
27 8272 : ISD 280 - HOPE PRESBYTERIAN EDUCATION FACILITY	1813	4	205
27 8273 : ISD 280 - RICHFIELD STEM SCHOOL	1796	3	165
27 8274 : ISD 280 - CENTENNIAL SCHOOL	2708	9	227
Independent School District No. 280 (RICHFIELD) Total:	25399	37	1997

Detail of Election Results
Independent School District No. 280 (RICHFIELD)
Tuesday, November 5, 2019 Municipal and School District General Election

Office Title: School Board Member (ISD #280) (Elect 3)

Precinct	NP Allegra Smisek	NP Tim Dallum	NP Susie Luttenegger	NP Julie Olmsted	NP Crystal Brakke
27 8266 : ISD 280 - MOUNT CALVARY CHURCH ED BLDG	41	35	50	42	45
27 8267 : ISD 280 - ST PETERS CATHOLIC CHURCH	85	76	97	72	78
27 8268 : ISD 280 - SHERIDAN HILLS ELEM SCHOOL	161	133	161	123	198
27 8269 : ISD 280 - ST RICHARDS CATHOLIC CHURCH	64	48	103	59	78
27 8270 : ISD 280 - RICHFIELD MIDDLE SCHOOL	138	129	123	115	188
27 8271 : ISD 280 - CENTRAL SCHOOL	138	96	91	88	113
27 8272 : ISD 280 - HOPE PRESBYTERIAN EDUCATION FACILITY	95	82	75	77	114
27 8273 : ISD 280 - RICHFIELD STEM SCHOOL	69	83	77	64	76
27 8274 : ISD 280 - CENTENNIAL SCHOOL	93	93	87	92	117
Total:	884	775	864	732	1007

Precinct	NP Paula Cole	WI WRITE-IN**
27 8266 : ISD 280 - MOUNT CALVARY CHURCH ED BLDG	52	4
27 8267 : ISD 280 - ST PETERS CATHOLIC CHURCH	86	2
27 8268 : ISD 280 - SHERIDAN HILLS ELEM SCHOOL	203	13
27 8269 : ISD 280 - ST RICHARDS CATHOLIC CHURCH	92	3
27 8270 : ISD 280 - RICHFIELD MIDDLE SCHOOL	190	4
27 8271 : ISD 280 - CENTRAL SCHOOL	111	8

Detail of Election Results
Independent School District No. 280 (RICHFIELD)
Tuesday, November 5, 2019 Municipal and School District General Election

Office Title: School Board Member (ISD #280) (Elect 3)

Precinct	NP	WI
	Paula Cole	WRITE-IN**
27 8272 : ISD 280 - HOPE PRESBYTERIAN EDUCATION FACILITY	105	2
27 8273 : ISD 280 - RICHFIELD STEM SCHOOL	67	1
27 8274 : ISD 280 - CENTENNIAL SCHOOL	130	4
Total:	1036	41

We, the school board members of Independent School District No. 280 (RICHFIELD), certify that we have canvassed the returns of the Municipal and School District General Election held on Tuesday, November 5, 2019 and have herein specified the names of any candidates receiving votes and the number of votes received by each candidate, and have herein specified the number of votes for and against any ballot questions voted on in this election.

As appears by the returns of the election precincts voting in this election, duly returned to, filed, opened, and canvassed, and now remaining on file in the office of the clerk of Independent School District No. 280 (RICHFIELD).

Witness our official signature at _____ in _____ County this _____ day of _____, 2019.

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

School Board Member

State of Minnesota
Independent School District No. 280 (RICHFIELD)

I, _____, Clerk of the Independent School District No. 280 (RICHFIELD) do hereby certify the within and foregoing _____ pages to be a full and correct copy of the original abstract and return of the votes cast in the Independent School District No. 280 (RICHFIELD) Municipal and School District General Election held on Tuesday, November 5, 2019.

Witness my hand and official seal of office this _____ day of _____, 2019.

EXTRACT OF MINUTES OF MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 280
(RICHFIELD)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 280 (Richfield), State of Minnesota, was duly held in said school district on the 12th day of November, 2019, at 7 o'clock p.m., for the purpose, in part, of canvassing its general election.

The following members were present:

and the following were absent:

Member _____ moved the adoption of the following resolution:

**RESOLUTION CANVASSING RETURNS OF VOTES
OF SCHOOL DISTRICT GENERAL ELECTION**

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

1. It is hereby found, determined and declared that the general election of the voters of this school district held on November 5, 2019, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, a total of 1997 voters of the district voted at said general election on the election of three (3) school board members for four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

PAULA COLE	1036
CRYSTAL BRAKKE	1007
ALLEGRA SMISEK	884
SUSIE LUTTENEGGER	864
TIM DALLUM	775
JULIE OLMSTED	732
WRITE IN CANDIDATES	41

3. Paula Cole, Crystal Brakke, and Allegra Smisek, having received the highest number of votes, are elected to four year terms beginning on the first Monday in January, 2019.

4. The clerk is hereby directed to certify the results of the election to the county auditor of each county in which the school district is located in whole or in part.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)SS
 COUNTY OF HENNEPIN)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 280 (Richfield), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to canvassing the results of the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 12th day of November 2019.

John Ashmead, Clerk of the Board

NEW BUSINESS - FOR ACTION

Agenda Item VI.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, November 12, 2019

Subject: Resolution – Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties

(Recommended by the Superintendent)

That the Board of Education adopt the resolution as presented.

Attached:

1. Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties:
 - a. Clerk's Certificate of Election as to Abstract and Return of Votes Cast
 - b. Certificate of Election
 - c. Acceptance of Office And Oath of Office

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 280
(RICHFIELD)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 280 (Richfield), State of Minnesota, was held in said school district on the 12th day of November 2019, at 7 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING THE SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES**

WHEREAS, the board has canvassed the general election for school board members held on November 5, 2019.

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 280 to the following candidates:

- a. Paula Cole
- b. Crystal Brakke
- c. Allegra Smisek

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificates of election shall be in substantially the form attached hereto.

CLERK'S CERTIFICATE AS TO ABSTRACT AND RETURN OF VOTES CAST

STATE OF MINNESOTA)
)SS
COUNTY OF HENNEPIN)

I, the undersigned, being the duly qualified School District Clerk of Independent School District No. 280 (Richfield), State of Minnesota, do hereby certify that I have carefully compared the attached copy of the Abstract and Return of Votes Cast of the general election held on November 5, 2019, with the original thereof on file and of record in my office and the same is a full, true and complete copy thereof.

WITNESS MY HAND officially as Clerk of said School District this ____ day of
November, 2019.

Mary Ihlen, School District Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 280 on November 12, 2019, canvassed the general election of school board members held on November 5, 2019.
2. Paula Cole received the largest number of votes cast for the office of school board member of Independent School District No. 280 for a full four (4) year term.
3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Paula Cole is elected to the office of school board member of Independent School District No. 280 for a full four (4) year term beginning on the first Monday in January 2020 and expiring on the first Monday in January 2024.

By authority of the School Board of Independent School District No. 280, pursuant to resolution dated November 12, 2019.

Dated: _____

Chair

Dated: _____

Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 280 on November 12, 2019, canvassed the general election of school board members held on November 5, 2019.
2. Crystal Brakke received the second largest number of votes cast for the office of school board member of Independent School District No.280 for a full four (4) year term.
3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Crystal Brakke is elected to the office of school board member of Independent School District No. 280 for a full four (4) year term beginning on the first Monday in January 2020 and expiring on the first Monday in January 2024.

By authority of the School Board of Independent School District No. 280, pursuant to resolution dated November 12, 2019.

Dated: _____

Chair

Dated: _____

Clerk

CERTIFICATE OF ELECTION
(Full 4 Year Term)

This is to certify as follows:

1. The School Board of Independent School District No. 280 on November 12, 2019, canvassed the general election of school board members held on November 5, 2019.
2. Allegra Smisek received the third largest number of votes cast for the office of school board member of Independent School District No. 280 for a full four (4) year term.
3. There are three (3) full four (4) year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore Allegra Smisek is elected to the office of school board member of Independent School District No. 280 for a full four (4) year term beginning on the first Monday in January, 2020 and expiring on the first Monday in January, 2024.

By authority of the School Board of Independent School District No. 280, pursuant to resolution dated November 12, 2019.

Dated: _____

Chair

Dated: _____

Clerk

**ACCEPTANCE OF OFFICE
AND OATH OF OFFICE**

To: [-The recipient of the Certificate of Election-]

The following acceptance and oath of office must be filed with the school district clerk within thirty (30) days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 280 for a term beginning on the first Monday in January, 2020 and expiring on the first Monday in January, 2024.

Date:

Signature

STATE OF MINNESOTA)
)
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ____ day of

_____, 2019 by _____.
Name of Candidate

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 280 to the best of my judgment and ability.

Date:

Signature

STATE OF MINNESOTA)
)
COUNTY OF HENNEPIN)

The foregoing instrument was acknowledged before me this ____ day of

_____, 2019 by _____.
Name of Candidate

Notary Public