

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, December 16, 2019
7:00 pm School Board Meeting
District Board Room

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
 - A. Public Comment
 - B. Superintendent Update
 - 1. Sheridan Hills Elementary School
 - 2. Richfield Middle School Bid Award Update
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the regular meeting held December 2, 2019
 - 2. General Disbursements as of December 11, 2019 for \$398,048.77
 - 3. Investment Holdings as of December 4, 2019
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 582 and 582.1 Staff Notification of Violent Behavior of Students, Guidelines and Form
 - B. Legislative Platform
- VI. NEW BUSINESS
 - A. Food and Nutrition Services – Standard Operating Procedures – Meal Charge Debiting Procedure
 - B. MSBA Model Policy 534 – Unpaid Meal Charges

C. Donations

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

1-06-20	7:00pm	Regular Board Meeting Richfield Middle School Presentation Where We Are in Enrollment
1-21-20	7:00pm	Regular Board Meeting – Public Comment Indian Education Presentation Beacons Presentation

D. Suggested/Future Agenda Items

VIII. ADJOURN REGULAR MEETING

Enriching and accelerating learning

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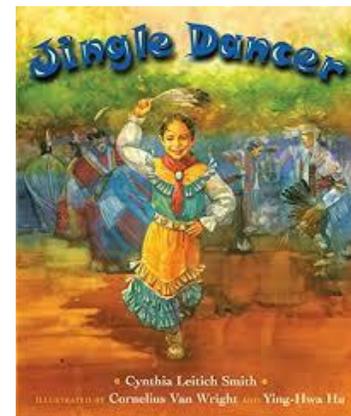
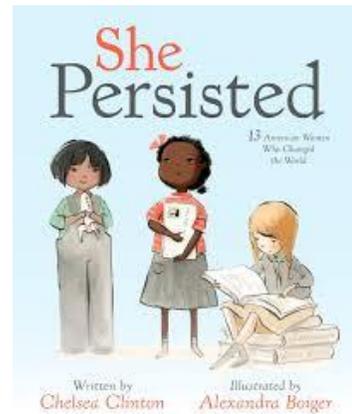
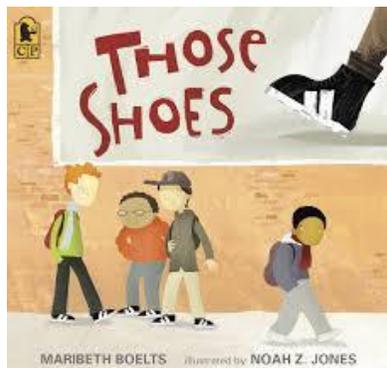
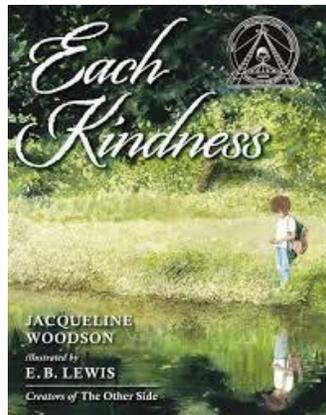
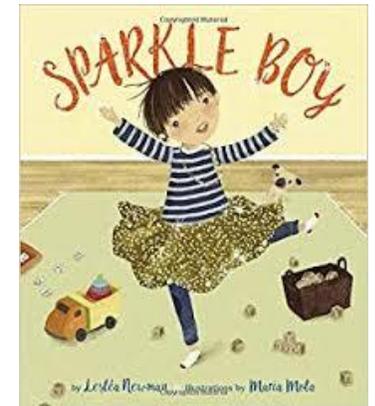
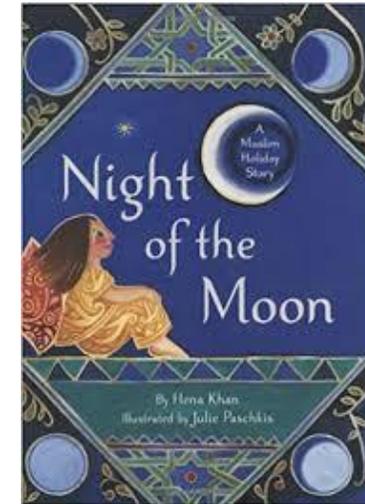
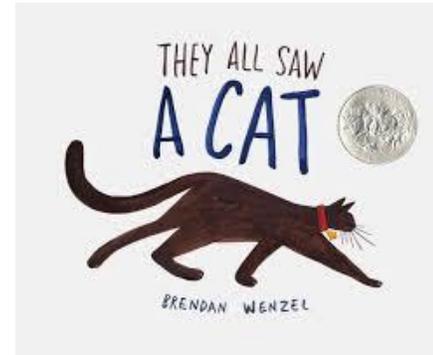
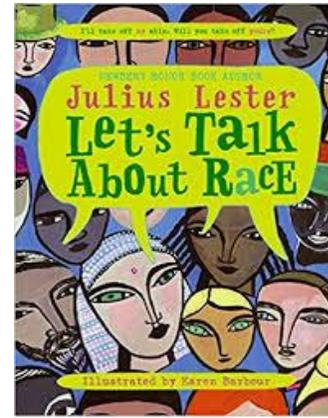
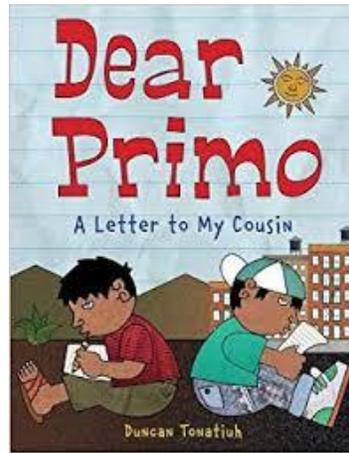
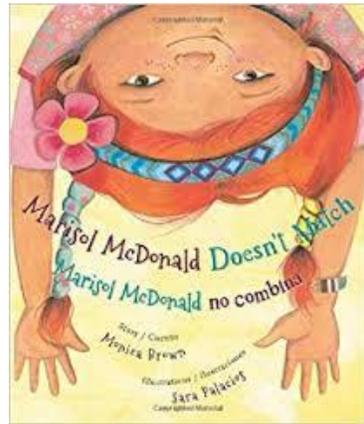
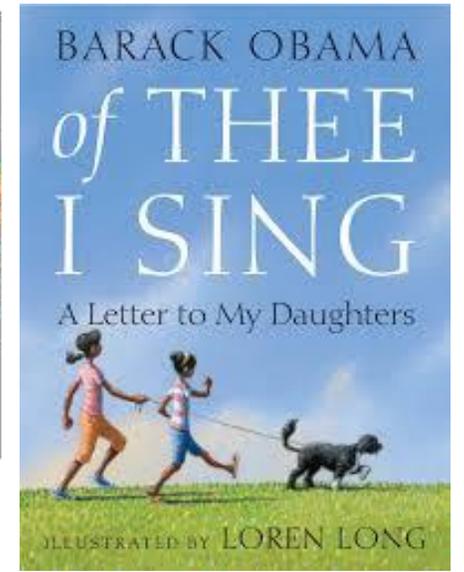
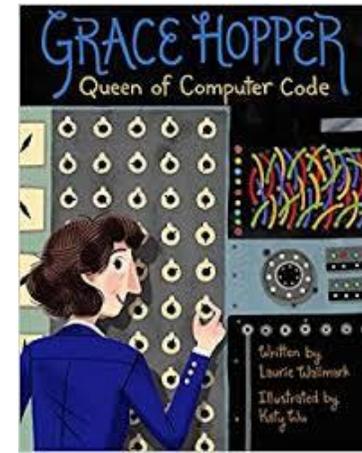
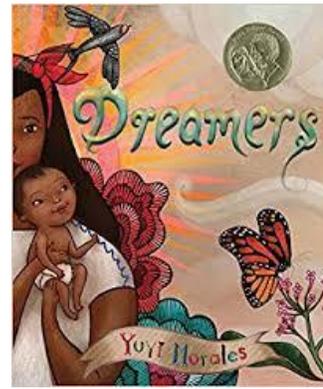
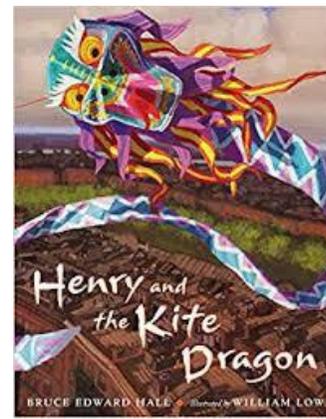
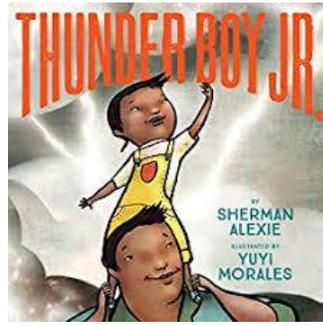
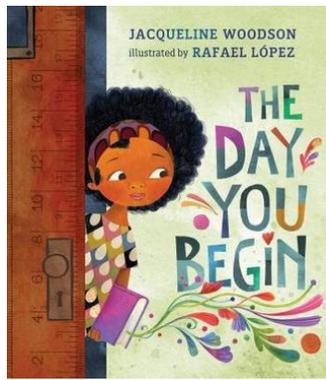
RICHFIELD
PUBLIC SCHOOLS

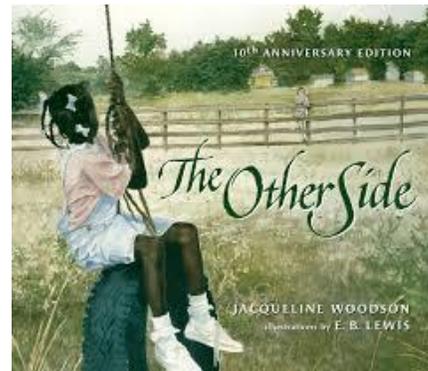
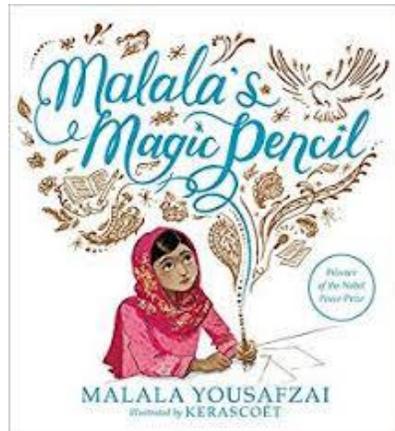
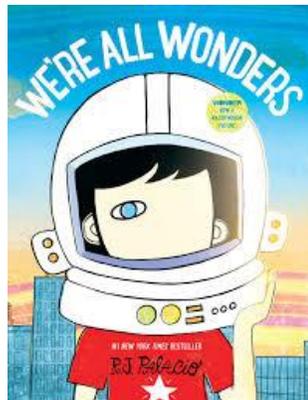
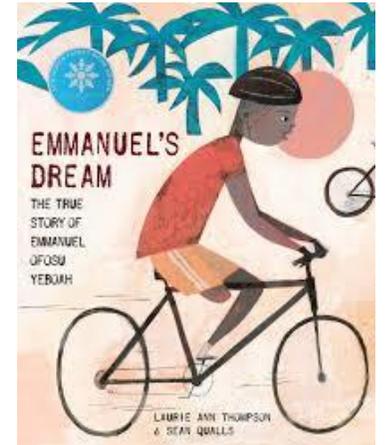
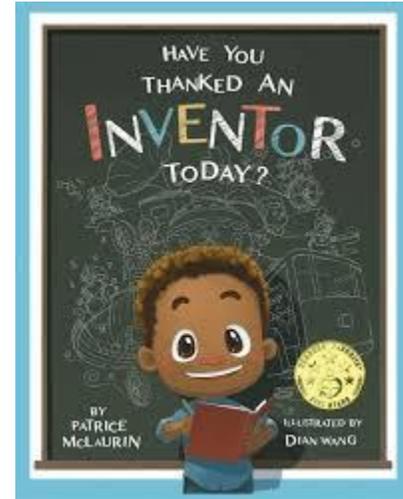
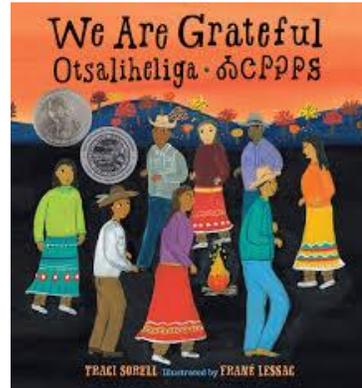
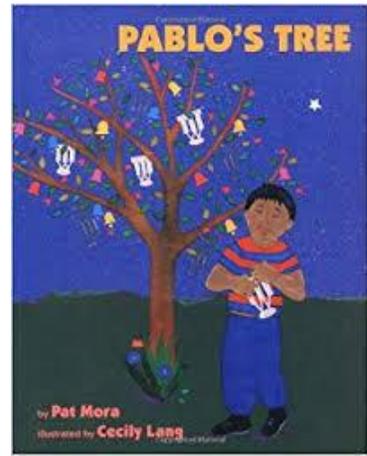
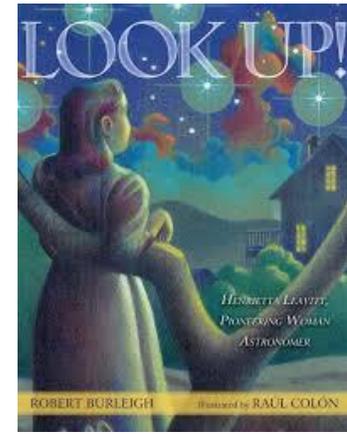
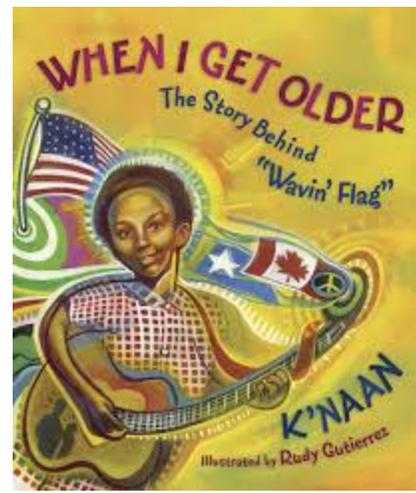
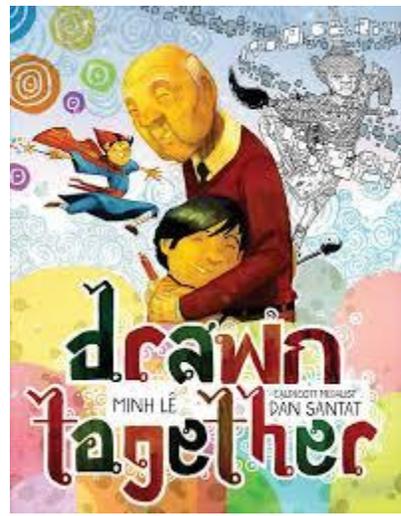
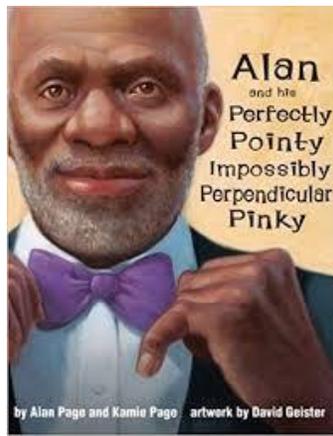
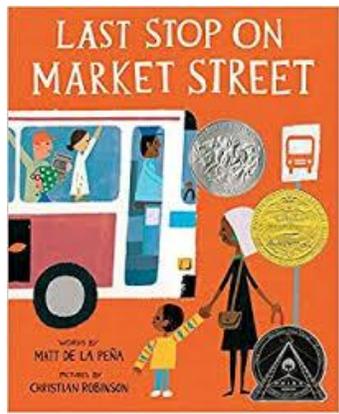
Sheridan Hills Elementary

Book of the Month Program

December 16, 2019 Board Presentation

Enriqueciendo y acelerando el aprendizaje





WHERE WE ARE FROM



Windows, Mirrors, and Doors



Windows

Observing and learning.

Looking beyond our experiences and perceptions.

Acknowledging perspectives that may make us uncomfortable.



Mirrors

Incorporating what we see and learn into our current understanding.

Honestly examining our beliefs, reflecting on our actions ... what we do and what we do not do.

Doors

Moving beyond observing, learning, and reflecting to action.

Moving beyond what we've always done to reflect what we need to do now.

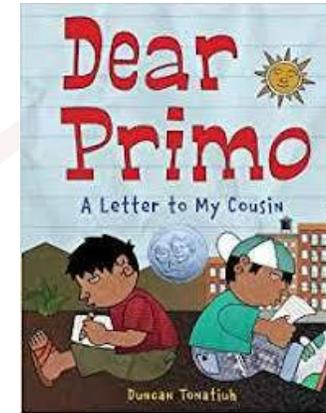
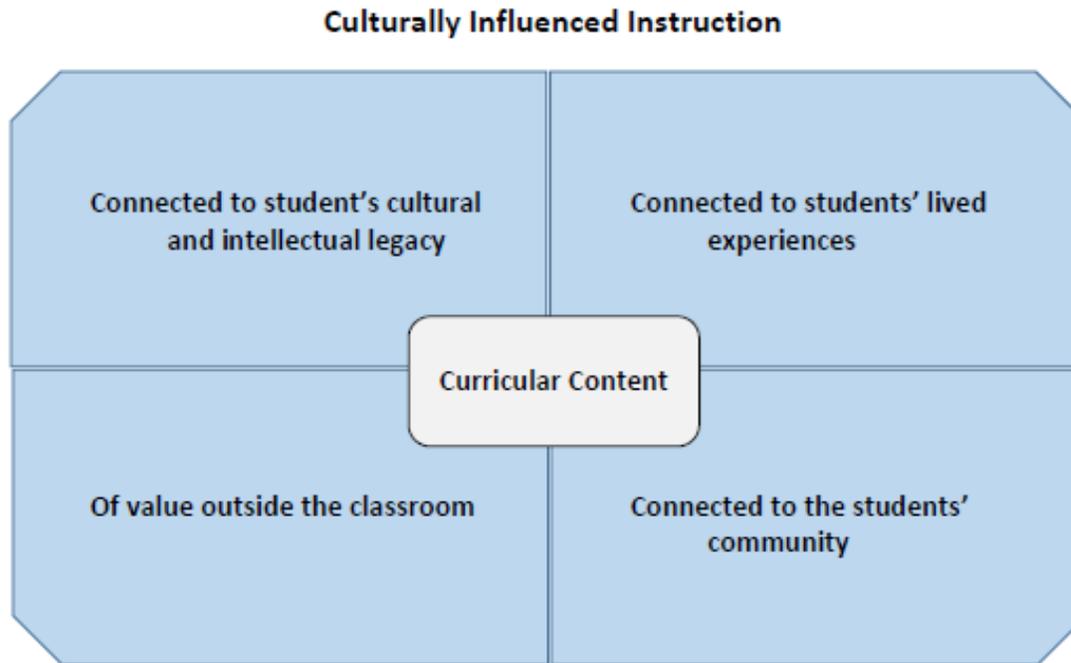
Moving outside of our comfort zone.



Courage is the most important of all the virtues, because without courage you can't practice any other virtue consistently.

-Maya Angelou

Book of the Month: *Dear Primo* by Duncan Tonatiuh



[October Book of the Month Activity](#)

Lisa Delpit

Excerpt from Bear Paws (monthly school-wide newsletter) sharing the Book of the Month:

Thunderboy Jr. – This is a story about a child’s name and how they were named. Students shared about how they were named and/or what was special about their name.

Henry and the Kite Dragon – The story explored things that were important to two cultures and what happened when there was conflict. Students shared something that is important within their culture and/or family.

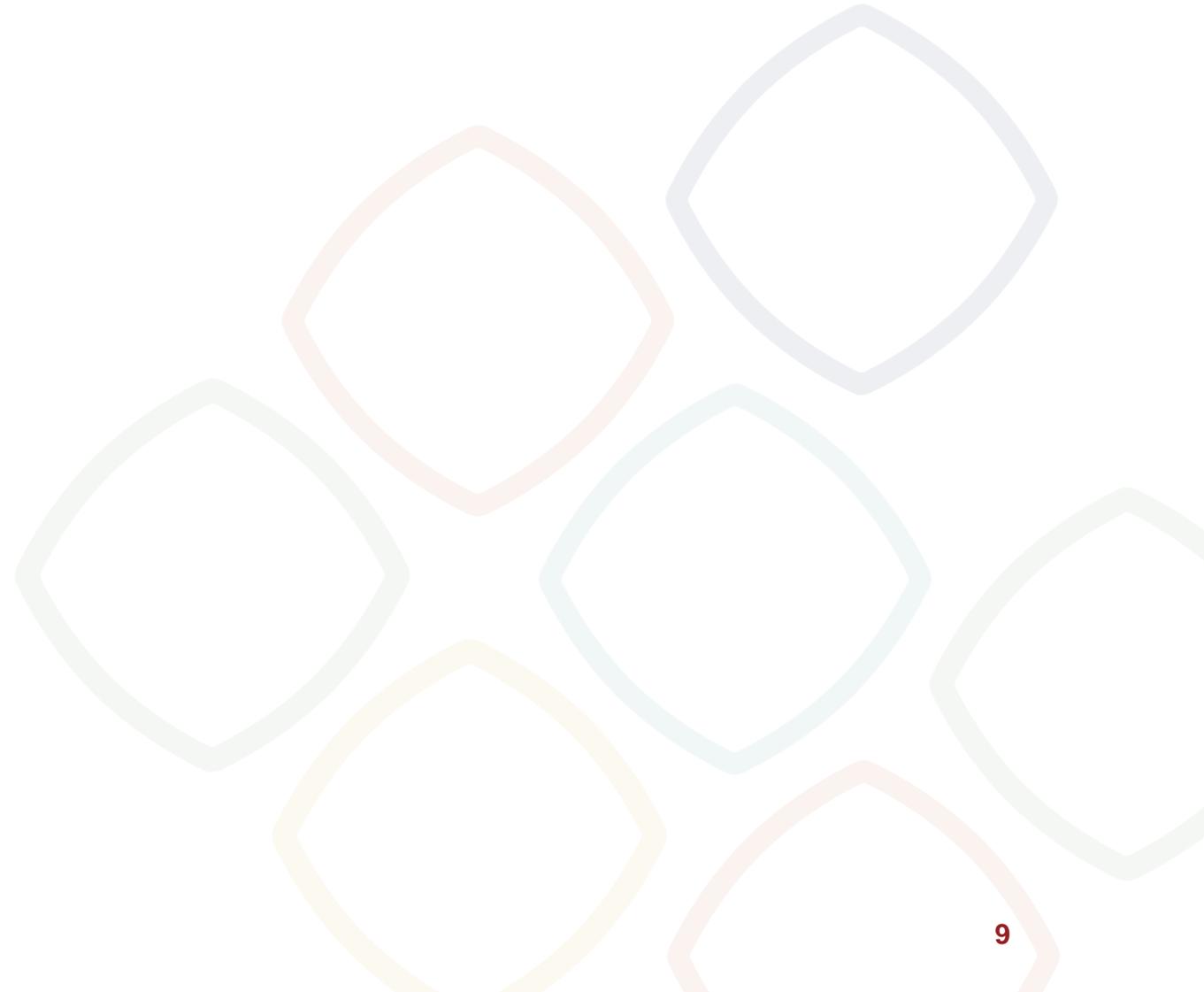
They All Saw a Cat (grades PreK-2) and Let’s Talk About Race (grades 3-5) – Both of these books were about perspectives. Students completed internal and external self-portraits. For the external portrait students shared what they think people see when they look at them. For the internal portrait students shared the things about them on the inside that they want people to know about them.

Those Shoes – This book explores the concepts of needs versus wants, and the importance of loving caregivers and true friends. Students identified needs and wants in their own lives and shared a time when they put their wants aside to help someone.

Questions?



RICHFIELD
PUBLIC SCHOOLS



FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	V2000466	11/04/2019	P-CARD BAIRD LISA	R	1,948.50
01	V2000468	11/04/2019	P-CARD BRUNNER PATTI	R	6,158.37
01	V2000469	11/04/2019	P-CARD BURT STEPHANIE	R	1,683.91
01	V2000470	11/04/2019	P-CARD CARUSO MATTHEW	R	775.68
01	V2000471	11/04/2019	P-CARD CONTRERAS LIZZET	R	371.41
01	V2000472	11/04/2019	P-CARD CRUZ ESTEVA JENNIFER	R	641.94
01	V2000473	11/04/2019	P-CARD FINDLEY LAMPKIN MELISSA	R	1,025.07
01	V2000474	11/04/2019	P-CARD FINKE RYAN	R	48.96
01	V2000475	11/04/2019	P-CARD GACEK SARAH	R	798.16
01	V2000476	11/04/2019	P-CARD GEURINK AREND	R	2,322.15
01	V2000477	11/04/2019	P-CARD GULLICKSON KEVIN	R	67.48
01	V2000478	11/04/2019	P-CARD HAUPT PAM	R	514.11
01	V2000479	11/04/2019	P-CARD HINES CARLONDREA	R	542.66
01	V2000480	11/04/2019	P-CARD HOLJE CRAIG	R	20.00
01	V2000481	11/04/2019	P-CARD KRETSINGER DAN	R	2,975.80
01	V2000482	11/04/2019	P-CARD LEWIS JENNIFER	R	819.89
01	V2000483	11/04/2019	P-CARD MACE CHRISTI JO	R	1,883.72
01	V2000484	11/04/2019	P-CARD MAHONEY COLLEEN	R	1,292.16
01	V2000485	11/04/2019	P-CARD MARYN ANGELA	R	1,905.32
01	V2000486	11/04/2019	P-CARD MCGINN DAN	R	160.11
01	V2000487	11/04/2019	P-CARD MCNAUGHTON COMMERS	R	389.69
01	V2000488	11/04/2019	P-CARD POMERLEAU DORIS	R	1,497.85
01	V2000489	11/04/2019	P-CARD SHAHSAVAND MARTA	R	6,787.56
01	V2000490	11/04/2019	P-CARD STACHEL NANCY	R	2,009.29
01	V2000491	11/04/2019	P-CARD VALLEY JENNIFER	R	314.19
01	V2000492	11/04/2019	P-CARD WINTER AMY	R	2,961.10
01	V2000493	11/04/2019	P-CARD ZEHNPENNIG ELIZABETH	R	275.28
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01	295750	11/14/2019	BYRON PUBLIC SCHOOLS	R	100.00
01	295751	11/14/2019	CATALYST BUYING GROUP LLC	R	429.99
01	295752	11/14/2019	CITY OF RICHFIELD	R	843.75
01	295753	11/14/2019	DICKS LAKEVILLE SANITATION INC	R	6,719.03
01	295754	11/14/2019	FOREST LAKE WRESTLING BOOSTER	R	140.00
01	295755	11/14/2019	JUNK MASTERS LLC	R	9,770.25
01	295756	11/14/2019	LAKE COUNTRY SCALE WORKS INC	R	1,133.00
01	295757	11/14/2019	MINNESOTA STATE HIGH SCHOOL IR	R	110.00
01	295758	11/14/2019	NATHAN M DUNBAR	R	246.00
01	295759	11/14/2019	PLAINVIEW ELGIN MILLVILLE	R	200.00
01	295760	11/14/2019	SCHOLASTIC INC	R	537.63
01	295761	11/14/2019	SOPHIA GORI	R	250.00
01	295762	11/14/2019	UNIVERSITY OF MINNESOTA	R	42,340.00
01	295763	11/14/2019	WELLERWORKS CUSTOM	R	645.15
01	295764	11/14/2019	XCEL ENERGY	R	16,668.18
01	295765	11/14/2019	CAPITAL ONE COMMERCIAL	R	548.78
01	V609502	11/14/2019	LISA M BAIRD	R	16.86
01	V609503	11/14/2019	KATHERINE E CABIESES	R	103.47
01	V609504	11/14/2019	ESTHER R CARRILLO	R	18.10
01	V609505	11/14/2019	AMY L COUGHLIN	R	16.24
01	V609506	11/14/2019	KIM M DARAITIS	R	230.00

01	V609507	11/14/2019	ANGELA E DE PENA	R	133.55
01	V609508	11/14/2019	SARAH A GACEK	R	65.80
01	V609509	11/14/2019	CHRISTINA M GONZALEZ	R	502.79
01	V609510	11/14/2019	DONNAMARIE HARDY	R	76.21
01	V609511	11/14/2019	CHARLOTTE NICHOLE WOLLENBUIR	R	64.96
01	V609512	11/14/2019	GRACE M JENNINGS	R	22.45
01	V609513	11/14/2019	RYUSUKE J JONO	R	19.72
01	V609514	11/14/2019	RACHAEL G LENMARK	R	12.76
01	V609515	11/14/2019	CHRISTI JO MACE	R	27.84
01	V609516	11/14/2019	ERIN H NEILON	R	33.06
01	V609517	11/14/2019	RENEE C REED-KARSTENS	R	27.09
01	V609518	11/14/2019	MAUREEN E RUHLAND	R	51.27
01	V609519	11/14/2019	JOSE A SALGADO GAXIOLA	R	26.05
01	V609520	11/14/2019	REBECCA S WALD	R	39.37
01	V609521	11/14/2019	PAULA J WASHINGTON	R	12.76
01	V609522	11/14/2019	MARISA E ZIMMERMAN	R	91.31
01	295766	11/20/2019	ALASAN SANNEH	R	25.00
01	295767	11/20/2019	ALLIED PROFESSIONALS, INC.	R	210.00
01	295768	11/20/2019	ANDERSON JULIE R	R	300.00
01	295769	11/20/2019	ARAMARK	R	87.97
01	295770	11/20/2019	NASCO	R	113.24
01	295771	11/20/2019	AUTO ELECTRIC OF BLOOMINGTON	R	644.00
01	295772	11/20/2019	BAYADA	R	2,190.00
01	295773	11/20/2019	BEN FRANKLIN ELECTRIC INC	R	978.00
01	295774	11/20/2019	BRINK'S INCORPORATED	R	1,404.28
01	295775	11/20/2019	BSI MECHANICAL, INC.	R	2,663.68
01	295776	11/20/2019	CABDIFITAX GESAADE	R	20.00
01	295777	11/20/2019	CDW GOVERNMENT INC	R	1,230.00
01	295778	11/20/2019	CENTURYLINK	R	142.00
01	295779	11/20/2019	CEP ART & DESIGN	R	112.50
01	295780	11/20/2019	CHAMPION YOUTH	R	1,116.50
01	295781	11/20/2019	COMCAST BUSINESS	R	295.82
01	295782	11/20/2019	CONTINENTAL RESEARCH CORP	R	1,454.04
01	295783	11/20/2019	CUB FOODS	R	362.85
01	295784	11/20/2019	CULLIGAN SOFT WATER	R	5.00
01	295785	11/20/2019	DEPARTMENT OF HUMAN SERVICES	R	601.00
01	295786	11/20/2019	DIGITAL INSURANCE LLC	R	3,468.00
01	295787	11/20/2019	DISCOUNT SCHOOL SUPPLY	R	1,021.12
01	295788	11/20/2019	EASYPERMITS POSTAGE	R	4,990.00
01	295789	11/20/2019	ECOLAB INC	R	87.98
01	295790	11/20/2019	EDPUZZLE, INC	R	2,140.00
01	295791	11/20/2019	EDUCATORS BENEFIT CONSULTANTS	R	419.85
01	295792	11/20/2019	FASTENAL INDUSTRIAL	R	355.78
01	295793	11/20/2019	WW GRAINGER INC	R	564.43
01	295794	11/20/2019	GSSC-GENERAL SECURITY SERVICES	R	30.00
01	295795	11/20/2019	HAWKINS INC	R	1,099.75
01	295796	11/20/2019	HILLYARD	R	6,300.34
01	295797	11/20/2019	HOGAN ASSESSMENT SYSTEMS INC	R	800.00
01	295798	11/20/2019	HOME DEPOT U.S.A.	R	692.69
01	295799	11/20/2019	HONDA FINANCIAL SERVICES	R	256.00

01	295800	11/20/2019	HONEYWELL INTERNATIONAL	R	2,450.00
01	295801	11/20/2019	HOPE CHURCH	R	13,988.75
01	295802	11/20/2019	IDEAL AUTO GLASS	R	400.00
01	295803	11/20/2019	INDEPENDENT SCHOOL DIST #716	R	123.39
01	295804	11/20/2019	JAYTECH, INC	R	29.50
01	295805	11/20/2019	KAJEET, INC.	R	7,685.25
01	295806	11/20/2019	LAKESHORE LEARNING MATERIAL	R	579.67
01	295807	11/20/2019	LANGUAGE LINE SERVICE	R	731.99
01	295808	11/20/2019	LOFFLER	R	1,144.95
01	295809	11/20/2019	MAHAD MOHAMUD	R	15.00
01	295810	11/20/2019	MINUTEMAN PRESS OF RICHFIELD	R	1,151.50
01	295811	11/20/2019	MISF	R	50.00
01	295812	11/20/2019	MULCAHY, ROBERT S	R	91.75
01	295813	11/20/2019	MULTILINGUAL WORD INC	R	13,133.00
01	295814	11/20/2019	NCS PEARSON INC	R	384.78
01	295815	11/20/2019	NEW LIFE ENTERPRISE	R	268.80
01	295816	11/20/2019	NORTHERN SALT INC	R	770.00
01	295817	11/20/2019	NOVAK JANICE SOPHIE	R	280.00
01	295818	11/20/2019	OCCUPATIONAL MEDICINE CONSUM	R	150.00
01	295819	11/20/2019	PREMIUM WATERS INC	R	26.00
01	295820	11/20/2019	RICHFIELD ROTARY CLUB	R	70.00
01	295821	11/20/2019	RITE-WAY WATERPROOFING	R	26,400.00
01	295822	11/20/2019	SCHUMACHER ELEVATOR COMPAN	R	1,355.00
01	295823	11/20/2019	SHIFLER EQUIPMENT	R	293.69
01	295824	11/20/2019	SITONE LANDSCAPE SUPPLY LLC	R	96.52
01	295825	11/20/2019	STONE VICTORIA	R	108.08
01	295826	11/20/2019	SUCCESS BEYOND THE CLASSROOM	R	2,847.00
01	295827	11/20/2019	SUMMIT COMPANIES	R	1,725.10
01	295828	11/20/2019	TEACHER CREATED MATERIALS, IN	R	967.98
01	295829	11/20/2019	THEISEN JOSEPH A	R	180.00
01	295830	11/20/2019	TIERNEY BROTHERS INC	R	12,297.00
01	295831	11/20/2019	TOLL COMPANY	R	44.77
01	295832	11/20/2019	TWIN CITY GARAGE DOOR	R	362.50
01	295833	11/20/2019	TWIN CITY HARDWARE	R	198.00
01	295834	11/20/2019	UNITED HEALTHCARE	R	153.20
01	295835	11/20/2019	UNITED HEALTHCARE INSURANCE	R	452.68
01	295836	11/20/2019	WAGNER GREENHOUSES INC	R	690.00
01	295837	11/20/2019	WOOT MATH INC	R	107.40
01	295838	11/20/2019	XCEL ENERGY	R	43.57
01	295839	11/21/2019	GINO'S EAST LASALLE LLC	R	707.94
01	295840	11/21/2019	AMAZON.COM SYNCB/AMAZON	R	3.00
01	295841	11/21/2019	AMAZON.COM SYNCB/AMAZON	R	1.00
01	295840	11/26/2019	AMAZON.COM SYNCB/AMAZON	V	-3.00
01	295841	11/26/2019	AMAZON.COM SYNCB/AMAZON	V	-1.00
01	V609523	11/21/2019	CAROLINA J ANAYA-GENNRICH	R	159.00
01	V609524	11/21/2019	LUIS P BOLANOS	R	26.41
01	V609525	11/21/2019	PATRICIA G M DAVIS	R	14.00
01	V609526	11/21/2019	CHARLOTTE NICHOLE WOLLENBUIR	R	16.24
01	V609527	11/21/2019	TYONE L LADOUCEUR	R	15.20
01	V609528	11/21/2019	BRIDGE J MCKYE	R	83.19

01	V609529	11/21/2019	TANYA R OLSON	R	52.59
01	V609530	11/21/2019	STEVEN C PEER	R	39.24
01	V609531	11/21/2019	LYNN A SAINATI	R	222.08
01	295842	11/22/2019	TWIN CITY TRANSPORTATION	R	79,860.19
01	295843	11/25/2019	ALL FURNITURE INC	R	2,501.87
01	295844	11/25/2019	ALL STATE COMMUNICATIONS INC R		32,203.00
01	295845	11/25/2019	AQUA ENGINEERING INC	R	44,300.00
01	295846	11/25/2019	BRAUN INTERTEC CORP	R	10,149.00
01	295847	11/25/2019	ECM PUBLISHERS INC	R	321.30
01	295848	11/25/2019	HAKANSON ANDERSON ASSOCIATI R		37,100.00
01	295849	11/25/2019	ICS CONSULTING INC	R	86,804.22
01	295850	11/25/2019	INNOVATIVE OFFICE SOLUTIONS LIR		5,167.08
01	295851	11/25/2019	INSTITUTE FOR ENVIROMENTAL	R	16,953.99
01	295852	11/25/2019	INTEREUM, INC	R	980.49
01	295853	11/25/2019	LS BLACK CONSTRUCTORS, INC.	R	2,434,142.46
01	295854	11/25/2019	PHILLIP HUCH	R	6,050.00
01	295855	11/25/2019	SHAW-LUNDQUIST ASSOCIATES, IN R		1,269,117.15
01	295856	11/25/2019	SUMMIT COMPANIES	R	6,300.00
01	295857	11/25/2019	TITAN ENVIROMENTAL, INC.	R	114,434.62
01	295858	11/25/2019	TRIMARK HOCKENBERGS	R	490.00
01	295859	11/25/2019	VELOCITY DRAIN SERVICES INC	R	3,600.00
01	295860	11/25/2019	WOLD ARCHITECTS AND ENGINEEIR		242,255.97
01	295861	11/26/2019	ABILITY PLUS COMPANY	R	773.50
01	295862	11/26/2019	BAYADA	R	2,447.50
01	295863	11/26/2019	BLUE CROSS BLUE SHIELD OF MINN R		7,920.00
01	295864	11/26/2019	BSI MECHANICAL, INC.	R	9,380.13
01	295865	11/26/2019	BSN SPORTS, LLC	R	734.95
01	295866	11/26/2019	BUSINESS ESSENTIALS	R	345.90
01	295867	11/26/2019	CANON USA	R	3,922.16
01	295868	11/26/2019	CARQUEST AUTO PARTS	R	568.75
01	295869	11/26/2019	CDW GOVERNMENT INC	R	1,971.25
01	295870	11/26/2019	CITY OF RICHFIELD	R	6,652.50
01	295871	11/26/2019	CITY OF RICHFIELD	R	13,078.53
01	295872	11/26/2019	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	295873	11/26/2019	DIGI INTERNATIONAL, INC.	R	330.00
01	295874	11/26/2019	ECM PUBLISHERS INC	R	297.50
01	295875	11/26/2019	ETTEL & FRANZ ROOFING CO	R	2,412.00
01	295876	11/26/2019	FLUENCY MATTERS	R	171.00
01	295877	11/26/2019	FURTHER	R	5,382.00
01	295878	11/26/2019	WW GRAINGER INC	R	60.47
01	295879	11/26/2019	GROUP MEDICAREBLUE RX	R	7,224.00
01	295880	11/26/2019	HEART ZONES, INC	R	4,590.70
01	295881	11/26/2019	HOGLUND BUS CO INC	R	1,617.49
01	295882	11/26/2019	HOUGHTON MIFFLIN HARCOURT	R	3,479.59
01	295883	11/26/2019	HR SIMPLIFIED INC.	R	616.00
01	295884	11/26/2019	IDEAL ENERGIES LLC	R	992.09
01	295885	11/26/2019	INNOVATIVE OFFICE SOLUTIONS LIR		1,279.60
01	295886	11/26/2019	JW PEPPER & SON INC	R	249.97
01	295887	11/26/2019	KELLEY FUELS INC	R	20,755.26
01	295888	11/26/2019	KINECT ENERGY INC	R	22,208.01

01	295889	11/26/2019	KLEIN UNDERGROUND, LLC	R	5,387.35
01	295890	11/26/2019	KROONBLAWD DAVID	R	54.00
01	295891	11/26/2019	LANGUAGE TESTING INTERNATION R		140.00
01	295892	11/26/2019	LARSON PETER B	R	162.00
01	295893	11/26/2019	LEE SCHMITT CONSULTING, LLC	R	1,750.00
01	295894	11/26/2019	LUPIENT CHEVROLET	R	631.62
01	295895	11/26/2019	MACKIN BOOK COMPANY	R	1,078.04
01	295896	11/26/2019	MADISON NATIONAL LIFE INS CO I R		14,472.44
01	295897	11/26/2019	MATRIX COMMUNICATIONS INC	R	858.61
01	295898	11/26/2019	MIDWEST BUS PARTS INC	R	887.24
01	295899	11/26/2019	MINNESOTA CLAY COMPANY	R	193.21
01	295900	11/26/2019	MINNESOTA HISTORICAL SOCIETY R		327.95
01	295901	11/26/2019	MINUTEMAN PRESS OF RICHFIELD R		364.00
01	295902	11/26/2019	MINUTEMAN PRESS-BLOOMINGTOI R		180.00
01	295903	11/26/2019	MINVALCO INC	R	463.82
01	295904	11/26/2019	NEW LIFE ENTERPRISE	R	232.50
01	295905	11/26/2019	EVOLVE, INC.	R	3,600.00
01	295906	11/26/2019	RUPP ANDERSON SQUIRES & WALI R		2,593.06
01	295907	11/26/2019	RYAN JEANNIE M	R	539.27
01	295908	11/26/2019	SCHMITT MUSIC CREDIT	R	1,050.86
01	295909	11/26/2019	SCHOOL SERVICE EMPLOYEES UNIR		8,574.26
01	295910	11/26/2019	SCHOOL SPECIALTY INC	R	63.24
01	295911	11/26/2019	THE WORKS	R	160.00
01	295912	11/26/2019	TRUGREEN LIMITED PARTNERSHIP R		4,688.00
01	295913	11/26/2019	TWIN CITY TRANSPORTATION	R	93,200.21
01	295914	11/26/2019	UNITED STATES TREASURER	R	430.00
01	295915	11/26/2019	US DEPARTMENT OF EDUCATION AR		130.82
01	295916	11/26/2019	ALLSTATE PETERBILT OF S ST PAU R		659.69
01	295917	11/26/2019	XCEL ENERGY	R	3,453.06
01	295918	11/26/2019	XCEL ENERGY CENTER	R	2,110.00
01	295919	11/26/2019	EDITION III INC	R	2,048.90

P-Card, Checks & E-Pay Total	4,918,489.75
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**P-CARDS, E-PAY & CHECK RUNS FOR
12/02/2019 BOARD REPORTS**

BANK 05	DATE	AMOUNT
P-CARDS (paid 11/4/19)	11/4/2019	40,190.36
CHECKS	11/14/2019	84,316.86
	11/20/2019	128,028.64
	11/21/2019	707.94
	11/22/2019	79,860.19
	11/25/2019	4,312,871.15
	11/26/2019	270,295.00
E-Pays	11/14/2019	1,591.66
	11/21/2019	627.95

CHECK REGISTER BANK 05 TOTAL =	4,918,489.75
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BREAKDOWN	
01-206-00	386,150.57
02-206-00	2725.14
03-206-00	202,234.70
04-206-00	9,775.19
06-206-00	4,312,871.15
07-206-00	-
08-206-00	-
20-206-00	3,218.44
21-206-00	1,514.56
47-206-00	-
50-206-00	-
BANK TOTAL =	4,918,489.75

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, December 2, 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, December 2, 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. Vice Chair Pollis was absent.

Student Representative Luz Luna Apodaca was also present.

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

REVIEW AND APPROVAL OF THE AGENDA

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

INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

Superintendent Update

1. Truth-in-Taxation
2. Strategic Plan 2020-2025
3. Vision Card B

CONSENT AGENDA

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

Routine Matters

1. Minutes of the regular meeting held November 18, 2019
2. General Disbursements as of November 26, 2019 for \$4,918,489.75.

Personnel Items

Certified Full Time Position for Employment – 1st Year Probation

Lee Janson – Language Arts/Special Ed. LD – Senior High

Certified Full Time Request for Unpaid Leave of Absence – Child Care

Elizabeth Winslow – Band Music – Senior High

Certified Full Time Resignation

Rochelle Rank – Mathematics – Senior High

Classified Full Time Position for Employment – Admin. & Mgmt. Support Professional

Christine Musco – Admin. Assistant 3, 11 month – RSTEM

Classified Full Time Position for Employment – Outreach

Shirley Bartlett – Bilingual Outreach Worker – Central

Classified Full Time Resignation – Facilities & Transportation

Randall McMeekin – Truck Driver – Districtwide

Classified Full Time Resignation – Paraprofessional

Christine Musco – Clerical para – RSTEM

Classified Part Time Position for Employment – Facilities & Transportation

Brandt Larson – approx. 25 hr/wk Bus Driver – Garage

Classified Part time Positions for Employment – Food & Nutrition Services

Carlacia Gilyard – 32 hr/wk Kitchen Assistant – Senior High

Nashwa Ibrahim – 25 hr/wk Kitchen Assistant – Senior High

Classified Part Time Position for Employment – Other

William Wlizlo – approx. 28 hr/wk Safe Routes to School Coordinator – Districtwide

Classified Part Time Positions for Employment – Paraprofessionals

Ruby MacDonald – 35 hr/wk Special Ed. Para – RSTEM

America Vega – 13.75 hr/wk Managerial Para – RSTEM

Classified Part Time Position for Employment – School Engagement Specialist

Alex Shimkus – 37.5 hr/wk SES – RSTEM

Classified Part Time Request for Unpaid Leave of Absence – Paraprofessional

Amy Kunkel – 32.5 hr/wk Special Ed. Para – Middle School

Classified Part Time Resignation – Food & Nutrition Services

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

Classified Part Time Resignations – Paraprofessionals

Maria Romero – 14.15 hr/wk Managerial Para – RDLS

Alex Shimkus – 35 hr/wk Special Ed. Para – RSTEM

OLD BUSINESS

A. Change Order #1 – 2019 Asbestos Abatement at RSTEM

Motioned by Ashmead, seconded by Maleck, and unanimously carried, the Board of Education approved Change Order #1 for the 2019 Asbestos Abatement at RSTEM.

B. Centennial Bid Recommendation to Award

Motioned by Toensing (with correction of decimal point on Bid Tabulation table), seconded by Ashmead, and unanimously carried, the Board of Education approved Administration to enter into a contract with Ebert Inc. dba Ebert Construction who was the lowest bidder with a bid of \$6,759,200.00 for the Centennial Elementary School Renovations.

C. Policy 582 and 582.1 Staff Notification of Violent Behavior by Students, Guidelines and Form

Policy 582, 582.1 and the Form will be brought back for further review.

D. Legislative Platform

The Legislative Platform will be brought back for further review.

NEW BUSINESS

A. Resolution – Designating Polling Places for 2020

Motioned by Ashmead, seconded by Cole, all board members present (Pollis absent) voted in favor of adopting the resolution designating the polling places for 2020 as follows:

RESOLUTION DESIGNATING POLLING PLACES FOR 2020

WHEREAS, Minnesota Statute 204B.16, subd.1 requires Richfield Public Schools, by ordinance or resolution, to designate polling places for the upcoming year; and

WHEREAS, changes to the polling places locations may be made at least 90 days before the next election if one or more of the authorized polling places becomes unavailable for use; and

WHEREAS, changes to the polling place locations may be made in the case of an emergency when it is necessary to ensure a safe and secure location for voting; and

NOW, THEREFORE, BE IT RESOLVED, Richfield Public Schools hereby designates the following polling places for elections conducted in the city as well as residents in non-Richfield precincts in 2020;

<u>Precinct No. 1</u> Ward 3	Mt. Calvary Education Building 6541 16th Avenue
<u>Precinct No. 2</u> Ward 2	St. Peter's Catholic Church 6730 Nicollet Avenue
<u>Precinct No. 3</u> Ward 1	Church of Peace 6345 Xerxes Avenue
<u>Precinct No. 4</u> Ward 1	St. Richard's Catholic Church 7540 Penn Avenue
<u>Precinct No. 5</u> Ward 1	Woodlake Lutheran Church 2120 West 76 th Street
<u>Precinct No. 6</u> Ward 2	Central School Building 7145 Harriet Avenue
<u>Precinct No. 7</u> Ward 2	Hope Presbyterian Education Facility 7132 Portland Avenue
<u>Precinct No. 8</u> Ward 3	Richfield Dual Language School (RDLS) 7001 Elliot Avenue
<u>Precinct No. 9</u> Ward 3	House of Prayer 7625 Chicago Avenue
<u>Precinct No.14</u> Ward 1	Church of Peace 6345 Xerxes Avenue
<u>Precinct No.16</u> Ward 1	Church of Peace 6345 Xerxes Avenue
<u>Precinct No.17</u> Ward 1	Church of Peace 6345 Xerxes Avenue
<u>Precinct No.18</u> Ward 1	Church of Peace 6345 Xerxes Avenue

NOW, THEREFORE, BE IT RESOLVED by Richfield Public Schools that the thirteen locations listed above are the designated 2020 polling locations in Richfield.

Adopted by Richfield Public Schools this 2nd day of December, 2019.

B. Teacher Master Agreement with Education Richfield

Motioned by Toensing, seconded by Ashmead, all board members present (Pollis absent) voted in favor of approving the Master Agreement with Education Richfield teachers' bargaining unit for the years 2019-2020 and 2020-2021.

The essential financial changes to the agreement include the following:

Base Salary and Benefit Summary

Year 1 - July 1, 2019 – June 30, 2020

- 1.) Base Salary Schedule Increase of 2%
- 2.) Health Insurance – No change
- 3.) Dental Insurance – No change
- 4.) Co-Curricular Schedule – Increase for Environmental Learning Center

Year 2 - July 1, 2020 – June 30, 2021

- 1.) Various base Salary Schedule Increase between \$1000 and \$1,850/cell
- 2.) Health Insurance – No change
- 3.) Dental Insurance – No change
- 4.) Co-Curricular Schedule – Increase 2%
- 5.) Appendix D
 - a. Increase hourly rate for ALC and Staff Development to \$35.50
 - b. Increase all educational leader positions by \$500

Language Items:

1. Clarified language regarding recall from unrequested leave of absence into Teacher on Special Assignment positions
2. Added language regarding district liability for union dues deductions
3. Updated various Memorandums of Agreement
4. Clarified personal leave of absence requests must be submitted at least 2 work days in advance

C. Superintendent Contract

Motioned by Toensing, seconded by Maleck, all board members present (Pollis absent) voted in favor of entering into a contract with Superintendent of Schools, Steven Unowsky, for the period July 1, 2020 through June 30, 2023 to perform the duties of Superintendent of Schools of the Richfield Public Schools.

D. Resolution - 2019 Payable 2020 Levy Certification

Motioned by Toensing, seconded by Maleck, all board members present (Pollis absent) voted in favor and the resolution was unanimously carried for the 2019 Payable 2020 Levy Limitation and Certification.

NOW THEREFORE, Be it resolved by the School Board of Independent School District No. 280, Richfield, Minnesota, that the total levy to be levied in 2019 to be collected in 2020 is set at \$27,802,034.87. The clerk of the School Board is authorized to certify the proposed levy to the County Auditor of Hennepin County, Minnesota.

E. Donations

Motion by Maleck, seconded by Cole, and unanimously carried, the Board of Education accepted the donations with profound gratitude.

ADVANCE PLANNING

A. Legislative Update none

B. Information and Questions from Board

Lunch Money – as of the week before Thanksgiving lunch deficits were zeroed out. Planned Board review of Standard Operating Procedures and creation of new Board Policy.

C. Future Meeting Dates

12-16-19	7:00pm	Regular Board Meeting (Public Comment)
1-6-20	7:00pm	Regular Board Meeting

D. Suggested/Future Agenda Items

Beacons Program Update – early in Year 2020.

CLOSED SESSION AS ALLOWED BY MINNESOTA STATUTE 13D.05, SUBD. 2(B)

Motion by Maleck, seconded by Ashmead, and unanimously carried, the Board of Education moved into recess at 8:48pm prior to closed session.

REOPEN MEETING

Motion by Maleck, seconded by Cole, and unanimously carried, the Board of Education moved back into open session at 9:52pm.

ADJOURN REGULAR MEETING

Motion by Maleck, seconded by Ashmead, and unanimously carried, the Board of Education adjourned the meeting at 9:53pm.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	295923	11/27/2019	AMAZON.COM SYNCB/AMAZON	R	6,537.88
01	295924	12/04/2019	ADELE C LILLIE	R	4,600.00
01	295925	12/04/2019	ALLIED 100, LLC	R	452.00
01	295926	12/04/2019	ALLIED PROFESSIONALS, INC.	R	196.88
01	295927	12/04/2019	ARAMARK	R	95.97
01	295928	12/04/2019	BECKERS SCHOOL SUPPLY	R	422.61
01	295929	12/04/2019	BEN FRANKLIN ELECTRIC INC	R	1,017.00
01	295930	12/04/2019	BERRY COFFEE COMPANY	R	451.02
01	295931	12/04/2019	COLLEGE TOWN PIZZA INC	R	2,430.00
01	295932	12/04/2019	CONTINENTAL RESEARCH CORP	R	410.29
01	295933	12/04/2019	DARRYL WALETZKO LLC	R	2,500.00
01	295934	12/04/2019	DIGI INTERNATIONAL, INC.	R	358.47
01	295935	12/04/2019	DIVERSIFIED SNACK DISTRIBUTION	R	1,770.84
01	295936	12/04/2019	PURCHASE POWER	R	4,990.00
01	295937	12/04/2019	ESCOBAR GENEAH J	R	368.00
01	295938	12/04/2019	ESTR PUBLICATIONS	R	46.00
01	295939	12/04/2019	FIREFLY COMPUTERS, LLC	R	2,460.00
01	295940	12/04/2019	FLOYD LOCK AND SAFE	R	15.50
01	295941	12/04/2019	FLUENCY MATTERS	R	66.00
01	295942	12/04/2019	GLEASON'S GYMNASIIC SCHOOL, INC.	R	9,750.00
01	295943	12/04/2019	WW GRAINGER INC	R	200.00
01	295944	12/04/2019	H BROOKS AND COMPANY LLC	R	5,187.30
01	295945	12/04/2019	HAMMER SPORTS LLC	R	241.00
01	295946	12/04/2019	HENNEPIN COUNTY TREASURER	R	3,083.73
01	295947	12/04/2019	HILLYARD	R	1,115.50
01	295948	12/04/2019	IIX INSURANCE INFORMATION EXCHANGE	R	48.25
01	295949	12/04/2019	INDOFF INC	R	332.99
01	295950	12/04/2019	INNOVATIVE OFFICE SOLUTIONS LLC	R	3,838.80
01	295951	12/04/2019	INSTITUTE FOR ENVIROMENTAL	R	7,914.50
01	295952	12/04/2019	INTERNATIONAL OFFICE TECHNOLOGIES	R	1,680.00
01	295953	12/04/2019	JAYTECH, INC	R	865.05
01	295954	12/04/2019	KELLEY FUELS INC	R	1,423.10
01	295955	12/04/2019	KINECT ENERGY INC	R	505.00
01	295956	12/04/2019	LEARNING A-Z	R	374.80
01	295957	12/04/2019	LESSONPIX INC	R	856.80
01	295958	12/04/2019	LOFFLER COMPANIES	R	3,410.00
01	295959	12/04/2019	MALLOY MONTAGUE KARNOWSKI & RADO	R	12,000.00
01	295960	12/04/2019	MENARDS - RICHFIELD	R	49.88
01	295961	12/04/2019	MIDWEST BUS PARTS INC	R	80.35
01	295962	12/04/2019	MOBILE RADIO ENGINE	R	90.00
01	295963	12/04/2019	MOORHEAD MACHINERY & BOILER COMPANY	R	1,544.75
01	295964	12/04/2019	THE PROPHET CORPORATION	R	99.27
01	295965	12/04/2019	NYSTROM PUBLISHING	R	737.34
01	295966	12/04/2019	OCCUPATIONAL MEDICINE CONSULTANTS	R	246.75
01	295967	12/04/2019	PAN O GOLD BAKING CO	R	1,153.00
01	295968	12/04/2019	PHOENIX SCHOOL COUNSELING	R	14,085.00
01	295969	12/04/2019	RAMSAY THOMAS	R	165.00
01	295970	12/04/2019	RICHFIELD BAND BOOSTERS	R	509.32
01	295971	12/04/2019	DEBORAH CARLSON	R	163.80

01	295972	12/04/2019	SIMULAIDS	R	261.69
01	295973	12/04/2019	SOURCEWELL TECHNOLOGY	R	399.00
01	295974	12/04/2019	PARK ADAM TRANSPORTATION	R	94,706.83
01	295975	12/04/2019	SUPER DUPER PUBLICATIONS	R	118.00
01	295976	12/04/2019	TAFFE SARAH ANN	R	8,044.93
01	295977	12/04/2019	TERREL'S TOOLBOX LLC	R	675.00
01	295978	12/04/2019	THE DANIELSON GROUP, INC	R	3,000.00
01	295979	12/04/2019	TRIO SUPPLY COMPANY	R	3,609.37
01	295980	12/04/2019	TURNITIN, LLC	R	3,582.50
01	295985	12/04/2019	UPPER LAKES FOODS	R	82,320.11
01	295986	12/04/2019	VSP VISION SERVICE PLAN	R	1,637.78
01	295987	12/04/2019	LS DE LLC	R	3,419.98
01	295988	12/04/2019	WORKS COMPUTING, LLC	R	1,188.00
01	295989	12/04/2019	XCEL ENERGY	R	19,353.70
01	V609532	12/05/2019	LISA M BAIRD	R	14.36
01	V609533	12/05/2019	DAVID M BOIE	R	70.00
01	V609534	12/05/2019	DOROTHY A BROVELEIT	R	111.15
01	V609535	12/05/2019	PATRICK L BURRAGE	R	70.00
01	V609536	12/05/2019	EMILY T BURT	R	70.13
01	V609537	12/05/2019	KATHERINE E CABIESES	R	40.00
01	V609538	12/05/2019	MIRIAM A CASTRO SANJUAN	R	40.00
01	V609539	12/05/2019	PHIL N CEDER	R	40.00
01	V609540	12/05/2019	MARY L CLARKSON	R	319.40
01	V609541	12/05/2019	TIA B CLASEN	R	70.00
01	V609542	12/05/2019	JOHNNY R COOK	R	70.00
01	V609543	12/05/2019	LATANYA R DANIELS	R	70.00
01	V609544	12/05/2019	GEORGE A DENNIS	R	35.00
01	V609545	12/05/2019	RYAN D FINKE	R	70.00
01	V609546	12/05/2019	PETER J FITZPATRICK	R	40.00
01	V609547	12/05/2019	STEVEN T FLUCAS	R	70.00
01	V609548	12/05/2019	MICHAEL L FRANKENBERG	R	70.00
01	V609549	12/05/2019	JAMES A GILLIGAN	R	70.00
01	V609550	12/05/2019	CHRISTINA M GONZALEZ	R	70.00
01	V609551	12/05/2019	KYLE L GUSTAFSON	R	40.00
01	V609552	12/05/2019	KEVIN D HARRIS	R	40.00
01	V609553	12/05/2019	PAM A HAUPT	R	70.00
01	V609554	12/05/2019	JAMES L HILL	R	40.00
01	V609555	12/05/2019	CARLONDREA D HINES	R	70.00
01	V609556	12/05/2019	JESSICA M HOFFMAN	R	40.00
01	V609557	12/05/2019	CRAIG D HOLJE	R	70.00
01	V609558	12/05/2019	MARY J IHLEN	R	70.00
01	V609559	12/05/2019	CORY J KLINGE	R	70.00
01	V609560	12/05/2019	DANIEL E KRETSINGER	R	70.00
01	V609561	12/05/2019	ANOOP KUMAR	R	40.00
01	V609562	12/05/2019	COLLEEN M MAHONEY	R	70.00
01	V609563	12/05/2019	DANIEL P MCGINN	R	40.00
01	V609564	12/05/2019	DOUG R MCMEEKIN	R	70.00
01	V609565	12/05/2019	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V609566	12/05/2019	MARY PAT MESLER	R	70.00
01	V609567	12/05/2019	KENT D MEYER	R	70.00

01	V609568	12/05/2019	ERIN H NEILON	R	40.00
01	V609569	12/05/2019	BRENDA K NIELSEN	R	70.00
01	V609570	12/05/2019	ROBERT G OLSON	R	40.00
01	V609571	12/05/2019	CASSI M O'MEARA	R	39.44
01	V609572	12/05/2019	KELCI A PETERSON	R	88.08
01	V609573	12/05/2019	YONG HUA QUAN	R	150.00
01	V609574	12/05/2019	RENEE C REED-KARSTENS	R	40.00
01	V609575	12/05/2019	KEITH D RIEF	R	40.00
01	V609576	12/05/2019	LEADRIANE L ROBY	R	154.08
01	V609577	12/05/2019	TERESA L ROSEN	R	70.00
01	V609578	12/05/2019	MAUREEN E RUHLAND	R	40.00
01	V609579	12/05/2019	MARTA I SHAHSAVAND	R	70.00
01	V609580	12/05/2019	BRADLEY J SHURTS	R	70.00
01	V609581	12/05/2019	NANCY J STACHEL	R	70.00
01	V609582	12/05/2019	PATRICK M SURE	R	40.00
01	V609583	12/05/2019	VLADIMIR S TOLEDO	R	40.00
01	V609584	12/05/2019	IAN D TOLENTINO	R	40.00
01	V609585	12/05/2019	STEVEN P UNOWSKY	R	270.00
01	V609586	12/05/2019	STEPHEN C URBANSKI	R	40.00
01	V609587	12/05/2019	CARRIE A VALA	R	70.00
01	V609588	12/05/2019	JENNIFER K VALLEY	R	70.00
01	V609589	12/05/2019	RYAN WAGNER	R	40.00
01	V609590	12/05/2019	REBECCA S WALD	R	40.00
01	V609591	12/05/2019	KASYA L WILLHITE	R	70.00
01	V609592	12/05/2019	ELIZABETH I WINSLOW	R	179.87
01	V609593	12/05/2019	AMY J WINTER AHSENMACHER	R	70.00
01	295990	12/11/2019	ALL STATE COMMUNICATIONS INC	R	3,796.73
01	295991	12/11/2019	ALLIED PROFESSIONALS, INC.	R	210.00
01	295992	12/11/2019	AQUA ENGINEERING INC	R	980.00
01	295993	12/11/2019	ARMSTRONG BOYS CRS COUNTRY BOOSTERS	R	320.00
01	295994	12/11/2019	BAUER BUILT INC	R	665.60
01	295995	12/11/2019	BAYADA	R	1,890.00
01	295996	12/11/2019	BOLAND WILLIAM	R	79.00
01	295997	12/11/2019	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	295998	12/11/2019	BUFORD TERON	R	79.00
01	295999	12/11/2019	CARQUEST AUTO PARTS	R	97.87
01	296000	12/11/2019	CATALYST BUYING GROUP LLC	R	189.99
01	296001	12/11/2019	CEDAR SMALL ENGINE	R	53.55
01	296002	12/11/2019	CHAMPION AWARDS INC	R	310.00
01	296003	12/11/2019	CHASKA PARKS & RECREATION	R	645.00
01	296004	12/11/2019	CINTAS CORPORATION NO 2	R	91.70
01	296005	12/11/2019	CITY OF RICHFIELD	R	1,032.61
01	296006	12/11/2019	COMCAST	R	266.90
01	296007	12/11/2019	COMCAST BUSINESS	R	253.13
01	296008	12/11/2019	CONTINENTAL RESEARCH CORP	R	608.70
01	296009	12/11/2019	CRAIG, JILL	R	59.00
01	296010	12/11/2019	CULLIGAN SOFT WATER	R	9.50
01	296011	12/11/2019	DAGGETT HEATHER L	R	75.00
01	296012	12/11/2019	DEHLER RHONDA	R	59.00
01	296013	12/11/2019	DERKSEN CAROLYN	R	79.00

01	296014	12/11/2019	DOOR SERVICE COMPANY OF THE TWIN CI	R	1,324.00
01	296015	12/11/2019	ECM PUBLISHERS INC	R	523.60
01	296016	12/11/2019	ECOLAB INC	R	321.69
01	296017	12/11/2019	EDUCATORS BENEFIT CONSULTANTS LLC	R	684.25
01	296018	12/11/2019	EUERLE CARRIE	R	59.00
01	296019	12/11/2019	FANUM KAYLA B	R	59.00
01	296020	12/11/2019	FINANGER PHILLIP J	R	105.00
01	296021	12/11/2019	FLOYD LOCK AND SAFE	R	17.10
01	296022	12/11/2019	FRIDLEY HIGH SCHOOL	R	240.00
01	296023	12/11/2019	WW GRAINGER INC	R	1,481.66
01	296024	12/11/2019	HART ALISON	R	31.50
01	296025	12/11/2019	HILLYARD	R	6,943.93
01	296026	12/11/2019	ZACKS INC	R	641.12
01	296027	12/11/2019	HOGLUND BUS CO INC	R	139.44
01	296028	12/11/2019	HOPKINS HIGH SCHOOL	R	200.00
01	296029	12/11/2019	INDOFF INC	R	107.94
01	296030	12/11/2019	INTERSTATE STRIPING	R	858.40
01	296031	12/11/2019	JAMARR VIVERETTE	R	25.00
01	296032	12/11/2019	JOHNSEN NICOLE	R	31.50
01	296033	12/11/2019	KABES APRIL	R	79.00
01	296034	12/11/2019	KOCKELMAN DEAN	R	79.00
01	296035	12/11/2019	LAIRD CRAIG	R	79.00
01	296036	12/11/2019	LARKIN RICHARD	R	79.00
01	296037	12/11/2019	LOFFLER COMPANIES	R	378.00
01	296038	12/11/2019	MADISON NATIONAL LIFE INS CO INC	R	21.38
01	296039	12/11/2019	MADSEN JOHN C	R	79.00
01	296040	12/11/2019	MAYO DANCE TEAM	R	200.00
01	296041	12/11/2019	METROPOLITAN MECHANICAL CONTRACTORS	R	412.50
01	296042	12/11/2019	MEYER RYAN	R	79.00
01	296043	12/11/2019	MIDWEST BUS PARTS INC	R	52.47
01	296044	12/11/2019	MINNESOTA MEMORY, INC.	R	1,565.00
01	296045	12/11/2019	MINNESOTA STATE HIGH SCHOOL LEAGUE	R	18.00
01	296046	12/11/2019	MINVALCO INC	R	988.00
01	296047	12/11/2019	MISENER DENNY	R	79.00
01	296048	12/11/2019	MOORE JEFF	R	20.00
01	296049	12/11/2019	ALBIN ACQUISITION CORP	R	250.00
01	296050	12/11/2019	NANCY BENITEZ ORTIZ	R	231.60
01	296051	12/11/2019	NAVARO RAYMOND	R	140.00
01	296052	12/11/2019	NORTH HIGH SCHOOL	R	150.00
01	296053	12/11/2019	NORTHERN SALT INC	R	770.00
01	296054	12/11/2019	NOVACARE REHABILITATION	R	150.00
01	296055	12/11/2019	NYAKUNDI CHRISTOPHER	R	25.00
01	296056	12/11/2019	OCCUPATIONAL MEDICINE CONSULTANTS	R	75.00
01	296057	12/11/2019	ODONNELL BAYLEE ANN	R	90.00
01	296058	12/11/2019	OKEY CHRIS	R	150.00
01	296059	12/11/2019	OLYMPIC COMMUNICATIONS INC	R	785.00
01	296060	12/11/2019	PLANSOURCE, INC.	R	1.33
01	296061	12/11/2019	PROFESSIONAL WIRELESS COMMUNICATION	R	2,884.18
01	296062	12/11/2019	PTM DOCUMENT SYSTEMS	R	174.23
01	296063	12/11/2019	PUBLIC EMPLOYEES RETIREMENT ASSOC	R	4,056.03

01	296064	12/11/2019	PUMP & METER SERVICE	R	1,650.00
01	296065	12/11/2019	RAMSAY THOMAS	R	180.00
01	296066	12/11/2019	RITTY SAMRETH	R	625.00
01	296067	12/11/2019	ROGERS HIGH SCHOOL	R	300.00
01	296068	12/11/2019	SCHMITTY AND SONS	R	422.55
01	296069	12/11/2019	SCHOAF SCOTT	R	79.00
01	296070	12/11/2019	SELLARS JASON	R	355.00
01	296071	12/11/2019	SHERWIN WILLIAMS CO	R	49.69
01	296072	12/11/2019	SKOF RYNNE	R	40.00
01	296073	12/11/2019	SMRSTICK JAYME	R	74.00
01	296074	12/11/2019	SOUTH HIGH SCHOOL	R	175.00
01	296075	12/11/2019	TEACHER'S DISCOVERY	R	242.95
01	296076	12/11/2019	THREE RIVERS PARK DISTRICT	R	1,800.00
01	296077	12/11/2019	THUROW STEPHANIE J	R	219.00
01	296078	12/11/2019	TRANSPORTATION PLUS, INC.	R	7,836.00
01	296079	12/11/2019	TWIN CITY FILTER SERVICE INC	R	37.64
01	296080	12/11/2019	VELOCITY DRAIN SERVICES INC	R	1,425.00
01	296081	12/11/2019	VEOLIA ENVIRONMENTAL SERVICES	R	3,896.96
01	296082	12/11/2019	VERIZON WIRELESS	R	557.55
01	296083	12/11/2019	VOSS ELECTRIC CO	R	468.80
01	296084	12/11/2019	WACONIA HIGH SCHOOL	R	210.00
01	296085	12/11/2019	LIGHTNING PRINTING, INC	R	161.45
01	296086	12/11/2019	WETZEL JASON	R	90.00
01	296087	12/11/2019	WILLIAM V MACGILL & CO	R	167.09
01	296088	12/11/2019	WORKS COMPUTING, LLC	R	7,390.82
01	296089	12/11/2019	ZUBAN FAMETTA	R	20.00

TOTAL E-PAY & CHECK REGISTER					398,048.77
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CHECKS & E-PAY RUNS FOR 12/16/2019 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	11/27/2019	6,537.88
	12/4/2019	316,718.75
	12/11/2019	70,420.63
E-Pays	12/5/2019	4,371.51

CHECK REGISTER BANK 05 TOTAL =	398,048.77
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BREAKDOWN	
01-206-00	160,552.52
02-206-00	104,287.31
03-206-00	108,620.99
04-206-00	24,253.55
06-206-00	70.00
07-206-00	-
08-206-00	-
20-206-00	264.40
21-206-00	-
47-206-00	-
50-206-00	-
BANK TOTAL =	398,048.77

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
December 4, 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 AND MERCHANTS UNION B	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	-	-	-	-
ELGA CREDIT UNION	09/17/20	1.82%	245,100.00	245,100.00	-	-	-	-
THIRD COAST BANK, SSB	09/17/20	1.82%	245,100.00	245,100.00	-	-	-	-
NEW OMNI BANK N.A.	09/17/20	1.80%	245,200.00	245,200.00	-	-	-	-
BANK 7	12/17/20	2.23%	242,300.00	242,300.00	-	-	-	-
LATINO COMMUNITY CREDIT UNION	12/17/20	2.10%	242,700.00	242,700.00	-	-	-	-
EAST BOSTON SAVINGS BANK	12/17/20	1.93%	243,300.00	243,300.00	-	-	-	-
FIRST NATIONAL BANK / THE FIRST, N	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	-	-	-	-
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	-	-	-	-
FIRST INTERNET BANK OF INDIANA	02/04/21	1.85%	243,300.00	243,300.00	-	-	-	-
TBK BANK, SSB / THE NATIONAL BANK	02/04/21	1.75%	243,600.00	243,600.00	-	-	-	-
Capital One, National Association Cert	08/16/21	2.10%	160,000.00	-	160,000.00	-	-	-
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	-	-
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	-	-

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
December 4, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
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	-	-
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	-	-
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	-	-
CRYSTAL LAKE B&TC, NA - 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	-	-
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	-	-
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	-	-
BMO HARRIS BANK, NA	08/25/20	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	09/25/20	2.31%	1,500,000.00	-	-	1,500,000.00	-	-
PENTAGON FEDERAL CREDIT UNION (1	09/25/20	2.33%	1,500,000.00	-	-	1,500,000.00	-	-
ASSOCIATED BANK, NA - C	09/25/20	2.50%	519,100.00	-	-	519,100.00	-	-
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	-	-

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
December 4, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
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	-	-
US TREASURY N/B	12/15/19	2.16%	838,611.33	-	-	-	838,611.33	-
MN TRUST TERM SERIES	12/26/19	1.65%	2,000,000.00	-	-	-	2,000,000.00	-
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	-

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
December 4, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
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	-
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	-
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	-
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
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

RICHFIELD PUBLIC SCHOOLS

Investment Holdings as of
December 4, 2019

Description	Matures	Rate	Cost	General Operating	Agency (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
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
IOWA VLY IA CMNTY CLG	06/01/21	1.55%	587,258.10	-	-	-	-	587,258.10
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			93,676,347.96	11,650,962.54	160,000.00	55,596,199.29	16,805,682.88	9,463,503.25

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2019

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

Classified Management Retirement

Lynn Opatz- Supervisor of Human Resources

Certified Full Time Resignation

Samuel Polvick – Global Language/Spanish – Senior High

Classified Full Time Position for Employment – Admin. & Mgmt. Support Professional

Ashley Simonson- Administrative Assistant 2 – District

Classified Part Time Position for Employment – Facilities & Transportation

Steven Olson- approx. 25 hr/wk Bus Driver – Garage

Classified Part Time Position for Employment – Food & Nutrition Services

Martha Malagon Avila- 15 hr/wk Kitchen Assistant – RDLS

Classified Part Time Position for Employment – Paraprofessional

Christina Pedenko- 36.25 hr/wk Special Ed. Para – Middle School

Classified Part Time Resignations – Food & Nutrition Services

Richard Holtgrave – 28.75 hr/wk Kitchen Assistant – Middle School

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

Classified Part Time Resignations – Paraprofessionals

Maria Angel Vargas – 32.5 hr/wk Special Ed. Para – Centennial

Sarah Schroerlucke – 20 hr/wk Managerial Para – Centennial

Classified Part Time Resignation and Re-Hire – Paraprofessional

Areli Silva Segura – 24.15 hr/wk Managerial Para – RDLS

OLD BUSINESS – FOR REVIEW

Agenda Item V.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2019

Subject: Board Policy 582 Staff Notification of Violent Behavior of Students and Administrative Guidelines 582.1 Notification to Staff: Students with History of Violent Behavior or Notification to Staff: Receipt of Disposition Order

The Superintendent recommends a third read of Board Policy 582 and 582.1 Form. The Administrative Guidelines have been incorporated into the Policy.

Attachments

Policy 582 – Redlined

Form 582.1 – Redlined

Policy 582 – Original

Guidelines 582.1 – Original

MSBA 529

MSBA 529.1

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RICHFIELD PUBLIC SCHOOLS

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher(s) and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to support and manage such student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding placement of students with a history of violent behavior.

In acknowledgement that supports to students and families are a significant part of this policy, Richfield Public Schools administration will ensure that social emotional and family based supports are provided to students and families where there is a history of violent behavior by the student.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or has information concerning a student with a history of violent behavior shall immediately report the information to the principal of the building in which the student attends school or is attempting to enroll.
- B. Building/program administrator or designee verifies information and consults with the superintendent prior to notification of staff.
- C. Building administrator or designee will consult with the superintendent to determine which staff will receive notice and what data will be shared.
- D. Building/program administrator will notify the parents that the district will be notifying staff that work with their child ~~that their child~~ has been identified as having a history of violent behavior. r-as defined in this policy (section.III,B).
- E. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- F. Only staff members who have a legitimate educational interest in the information will receive notification

1
2 G. Social workers and/or school administration will offer direct
3 supports to families where there is a history of violent behavior by
4 the student.
5

6 **III. DEFINITIONS**
7

8 For purposes of this policy and the model notification form, the following
9 terms have been defined.
10

11 A. Administration
12

13 “Administration” means the superintendent, building principal or
14 other administrative designee.
15

16 ~~A.~~ B. Classroom Teacher
17

18 ~~B.~~ “Classroom teacher” means the instructional personnel
19 responsible for the course or room to which a student is assigned
20 at any given time, including a substitute hired in place of the
21 classroom teacher.
22

23
24 B. C. History of Violent Behavior
25

26 1. —A student will be considered to have a history of violent
27 behavior if incident(s) of violence, including any
28 documented physical assault of a school district employee
29 by the ~~student, have~~student, have occurred during the current
30 or previous school year.
31

32 2. If the district has knowledge that a student has an incident of
33 violence during the current or previous school year, that incident
34 and all other past related or similar incidents of violence will be
35 reported. Knowledge will be based on reports from law
36 enforcement or school district investigation of violent incidents.
37

38 D. Incident(s) of Violence
39

40 “Incident(s) of violence” means willful conduct in which a student
41 endangers or causes physical injury to person(s) or significant
42 damage to property, regardless of whether related to a disability or
43 whether discipline was imposed. This does not include injury or
44 damage, which is accidental or is the result of negligence.
45 Administration in collaboration with the superintendent shall be
46 responsible for determining if an incident rises to the level of an
47 “incident of violence. In so doing the administrator and
48 superintendent shall consider all surrounding facts and
49 circumstances, including the existence and extent of injury, the

1 level of threat, the existence of criminal charges, and the student's
2 disciplinary history.

3
4 E. Legitimate Educational Interest

5
6 "Legitimate educational interest" includes interest directly related to
7 classroom instruction, teaching, student achievement and
8 progress, discipline of a student, student health and welfare, and
9 the ability to respond to a request for educational data. It includes
10 a person's need to know in order to:

11
12 Perform an administrative task required in the school or the
13 employee's contract or position description approved by the school
14 district;

15
16 ~~U~~Used solely within the context of school business and not for
17 purposes extraneous to the school staff member's areas of
18 responsibility or to the school;

19
20 ~~3.1.~~ Perform a supervisory or instructional task directly related to
21 the student's education;

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23 ~~4.2.~~ Perform a service or benefit for the student or the students
24 family such as health care, counseling, or student job
25 placement;

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~~5.3.~~ Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

A ~~person duly elected to the school board~~ A person employed by ~~the~~ the school board in an administrative, supervisory, instructional or other professional position

3. A person employed by or under contract to the school district to perform a special task such as but not limited to a, paraprofessional, school bus driver, a secretary, clerk, a public information officer, data practices compliance official, or an attorney or auditor for the period of his or her performance as an employee or contractor; and
4. A substitute for persons listed above for the period of his or her performance as a substitute.

IVIII. **STAFF NOTIFICATION**

A. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above), will meet with and receive written notification from the building administration prior to placement of the student in the teacher’s classroom. In addition, notice will be given by the school administration to other school staff members who have a legitimate educational interest, as defined in this Policy.:-

For example, the bus driver of the student or a paraprofessional assisting on the student’s bus would have a legitimate educational interest in the data while a driver or paraprofessional on a different bus would not. Different school staff members may have a legitimate educational interest in different amounts of data on a particular student.

B. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest will be made by ~~the~~ the building principal in consultation with the superintendent. ~~–~~The superintendent will provide guidance to school administration as to what data will be shared with staff.

C. Form of Written Notice

1 The notice given to classroom teachers and school staff members
2 will be provided in writing at a meeting and will include the
3 following:

- 4
- 5 1. Name of the student;
 - 6
 - 7 2. Date of notice;
 - 8
 - 9 3. Notification that the student has been identified as a student
10 with a history of violent behavior as defined in Section III, C
11 of this Policy; and
 - 12
 - 13 4. Reminder of the private nature of the data provided.
 - 14

15 If appropriate, the notice will also include any or all of the following:

- 16
- 17 5. Explanation of what occurred in each incident of violent
18 behavior, if known, specifically including any mitigating
19 factors;
 - 20
 - 21 6. Types of situations that might trigger violent behavior by the
22 student, if known;
 - 23
 - 24 7. Successful strategies or interventions, if known; and
 - 25
 - 26 8. Documents that the staff member may review to assist
27 understanding of the student (e.g. IEP or § 504 plan).
 - 28

29 D. Record of Notice

- 30
- 31 1. The administration will ~~retain~~retain a copy of the notice or
32 other
33 documentation provided to classroom teachers and school staff
34 members notified under this section.
 - 35 2. Retention of the written notice or other documentation provided
36 to classroom teachers and school staff members is governed by
37 the approved Records Retention Schedule.
 - 38

39 E. Meetings Regarding Students with a History of Violent Behavior

- 40
- 41 1. If the administration determines, in his or her discretion, that
42 the classroom teacher and/or school staff members with a
43 legitimate educational interest in such data reasonably
44 require access to the details regarding a student's history of
45 violent behavior for purposes of school safety and/or
46 intervention services for the student, the administration will
47 convene a meeting(s) to share and discuss such data.
 - 48 2. The persons present at the meeting(s) may have access to
49 the data described in Section III.C., above.

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F. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior. Notice will be given to staff within a reasonable time, not to exceed 10 business days-.

IV. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members with a legitimate educational interest notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior) in accordance with Policy 515, Protection and Privacy of Pupil Records.
- ~~C.D.~~ Supports offered to families through the school social worker or administrative designee.

VII. TRAINING NEEDS

Representatives of the school administration and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
Minn. Stat. § 121A.45 (Grounds for Dismissal)

- 1 Minn. Stat. § 121A.64 (Notification of Students with Violent
- 2 Behavior)
- 3 Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
- 4 Rules Parts 1205.0100-1205.2000 (Data Practices)
- 5 20 U.S.C. § 1232g (Family Educational Rights and Privacy
- 6 Act)
- 7 34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
- 8 Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53
- 9

10 *Cross References:* MSBA/MASA Model Policy 515 (Protection and Privacy of
11 Pupil Records)

12
13 ADOPTED BY THE BOARD OF EDUCATION: December 15, 2003
14 REVISED BY THE BOARD OF EDUCATION: June 17, 2008

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16 **Minn.**

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PRIVATE DATA
Staff Notification of Violent Behavior by Student

Private Student Data
(Educational data classified as “private” can be accessed on a
“professional need to know” basis only.)

KEEP THIS INFORMATION SECURE

Date:

To:

From:

RE: Notification to Staff: Student with History of Violent Behavior

Student Name:

Offense:

Date of Offense:

Explanation of incident(s):

Mitigating factors:

Potential triggers:

Strategies and/or interventions to support student:

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Additional documents to review:

You are receiving this notification pursuant to Minnesota State Statute 121A.64 because you will have contact with the above named student during the course of your duties. This student has exhibited behavior which is defined as violent. The statute regarding notification to staff is listed on the reverse side of this memo.

If you wish more information regarding this student's behavior or if you have concerns regarding this student, please see me.

Note: This information is "private" and must be safeguarded! You are being provided this data because you have a legitimate educational interest to this information.

RICHFIELD PUBLIC SCHOOLS

STAFF NOTIFICATION OF VIOLENT BEHAVIOR OF STUDENTS

I. PURPOSE

This policy addresses staff notification of violent behavior by students. The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior in order to serve the student and protect students and staff members. The policy incorporates a written notice to assure that appropriate data are made available to school staff members and to guarantee an accurate record of the data provided.

Data about students are governed by both state and federal law, Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C §1232g (Family Educational Rights and Privacy Act or FERPA). Detailed information on school district practice and policy regarding student records and data can be found in the school district's Data Practices Policy (Protection and Privacy of Pupil Records Policy) and approved Records Retention Schedule.

II. DEFINITIONS

For purposes of this policy on Staff Notification of Violent Behavior by Students (Policy) and the model notification form, terms have the meaning given them.

A. Administration

“Administration” means the person or persons responsible for performing the school district’s obligations under this Policy and who shall be the superintendent, building principal or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time.

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C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence have occurred during the current or previous school year.

2. If the district has knowledge that a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported. Knowledge will be based on reports from law enforcement or school district investigation of violent incidents.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student has threatened or caused physical injury to person(s) or significant damage to property, regardless of whether related to a disability or whether discipline was imposed. This does not include injury or damage, which is accidental or is the result of negligence. Administration shall be responsible for determining if an incident rises to the level of an “incident of violence. In so doing the administrator shall consider all surrounding facts and circumstances, including the existence and extent of injury, the level of threat, the existence of criminal charges, and the student’s disciplinary history.

E. Legitimate Educational Interest

For purposes of federal and state law, a school staff member is determined to have a legitimate educational interest in data related to a history of violent behavior if the data requested are:

1. Necessary for that school staff member to perform appropriate tasks that are specified in his or her position description or by a contract agreement;
2. Used solely within the context of school business and not for purposes extraneous to the school staff member’s areas of responsibility or to the school;
3. Relevant to the accomplishment of a job-related task or to a determination about the student; and
4. Consistent with the purposes for which the data are maintained.

1 F. School Staff Member

2
3 “School Staff Member” includes:

- 4
5 1. A person duly elected to the school board;
- 6 2. A person licensed by the State and appointed by the school
7 board to an administrative, supervisory, instructional or other
8 professional position such as a principal, teacher, media
9 personnel, counselor or school psychologist;
- 10
11 3. A person employed by or under contract to the school board
12 to perform a special task such as a paraprofessional, school
13 bus driver, secretary, clerk, occupational therapist, or the
14 school board attorney for the period of his or her
15 performance as an employee or contractor; and
- 16
17 4. A substitute for persons listed above for the period of his or
18 her performance as a substitute.

19
20 **III. STAFF NOTIFICATION**

21
22 A. Recipients of Notice

23
24 Each classroom teacher of a student with a history of violent
25 behavior (see Section II.C., above), will receive written notification
26 from the building administration prior to placement of the student in
27 the teacher’s classroom. In addition, notice will be given by the
28 administration to other school staff members who have a legitimate
29 educational interest, as defined in this Policy, in the data.

30
31 For example, the bus driver of the student or a paraprofessional
32 assisting on the student’s bus would have a legitimate educational
33 interest in the data while a driver or paraprofessional on a different
34 bus would not. Similarly, a paraprofessional working with the
35 student in the classroom or supervising the student on the
36 playground would have a legitimate educational interest in the data
37 while a paraprofessional who does not interact with this student
38 would not. Different school staff members may have a legitimate
39 educational interest in different amounts of data on a particular
40 student.

41
42 B. Determination of Who Receives Notice

43
44 Determination of which school staff members have a legitimate
45 educational interest will be made by (1) the Director of Personnel
46 and Administrative Services or (2) the building administration.

47
48 School staff members who receive notice under this Policy may
49 provide notice to someone substituting for them or for another staff
50 member who has received notice. For example, if a

1 paraprofessional that is absent has received notice, that
2 paraprofessional, the classroom teacher, or the principal could tell
3 the person temporarily replacing the paraprofessional.
4

5 C. Form of Written Notice

6
7 The notice given to school staff members must be in writing and
8 must include the following:
9

- 10 1. Name of the student;
11
12 2. Date of notice;
13
14 3. The history of violent behavior as defined in Section II. of
15 this Policy; and
16
17 4. Reminder of the private nature of the data provided.
18

19 If appropriate, the notice will also include any or all of the following:
20

- 21 5. Explanation of what occurred in each incident of violent
22 behavior, if known, specifically including any mitigating
23 factors;
24
25 6. Types of situations that might trigger violent behavior by the
26 student, if known;
27
28 7. Successful strategies or interventions, if known; and
29
30 8. Documents that the staff member may review to assist
31 understanding of the student (e.g. IEP or § 504 plan).
32

33 D. Record of Notice

34
35 The administration must keep a copy of the notice or other
36 documentation to provide a record of those school staff members
37 notified under this section. Retention of the written notice provided
38 to school staff members is governed by the approved Records
39 Retention Schedule.
40

41 E. Law Enforcement Reports

42
43 The administration must immediately inform appropriate school
44 staff members of notices related to an incident of violent behavior
45 received from law enforcement pursuant to Minn. Stat. §121A.75.
46 The law enforcement notice must be followed by the formal written
47 notice set forth above within a reasonable time, not to exceed 10
48 business days. All other notices received from law enforcement
49 pursuant to Minn. Stat. §121A.75 must be disseminated as

1 required by that section. Retention of the law enforcement notice is
2 governed by Minn. Stat. §121A.75, Subd. 2(e).

3
4 F. Model Notice

5
6 A model form for School Staff Member Notification is attached as
7 Appendix I.

8
9 **IV. NOTICE TO OTHER SCHOOL DISTRICTS**

10
11 When transferring records of a student with a history of violent behavior,
12 administration must send to an enrolling school district, charter school or
13 alternative education program all student records, including all data about
14 the student's history of violent behavior, consistent with this Policy.
15 Transferring the records is not a violation of the Family Educational Rights
16 and Privacy Act (FERPA), 20 U.S.C. § 1232g or the Minnesota
17 Government Data Practices Act, Minn. Stat. Ch. 13, provided the annual
18 FERPA parental notice requirements are met. These written records
19 within the student's file are educational records and are to be transmitted
20 to an enrolling school district, as set forth in Minn. Stat. §120A.22, Subd.
21 7.

22
23 **V. PARENTAL NOTICE**

24
25 The administration will notify parents annually that it gives classroom
26 teachers and other school staff members notice about students' history of
27 violent behavior. This will be included as part of the Annual Notice of
28 Rights required by FERPA and shall be provided to a parent/guardian at
29 the time a Notice about the student's violent behavior under this Policy is
30 first provided or if it is changed. In addition, the administration will notify
31 parents that this Notice is an educational record and will be transferred to
32 an enrolling school district.

33
34 Parents will be given notice that they have the right to review and
35 challenge records or data, (including the data documenting the history of
36 violent behavior), under both state and federal law as set forth in the
37 school district Protection and Privacy of Pupil Records Policy.

38
39 **VI. TRAINING NEEDS**

40
41 Pursuant to Minn. Stat. § 121A.64, representatives of the school board
42 and representatives of the teachers will discuss the needs of students and
43 staff. The parties may discuss necessary training, which may include
44 training on conflict resolution and positive behavior interventions and may
45 discuss necessary intervention services such as student behavioral
46 assessments.

47
48
49 **Legal References:** Minn. Stat. § 120A.22, Subd. 7 (Education Records)
50 Minn. Stat. § 121A.45 (Grounds for Dismissal)

- 1 Minn. Stat. § 121A.64 (Notification of Students with
- 2 Violent Behavior)
- 3 Minn. Stat. § 121A.75 (Law Enforcement Notice to
- 4 Schools)
- 5 Minn. Stat. Ch. 13 (Minnesota Government Data
- 6 Practices Act)
- 7 Minn. Stat. §13.04, Subd. 4 (Process for Challenging
- 8 Data under State Law)
- 9 Minn. Rules Parts 1205.0100 – 1205.2000 (Data
- 10 Practices)
- 11 20 U.S.C. § 1232g (Family Educational Rights and
- 12 Privacy Act)
- 13 34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
- 14 34 C.F.R. §§ 99.20-99.22 (Process for Challenging Data
- 15 under Federal Law)
- 16 Minn. Laws 2003, 1st Sp., Ch. 9, Art.2, § 53
- 17

18 **Cross References: *Board of Education Policy 581 (Protection and***

19 ***Privacy of Pupil Records)***

20 ADOPTED BY THE BOARD OF EDUCATION: December 15, 2003

21 REVISED BY THE BOARD OF EDUCATION: June 17, 2008

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PRIVATE DATA

(Educational data classified as “private” can be accessed on a
“professional need to know” basis only.)

KEEP THIS INFORMATION SECURE

Date:

To:

From:

RE: Notification to Staff: Student with History of Violent Behavior

Student Name:

Offense:

Date of Offense:

You are receiving this notification pursuant to Minnesota State Statute 121A.64 because you will have contact with the above named student during the course of your duties. This student has exhibited behavior which is defined as violent. The statute regarding notification to staff is listed on the reverse side of this memo.

If you wish more information regarding this student’s behavior or if you have concerns regarding this student, please see me.

Note: This information is “private” and must be safeguarded! You are being provided this data because you have a legitimate educational interest to this information.

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

Notification to Staff: Students with History of Violent Behavior

OR

Notification to Staff: Receipt of Disposition Order

RATIONALE

1. Minnesota statutes require notification to appropriate school staff of information about students with histories of violent behavior and of receipt of disposition orders.

Minnesota Statute 121A.64 Notification (complete)

Representatives of the school board and the exclusive representative of the teachers shall discuss issues related to notification prior to placement in classrooms of students with histories of violent behavior and any need for intervention services or conflict resolution or training for staff in these cases.

Minnesota Statute 121A.75 Receipt of disposition order; sharing (summary)

Upon receipt of a disposition order, the principal must:

- A. place the disposition order in the student's permanent education record.
- B. immediately notify any counselor assigned to the student.
- C. immediately notify any staff (including substitutes or volunteers) who need the data to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability.

When provided in the disposition order, the notice given must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information. Information received under this subdivision is private data and is received for the limited purpose of serving the educational needs of the student and protecting students or staff. The data may not be further disseminated by the teacher, counselor, staff member, and administrator except as necessary to serve

1 the student, to protect students or staff, or as otherwise
2 required by law.

- 3
4 2. The District 280 Belief Statement (Strategy 5) holds that maintaining a safe,
5 supportive, respectful and caring environment is the responsibility of the
6 district in collaboration with the students, staff, family, and community.

7
8 **TIMELINE FOR NOTIFICATION**

9
10 **Immediate notification** to staff is required upon receipt of information regarding
11 a history of violent behavior or upon receipt of a disposition order for a student
12 who is currently enrolled in school.

13
14 **Notification to staff prior to placement** of student in classrooms is required
15 upon receipt of information regarding a history of violent behavior or upon receipt
16 of a disposition order for a student in the process of enrolling in school.

17
18 **NOTIFICATION PROCESS**

- 19
20 1. Staff member receiving information on a student with a history of violent
21 behavior or receiving a disposition order must inform the building/program
22 administrator.
23 2. Building/program administrator or designee verifies background information
24 prior to notification of staff.
25 3. Building/program administrator notifies appropriate staff.
26 4. Building/program administrator notifies parents of violent students that the
27 District will be giving notice of the history of violent behavior to the student's
28 classroom teacher and other employees who have a legitimate educational
29 interest.

30
31 **GUIDELINES**

32
33 Violence related: Expulsion
34 Felony
35 Gross Misdemeanor
36 physical assault on staff
37 possession / use weapon
38 terroristic threat to staff
39 2 or more fight incidents per year, which results in
40 suspension

41
42 Staff need to know as determined by building administration may include but not
43 limited to:

44 administrative staff
45 bus drivers
46 counselors
47 extra/co-curricular advisors

1 health specialist
2 office staff
3 paraprofessionals
4 police liaison
5 teachers
6
7
8

9 Dated: December 15, 2003

10 Reviewed: June 17, 2008

11 Revised:

12

Adopted: _____

MSBA/MASA Model Policy 529

Orig. 1999

Revised: _____

Rev. 2016

529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

[Note: School districts are not required to adopt a policy regarding staff notification of violent behavior by students. State law does, however, require school districts to provide classroom teachers with notice of the placement of students with a history of violent behavior in their classrooms. Thus, school districts may decide the manner in which they provide such notice. In 2003, the Minnesota Legislature required a committee, including a representative from the Minnesota School Boards Association (MSBA), to develop a model policy for schools to notify staff about violent behavior by students. That model policy is available on the Minnesota Department of Administration's website. MSBA has modified the committee-developed policy for consistency with its other model policies and to reflect management perspectives. MSBA recommends this policy.]

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

- A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.
- B. The administration will meet with the assigned classroom teacher and other appropriate staff members for the purpose of notifying and determining how staff will manage such student.
- C. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence, including any documented physical assault of a school district employee by the student, have occurred during the current or previous school year.
2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, a school district employee, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member

“School staff member” includes:

1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

[Note: School districts may wish to reference other school staff members such as paraprofessionals, bus drivers, occupational therapists, or police liaison officers in the definition of a “school staff member.” However, the definition of a “school staff member” in this policy should be identical to the school district’s definition of a “school official” in Policy 515, Protection and Privacy of Pupil Records.]

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior

Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice

Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student’s history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice

The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district's Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice

The notice given to classroom teachers and school staff members will be in writing and will include the following:

1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice

1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior

1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student's history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports

Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

- A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students' history of violent behavior.
- B. Prior to providing the written notice of a student's violent behavior to classroom teachers and/or school staff members, the administration will inform the student's parent or guardian that such notice will be provided.
- C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MODEL NOTICE

STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

To: (Staff Name)

From: (Administrative Official)

Date of Notice:

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

You can use what you have learned about the student's history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student's privacy rights must be protected.

Student's name:

Incident(s) of violence:

If staff have a legitimate educational interest, provide the following information.

Description/Explanation of incident(s) if known (Specifically include any mitigating factors, e.g. self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

- IEP
- §504 Plan
- Functional Behavioral Assessment
- Reports or statements by school staff
- Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2019

Subject: Legislative Platform – Final Draft

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

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

Suggested priorities:

- Expand programs and incentives to attract, develop and retain teachers, particularly teachers of color and teachers in shortage areas
- Allow school districts to replace the high school MCA exams with nationally recognized college entrance exams
- Maintain or increase compensatory education funding and repeal the requirement that a percentage of compensatory revenue be spent on extended time programming
- Increase environmental sustainability efforts and create recommendations for schools without creating any unfunded mandates

NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2019

Subject: Food and Nutrition Services – Standard Operating Procedures – Meal Charge Debiting Procedure

The Superintendent recommends a review of the standard operating procedure for meal charge debiting procedure.

Attachments

Current Standard Operating Procedures – Redlined

Richfield Food and Nutrition Services Standard Operating Procedures

MEAL CHARGE DEBITING PROCEDURE

Richfield Public Schools believes that healthy school meals enable all students to achieve at their highest level, and we are committed to offering a variety of nutritional offerings to meet the individual needs of our students. We strongly encourage all families to fill out either an online application or a paper application each school year to see if they qualify for educational meal benefits, and we send out a notification and instruction postcard to each household during the second week of August annually. Each household is financially responsible for all meals consumed for their students either before the approval of an application, after the denial of benefits for income over the USDA guidelines or the election to not fill out an application. We will use every possible outreach strategy to inform all families about the need to provide money for student meals; however, in the event that no response is taken by the household the following procedures will occur.

Elementary Students:

1. Printed statements will go home in the backpacks on Friday of each week for all students with a negative balance ~~of less than \$10~~ in their current lunch account.
4. ~~2.~~ Automated calls and emails will be generated 2 times a week to the information provided to the district by the legal guardian of the student when the student meal account has a negative balance ~~of \$5.00 or less~~.
2. ~~3.~~ No K-5 students will be denied a meal; however they will receive increased communication and follow up when they have a negative balance of over \$-25.00, when the student owes more than \$25.00, they will receive an alternate meal choice (a reimbursable full meal that will be available to all students regardless of account status) until payment is received or the legal guardian contacts the Nutrition Services Department at (612) 798-6072 or (612) 798-6071. Nutrition Services will work with the Outreach Team for non-English speaking households.
3. ~~4.~~ When a student owes \$50 or more, building leadership/social work will contact parents to discuss the situation and advise of additional resources.
4. ~~4.~~

Secondary Students:

1. Students can check their balances daily or deposit money at any point of sale register the Netcash Machines at both the HS and MS. Parents are also encouraged to sign up for a ParentVue user ID and password to monitor all their student accounts. Parents can also link accounts to FeePay for transaction detail, balances, and payment.
4. ~~2.~~ Automated calls and emails will be generated 2 times a week to the information provided to the district by the legal guardian of the student when the student meal account has a negative balance ~~of \$5.00 or less~~.
2. ~~3.~~ No 6-12 students will be denied a meal; however, when the student owes more than \$15.00 they will receive increased communication and follow up, including direct email of account balances provided to secondary an alternate meal choice (a reimbursable full meal that will be available to all students regardless of account status) until ~~students until~~ payment is received or the legal guardian contacts the Nutrition Services Department at (612) 798-6072 or (612) 798-6071 to discuss the situation. Nutrition Services will work with the Outreach Team for non-English speaking households. Nutrition Services will work with the Outreach Team for non-English speaking households.

When a student owes \$50.00 or more, building leadership/social worker will contact parents to discuss the situation and advise of additional resources.-

~~Alternate meal choice will be defined as a complete reimbursable meal including a cold entrée, a vegetable, fruit and milk. The cost of this meal will be the responsibility of the household.~~

If all verbal and written communication attempts to the household do not result in a payment and the student meal account owes more than \$50.00, the student may also incur limited access to other school enrichment activities such as dances, special field trips, or special events as determined by the school administrator until any communication from the household is received and a plan is established for the payment on the account.

Any decisions of this nature will require specific review and written approval of the superintendent prior to implementation. Students will not be restricted from curriculum based programs or activities.

NEW BUSINESS – FOR REVIEW

Agenda Item VI.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2019

Subject: MSBA Model Policy 534

The Superintendent recommends creating a school board policy related to Nutrition Services and unpaid meal debt.

Attachments

MSBA Policy 534-2019

Adopted: _____

MSBA/MASA Model Policy 534

Orig. 2017

Revised: _____

Rev. 2019

534 UNPAID MEAL CHARGES

[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a “policy” or “standard practice.” Although this document is styled as a “policy,” school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[Note: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

- A. [OPTION 1: All meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students’ accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student’s account.]

[OPTION 2: *Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]*

[OPTION 3: *Insert a school district-specific process for payment of meals.*]

- B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal (*\$[insert amount]*) will be charged to the student's account or otherwise charged to the student.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches *\$[insert amount] or [insert number of meals]*. Families will be notified by *[insert the method used to notify families (e.g., automated calling system, email, letters sent home)]*.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$[insert amount], not paid prior to [enter time period (e.g., end of the month, end of the semester, end of the school year)], will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district may not deny any student the opportunity to participate in graduation ceremonies or other commencement activities due to unpaid meal charges.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)

USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges:
Guidance and Q&A
Minn. Op. Atty. Gen. 169j (May 14, 2019) (*Letter to Ricker*)

NEW BUSINESS- FOR ACTION

Agenda Item VI.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, December 16, 2019

Subject: Donations

(Recommended by the Superintendent)

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

Ellen Carlson Memorial Fund - \$500.00

The Sunshine Fund received donations from the following people:

Paula Anderson \$200.00

Bruce & Marie Smith \$500.00

Sharon Nygard \$20.00

Clay Theiler \$50.00 with a match from ECMC Group for \$50.00

Tiffany Tessmer \$1000.00 Pay it Forward program through her employer Bell Bank

Passion Church \$1000.00 per month for 12 months

Holly & Philip Blades \$25.00

Richard & Catherine Schmoker \$500.00

The Sunshine Fund received donations of \$472.93 through Give to the Max Day from the following people along with some anonymous donations:

Marnie Sable \$25.00

Dylan Dooley \$25.00

Erin Lufholm \$25.00

Jane Rembowicz \$23.28

Waleed Ullah \$15.00

Clayton Wilson \$10.00

Anonymous \$349.65