

## 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, March 1, 2021**  
**7:00 p.m. School Board Meeting**

- I. CALL TO ORDER
- II. REVIEW AND APPROVAL OF THE AGENDA
- III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS
  - A. Superintendent Update
    - 1. Superintendent Goals
    - 2. Centennial Presentation
- IV. CONSENT AGENDA
  - A. Routine Matters
    - 1. Minutes of the regular meeting held February 16, 2021
    - 2. General Disbursements as of 2/22/21 in the amount of \$541,803.51
    - 3. Investment Holdings
  - B. Personnel Items
- V. OLD BUSINESS
  - A. Policy 703 - Student Activity Fund and Other Organizations & Administrative Guideline 703.1
  - B. Policy 702 – Investments
  - C. Policy 701 – Budget and Fund Reserves
- VI. NEW BUSINESS
  - A. Policy 413 – Staff Use of School Facilities & Administrative Guidelines 413.1 & 413.2
  - B. 2021-2022 Calendar and Proposed 2022-2023 Calendar
  - C. Life/LTD Insurance Renewal
  - D. Donations

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

3-15-2020      7:00 p.m.      Regular Board Meeting - Public Comment

4-5-2021      7:00 p.m.      Regular Board Meeting

D. Suggested/Future Agenda Items

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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

**INFORMATION AND PROPOSALS –  
NON-ACTION ITEMS**

**Agenda Item III.A.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, March 1, 2021**

**Subject: Superintendent Update**

Superintendent Unowsky provides a second draft of superintendent goals for the year. Principal Colleen Mahoney and members of the Centennial Elementary School community share photos and stories from their recent Winter Walk to School Day.

**Attached:**

Superintendent Goals Presentation  
Centennial Presentation

*Enriching and accelerating learning*



## **Superintendent Goals 2020-2021**

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March 1, 2021

Second Draft

*Enriqueciendo y acelerando el aprendizaje*



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

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

Individual Performance (30%): Board evaluation of superintendent

## Student Achievement Goals – Past Measurement

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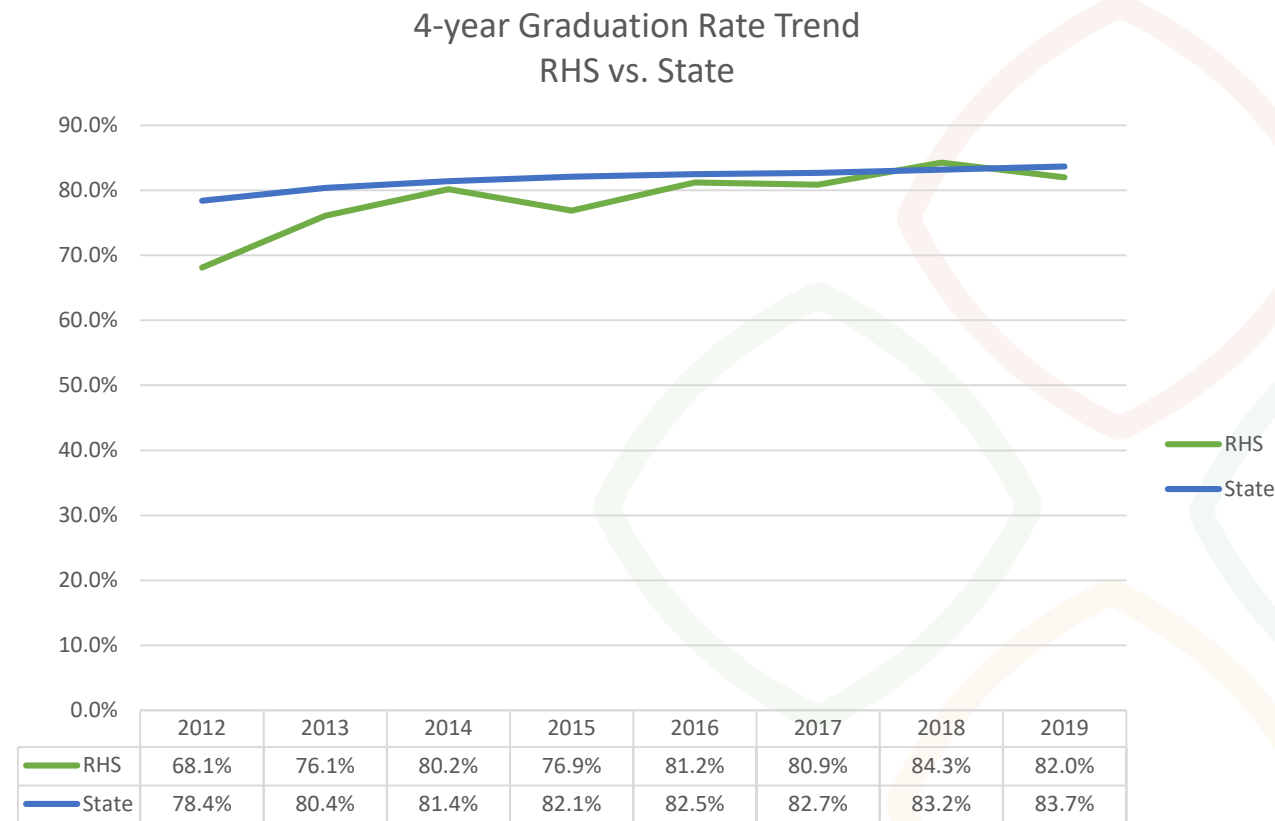
- MCA Reading and Math Achievement (not applicable)
- MCA Reading and Math Growth (not applicable)
- NWEA MAP Reading and Math Achievement (not applicable)
- NWEA MAP Reading and Math Growth (not applicable)
- Suspendable Incident Reduction (not applicable)
- TS Gold Proficiency and Growth (not applicable)

# Possible Achievement Measure: Graduation Rate Improvement



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- Data could be impacted by COVID credit waivers/grading adjustments



# Possible Achievement Measure: Attendance



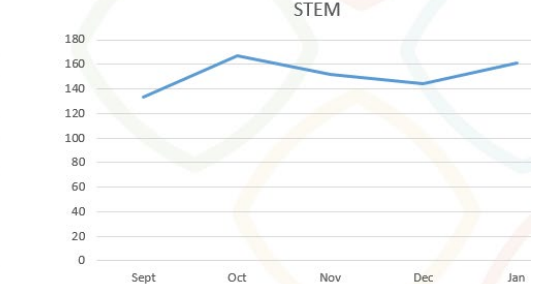
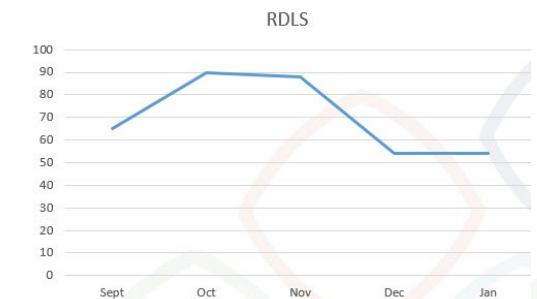
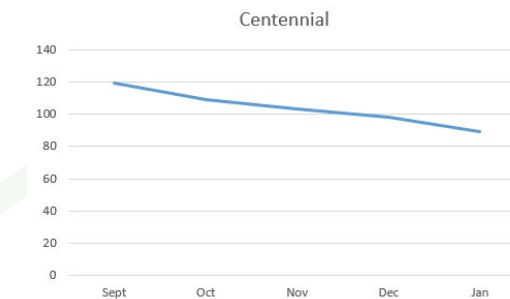
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- Data could be impacted by transitions to and from distance learning

Number of Unexcused Absences 1/14 – 2/9	Number of RHS Students	Percentage of Total RHS Population
1	149	13%
2	71	6%
3	35	3%
4	28	2%
5	20	1%
6	12	1%
7+	54	5%
<b>Total</b>	<b>369</b>	<b>33%</b>

Number of Unexcused Absences 1/6 – 2/9	Number of RMS Students	Percentage of Total RMS Population
1	84	9%
2	33	4%
3	20	2%
4	13	1%
5+	11	1%
<b>Total</b>	<b>161</b>	<b>17%</b>

## Number of Students (per month) with 1 or More Unexcused Absences



# Achievement Measure: Course Pass Rate Improvement

- Goal: RMS: reduce percentage of students with 1 or more Fs to under 20%
- Goal: RHS: reduce percentage of students with 1 or more Fs to under 25%

<b>RMS</b>	<i>19-20 End Quarter 1</i>	<i>20-21 Mid-Point Quarter 1</i>	<i>20-21 End Quarter 1</i>	<i>20-21 Mid-Point Quarter 2</i>	<i>20-21 End Quarter 2</i>
1 or More Fs	21%	53%	37%	58%	<b>22%</b>
3 or More Fs	4%	24%	16%	25%	<b>7%</b>

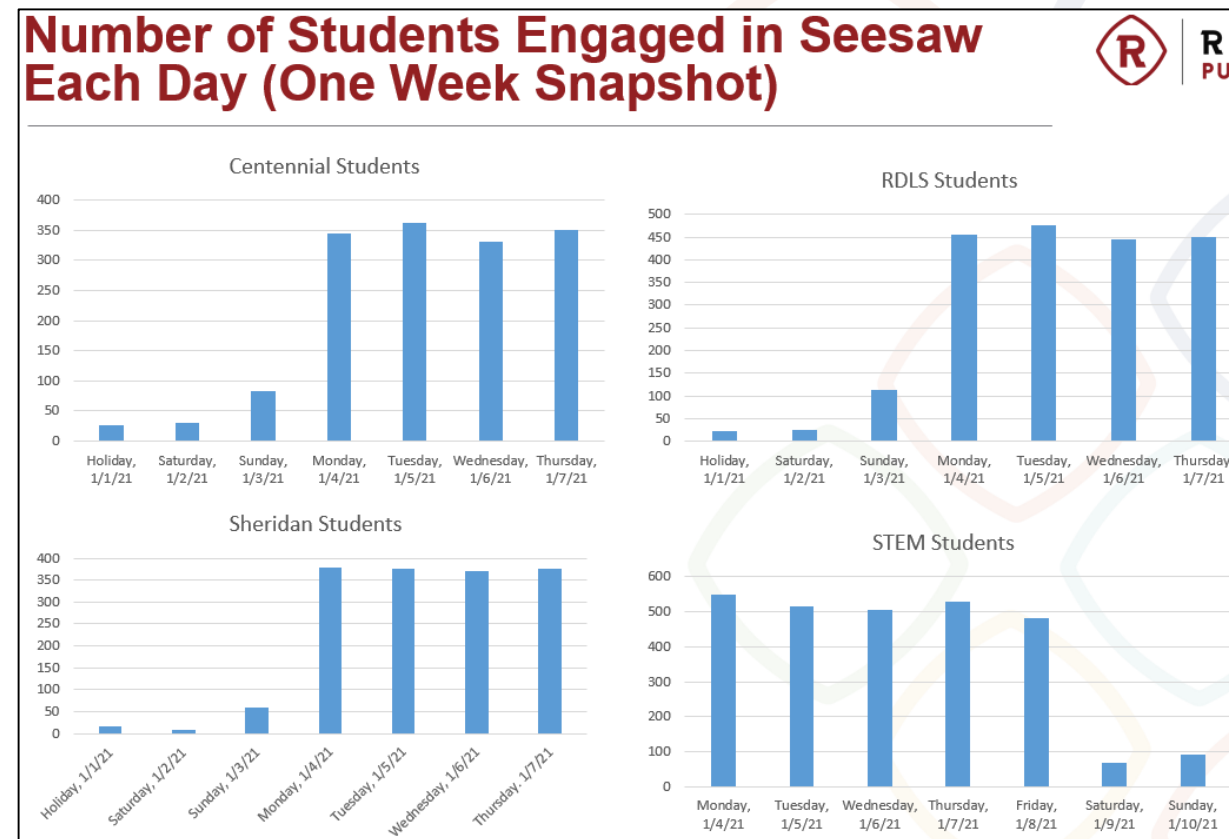
<b>RHS</b>	<i>19-20 End Semester 1</i>	<i>20-21 Mid-Point Semester 1</i>	<i>20-21 End Semester 1</i>
1 or More Fs	24%	57%	<b>34%</b>
3 or More Fs	5%	33%	<b>16%</b>

# Achievement Measure: Student Engagement Improvements



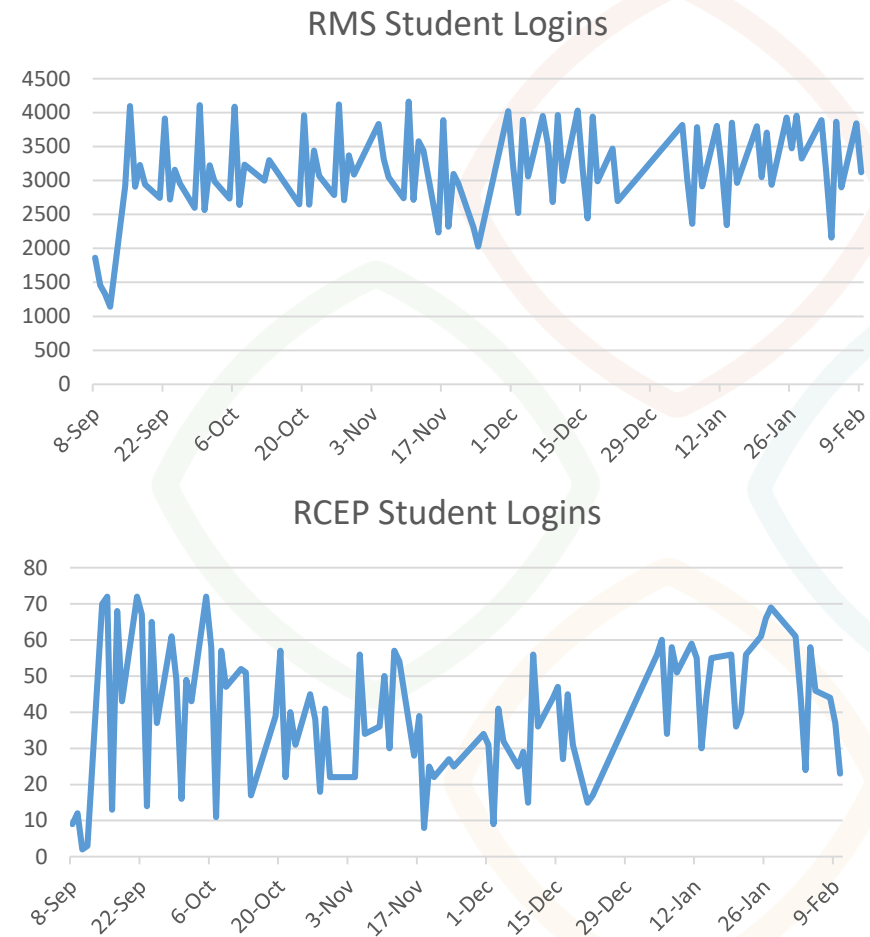
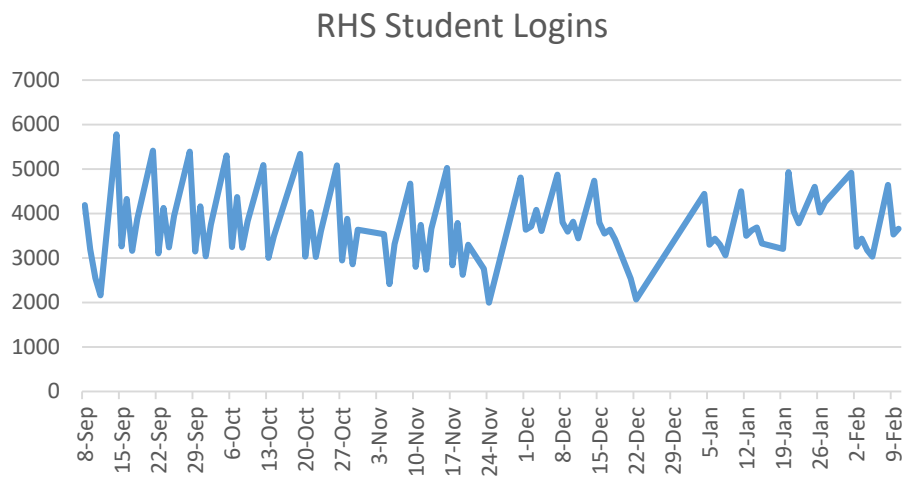
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- Elementary Measure: Seesaw Snapshot Data
- Percentage of distance students engaged in Seesaw increase by 10% from January (measure taken in May)



# Achievement Measure: Student Engagement Improvements

- Secondary Measure: Schoology Engagement
- Percentage of distance students engaged in Schoology increase by 10% from January (measure taken in May)



# Achievement Measure: College Credit Attainment

- Student Enrollment in Honors, College Preparatory, College in the Schools, and Advanced Placement Courses\*

Year	Enrollment
2016-17	<b>772</b>
2017-18	<b>1305</b>
2018-19	<b>1199</b>
2019-20	<b>1860</b>
2020-21	<b>2032</b>

- \*duplicated numbers (e.g. a student enrolled in 5 such courses is counted 5 times)



## Process Goals

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- Goal: Effectively Lead RPS Schools Through the Pandemic
- Goal: Complete, Publish and Launch Strategic Planning Process
- Goal: Draft, Create and Communicate Vision Cards
- Goal: Oversee Construction Project Remaining on Time and On Budget
- Goal: Complete, Launch and Communicate District Equity Policy
- Goal: Train all Staff in Policy Updates and Policy Compliance
- Goal: Ensure Social/Emotional and Mental Health Supports Provided to Students

# Process Goal: Effectively Lead RPS Schools Through the Pandemic

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Measurement: End-of-year survey data

Progress:

- Worked through summer to create distance, hybrid, and in-person learning model plans
- Distributed technology to all students (August/September 2020)
- Launched distance and hybrid programming (September 2020)
- Transitioned hybrid to distance while following guidelines (November 2020)
- Transitioned back to hybrid (January 2021 and ongoing)
- Vaccine prioritization and rollout in process (January 2021 offered to all staffing serving students in person and began distance staff distribution, which will eventually allow a return of secondary students to in person)
- Free meals served to children and adults throughout Richfield

# Process Goal: Complete, Publish and Launch Strategic Plan

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Measurement: Published and Communicated Strategic Plan - COMPLETED

Progress:

- Reviewed draft plan for equity alignment
- Continued to gather input and make revisions
- Presented draft to board (12/7/20)
- Final plan approved (1/19/21)
- Shared with the community (1/26/21)

# Process Goal: Draft, Create and Communicate Vision Cards

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Measurement: Published Draft Vision Cards

Progress:

- Reviewed vision cards 2015-2020
- Strategic Plan 2021-2026 published
- Strategic goals 2021-2026 identified
- Vision cards in development – first draft presentation anticipated April 2021

## Goal: Oversee Construction Project Remaining on Time and On Budget

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Measurement: Substantial Completion of Projects According to Timeline and Budget

Progress:

- Board Construction and Finance Updates (7/13/20, 1/4/21)
- Twice per month Facilities Project Oversight Committee meetings
- Progressed to Punchlist Only at RDLS, Centennial, STEM
- Completion anticipated this summer at RHS, RMS, Sheridan Hills
- Bids completed for Central
- Currently, while some components have been delayed and some items over budget, the overall project for 2020-2021 remains on time and on budget

# Goal: Complete, Launch and Communicate District Equity Policy

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Measurement: Board Approval of Completed Equity Policy

Progress:

- Multiple district equity policies studied
- First draft of proposed RPS Equity Policy created
- First read completed by RPS Board of Education (10/5/20)
- Feedback and input gathered on Equity Policy from advisories, committees, students, and staff (End of October through mid-November 2020)
- Second read completed by RPS Board of Education (12/7/20)
- Over 200 students have given feedback so far – data analysis is in process

## Goal: Train Staff in Policy Updates and Policy Compliance

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Measurement: Dates of Required HR Policy Training and Assessment - COMPLETED

Progress:

- Training scheduled and implemented during opening week
- Policy review professional development created and implemented
- Assessment of understanding and completion maintained by HR
- Additional training added January 2021 to increase completion

Evaluation occurs yearly in spring:

- Data from Survey
- Direct Reports feedback
- Board Members feedback
- Board Member closed session and evaluative process



*Enriching and accelerating learning*



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**Questions/Comments**

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# Winter “Walk to School” Day

Centennial Elementary School

February 26, 2021



# Safety Updates



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- Crosswalks
- Stop Signs
- School staff on duty
- Safety Vests
- Radios
- Crossing Guard position



# Partnerships

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- **Richfield City Council**
  - **Stop Sign**
- **Safe Routes to School**
  - **Will Wlizlo, Grant Coordinator**
- **Centennial PTSO**
  - **Participation & Support**





# Winter Walk to School Day



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# Winter Fashion Photo Booth



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# What about the Distance Learners?



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**Distance Learning classes were invited to participate by taking a safe walk that day!**



# Parent Involvement



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Parents were invited and encouraged to participate in the event.





# Thank you!



FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	300102	01/28/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	616.82
01	300103	01/28/2021	ALL STATE COMMUNICATIONS INC	R	24,767.00
01	300104	01/28/2021	ALLIED PROFESSIONALS, INC.	R	1,139.00
01	300105	01/28/2021	ALLSTATE LEASING	R	949.97
01	300106	01/28/2021	BEN FRANKLIN ELECTRIC INC	R	9,830.00
01	300107	01/28/2021	BLACKBOARD INC	R	3,088.42
01	300108	01/28/2021	BRINK'S INCORPORATED	R	1,341.99
01	300109	01/28/2021	CAPTIVATE MEDIA & CONSULTING	R	1,240.00
01	300110	01/28/2021	CEP ART & DESIGN	R	180.00
01	300111	01/28/2021	CITY OF RICHFIELD	R	2,814.05
01	300112	01/28/2021	DIGI INTERNATIONAL, INC.	R	330.00
01	300113	01/28/2021	DISTRICT 2 DECA	R	360.00
01	300114	01/28/2021	DISCOUNT SCHOOL SUPPLY	R	299.12
01	300115	01/28/2021	ECM PUBLISHERS INC	R	136.85
01	300116	01/28/2021	ECOLAB INC	R	122.42
01	300117	01/28/2021	FASTENAL INDUSTRIAL	R	7.85
01	300118	01/28/2021	FLUENCY MATTERS	R	300.00
01	300119	01/28/2021	GEORGAKOPOULOS, TESS	R	80.00
01	300120	01/28/2021	WW GRAINGER INC	R	526.08
01	300121	01/28/2021	H BROOKS AND COMPANY LLC	R	1,200.78
01	300122	01/28/2021	HAWKINS INC	R	3,338.93
01	300123	01/28/2021	HR SIMPLIFIED INC.	R	630.00
01	300124	01/28/2021	INSTITUTE FOR ENVIROMENTAL	R	12,580.00
01	300125	01/28/2021	JAYTECH, INC	R	156.80
01	300126	01/28/2021	LAKESHORE LEARNING MATERIALS	R	145.14
01	300127	01/28/2021	MIDWEST BUS PARTS INC	R	322.20
01	300128	01/28/2021	MINUTEMAN PRESS-BLOOMINGTON	R	91.46
01	300129	01/28/2021	NCEA	R	749.25
01	300130	01/28/2021	NUSS TRUCK & EQUIPMENT	R	1,800.00
01	300131	01/28/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	421.50
01	300132	01/28/2021	OSCAR ALVARADO HERRERA	R	100.00
01	300133	01/28/2021	PAN O GOLD BAKING CO	R	270.40
01	300134	01/28/2021	PHOENIX SCHOOL COUNSELING	R	14,848.21
01	300135	01/28/2021	RYAN JEANNIE M	R	642.91
01	300136	01/28/2021	SYN-TECH SYSTEMS, INC	R	1,175.00
01	300137	01/28/2021	TERREL'S TOOLBOX LLC	R	151.50
01	300138	01/28/2021	THE COLLEGE BOARD-MWRO	R	175.00
01	300139	01/28/2021	TRIO SUPPLY COMPANY	R	674.82
01	300140	01/28/2021	UPPER LAKES FOODS	R	7,006.96
01	300141	01/28/2021	UW-STEVENS POINT	R	3,000.00
01	300142	01/28/2021	VSP VISION SERVICE PLAN	R	2,936.07
01	300143	01/28/2021	XCEL ENERGY	R	42,589.38
01	300144	01/29/2021	CINTAS	R	764.33
01	300145	01/29/2021	SCREENCASTIFY, LLC	R	725.00
01	300146	01/29/2021	SEESAW LEARNING, INC.	R	550.00
01	300147	02/04/2021	AIM ELECTRONICS INC	R	1,241.84
01	300148	02/04/2021	ALL STATE COMMUNICATIONS INC	R	2,964.85
01	300149	02/04/2021	ALLIED PROFESSIONALS, INC.	R	620.50
01	300150	02/04/2021	ANDERSON GRACE	R	10.00

01	300151	02/04/2021	ANDREWS GUY	R	79.00
01	300152	02/04/2021	BLUETARP FINANCIAL	R	84.95
01	300153	02/04/2021	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	300154	02/04/2021	BROWN CHRIS	R	79.00
01	300155	02/04/2021	CANON USA	R	4,038.49
01	300156	02/04/2021	CASEY MICHAEL TODD	R	79.00
01	300157	02/04/2021	CHASKA PARKS & RECREATION	R	2,728.75
01	300158	02/04/2021	CHROMEBOOKPARTS.COM	R	12,499.50
01	300159	02/04/2021	CITY OF RICHFIELD	R	6,785.59
01	300160	02/04/2021	CITY OF RICHFIELD	R	2,213.69
01	300161	02/04/2021	COLLINS MELANIE	R	35.00
01	300162	02/04/2021	COMCAST	R	272.01
01	300163	02/04/2021	COMCAST BUSINESS	R	244.74
01	300164	02/04/2021	CONTEMPORARY TRANSPORTATION LLC	R	840.00
01	300165	02/04/2021	CROSBY-IRONTON HIGH SCHOOL	R	150.00
01	300166	02/04/2021	CURTIS NEAL BARKER	R	79.00
01	300167	02/04/2021	DAY ROGER ANTHONY	R	79.00
01	300168	02/04/2021	DIGITAL INSURANCE LLC	R	1,698.00
01	300169	02/04/2021	DOOR SERVICE COMPANY OF THE TWIN CI	R	49,700.00
01	300170	02/04/2021	SELAM ASFAHA	R	140.00
01	300171	02/04/2021	ECM PUBLISHERS INC	R	95.20
01	300172	02/04/2021	ECOLAB INC	R	948.63
01	300173	02/04/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	102.00
01	300174	02/04/2021	ERIN PATRICIA SUGRUE	R	350.00
01	300175	02/04/2021	FASTSIGNS	R	37.80
01	300176	02/04/2021	FINANGER PHILLIP J	R	140.00
01	300177	02/04/2021	WW GRAINGER INC	R	91.99
01	300178	02/04/2021	HAMMER SPORTS, LLC	R	294.00
01	300179	02/04/2021	HANKS, DANE AUGUST	R	30.00
01	300180	02/04/2021	HILGER MERRY	R	79.00
01	300181	02/04/2021	HOGLUND BUS CO INC	R	63.97
01	300182	02/04/2021	HOLLIS ETHAN	R	35.00
01	300183	02/04/2021	INTERNATIONAL OFFICE TECHNOLOGIES	R	950.00
01	300184	02/04/2021	JAYTECH, INC	R	134.21
01	300185	02/04/2021	JOERGER BRYCE	R	30.00
01	300186	02/04/2021	JOHNSON CONTROLS SECURITY SOLUTIONS	R	828.96
01	300187	02/04/2021	JOHNSTON STEPHEN	R	176.00
01	300188	02/04/2021	KATKE CHRISTINA	R	79.00
01	300189	02/04/2021	KINECT ENERGY INC	R	515.00
01	300190	02/04/2021	LEROY'S GREAT BEAR	R	427.24
01	300191	02/04/2021	LYNDSLEY KEVIN KAR	R	79.00
01	300192	02/04/2021	MALLOY MONTAGUE KARNOWSKI & RADO	R	20,700.00
01	300193	02/04/2021	MENARDS - RICHFIELD	R	35.29
01	300194	02/04/2021	MIDWEST BUS PARTS INC	R	690.94
01	300195	02/04/2021	MINNEAPOLIS ATHENA AWARDS COMM	R	100.00
01	300196	02/04/2021	MINUTEMAN PRESS OF RICHFIELD	R	240.00
01	300197	02/04/2021	MMEA	R	500.00
01	300198	02/04/2021	MN DEPT OF LABOR AND INDUSTRY	R	100.00
01	300199	02/04/2021	MOORE KENAN	R	79.00
01	300200	02/04/2021	NAVARRO RAYMOND	R	98.00

01	300201	02/04/2021	NOVAK JANICE SOPHIE	R	60.00
01	300202	02/04/2021	OKEY CHRIS	R	200.00
01	300203	02/04/2021	INNOCENT TECHNOLOGIES LLC	R	35,000.00
01	300204	02/04/2021	PER MAR SECURITY SERVICES	R	35.00
01	300205	02/04/2021	REALITYWORKS, INC.	R	1,813.01
01	300206	02/04/2021	SCHOLASTIC INC	R	181.50
01	300207	02/04/2021	SCHOOL SPECIALTY INC	R	355.71
01	300208	02/04/2021	SHERWIN WILLIAMS CO	R	449.85
01	300209	02/04/2021	INDIGO SIGNWORKS, INC.	R	213.50
01	300210	02/04/2021	TAFFE SARAH ANN	R	8,165.60
01	300211	02/04/2021	TRANSPORTATION PLUS, INC.	R	940.00
01	300212	02/04/2021	UHL COMPANY INC	R	10,775.00
01	300213	02/04/2021	VRIEZE TYLER	R	79.00
01	300214	02/04/2021	WASHINGTON ROBERT	R	79.00
01	300215	02/04/2021	ALLSTATE PETERBILT OF S ST PAUL	R	520.47
01	300216	02/04/2021	WORLD FUEL SERVICES, INC.	R	1,373.90
01	300217	02/04/2021	YOGA OPTIONS, LLC	R	27.00
01	300218	02/04/2021	ZAHRADKA ROBERT	R	79.00
01	300219	02/04/2021	ZUBAN FAMETTA	R	10.00
01	V610550	02/04/2021	MIRIAM A CASTRO SANJUAN	R	40.00
01	V610551	02/04/2021	PHIL N CEDER	R	40.00
01	V610552	02/04/2021	MARY L CLARKSON	R	70.00
01	V610553	02/04/2021	LATANYA R DANIELS	R	70.00
01	V610554	02/04/2021	GEORGE A DENNIS	R	35.00
01	V610555	02/04/2021	JARED ELLERSON	R	70.00
01	V610556	02/04/2021	RYAN D FINKE	R	70.00
01	V610557	02/04/2021	PETER J FITZPATRICK	R	40.00
01	V610558	02/04/2021	STEVEN T FLUCAS	R	70.00
01	V610559	02/04/2021	MICHAEL L FRANKENBERG	R	70.00
01	V610560	02/04/2021	RACHEL GENS	R	70.00
01	V610561	02/04/2021	AREND J GEURINK	R	70.00
01	V610562	02/04/2021	JAMES A GILLIGAN	R	70.00
01	V610563	02/04/2021	CHRISTINA M GONZALEZ	R	70.00
01	V610564	02/04/2021	KYLE L GUSTAFSON	R	40.00
01	V610565	02/04/2021	KEVIN D HARRIS	R	40.00
01	V610566	02/04/2021	JAMES L HILL	R	40.00
01	V610567	02/04/2021	CARLONDREA D HINES	R	70.00
01	V610568	02/04/2021	JESSICA M HOFFMAN	R	40.00
01	V610569	02/04/2021	CRAIG D HOLJE	R	70.00
01	V610570	02/04/2021	MARTIN B HUBERTY	R	133.96
01	V610571	02/04/2021	JANICE JORENBY	R	70.00
01	V610572	02/04/2021	MADELINE KAISER	R	129.88
01	V610573	02/04/2021	CORY J KLINGE	R	70.00
01	V610574	02/04/2021	DANIEL E KRETSINGER	R	70.00
01	V610575	02/04/2021	ANOOP KUMAR	R	40.00
01	V610576	02/04/2021	AMBER L LEWIS	R	12.98
01	V610577	02/04/2021	COLLEEN M MAHONEY	R	70.00
01	V610578	02/04/2021	MICHAEL A MANNING	R	70.00
01	V610579	02/04/2021	DANIEL P MCGINN	R	40.00
01	V610580	02/04/2021	DOUG R MCMEEKIN	R	70.00

01	V610581	02/04/2021	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V610582	02/04/2021	KENT D MEYER	R	70.00
01	V610583	02/04/2021	ALECIA M MOBLEY	R	70.00
01	V610584	02/04/2021	LISA M NEGUS	R	70.00
01	V610585	02/04/2021	ERIN H NEILON	R	40.00
01	V610586	02/04/2021	ROBERT G OLSON	R	40.00
01	V610587	02/04/2021	LAURA B OTTERNESS	R	70.00
01	V610588	02/04/2021	MARK S PEDERSEN	R	40.00
01	V610589	02/04/2021	DENNIS E PETERSON	R	35.00
01	V610590	02/04/2021	CASSANDRA QUAM	R	70.00
01	V610591	02/04/2021	RENEE C REED-KARSTENS	R	40.00
01	V610592	02/04/2021	KEITH D RIEF	R	40.00
01	V610593	02/04/2021	TERESA L ROSEN	R	70.00
01	V610594	02/04/2021	MAUREEN E RUHLAND	R	40.00
01	V610595	02/04/2021	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V610596	02/04/2021	AMBER M SCHAUER	R	70.00
01	V610597	02/04/2021	MARTA I SHAHSAVAND	R	70.00
01	V610598	02/04/2021	DANE A SMITH	R	8.34
01	V610599	02/04/2021	NANCY J STACHEL	R	70.00
01	V610600	02/04/2021	MORGAN L STEELE	R	169.59
01	V610601	02/04/2021	PATRICK M SURE	R	40.00
01	V610602	02/04/2021	STACY THEIEN-COLLINS	R	70.00
01	V610603	02/04/2021	VLADIMIR S TOLEDO	R	40.00
01	V610604	02/04/2021	IAN D TOLENTINO	R	40.00
01	V610605	02/04/2021	JOAN M TOMKINSON	R	150.00
01	V610606	02/04/2021	STEVEN P UNOWSKY	R	270.00
01	V610607	02/04/2021	STEPHEN C URBANSKI	R	40.00
01	V610608	02/04/2021	CARRIE A VALA	R	70.00
01	V610609	02/04/2021	JENNIFER K VALLEY	R	70.00
01	V610610	02/04/2021	RYAN WAGNER	R	40.00
01	V610611	02/04/2021	REBECCA S WALD	R	40.00
01	V610612	02/04/2021	KASYA L WILLHITE	R	70.00
01	V610613	02/04/2021	AMY J WINTER AHSENMACHER	R	70.00
01	V610614	02/04/2021	AUBREE M YUNKER	R	69.94
01	V2100821	02/04/2021	P-CARD BAIRD LISA	R	3,118.35
01	V2100822	02/04/2021	P-CARD BROWN MATTHEW	R	84.98
01	V2100823	02/04/2021	P-CARD BRUNNER PATTI	R	3,547.90
01	V2100824	02/04/2021	P-CARD DINGMAN KRISTI	R	970.85
01	V2100825	02/04/2021	P-CARD FINDLEY LAMPKIN MELISSA	R	320.22
01	V2100826	02/04/2021	P-CARD GEURINK AREND	R	848.00
01	V2100827	02/04/2021	P-CARD GULLICKSON KEVIN	R	48.51
01	V2100828	02/04/2021	P-CARD HOLJE CRAIG	R	110.00
01	V2100829	02/04/2021	P-CARD KRETSINGER DAN	R	1,734.74
01	V2100830	02/04/2021	P-CARD MACE CHRISTI JO	R	126.99
01	V2100831	02/04/2021	P-CARD MARYN ANGELA	R	557.95
01	V2100832	02/04/2021	P-CARD MCGINN DAN	R	295.00
01	V2100833	02/04/2021	P-CARD MCNAUGHTON COMMERS CAROLE	R	44.29
01	V2100834	02/04/2021	P-CARD POMERLEAU DORIS	R	719.70
01	V2100835	02/04/2021	P-CARD SHAHSAVAND MARTA	R	242.50
01	V2100836	02/04/2021	P-CARD STACHEL NANCY	R	89.00

01	V2100837	02/04/2021	P-CARD VALLEY JENNIFER	R	528.50
01	V2100838	02/04/2021	P-CARD WINTER AMY	R	574.24

<b>TOTAL CHECKS, EPAYS &amp; PCARDS</b>					<b>340,583.30</b>
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## CHECK & E-PAY RUNS FOR 02/16/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
P-CARDS, JANUARY 2021	2/4/2021	13,961.72
CHECKS	1/28/2021	142,519.06
CHECKS-Federal CARES Funding	1/28/2021	616.82
BLESSED TRINITY CARES	1/29/2021	2,039.33
	2/4/2021	177,211.68
E-PAYS	2/4/2021	4,234.69

CHECK REGISTER BANK 05 TOTAL =	340,583.30
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BREAKDOWN	
01-206-00	288,253.77
02-206-00	11,872.30
03-206-00	9,238.24
04-206-00	29,033.99
06-206-00	70.00
07-206-00	-
08-206-00	-
20-206-00	2,014.20
21-206-00	100.80
47-206-00	-
50-206-00	-
BANK TOTAL =	340,583.30

## 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*

**Tuesday, February 16, 2021**  
**7:00 p.m. School Board Meeting**

### I. CALL TO ORDER

The regular meeting of the Board of Education of ISD 280, Hennepin County, Richfield, Minnesota was held on Tuesday, February 16, 2021 in the boardroom at the Richfield Public Schools district office, with an option for joining virtually due to the current federal and state emergency declarations and guidance about limiting person-to-person contact because of the COVID-19 (coronavirus) pandemic. Chair Timothy Pollis called the Regular Board Meeting to order at 7:03 pm with the following school board members in attendance: Brakke, Cole (virtually), Maleck, Smisek (virtually), and Toensing.

Student board representative Tyler Jake was present virtually. Administrators present were Superintendent Unowsky, Asst. Superintendent Daniels (virtually), Executive Director Clarkson (virtually), and Chief HR & Admin Officer Holje.

### II. REVIEW AND APPROVAL OF THE AGENDA

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

### III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Public Comment
- B. Superintendent Update
  - 1. Pandemic & Learning Model Update
  - 2. Indian Education Presentation
  - 3. Audit Report
  - 4. Year-to-Date Finance Update
  - 5. Where We Are in Enrollment Report
- C. Commendations

### IV. CONSENT AGENDA

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

- A. Routine Matters
  - 1. Minutes of the organizational meeting held February 1, 2021
  - 2. General Disbursements as of 2/4/21 in the amount of \$340,583.30
  - 3. Bid Award - Main Food Vendor for Nutrition Services 2021-2022
- B. Personnel Items



**Certified Full Time Request for Extended Leave of Absence:**

Christy Conrad – Special Education

**Certified Full Time – Retirement**

Jodi Schleyer – 3<sup>rd</sup> Grade Teacher – Sheridan Hills

**Registered Nurse Full Time Position For Employment – Temporary**

Libby Nelson – Registered Nurse – Richfield High School

**Classified Part Time Position For Employment – Paraprofessional**

Anna Stecker – 6.5 hr/day Special Ed Paraprofessional – Centennial

**Classified Part Time Position For Employment – Co-Curricular**

Kirk Shellum – Alpine Ski Assistant Coach

**Classified Full Time Resignation – Food & Nutrition Services**

Mary Emerson – 4 hr/day, Kitchen Assistant, Richfield Middle School

**Classified Unpaid Leave – Paraprofessional**

Marshall Santiago-Toledano – 8 hr/day, Clerical Paraprofessional, Richfield High School

Alejandra Johnson – 7 hr/day, Para Instructional, CEC

V. OLD BUSINESS

- A. Policy 581 - Protection and Privacy of Pupil Records & Administrative Guidelines  
581.1 & 581.2

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

- B. Policy 703: Student Activity Fund and other Organizations & Administrative  
Guideline 703.1 - second read

VI. NEW BUSINESS

- A. Policy 702: Investments & Administrative Guideline 702.1 - first read
- B. Policy 701: Budget and Fund Reserves - first read
- C. Resolution: Acceptance of Fiscal Year 2020 Final Audit Report

Motion by Maleck, seconded by Brakke, and unanimously carried, the Board of Education approved the resolution.

- D. Sheridan Hills Change Order #20

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

- E. RMS Change Orders #13 & #14

Motion by Maleck, seconded by Brakke, and unanimously carried, the Board of Education approved the change orders.

F. RHS Change Orders #48 - #52

Motion by Brakke seconded by Maleck, and unanimously carried, the Board of Education approved the change orders.

G. Sheridan Hills Abatement Change Order #2

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

H. Donations

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

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

3-1-2021

7:00 p.m.

Regular Board Meeting

3-15-2021

7:00 p.m.

Regular Board Meeting - Public Comment

D. Suggested/Future Agenda Items

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

Motion by Toensing, seconded by Maleck and unanimously approved, the board moved into closed session at 9:58 pm.

IX. REOPEN MEETING

Motion by Maleck, seconded by Brakke and unanimously approved, the board moved into open session at 10:18 pm. Cole and Smisek were no longer in attendance.

X. ADJOURN REGULAR MEETING

Chair Pollis adjourned the meeting at 10:21 pm.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	300220	02/11/2021	ALVIN ZACHERY	R	79.00
01	300221	02/11/2021	ARLAINE FARBER	R	30.00
01	300222	02/11/2021	ARVIG ENTERPRISES INC	R	1,107.90
01	300223	02/11/2021	BERG JASON	R	79.00
01	300224	02/11/2021	BOHL STEVE	R	79.00
01	300225	02/11/2021	CARQUEST AUTO PARTS	R	396.95
01	300226	02/11/2021	CENTURYLINK	R	113.45
01	300227	02/11/2021	CHAMPION YOUTH	R	539.00
01	300228	02/11/2021	CINTAS CORPORATION NO 2	R	215.92
01	300229	02/11/2021	CUB FOODS	R	52.61
01	300230	02/11/2021	CULLIGAN SOFT WATER	R	9.50
01	300231	02/11/2021	DICKS LAKEVILLE SANITATION INC	R	6,272.71
01	300232	02/11/2021	DOOR SERVICE COMPANY OF THE TWIN CI	R	2,112.00
01	300233	02/11/2021	PURCHASE POWER	R	4,940.00
01	300234	02/11/2021	BEARY SPECIAL WORKSHOPS	R	12,000.00
01	300235	02/11/2021	FINANGER PHILLIP J	R	70.00
01	300236	02/11/2021	FRONTLINE TECHNOLOGIES GROUP LLC	R	695.00
01	300237	02/11/2021	WW GRAINGER INC	R	459.11
01	300238	02/11/2021	GROTH MUSIC COMPANY	R	264.66
01	300239	02/11/2021	H BROOKS AND COMPANY LLC	R	6,149.81
01	300240	02/11/2021	HAMMER SPORTS, LLC	R	392.00
01	300241	02/11/2021	HANKS, DANE AUGUST	R	10.00
01	300242	02/11/2021	HARRINGTON NATHAN	R	79.00
01	300243	02/11/2021	HOGLUND BUS CO INC	R	1,720.24
01	300244	02/11/2021	HOLLIS ETHAN	R	35.00
01	300245	02/11/2021	HOPE CHURCH	R	14,062.22
01	300246	02/11/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	98.34
01	300247	02/11/2021	JAMES RAMSDELL JR	R	79.00
01	300248	02/11/2021	JAYTECH, INC	R	199.42
01	300249	02/11/2021	JOERGER BRYCE	R	10.00
01	300250	02/11/2021	KAUFMAN MICHAEL	R	176.00
01	300251	02/11/2021	LEROY'S GREAT BEAR	R	159.96
01	300252	02/11/2021	MATRIX COMMUNICATIONS INC	R	372.00
01	300253	02/11/2021	METROPOLITAN MECHANICAL CONTRACTORS	R	2,805.00
01	300254	02/11/2021	MINUTEMAN PRESS OF RICHFIELD	R	672.59
01	300255	02/11/2021	NORTH DAKOTA CHILD SUPPORT PYMT CNT	R	39.60
01	300256	02/11/2021	OKEY CHRIS	R	100.00
01	300257	02/11/2021	PAN O GOLD BAKING CO	R	349.50
01	300258	02/11/2021	PARLAY IDEAS INC.	R	915.00
01	300259	02/11/2021	RUPP ANDERSON SQUIRES & WALDSPURGER	R	3,919.77
01	300260	02/11/2021	SOURCEWELL TECHNOLOGY	R	58,350.00
01	300261	02/11/2021	TRIO SUPPLY COMPANY	R	540.91
01	300262	02/11/2021	UPPER LAKES FOODS	R	11,862.44
01	300263	02/11/2021	UW-RIVER FALLS CAREER SERVICES	R	150.00
01	300264	02/11/2021	VELOCITY DRAIN SERVICES INC	R	6,396.00
01	300265	02/11/2021	VERIZON WIRELESS	R	510.04
01	300266	02/11/2021	XCEL ENERGY	R	44.55
01	300267	02/11/2021	ZAHRADKA ROBERT	R	79.00
01	300268	02/18/2021	ALLIED PROFESSIONALS, INC.	R	1,802.00

01	300269	02/18/2021	BRAND FARMS	R	480.00
01	300270	02/18/2021	BSI MECHANICAL, INC.	R	5,040.62
01	300271	02/18/2021	BSN SPORTS, LLC	R	8,949.13
01	300272	02/18/2021	CATALYST BUYING GROUP LLC	R	1,124.99
01	300273	02/18/2021	CEP ART & DESIGN	R	94.50
01	300274	02/18/2021	CINTAS CORPORATION NO 2	R	107.96
01	300275	02/18/2021	CITY OF RICHFIELD	R	100.00
01	300276	02/18/2021	CITY OF RICHFIELD	R	7,128.12
01	300277	02/18/2021	CITY OF RICHFIELD	R	34,906.94
01	300278	02/18/2021	COMCAST BUSINESS	R	529.74
01	300279	02/18/2021	CRIME STUDIES	R	1,500.00
01	300280	02/18/2021	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	300281	02/18/2021	DIANE J TEDICK	R	500.00
01	300282	02/18/2021	DIGI INTERNATIONAL, INC.	R	330.00
01	300283	02/18/2021	DOOR SERVICE COMPANY OF THE TWIN CI	R	5,726.90
01	300284	02/18/2021	SELAM ASFAHA	R	140.00
01	300285	02/18/2021	ECM PUBLISHERS INC	R	136.85
01	300286	02/18/2021	EHLERS & ASSOCIATES	R	3,575.00
01	300287	02/18/2021	FASTENAL INDUSTRIAL	R	134.52
01	300288	02/18/2021	FOLLETT SCHOOL SOLUTIONS INC	R	1,799.00
01	300289	02/18/2021	GEORGAKOPOULOS, TESS	R	100.00
01	300290	02/18/2021	H BROOKS AND COMPANY LLC	R	5,837.16
01	300291	02/18/2021	HAMMER SPORTS, LLC	R	318.00
01	300292	02/18/2021	HARVEST TECHNOLOGY GROUP, INC.	R	34,617.50
01	300293	02/18/2021	HENNEPIN COUNTY TREASURER	R	3,110.20
01	300294	02/18/2021	HILLYARD	R	417.60
01	300295	02/18/2021	HOGLUND BUS CO INC	R	54.57
01	300296	02/18/2021	HOME DEPOT U.S.A.	R	921.04
01	300297	02/18/2021	IIX INSURANCE INFORMATION EXCHANGE	R	76.75
01	300298	02/18/2021	INTERMEDIATE DISTRICT 287	R	105,010.24
01	300299	02/18/2021	ISTE	R	290.00
01	300300	02/18/2021	J GRAMMOND PHOTOGRAPHY	R	60.00
01	300301	02/18/2021	JOBSINMINNEAPOLIS.COM	R	3,300.00
01	300302	02/18/2021	KINECT ENERGY INC	R	46,311.82
01	300303	02/18/2021	LEARNING A-Z	R	108.00
01	300304	02/18/2021	LEROY'S GREAT BEAR	R	453.60
01	300305	02/18/2021	LOFFLER COMPANIES	R	593.00
01	300306	02/18/2021	MACKIN BOOK COMPANY	R	732.14
01	300307	02/18/2021	MEDTOX LABORATORIES INC	R	162.19
01	300308	02/18/2021	MIDWEST BUS PARTS INC	R	486.06
01	300309	02/18/2021	MIKE MORELAND	R	69.00
01	300310	02/18/2021	MINNESOTA MEMORY, INC.	R	1,249.90
01	300311	02/18/2021	MIRA	R	16,800.00
01	300312	02/18/2021	MN DECA	R	385.00
01	300313	02/18/2021	MRMB HOUSE LLC	R	1,308.72
01	300314	02/18/2021	NOKOMIS SHOE SHOP	R	5,230.30
01	300315	02/18/2021	NUSS TRUCK & EQUIPMENT	R	1,900.00
01	300316	02/18/2021	PAN O GOLD BAKING CO	R	60.40
01	300317	02/18/2021	PLAINVIEW MILK PRODUCTS COOPERATIVE	R	712.58
01	300318	02/18/2021	PLASTIC BAGMART	R	1,195.00

01	300319	02/18/2021	PREMIER LIGHTING INC	R	830.60
01	300320	02/18/2021	PREMIUM WATERS INC	R	31.99
01	300321	02/18/2021	THE LEARNING FACTORY, LLC	R	2,000.00
01	300322	02/18/2021	SERVPRO OF MINNETONKA	R	6,974.18
01	300323	02/18/2021	SHERWIN WILLIAMS CO	R	94.83
01	300324	02/18/2021	PARK ADAM TRANSPORTATION	R	34,066.40
01	300325	02/18/2021	STATE SUPPLY COMPANY	R	726.99
01	300326	02/18/2021	STRATEGIC STAFFING SOLUTIONS	R	7,435.00
01	300327	02/18/2021	TERREL'S TOOLBOX LLC	R	599.01
01	300328	02/18/2021	TRAFERA HOLDINGS, INC.	R	250.00
01	300329	02/18/2021	TRIO SUPPLY COMPANY	R	609.01
01	300330	02/18/2021	UNITED HEALTHCARE	R	228.30
01	300331	02/18/2021	UNITED HEALTHCARE INSURANCE CO	R	479.54
01	300332	02/18/2021	UPPER LAKES FOODS	R	18,182.91
01	300333	02/18/2021	VELOCITY DRAIN SERVICES INC	R	6,153.20
01	V610615	02/18/2021	MICHAEL A MANNING	R	37.77
01	V610616	02/18/2021	COREY NEEDLEMAN	R	81.20
01	V610617	02/18/2021	LISA M NEGUS	R	116.05
01	V610618	02/18/2021	CARMEN SARMIENTO	R	142.93
01	V610619	02/18/2021	CHELSEY J TOLLEFSON-HAUER	R	331.19
18	300334	02/18/2021	LARSON JUDI	R	27.57
01	300330	02/19/2021	UNITED HEALTHCARE	V	-228.30
01	300335	02/19/2021	APPRIZE TECHNOLOGY	R	1,125.00
01	300336	02/19/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,360.00
01	300337	02/19/2021	GROUP MEDICAREBLUE RX	R	6,493.00
01	300338	02/19/2021	UNITED HEALTHCARE/AARP MEDICARE RX	R	177.40
01	300339	02/22/2021	COUNTY RECORDER/REGISTRAR OF TITLES	R	46.00
01	300340	02/22/2021	COUNTY RECORDER/REGISTRAR OF TITLES	R	46.00
01	300341	02/22/2021	THE PROPHET CORPORATION	R	265.50

<b>TOTAL CHECKS &amp; EPAYS</b>					<b>541,803.51</b>
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## CHECK & E-PAY RUNS FOR 03/01/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	2/11/2021	139,793.20
	2/18/2021	384,788.27
	2/19/2021	16,155.40
	2/22/2021	357.50
E-PAY	2/18/2021	709.14

CHECK REGISTER BANK 05 TOTAL =	541,803.51
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BREAKDOWN	
01-206-00	392,194.96
02-206-00	46,894.73
03-206-00	41,051.93
04-206-00	23,152.38
06-206-00	34,906.94
07-206-00	3,575.00
18-206-00	27.57
20-206-00	-
21-206-00	-
47-206-00	-
BANK TOTAL =	541,803.51

# **RICHFIELD PUBLIC SCHOOLS**

Investment Holdings as of  
February 23, 2021

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
CITY NATL BK - BEV HILLS	02/25/21	1.55%	245,241.26	245,241.26	-	-	-	-
TEXAS CAPITAL BANK	06/28/21	0.30%	248,700.00	248,700.00	-	-	-	-
BANK OF CHINA	08/20/21	0.34%	248,100.00	248,100.00	-	-	-	-
CIBM BANK	10/19/21	0.10%	249,600.00	249,600.00	-	-	-	-
SERVISFIRST BANK	10/19/21	0.70%	247,700.00	247,700.00	-	-	-	-
BMO HARRIS BANK, NA	01/26/22	0.28%	4,000,000.00	4,000,000.00	-	-	-	-
WESTERN ALLIANCE BANK / TORREY P	02/04/22	0.20%	249,200.00	249,200.00	-	-	-	-
PREFERRED BANK	02/04/22	0.10%	249,700.00	249,700.00	-	-	-	-
CUSTOMERS BANK	02/18/22	0.11%	249,700.00	249,700.00	-	-	-	-
Capital One, National Association Cert	08/16/21	2.10%	160,000.00	-	160,000.00	-	-	-
ASSOCIATED BANK, NA - C	02/25/21	2.50%	1,000,000.00	-	-	1,000,000.00	-	-
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	-	-
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	-	-
MN TRUST TERM SERIES	02/25/21	0.06%	3,000,000.00	-	-	-	3,000,000.00	-
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	-
CFG BANK	04/01/21	1.74%	243,500.00	-	-	-	-	243,500.00

**RICHFIELD PUBLIC SCHOOLS**

Investment Holdings as of  
February 23, 2021

Description	Matures	Rate	Cost	General Operating	Custodial (Scholarships)	2018A Bond	2018B Bond	OPEB Bond
IOWA VLY IA CMNTY CLG	06/01/21	1.55%	587,258.10	-	-	-	-	587,258.10
LANDMARK COMMUNITY BANK	06/30/21	0.07%	249,800.00	-	-	-	-	249,800.00
OXFORD-C-REF	08/01/21	1.70%	300,516.00	-	-	-	-	300,516.00
FIRST CAPITAL BANK	10/07/21	0.10%	249,400.00	-	-	-	-	249,400.00
T BANK, NA	10/12/21	1.51%	100,000.00	-	-	-	-	100,000.00
VERITEX COMMUNITY BANK	01/20/22	0.09%	249,700.00	-	-	-	-	249,700.00
GBC INTERNATIONAL BANK	01/20/22	0.09%	249,700.00	-	-	-	-	249,700.00
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
HONOLULU CITY and CNTY	10/01/22	1.58%	965,371.30	-	-	-	-	965,371.30
TEXAS ST-C-REF-TXBL	10/01/22	1.61%	784,606.90	-	-	-	-	784,606.90
HONOLULU-E-TXBL	10/01/22	1.61%	282,931.00	-	-	-	-	282,931.00
ROBBINSDALE ISD-B-REF	02/01/23	0.13%	2,716,236.55	-	-	-	-	2,716,236.55
HAWAII-FA-TXBL	10/01/23	1.62%	882,359.50	-	-	-	-	882,359.50
			<hr/>					
<b>Total Investments Held</b>			<b>27,910,436.82</b>	<b>5,987,941.26</b>	<b>160,000.00</b>	<b>9,156,937.31</b>	<b>3,820,900.00</b>	<b>8,784,658.25</b>
			<hr/>					



**Agenda Item IV.B**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, March 1, 2021**

**Subject: PERSONNEL ITEMS**  
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

**Certified Full Time Position for Employment – Temporary Contract**  
**Juan Reyes** – ESL – RDLS

**Certified Full Time Request for Unpaid Leave of Absence**  
**Emily Russo** – 2<sup>nd</sup> Grade Teacher – RDLS

**Classified Management Full Time Position for Employment**  
**Darby Swank** – Health Services Supervisor – District Wide

**Classified Part Time Position For Employment – Paraprofessional**  
**Ryan Fossen** – 40 hr/wk – Campus Supervisor – Richfield Middle School

**Classified Full Time Position for Employment – Nutrition Services**  
**Vanessa Medley** – 37.5 hr/wk – Production Cook – Richfield Middle School  
**Kristy Yu** – 20 hr/wk – Kitchen Assistant – Richfield High School  
**Christine Hafner** – 25 hr/wk – Kitchen Assistant – Richfield Middle School

**Classified Full Time Resignation – Administrative and Management Support**  
**Amanda Connaire** – 40 hr/wk, Management Assistant-12 mo, District Wide

**Classified Part Time Resignation – Nutrition Services**  
**Mary Emerson** – 4 hr/day, Kitchen Assistant, Richfield Middle School

**OLD BUSINESS – FOR ACTION**

**Agenda Item V.A.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, March 1, 2021**

**Subject: Student Activity Fund and Other Organizations**

(Recommended by the Superintendent)

Passage upon a final read of Policy 703: Student Activity Fund and Other Organizations and the accompanying guideline. The policy and guideline have been reviewed by the Activities Advisory Committee and updated for clarity and to reflect current best practices.

**Attachments:**

Policy 703: Student Activity Fund and Other Organizations - redlined  
Administrative Guideline 703.1 – redlined  
Appendix to Administrative Guideline 703.1  
MSBA Model Policy 713: Student Activity Accounting

**RICHFIELD PUBLIC SCHOOLS**

**STUDENT ACTIVITY FUND AND OTHER ORGANIZATIONS**

**I. PURPOSE**

~~This policy is a confirmation that t~~The Board of Education, by the authority of Minnesota Statute 123B.49, must assume the direction and control of the student activity funds.

~~Private-Outside~~ organizations that have a formal relationship with the District, such as PTAs, Parent Booster Clubs, Staff related accounts, Foundations etc. are independent entities that perform their own financial accounting, and cannot have a school district account be managed, accounted or reported by the district.

**II. GENERAL STATEMENT OF POLICY**

The use of student activity fund accounts shall be in compliance with the Manual for Uniform Financial Accounting and Reporting Standards (UFARS) for Minnesota Schools.

A. The Board must receive, disburse, and account for all funds of such activities in the same manner as all other revenues and expenditures of the district as directed by district policy and UFARS.

AB. The supervision and control of student activity accounts shall be the responsibility of the school principal or designee.

C. The financial accounting and reporting as directed by GASB 84 and UFARS shall be the responsibility of the Director of Finance or designee.

BD. The student activity accounts shall be separate and identifiable in the School District's UFARS chart of accounts.

CE. The student activity accounts shall be included in the annual school district audit with periodic reporting to the School Board.

~~D. All gifts and donations made to or originating from the student activity accounts' require School Board approval.~~

~~E. All contracts must be approved by the School Board.~~

**III. INACTIVE ACCOUNTS**

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**Commented [JG1]:** There is no way to separate activities using UFARS numbers. We can only use internal unique numbers that crosswalk to a common UFARS number.

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**Commented [JG2]:** Not needed. Covered with the new A. language

A. The School Board or designee may terminate at any time a program or activity as long as such action does not violate any other statute. In general the Board will dissolve a student activity account after two years of inactivity and the balances shall be transferred or donated to another student activity.

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B. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund may be reallocated by the school principal or designee to the remaining student activity accounts, existing or newly created.

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#### IV. OTHER ORGANIZATIONS

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The School Board shall not maintain or account for funds generated by non-students, including but not limited to, convenience funds for staff members, Parent Booster Clubs, or parent-teacher organizations or association funds. ~~Such organizations~~ Outside organizations that have a formal relationship with the District must maintain bank accounts separate from school district accounts and separate disbursement and accounting mechanisms.

- A. In order to maintain proper separation of disbursement and accounting mechanisms, school district employees are not permitted to make deposits into a bank account maintained by such an organization, or be an authorized check signer to write checks against ~~such account~~, or reconcile such an account. School district employees must not direct or influence the activities of nor ~~A school employee shall not~~ act as ~~the treasurer a voting member~~ for one of these organizations. For purposes of this policy, a school employee does not include a school board member or temporary or seasonal employee (working fewer than 67 days in a calendar year).
- B. Such organizations shall not use the District's letterhead, insignia, tax exemption ~~status-I.D.~~, tax identification numbers, and shall not hold themselves out in any manner as to be viewed as or mistaken to be a branch of the school without prior approval from the Board or its designee.
- C. The School District encourages external fundraising groups to follow appropriate accounting practices and conduct annual audits of financial records by an independent source.
- D. The School District's business office ~~shall~~ may provide guidance on compliance with this policy upon request of the individual organizations.

**Legal References:** Minn. Stat. 123B.76-77 - Uniform Financial Reporting and Accounting Standards (UFARS)

**Cross References:** UFARS Manual, Chapter 14, Manual on Activity Fund Accounting (MAFA)

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: April 2, 2001

REVISED BY THE BOARD OF EDUCATION: February 6, 2006<sup>17</sup>; November 20, 2006; March 1, 2021

**RICHFIELD -PUBLIC -SCHOOLS**

**ADMINISTRATIVE GUIDELINES**

**STUDENT ACTIVITY FUND AND OTHER ORGANIZATIONS**

**I. INTRODUCTION**

The purpose of this guideline is to assist in the implementation of Policy 703, pertaining to the School Board's ~~-assuming the~~ direction and control of the student activity accounts.

**II. DEFINITION**

Whenever it is beneficial and in the best interest of the district ~~and thefor~~ students to participate ~~on-in a school~~ sports or educational ~~activity-activities~~ connected with their studies and outside of the territorial limits of the district, the board ~~or designee~~ may authorize such activity. The board or designee must determine if the student activity is co-curricular or extracurricular prior to the granting authority for the activity.

A. **Extracurricular activities** are defined as all direct and personal services for students, including home school students, for their enjoyment, that are managed and operated under the guidance of a school advisor. Extracurricular Student activities have **all** of the following characteristics:

1. The activity is not offered for school credit or required for graduation.
2. The activity is conducted outside schools hours, or if partly; during school hours, at times agreed by the participants, and approved by ~~the~~ school principal.
3. The activity **content is determined primarily by the student** participants under the guidance of a school advisor.
4. ~~The activity is self-sustaining. All expenses, except advisor salary and indirect costs incurred by the use of school facilities, are paid by the activity.~~

B. **Co-Curricular Activities (Non-Athletics)** are defined as school sponsored and directed activities designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills. Co-Curricular activities are not offered for school credit, cannot be counted toward graduation and have one or more of the following characteristics:

1. The activity is conducted at regular and uniform times during school hours, or at times established by the principal.

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2. The activity is directed by an instructional staff advisor in a learning environment similar to that found in courses offered for credit.
3. The activity is partially funded by public funds for general instructional purposes under the direction and control of the board.

CB. ~~Private-Outside~~ organizations that have a formal relationship with the District, such as PTAs, Parent Booster Clubs, Staff related convenience accounts, Foundations etc., are ~~independent~~ entities that perform their own accounting functions, and must not be managed, accounted or reported by the district can not have a student activity account.

1. In order to maintain proper separation of disbursement and accounting mechanisms, school district employees are not permitted to make deposits into a bank account maintained by such an organization, or write checks against such account, or be an authorized check signer to write checks against, or reconcile such an account. School district employees must not direct or influence the activities of nor A school employee shall not act as ~~the treasurer~~ treasurer voting member for one of these organizations. For purposes of this policy, a school employee does not include a school board member or temporary or seasonal employee (working fewer than 67 days in a calendar year).
2. Such organizations shall not use the District's letterhead, insignia, tax exemption status, tax I.D. numbers, and shall not hold themselves out in any manner as to be viewed as or mistaken to be a branch of the school without prior approval from the Board or its designee.

GD. A student activity account is not to be used by the schools to receive commission sales from vending machines, and school picture sales.

### III. ACTIVITY PURPOSE

An Activity Purpose Summary form, see Appendix A, or equivalent must be completed for each student activity on an annual basis, signed by the advisor, principal or designee, and maintained on file in the Business Office.

The completed form must include the following elements:

- Date
- Name of activity
- Purpose of activity
- Grade of students who will benefit from the activity
- Acknowledgement that the advisor has received a copy of the UFARS Manual for Activity Fund Accounting (or District equivalent) and responsibilities related to the activity
- Instructions for disposal of the balance of the activity's funds upon termination
- Name of Advisor – printed, signature and date

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• Name of Building Principal or designee – printed, signature or similar acknowledgement and date

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Note: An email confirmation is acceptable in lieu of signatures if it contains an acknowledgment that the summary has been reviewed by the responsible parties (i.e., advisor, building principal or designee).

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#### **IV. EXPENDITURES**

A student activity account must serve a specific group of students and is not to be used to circumvent the district's standard purchasing and accounting practices. Expenditures must follow public purpose. Public purpose means an activity that meets all of the following:

- will benefit the community as a whole
- is directly related to the functions of the district
- does not have as its primary objective the benefit of a private interest.

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A. Acceptable activity account expenditures include, but are not limited to:

1. 4. Expendable supplies spent on the operation of the activity.
2. Admission and participation fees for the entire group, not specific individuals within the group
3. Entertainment for specific student activity events, including contracted services (i.e., disc jockey for prom)
4. Food, lodging, transportation
5. Travel expenditures
6. Clothing for students participating in the student activity
7. Donations that meet the mission, ~~and~~ vision, ~~and~~ ~~Activity Purpose~~ of the student activity as determined by the students.

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~~2. Contracted services, and equipment purchases require School Board Approval before the actual expenditure is made.~~

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B. Unacceptable activity account expenditures include, but are not limited to:

1. Salaries of advisors and/or any incidental expenses arising from the use of school property.
2. Employee ~~C~~ompensation, ~~G~~ifts, ~~A~~wards or personal items. ~~Payments for services performed by an employee of the district.~~
3. Gift cards or gifts certificates or any other cash-like medium.
4. Faculty meetings or events
5. Costs not representative of the student activity purpose



- ~~53.~~ Faculty Advisor and/or other district staff travel expense, unless such travel expense is clearly in connection with the student activity purposeoperation of the student activity.
  6. Library books, office supplies, furniture, textbooks or other supplies for general instructional use.
  7. Field trips that are curricular in nature.
  8. Donations or gifts made to individuals, religious entities or organizations such as a booster club, PTO, or school foundation.
  9. Scholarships
  10. Sales tax except airfare, hotel, auto rental and prepared meal costs not served on district property.
- ~~C. Certain expenditures may be authorized by the principal using a student activity check request form.~~
- ~~1. Supplies and materials for the operation of the activity.~~
  - ~~2. Customary expenses of student activities, such as travel, food, lodging, registration fees, tickets for admissions, refreshments, and entertainment.~~
- CD. All transportation needs should be coordinated with the transportation office.

#### IV. RECEIPTS

- A. Revenue should include any donations, membership fees, admissions, or proceeds of any activity sponsored ~~by the Boardfund raisers~~. Gifts and donations must be ~~approved-accepted~~ by the school board ~~for activities~~. Gifts may require governing board approval for acceptance.
- B. Deposits ~~in the designated activity fund bank account~~ are to be made promptly.
- C. All revenue collected from vending machines or school pictures are district revenues, and ~~are to be deposited in the district's bank account~~cannot be deposited in any student activity account.

#### VI. PAYMENTS-DISBURSEMENTS

- A. ~~A check will be issued on the basis of properly approved check request form~~Disbursements should follow normal district purchasing procedures and policies. The request shall provide the following information:
  1. Name of Organization
  2. Explanation of Disbursement

3. Name of Vendor(s)
  4. Date Requested
  5. Account Code
  6. Appropriate Documentation (i.e., original itemized invoice, itemized sales slip)
- B. Disbursement must be approved by:
1. Individual Activity Fund Student Treasurer (when applicable)
  2. Activity Advisor and/or
  3. AdministratorPrincipal or designee
- C. No individual student activity account can have a negative balance at the end of the fiscal year. Deficit financing, or writing a check against an account which has an insufficient cash balance is not an acceptable practice.
- D. The student activity “petty cash-~~envelop~~” is maintained in a discrete, locked location in the principal's school office and should can be used to reduce the number of check requests and expedite reimbursements. Disbursements must not be paid directly with petty cash. As a general rule, petty cash should only be used for reimbursable expenses less than \$100 and as often as possible. Proper, dated and detailed documentation including approval as outlined in V.B. above must be supplied in order to receive reimbursement.
- E. The use of personal checking accounts by employees, such as advisors or principals, to support student activity expenses is prohibited by law.
- F. Contracted services, and equipment purchases must be made by following normal district processes. However, Student Activity accounts cannot advertise, solicit and award bids.

**VII. INACTIVE/DISCONTINUED ACTIVITY ACCOUNTS WITH REMAINING CASH BALANCES**

For either inactive or discontinued accounts, follow the instructions on the Activity Purpose Summary or equivalent, which provides instructions for disposition of an activity and the related funds upon termination.

Any student activity account, which has been inactive for a maximum of one fiscal year, must be disposed of, unless the advisor submits a plan to the Business Office, indicating why the activity has been inactive and why it should not be terminated.

For student activity accounts related to a graduated class, any funds remaining in the account after graduation must be disposed of as indicated on the Activity Purpose Summary or equivalent, in a timely manner. For transactions occurring

after graduation, it is acceptable for the advisor and principal, or designee, to approve transactions. Student signatures are not required after graduation as long as the remaining account balance is being disposed of in accordance with the termination instructions on the Activity Purpose Summary.

~~An activity fund balance should be disposed of when the original purpose of the fund no longer exists. The principles dealing with the liquidation of a nonprofit corporation, contained in M.S. 317.57, 1974 are applied.~~

~~A. First, all liabilities and obligations should be paid.~~

~~B. Second, any money that was received subject to a special limitation, if the condition or limitation occurs because of the liquidation of the account, it should be returned to the donor.~~

~~C. If any funds were donated with a specific purpose, which purpose could be fulfilled by donating the funds to another organization, then the funds should be so donated.~~

~~D. In the absence of any restrictions, money remaining after the above distributions may be distributed, subject to the exception listed below.~~

~~1. One restriction on the distribution is: Student activity funds shall not be used for any purpose which represents an accommodation, loan, or credit to any individual.~~

~~2. A student activity may be dissolved by the members whenever entire membership graduates (i.e. class funds) or when the organization cannot be advised or maintained by a district employee.~~

~~3. Balances shall be transferred or donated to another organization prior to being dissolved.~~

## **VIII. FISCAL REQUIREMENTS**

A. Any changes, termination or addition of an activity account shall be documented by the school principal and coordinated with the business office.

B. The school principal shall insure that all accounts are in compliance with the Manual on Activity Fund Accounting (MAFA). The principal shall be responsible for providing each activity advisor with the manual and supervising their compliance.

C. The account records shall be reconciled monthly by the activity treasurer and the school district business office.

D. An annual student activities summary statement of receipts, disbursements and current balances for each student activity account~~budget~~ shall be prepared for approval by the School Board.

- E. Activity account reporting shall routinely be provided to the School Board and included in the annual financial audit report.

**VIII. ENTERING INTO CONTRACTS**

All contracts must be approved by the School Board. Any other contract arrangement is considered null and void by the school district, and may become the personal liability of school personnel.

The contracts for vending machines, year-book and school picture sales must be approved by the School Board.

**Cross References:** Uniform Financial Accounting and Reporting Standards (UFARS)  
Policy 653 – Field Trips  
Policy 707 – Commission Sales – Vending and School Pictures  
Policy 744 – Co-Curricular & Athletic Transportation

**Legal References:** Minn. Stat. 123B.76.77, UFARS  
Minn. Stat. 123B.76-77, Chapter 14 – MAFA Manual  
Minn. Stat. 123B.49 - Co-Extracurricular  
Minn. Rule 3500.1050 - Co-Extracurricular  
Minn. Stat. 123B.35-38 - Pupil Fees  
Minn. Stat. 123B.09 & .52 - Contracts  
Minn. Stat. 123B.02, subd. 6 - Gifts  
Minn. Stat. 471.345 - MN Bid Law

Dated: May 7, 2001

Reviewed:

Revised: February 6, 2006; November 20, 2006; March 1, 2021

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## Appendix A – Forms

### Activity Purpose Summary

#### Student Activity Purpose Summary

Richfield Public Schools

Date: \_\_\_\_\_ Name of Activity: \_\_\_\_\_

Purpose of Activity:

Grade of Students who will benefit from Activity: \_\_\_\_\_

#### Student Activity Guidance

Student activities are in nature by the students and for the students. The Advisor role is limited to advising only. The students should be making the decisions regarding the allocation of funds.

Student activities are not permitted to pay staff or contracted staff related costs. The student activity cannot donate funds to the district that will then be used to pay for staff-related costs.

All expenditures must benefit the students participating in the student activity who are currently enrolled. *(Districts should customize this list based on local policies and procedures, if more restrictive)*

**Appropriate** expenditures for student activity accounts include, but are not limited to, the following:

- Admission and participation fees for the entire group, not specific individuals within the group
- Entertainment for specific student activity events, including contracted services (i.e., Disc Jockey for prom)
- Food
- Lodging
- Supplies and materials
- Clothing for students participating in the student activity
- Transportation
- Travel expenditures

**Inappropriate** expenditures for student activity accounts include, but are not limited to, the following:

- Assemblies not representative of the student activity purpose
  - Employee compensation, gifts or awards
  - Faculty meetings or events
  - Labor or service payments (staff salaries or independent contractors acting as staff)
  - Library books
  - Office supplies
  - Office or school furniture (for instructional use)
  - Textbooks
  - Gift cards
  - Gift certificates
  - Field trips which are curricular in nature
  - Personal items for coaches, advisors or other staff members
  - Scholarships
-

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Appropriate donations should meet the mission and vision of the student activity as determined by the students and may include, but are not limited to, the following:

- Donations that the student activity determines after the students have realized a surplus fund balance should be recorded in the General Fund 01 with Finance Code 301.
- Donations that the students have pre-determined to raise funds for a non-profit organization (i.e., culinary club does a Second Harvest food drive or the Spanish club does a fundraiser for Puerto Rico Hurricane Relief) should be recorded in the Custodial Fund 18.

Inappropriate donations from the student activity accounts include, but are not limited to, the following:

- Donations to individuals
- Donations for religious activities
- Donations to booster clubs
- Donations to parent teachers organizations
- Donations to staff related accounts
- Donations to school foundations
- Donations to scholarship fund

I, \_\_\_\_\_ (advisor) have read and understand the attached rules and policies. I acknowledge my responsibilities for assuring proper procedures are followed.

\_\_\_\_\_  
Advisor's Name (printed)

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Building Principal's name (printed)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date of Approval

Upon termination of the above named activity, any unobligated funds that remain in the account will be transferred to:

\_\_\_\_\_

\_\_\_\_\_  
Advisor's Name (printed)

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Date of Submission

\_\_\_\_\_  
Activity Student Representative  
Name (printed)

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date of Approval

***Business Office Use Only***

**Restricted Fund Balance Code:** \_\_\_\_\_

**Course Code Assigned (if used):** \_\_\_\_\_

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Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 713

Orig. 2004

Revised: \_\_\_\_\_

Rev. 2019

## **713 STUDENT ACTIVITY ACCOUNTING**

### **I. PURPOSE**

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Curricular and Cocurricular Activities**

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and cocurricular activities.

*[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 2, to take charge of and control over all cocurricular activities, including all money received for such activities.]*

#### **B. Extracurricular Activities**

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

*[Note: The school board is required by Minn. Stat. § 123B.49, Subd. 4, to take charge of and control over all extracurricular activities, including all money received for such activities.]*

#### **C. Non-Student Activities**

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

### **III. DEFINITIONS**

#### **A. Cocurricular Activity**

A “cocurricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Cocurricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

1. They are conducted at regular and uniform times during school hours, or at times established by school authorities;
2. They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
3. They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Noncurricular/Supplementary) Activity

An “extracurricular (noncurricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

1. They are not offered for school credit nor required for graduation;
2. They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
3. The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

#### IV. **MANAGEMENT AND CONTROL OF ACTIVITY FUNDS**

A. Curricular and Cocurricular Activities



1. All money received on account of cocurricular activities shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
2. The treasurer shall account for all revenues and expenditures related to curricular and cocurricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures.

B. Extracurricular Activities

1. Any and all costs of extracurricular activities may be provided from school revenues.
2. All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the treasurer, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
3. The treasurer shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
4. All student activity funds will be collected and expended:
  - a. in compliance with school district policies and procedures;
  - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
  - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
  - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
  - e. in a manner which meets a public purpose.
5. Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity

account shall be administered in accordance with the terms of the gift or donation and school district policy.

## **V. DEMONSTRATION OF ACCOUNTABILITY**

### **A. Annual External Audit**

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

### **B. Fundraiser Report**

The administration will prepare a fundraising report semi-annually which will be reviewed by the school board in May and November. The report will list the activity, type of fundraisers, timing, purpose, and results.

*[Note: The school board should conduct periodic reviews of student fundraising. The manner in which such reviews are conducted is in the discretion of the school board.]*

**Legal References:** Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.15, Subd. 7 (Officers of Independent School Districts)  
Minn. Stat. § 123B.35 (General Policy)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.37 (Prohibited Fees)  
Minn. Stat. § 123B.38 (Hearing)  
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
Minn. Stat. § 123B.52 (Contracts)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)  
Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)  
*Visina v. Freeman*, 252 Minn. 177, 89 N.W.2d 635 (1958)  
Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

**Cross References:** Uniform Financial Accounting and Reporting Standards (UFARS)  
MSBA/MASA Model Policy 510 (School Activities)  
MSBA/MASA Model Policy 511 (Student Fundraising)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)

MSBA/MASA Model Policy 704 (Development and Maintenance of an  
Inventory of Fixed Assets and a Fixed Asset Accounting System)  
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.B.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, March 1, 2021**

**Subject: Investments**

(Recommended by the Superintendent)

A second read of Policy 702: Investments and the accompanying guideline. The policy has been updated to reflect current best practices.

**Attachments:**

Policy 702: Investments - redlined

Administrative Guideline 702.1 - redlined

MSBA Model Policy 705: Investments

**RICHFIELD -PUBLIC -SCHOOLS**

**POLICY ON INVESTMENTS**

**I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

**II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

**III. SCOPE**

This policy applies to all investments of the surplus funds of the school district regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

**IV. AUTHORITY; OBJECTIVES**

A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Chapter 118A and any other applicable law or written administrative procedures.

B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows:

1. **SAFETY AND SECURITY** - Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
2. **LIQUIDITY** - The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable and debt service.
3. **RETURN AND YIELD** - The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

| 1  
2

**V. DELEGATION OF AUTHORITY**

- A. The ~~Business Manager~~Director of Finance of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees, but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust, and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

**VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

**VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets and the relative value of competing investment instruments.

**VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in the Administrative Guideline. The internal controls

1 shall be reviewed by the school board and shall be annually reviewed for  
2 compliance by the school district's independent auditors. The internal  
3 controls shall be designed to prevent and control losses of public funds due  
4 to fraud, error, misrepresentation, unanticipated market changes or  
5 imprudent actions by officers, employees or others. The internal controls  
6 may include, but shall not be limited to, provisions relating to controlling  
7 collusion, separating functions, separating transaction authority from  
8 accounting and record keeping, custodial safekeeping, avoiding bearer  
9 form securities, clearly delegating authority to applicable staff members,  
10 limiting securities losses and remedial actions, confirming telephone  
11 transactions, supervising and controlling employee actions, minimizing the  
12 number of authorized investment officials, and documenting transactions  
13 and strategies.  
14

15 **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

16  
17 The school district may invest its available funds in those instruments  
18 specified in Minn. Stat. 118A.04 and 118A.05, as these sections may be  
19 amended from time to time, or any other law governing the investment of  
20 school district funds. [The assets of an other postemployment benefits](#)  
21 [\(OPEB\) trust or trust account established pursuant to Minn. Stat. 471.6175](#)  
22 [to pay postemployment benefits to employees or officers after their](#)  
23 [termination of service, with a trust administrator other than the Public](#)  
24 [Employees Retirement Association, may be invested in instruments](#)  
25 [authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment](#)  
26 [of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as](#)  
27 [well as the overall asset allocation strategy for OPEB investments, shall be](#)  
28 [governed by an OPEB Investment Policy Statement \(IPS\) developed](#)  
29 [between the investment officer, as designed herein, and the trust](#)  
30 [administrator.](#)  
31

32 **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

33  
34 A. Limitations on instruments, diversification and maturity scheduling  
35 shall depend on whether the funds being invested are considered  
36 short-term or long-term funds. All funds shall normally be considered  
37 short-term except those reserved for building construction projects  
38 or specific future projects and any unreserved funds used to provide  
39 financial-related managerial flexibility for future fiscal years.  
40

41 B. The school district shall diversity its investments to avoid incurring  
42 unreasonable risks inherent in over-investing in specific instruments,  
43 individual financial institutions or maturities.  
44

- 45 1. The following list specifies the maximum percentage of the  
46 school district's investment portfolio that may be invested in a  
47 single type of investment instrument.



For example, a maximum of 100% of the portfolio could be invested in U.S. Treasury Obligations; a maximum of 25% of the portfolio could be invested in Repurchase Agreements.

- a. U. S. Treasury Obligations (Bills, notes and bonds) – 100%.
- b. U.S. Government Agency Securities and Instrumentalities of Government Sponsored Corporations – 100%.
- c. Bankers' Acceptances (BAs) – 25%.
- d. Commercial Paper – Prime Double Rated (CP) – 85%.
- e. Repurchase Agreements (Repos) – 25%.
- f. Certificates of Deposit (CDs) Commercial Banks (Government Collateral above [\\$250,000current](#) F.D.I.C. insurance level) – 85%.
- g. Certificates of Deposit (CDs) Savings and Loan Associations (not to exceed [\\$250,000current](#) F.S.L.I.C. insurance level) – 85%.
- h. Local Government Investment Pool – 75%.
- i. Money Market Funds – 100%.

2. The school district shall diversify its investments by using several financial institutions so that no more than 66 percent of the total portfolio is with any one financial institution when the total portfolio exceeds \$1,000,000. When the total portfolio is \$1,000,000 or less, diversification may not be necessary or possible.

3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as [anticipated](#) receipt dates of anticipated revenues. Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this

1 policy. Generally all quotations or bids will be computed on a consistent  
2 basis, i.e., a 360-day or a 365-day yield. Records will be kept of the  
3 quotations or bids received, the quotations or bids accepted and a brief  
4 explanation of the decision that was made regarding the investment. If the  
5 school district contracts with an investment advisor, bids are not required in  
6 those circumstances specified in the contract with the advisor.  
7

## 8 **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

9

- 10 A. The school district shall maintain a list of the financial institutions that  
11 are approved for investment purposes.  
12  
13 B. Prior to completing an initial transaction with a broker, the school  
14 district shall provide to the broker a written statement of investment  
15 restrictions which shall include a provision that all future investments  
16 are to be made in accordance with Minnesota Statutes governing the  
17 investment of public funds. The broker must annually acknowledge  
18 receipt of the statement of investment restrictions and agree to  
19 handle the school district's account in accordance with these  
20 restrictions. The school district may not enter into a transaction with  
21 a broker until the broker has provided this annual written agreement  
22 to the school district. The notification form to be used shall be that  
23 prepared by the State Auditor. A copy of this investment policy,  
24 including any amendments thereto, shall be provided to each such  
25 broker.  
26

## 27 **XIII. SAFEKEEPING AND COLLATERALIZATION**

28

- 29 A. All investment securities purchased by the school district shall be  
30 held in third-party safekeeping by an institution designated as  
31 custodial agent. The custodial agent may be any federal reserve  
32 bank, and bank authorized under the laws of the United States or  
33 any state to exercise corporate trust powers, a primary reporting  
34 dealer in United States Government securities to the Federal  
35 Reserve Bank of New York, or a securities broker-dealer defined in  
36 Minn. Stat. 118A.06. The institution or dealer shall issue a  
37 safekeeping receipt to the school district listing the specific  
38 instrument, the name of the issuer, the name in which the security is  
39 held, the rate, the maturity, serial numbers and other distinguishing  
40 marks, and other pertinent information.  
41  
42 B. Deposit-type securities shall be collateralized as required by Minn.  
43 Stat. 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or  
44 other federal deposit coverage.  
45  
46 C. Repurchase agreements shall be secured by the physical delivery or  
47 transfer against payment of the collateral securities to a third party

or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

#### **XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

#### **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition and withdrawal of collateral.

#### **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. 471.38.

Legal References: Minn. Stat. 118A.01 (Public Funds; Depositories and Investments)  
Minn. Stat. 118A.02 (Authorization for Deposit and Investment)  
Minn. Stat. 118A.03 (Depositories and Collateral)  
Minn. Stat. 118A.04 (Investments)  
Minn. Stat. 118A.05 (Contracts and Agreements)  
Minn. Stat. 118A.06 (Delivery and Safekeeping)

1  
2 Cross References: Board Policy 704 – Annual Audit  
3 MSBA Service Manual, Chapter Finance 7, Education  
4 Funding  
5 Minnesota Legal Compliance Audit Guide prepared by the  
6 Office of the State Auditor  
7

8  
9 ~~ADOPTED~~ RATIFIED BY THE BOARD OF EDUCATION: November 17, 1997  
10

11 REVISED BY THE BOARD OF EDUCATION: February 22, 2005, June 16, 2009

**RICHFIELD -PUBLIC -SCHOOLS**

**ADMINISTRATIVE GUIDELINES ON INVESTMENTS**

The ~~Business Manager~~Director of Finance and/or designee shall be responsible for investing District funds according to the following procedures:

1. A cash flow analysis will be used to project future District cash needs.
2. Funds which exceed anticipated current need will be invested as provided in the investment policy for periods of time which coincide with needs projected in the cash flow analysis.
3. Competitive bids will be requested from approved depositories ~~by telephone~~.
4. When deemed reasonable, the investment will be awarded to the bidder responding with the highest yield that meets the criteria established in the investment policy and this guideline. Tied bids will be resolved at the discretion of the ~~Business Manager~~Director of Finance and/or designee.
5. Since investment decisions must be made within a narrow time framework, bids, which are not received in a timely manner, may be excluded from consideration in the awarding process.
6. District investments in any one institution shall ~~be kept to a maximum of not exceed~~ 66 percent of the total portfolio when the portfolio exceeds \$1,000,000. Implementation of these guidelines may require rejections, in total or in part, of bids with the greatest yield.
7. Possession of the investment document will not be requested unless appropriate safekeeping arrangements cannot be made.
8. Investment decisions will be made in a manner consistent with the Board of Education policy and these guidelines understanding that the ~~Business Manager~~Director of Finance or designee shall have the authority to act with discretion in interpreting policy or addressing questions not specified in the policy.

Dated: November 17, 1997  
Reviewed: September 7, 2010  
Revised: February 22, 2005



Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 705

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2009

## **705 INVESTMENTS**

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

### **I. PURPOSE**

The purpose of this policy is to establish guidelines for the investment of school district funds.

### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

### **III. SCOPE**

This policy applies to all investments of the surplus funds of the school district, regardless of the fund accounts in which they are maintained, unless certain investments are specifically exempted by the school board through formal action.

### **IV. AUTHORITY; OBJECTIVES**

- A. The funds of the school district shall be deposited or invested in accordance with this policy, Minn. Stat. Ch. 118A and any other applicable law or written administrative procedures.
- B. The primary criteria for the investment of the funds of the school district, in priority order, are as follows
  - 1. Safety and Security. Safety of principal is the first priority. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio.
  - 2. Liquidity. The funds shall be invested to assure that funds are available to meet immediate payment requirements, including payroll, accounts payable, and debt service.
  - 3. Return and Yield. The investments shall be managed in a manner to attain a market rate of return through various economic and budgetary cycles, while preserving and protecting the capital in the investment portfolio and taking into account constraints on risk and cash flow requirements.

## **V. DELEGATION OF AUTHORITY**

- A. The \_\_\_\_\_ of the school district is designated as the investment officer of the school district and is responsible for investment decisions and activities under the direction of the school board. The investment officer shall operate the school district's investment program consistent with this policy. The investment officer may delegate certain duties to a designee or designees but shall remain responsible for the operation of the program.
- B. All officials and employees that are a part of the investment process shall act professionally and responsibly as custodians of the public trust and shall refrain from personal business activity that could conflict with the investment program or which could reasonably cause others to question the process and integrity of the investment program. The investment officer shall avoid any transaction that could impair public confidence in the school district.

## **VI. STANDARD OF CONDUCT**

The standard of conduct regarding school district investments to be applied by the investment officer shall be the "prudent person standard." Under this standard, the investment officer shall exercise that degree of judgment and care, under the circumstances then prevailing, that persons of prudence, discretion, and intelligence would exercise in the management of their own affairs, investing not for speculation and considering the probable safety of their capital as well as the probable investment return to be derived from their assets. The prudent person standard shall be applied in the context of managing the overall investment portfolio of the school district. The investment officer, acting in accordance with this policy and exercising due diligence, judgment, and care commensurate with the risk, shall not be held personally responsible for a specific security's performance or for market price changes. Deviations from expectations shall be reported in a timely manner and appropriate actions shall be taken to control adverse developments.

## **VII. MONITORING AND ADJUSTING INVESTMENTS**

The investment officer shall routinely monitor existing investments and the contents of the school district's investment portfolio, the available markets, and the relative value of competing investment instruments.

## **VIII. INTERNAL CONTROLS**

The investment officer shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed by the school board and shall be annually reviewed for compliance by the school district's independent auditors. The internal controls shall be designed to prevent and control losses of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions by officers, employees, or others. The internal controls may include, but shall not be limited to, provisions relating to controlling collusion, separating functions, separating transaction authority from accounting and record keeping, custodial safekeeping,



avoiding bearer form securities, clearly delegating authority to applicable staff members, limiting securities losses and remedial action, confirming telephone transactions in writing, supervising and controlling employee actions, minimizing the number of authorized investment officials, and documenting transactions and strategies.

## **IX. PERMISSIBLE INVESTMENT INSTRUMENTS**

The school district may invest its available funds in those instruments specified in Minn. Stat. §§ 118A.04 and 118A.05, as these sections may be amended from time to time, or any other law governing the investment of school district funds. The assets of an other postemployment benefits (OPEB) trust or trust account established pursuant to Minn. Stat. § 471.6175 to pay postemployment benefits to employees or officers after their termination of service, with a trust administrator other than the Public Employees Retirement Association, may be invested in instruments authorized under Minn. Stat. Ch. 118A or § 356A.06, Subd. 7. Investment of funds in an OPEB trust account under Minn. Stat. § 356A.06, Subd. 7, as well as the overall asset allocation strategy for OPEB investments, shall be governed by an OPEB Investment Policy Statement (IPS) developed between the investment officer, as designed herein, and the trust administrator.

## **X. PORTFOLIO DIVERSIFICATION; MATURITIES**

- A. Limitations on instruments, diversification, and maturity scheduling shall depend on whether the funds being invested are considered short-term or long-term funds. All funds shall normally be considered short-term except those reserved for building construction projects or specific future projects and any unreserved funds used to provide financial-related managerial flexibility for future fiscal years.
- B. The school district shall diversify its investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities.
  - 1. The investment officer shall prepare and present a table to the school board for review and approval. The table shall specify the maximum percentage of the school district's investment portfolio that may be invested in a single type of investment instrument, such as U.S. Treasury Obligations, certificates of deposit, repurchase agreements, banker's acceptances, commercial paper, etc. The approved table shall be attached as an exhibit to this policy and shall be incorporated herein by reference.
  - 2. The investment officer shall prepare and present to the school board for its review and approval a recommendation as to the maximum percentage of the total investment portfolio that may be held in any one depository. The approved recommendation shall be attached as an exhibit or part of an exhibit to this policy and shall be incorporated herein by reference.
  - 3. Investment maturities shall be scheduled to coincide with projected school district cash flow needs, taking into account large routine or scheduled expenditures, as well as anticipated receipt dates of anticipated revenues.

Maturities for short-term and long-term investments shall be timed according to anticipated need. Within these parameters, portfolio maturities shall be staggered to avoid undue concentration of assets and a specific maturity sector. The maturities selected shall provide for stability of income and reasonable liquidity.

## **XI. COMPETITIVE SELECTION OF INVESTMENT INSTRUMENTS**

Before the school district invests any surplus funds in a specific investment instrument, a competitive bid or quotation process shall be utilized. If a specific maturity date is required, either for cash flow purposes or for conformance to maturity guidelines, quotations or bids shall be requested for instruments which meet the maturity requirement. If no specific maturity is required, a market trend analysis, which includes a yield curve, will normally be used to determine which maturities would be most advantageous. Quotations or bids shall be requested for various options with regard to term and instrument. The school district will accept the quotation or bid which provides the highest rate of return within the maturity required and within the limits of this policy. Generally all quotations or bids will be computed on a consistent basis, i.e., a 360-day or a 365-day yield. Records will be kept of the quotations or bids received, the quotations or bids accepted, and a brief explanation of the decision that was made regarding the investment. If the school district contracts with an investment advisor, bids are not required in those circumstances specified in the contract with the advisor.

## **XII. QUALIFIED INSTITUTIONS AND BROKER-DEALERS**

- A. The school district shall maintain a list of the financial institutions that are approved for investment purposes.
- B. Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be that prepared by the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.

## **XIII. SAFEKEEPING AND COLLATERALIZATION**

- A. All investment securities purchased by the school district shall be held in third-party safekeeping by an institution designated as custodial agent. The custodial agent may be any Federal Reserve Bank, any bank authorized under the laws of the United States or any state to exercise corporate trust powers, a primary reporting dealer in United States Government securities to the Federal Reserve Bank of New York, or a securities broker-dealer defined in Minn. Stat. §

118A.06. The institution or dealer shall issue a safekeeping receipt to the school district listing the specific instrument, the name of the issuer, the name in which the security is held, the rate, the maturity, serial numbers and other distinguishing marks, and other pertinent information.

- B. Deposit-type securities shall be collateralized as required by Minn. Stat. § 118A.03 for any amount exceeding FDIC, SAIF, BIF, FCUA, or other federal deposit coverage.
- C. Repurchase agreements shall be secured by the physical delivery or transfer against payment of the collateral securities to a third party or custodial agent for safekeeping. The school district may accept a safekeeping receipt instead of requiring physical delivery or third-party safekeeping of collateral on overnight repurchase agreements of less than \$1,000,000.

#### **XIV. REPORTING REQUIREMENTS**

- A. The investment officer shall generate daily and monthly transaction reports for management purposes. In addition, the school board shall be provided a monthly report that shall include data on investment instruments being held as well as any narrative necessary for clarification.
- B. The investment officer shall prepare and submit to the school board a quarterly investment report that summarizes recent market conditions, economic developments, and anticipated investment conditions. The report shall summarize the investment strategies employed in the most recent quarter and describe the investment portfolio in terms of investment securities, maturities, risk characteristics, and other features. The report shall summarize changes in investment instruments and asset allocation strategy approved by the investment officer for an OPEB trust in the most recent quarter. The report shall explain the quarter's total investment return and compare the return with budgetary expectations. The report shall include an appendix that discloses all transactions during the past quarter. Each quarterly report shall indicate any areas of policy concern and suggested or planned revisions of investment strategies. Copies of the report shall be provided to the school district's auditor.
- C. Within ninety (90) days after the end of each fiscal year of the school district, the investment officer shall prepare and submit to the school board a comprehensive annual report on the investment program and investment activity of the school district for that fiscal year. The annual report shall include 12-month and separate quarterly comparisons of return and shall suggest revisions and improvements that might be made in the investment program.
- D. If necessary, the investment officer shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate

or penalty calculation purposes.

## **XV. DEPOSITORIES**

The school board shall annually designate one or more official depositories for school district funds. The treasurer or the chief financial officer of the school district may also exercise the power of the school board to designate a depository. The school board shall be provided notice of any such designation by its next regular meeting. The school district and the depository shall each comply with the provisions of Minn. Stat. § 118A.03 and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

## **XVI. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT**

The school district may make electronic fund transfers for investments of excess funds upon compliance with Minn. Stat. § 471.38.

***Legal References:*** Minn. Stat. § 118A.01 (Public Funds; Depositories and Investments)  
Minn. Stat. § 118A.02 (Authorization for Deposit and Investment)  
Minn. Stat. § 118A.03 (Depositories and Collateral)  
Minn. Stat. § 118A.04 (Investments)  
Minn. Stat. § 118A.05 (Contracts and Agreements)  
Minn. Stat. § 118A.06 (Delivery and Safekeeping)  
Minn. Stat. § 356A.06, Subd. 7 (Authorized Investment Securities)  
Minn. Stat. § 471.38 (Claims)  
Minn. Stat. § 471.6175 (Trust for Postemployment Benefits)

***Cross References:*** MSBA/MASA Model Policy 703 (Annual Audit)  
MSBA Service Manual, Chapter 7, Education Funding  
Minnesota Legal Compliance Audit Guide Prepared by the Office of the State Auditor

**OLD BUSINESS – FOR REVIEW**

**Agenda Item V.C.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, March 1, 2021**

**Subject: Budget and Fund Reserves**

(Recommended by the Superintendent)

A second read of Policy 701: Budget and Fund Reserves. The policy has been reviewed and updated by the Fiscal Planning Advisory Committee.

**Attachments:**

Policy 701: Budget and Fund Reserves

MSBA Model Policy 701: Establishment and Adoption of a School District Budget

**RICHFIELD PUBLIC SCHOOLS**

**BUDGET AND FUND RESERVES**

**I. GENERAL STATEMENT OF POLICY**

The Board will provide direction regarding school district budget and financial affairs which reflects the general philosophy and goals of the community and which provides a framework within which the school system's administrative team can operate.

The budget and finance processes will conform to all state and local requirements as set forth by State statutes, ~~State Department of Children, Families and Learning~~ Minnesota Department of Education and Board policies.

**II. PURPOSE AND GOALS**

- A. The purpose of district budget and finance policies will be to provide direction for a systematized procedure such that continuity is maintained from year to year, and the public is kept informed regarding the educational and financial operations of the school district.
- B. In the district's fiscal management, the Board will seek to achieve the following goals:

1. ~~4.~~ To establish levels of funding which will provide quality education for the district's students, including a review of the District's revenue sources in comparison to other Districts to ensure equitable access to programming for Richfield students.
2. To develop budgets and to guide expenditures so that the greatest educational returns and the greatest contributions to the educational program in relation to dollars expended may be achieved.
3. To use the best available techniques of long-range planning, budget development, and budget administration, and to establish efficient procedures for accounting, reporting, purchasing, contracting, payments, auditing, and all other areas of fiscal management.
4. To maintain adequate fund reserves so that the district remains debt free and avoids the negative financial impact associated with borrowing for normal operational needs.
5. To promote transparency in the budget process to ensure community understanding and support in helping the district achieve its educational and financial goals.

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**III. PREPARATION OF THE BUDGET**

Preparation of the budget shall include the following phases:

**A. Preliminary Budget**

The preliminary budget is a rough estimate of total revenues and expenditures in each fund. It will be prepared in May of each year.

**B. Adopted Budget**

The adopted budget will be approved in June of each year and will include the following:

1. Current and projected year-end balances
2. Statements of estimated revenues by fund and source
3. Statements of estimated expenditures by fund and program.

**C. Revised Budget**

The revised budget will incorporate itemized amendments to the adopted budget. Said amendments, insofar as possible shall reflect changes in enrollment, legislation, negotiations, and other circumstances having a material impact on the district's finances. Typically, the revised budget will be approved in March; however, budget amendments may be submitted for Board approval whenever material deviations are recognized and quantified.

Upon acceptance by the Board, the budget represents the granting of authority to the administration for all expenditures, which are to be made during the fiscal year.

**IV. BUDGET RESERVE POLICIES**

In preparing budgets, the administration shall be guided by the following budget reserve policies:

**A. It is desirable to have an unassigned positive reserve balance in each of the district's operating funds in order to:**

1. provide a positive cash position at all times,
2. provide a cushion to smooth out revenue and expenditure variances,

3. cover appropriation deficiencies,
4. retain credit worthiness and a high bond rating, ~~and~~
5. provide for unexpected or emergency expenditures, ~~and~~
6. provide sustainability of programming which may be limited due to external factors in state or local revenue sources.-

B. In order to achieve the goals identified in part A of this section, the District should seek to maintain an adequate reserve of funds in the Unassigned fund balance. Further, the District may identify specific priorities for future funding or specific anticipated risks to district financial stability using the Assigned and/or Committed fund balances to be reviewed at least annually.

C. Therefore, the Board of Education desires to maintain an unassigned balance in each operating fund in the range of 4% to 10~~8~~% of the annual expenditure budget.

1. When an unassigned fund balance is at or above 8%, the superintendent shall consider opportunities to add programming to specifically meet district priorities and/or consider use of the reserve fund balance to limit reductions in the following year's budget.

2. When an unassigned fund balance is at or below 8% but greater than 6~~4~~% of projected annual expenditures, the superintendent shall specifically alert the Board to this condition and propose options for the Board to consider in order to limit deficit spending and maintain existing fund balance. Options might include actions such as:

- limiting new program proposals
- ~~reductions in~~ per-pupil allocations for non-personnel expenses
- ~~adjustments in~~ staffing ratios
- identifying other ~~financial/economy~~ measures which do not materially degrade quality of program offerings or services

2. When an unassigned fund balance is at or below 6% but greater than 4% of projected annual expenditures, the superintendent shall alert the Board to this condition and propose options for the Board to consider. Options might include actions such as:

- identifying resources for additional revenue to provide needed programming, including voter approved referendums or legislative support
- ensuring new programs are at least partially off-set with reductions in other areas
- reducing per-pupil allocations for non-personnel expenses
- adjusting staffing ratios
- review opportunities to reallocate assigned or committed fund balances

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- other financial measures which do not materially degrade quality of program offerings or services

2. When a fund balance is at or below 4% of projected annual expenditures, the superintendent shall specifically alert the Board to this condition and shall propose measures to improve the balance. Such measures could include:

- taking immediate action to obtain additional revenue needed for maintaining programming
- eliminating-ensuring new program proposals are equally off-set with reductions in other areas
- reducing~~ing~~ in program offerings or services based on program priorities
- increas~~ing~~es in student/staff ratios
- reallocating non-essential ~~categories~~categories within the assigned or committed fund balances
- seeking additional revenues through referendum or other meansplanning budget and expenditure assumptions to account for any potential financial risk to the organization in order to provide, at a minimum, a balanced budget.

3. Annually, the Board will consider the superintendent's recommendation, review economic conditions and financial prospects and decide if the 4-108% reserve is realistic.

## V. FUND BALANCE CLASSIFICATIONS

The Governmental Accounting Standards Board (GASB) issued Statement No. 54 to enhance the usefulness and to achieve more consistent fund balance reporting.

### A. DEFINITIONS

Fund Equity – A fund's equity is generally the difference between its assets and its liabilities.

Fund Balance – An accounting distinction is made between the portions of fund equity that are spendable and nonspendable. These are broken into five categories:

1. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not

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restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.

2. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
3. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
4. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
5. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditures for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report negative unassigned fund balance should the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

#### **B. CLASSIFICATION OF FUND BALANCES**

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

#### **C. ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance

classifications in the following order: restricted, committed, assigned, and unassigned.

**D. COMMITTING FUND BALANCE**

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

**E. ASSIGNING FUND BALANCE**

The school board, by majority vote, may assign fund balances to be used for the specific purposes when appropriate. The board also delegates the power to assign fund balances to the ~~superintendent~~ Superintendent and ~~business manager~~ Chief Human Resources and Administrative Officer. All assigned fund balances shall be reported to the board on an annual basis.

**VI. POLICIES REGARDING EXPENDITURES AND EXPENDITURE REDUCTIONS**

The following guidelines have been adopted by the Board of Education for consideration when making budgetary decisions regarding expenditures and expenditure reduction.

**A. General Considerations Impacting More Than One Fund**

1. Budgetary decisions should be focused on meeting student and community needs and supporting the school district's mission and goals.
2. Budgeting should be based on a comprehensive needs assessment that considers:
  - a. Current and emerging instructional needs and trends
  - b. Research and best practices that support student learning
  - c. Demographic changes
  - d. Enrollment fluctuations
  - e. Programmatic changes
  - f. Community values and needs
  - f.g. Ensuring equitable opportunities for success in achieving programmatic outcomes.
3. Additional factors to be considered when making decisions regarding expenditure reductions include:
  - a. Services which other governmental agencies, private groups, or families themselves can assume (at least potentially) should be given extra consideration when making budget reductions.
  - b. Apply budget modifications objectively across all buildings in the district.

- c. Where possible, make personnel cuts through attrition as opposed to layoffs.
  - d. Do not restore or add programs/services/personnel unless they can be sustained on a long-term basis.
  - e. Uphold Federal and State laws and regulations, policies and administrative regulations of the Richfield Board of Education, and contractual obligations with employees.
  - f. Consolidate programs or operate on a reduced basis in order to retain programs, eliminating them only when program funding is so minimal that public expectations cannot be met.
- B. Budgetary Considerations Regarding Education-Related Items (General Fund)
1. Educational priorities and use of education resources should be grounded in the District's Strategic Plan, including the district's mission, beliefs, strategic policies, objectives and strategies.
  2. Factors to be considered when making decisions regarding education-related expenditure reductions include:
    - a. Despite budget reductions, the educational system should remain progressive and dedicated to quality, serving the various capabilities and interests of all students. Efforts to promote student learning, advance administrative and instructional uses of technology, promote professional development, and improve programs should persist.
    - b. Maintain the integrity of basic programs. If programs need to be reduced or eliminated, use the District's ~~Mission~~[Mission](#), ~~Beliefs~~[beliefs](#), and ~~Strategic~~[strategic Policies](#)~~-policies~~ as a guide in establishing priorities.
    - c. Within the General Fund, seek methods of cutting expenses that minimize the impact on the educational program.
    - d. Consider budget reductions, which adversely impact the fewest pupils.
    - e. Consider expanding class sizes to avoid total elimination of specialized programs such as art, music, technology education, and enrichment activities.
    - f. Consolidate programs or operate on a reduced basis, rather than totally eliminating programs.

- g. Rather than funding a program at a very minimal level, eliminate the program altogether to avoid misconceptions and misplaced expectations.
- h. Where possible, allow desired services to remain on a "pay-as-you-go" basis or via user fees; regularly update fees and rental rates to reflect market conditions and reasonably reflect actual costs.
- i. Make cuts in services that might be subsidized by other groups such as parent/teacher organizations and booster groups.

C. Budget Considerations Regarding Facilities, Operations and Maintenance and other Capital Expenses

1. Facility changes should reflect comprehensive facility planning that reflects the following goals and criteria:
  - a. Criteria such as enrollment and deferred maintenance thresholds will trigger facility changes.
  - b. Facilities will be designed and used in ways that make Richfield Public Schools exciting, attractive, and productive, while maximizing efficiency.
  - c. Facilities will meet building and life safety codes and protect the safety and well being of -students, staff, and occupants.
  - d. Proposals for facility change will have reasonable cost implications.
  - e. The community will have a sense of -ownership of the comprehensive facility plan.
2. Additional factors to be considered when considering capital expenditure reductions or revenue increases include:
  - a. Avoid cutbacks in areas such as preventative maintenance which, if not conducted on a timely basis may lead to greater costs over the long term.
  - b. ~~Reduce-Evaluate whether~~ the use of purchased~~/-or-~~contracted services ~~or existing personnel are more efficient in,-using-existing personnel wherever possible fulfilling responsibilities.~~
  - c. If cutbacks are made in the area of ~~housekeepingbuilding cleaning,~~ attempt to spread the reductions in service such that the impact of the reductions is as minimal as possible.

- d. Revise building user fees and rents to reflect actual costs of operating the buildings.

D. Budgetary Considerations Regarding Transportation Services

1. Transportation resources should be used efficiently to meet legal requirements and facilitate student participation in school programs and activities.
2. Additional factors to be considered when considering transportation expenditure reductions or revenue increases include:
  - a. Consider eliminating or consolidating services where possible.
  - b. Review all transportation services not required by law.
  - c. Consider providing some services on a fee for service basis.

E. Considerations Regarding the Process for Budgetary Decision-making

1. Each recommended adjustment will be accompanied by an impact statement for consideration prior to making budgetary decisions.
2. Recommendations may take several forms, including but not limited to elimination, consolidation, delay, increasing revenues, and alternative methods of delivery of service. The impact statement will address implications of the type of reduction.
3. The judgments of employees relative to consequences and likely impact of proposed budgetary reductions are to be considered.
4. When budget cuts are site-specific, implications of the cut on other sites and on programs and services across the district are to be considered.
5. Community expectations regarding types and quantity of educational services needed are to be considered; that is, budgetary decisions ultimately are to recognize community values and priorities as expressed through individual citizens, organized groups, employees, and elected school officials. Whenever possible, opportunities for communication and consultation with multiple stakeholders will be provided prior to making budgetary decisions.

F. Communicating Regarding School Finance Concerns

1. Lobby for adequate funding of public schools.
2. Work to increase public awareness of Richfield Public Schools financial concerns.

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: August 6, 1990

~~AMENDED-REVISED~~ BY THE BOARD OF EDUCATION: July 10, 2000, January  
8, 2001, October 15, 2007, April  
7, 2008. May 16, 2011

REAFFIRMED BY THE BOARD OF EDUCATION: November 19, 2001, June 24,  
2003

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 701

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2011

## **701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

*[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]*

### **I. PURPOSE**

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

### **III. REQUIREMENT**

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minn. Stat. § 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances



for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minn. Stat. § 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### **IV. IMPLEMENTATION**

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

***Legal References:*** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

***Cross References:*** MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA Service Manual, Chapter 7, Education Funding

**NEW BUSINESS – FOR REVIEW**

**Agenda Item VI.A.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, March 1, 2021**

**Subject: Staff Use of Facilities**

(Recommended by the Superintendent)

A first read of Policy 413: Staff Use of Facilities & accompanying guidelines.

**Attachments:**

Policy 413: Staff Use of Facilities

Administrative Guideline 413.1

Administrative Guideline 413.2

**RICHFIELD PUBLIC SCHOOLS**  
**STAFF USE OF SCHOOL FACILITIES**

GENERAL STATEMENT OF POLICY

The Board of Education supports active and healthy staff members and encourages the use of school facilities for such use. It is the policy of the Board of Education that school facilities are made available for health and wellness activities of district staff members when space is not being used for educational program purposes or reserved by outside groups, subject to certain rules and regulations of the Board of Education.

The school district may cancel facilities use when emergencies occur (inclement weather, facility damage, safety considerations, power outages, etc.).

Fees associated with permitted use of school facilities and grounds are identified in the Administrative Guidelines for Staff Use of School Facilities.

Any deviation from the procedures outlined in the Administrative Guidelines must be approved by the Superintendent or designee.

ADOPTED BY THE BOARD OF EDUCATION: June 13, 2011

REVIEWED BY THE BOARD OF EDUCATION:

REVISED BY THE BOARD OF EDUCATION:

**RICHFIELD PUBLIC SCHOOLS**  
**ADMINISTRATIVE GUIDELINES**  
**STAFF USE OF SCHOOL FACILITIES**

I. GOAL OF THE RICHFIELD PUBLIC SCHOOLS REGARDING STAFF USE OF SCHOOL FACILITIES

It is the desire of the Richfield Board of Education that school facilities are made available to staff for Health and Wellness activities.

II. RULES AND REGULATIONS IMPLEMENTING BOARD POLICY

School district staff will be permitted to use school facilities during normal working hours when facilities are not being used for educational purposes or if facilities have been reserved by individuals or outside groups.

A. Request Use of Facilities:

1. Facilities will be available during a defined schedule as determined by the Athletic Director and Supervisor of Community Education.
2. Educational uses, and individuals or groups who have reserved facilities through the permit process will have priority use of facilities.
3. A list of available facilities will be provided with the purchase of a Facilities Use ID.
4. Staff that would like to use facilities during non-scheduled times will:
  - a. Complete a permit for extended use of the facility (eg. Gym facility). Staff must have their Facilities Use ID.
  - b. A permit is not required for occasional use but staff must have their Facilities Use ID.

III. CHARGES

School district staff using district facilities will be required to purchase an annual Facilities Use ID. The cost of the ID will be recommended by the Athletic Director and Supervisor of Community Education.

IV. USE OF EQUIPMENT

Staff is expected to supply their own equipment such as basketballs, volleyballs, bats, baseballs, etc.

V. RESPONSIBILITIES

A. Staff must sign and date a waiver of risk (attachment A) releasing the district of any and all liability and complete a Facilities Use Registration Form (Attachment B) when using district facilities during their non-contractual period of the day.

B. Staff agree to leave all areas in the same condition they were in at the time of arrival.

Please observe the following rules.

1. Use of alcohol or drugs on school property is prohibited.

2. No smoking or other use of tobacco in the building or on school grounds.

If a staff member violates this rule they will be asked to leave the building and their right to future use will be forfeited.

3. Treat school property with care; you are responsible for all damages.

4. Protect gymnasium floors through the use of tennis shoes or stocking feet.

C. If a problem occurs:

1. Report any damage of school property to the Athletic Director or Supervisor of Community Education within 24 hours.

2. If you don't make satisfactory replacement or payment for any loss or damage, or you violate rules, your right to future use will be forfeited, and your Facilities Use I.D. must be returned to the District. The school district assumes no liability for loss of personal effects of participants.

DATED: June 13, 2011

REVIEWED:

REVISED:

## I.S.D. No. 280 Facilities Use Release (Adult Participants Only)

### **RELEASE AND WAIVER OF LIABILITY, ASSUMPTION of RISK, AND INDEMNITY AGREEMENT ("AGREEMENT")**

IN CONSIDERATION of being permitted to participate in any way in sports activities on premises owned by the Richfield Public Schools, I.S.D. No. 280, I, for myself for personal representatives, assigns, heirs, and next of kin:

1) ACKNOWLEDGE, agree, and represent that I understand the nature of sports activities and that I am qualified, in good health, and in proper physical condition to participate in such activity. I further agree and warrant that if at any time I believe conditions to be unsafe, I will immediately discontinue further participation in the activity.

2) FULLY UNDERSTAND THAT: (a) SPORTS ACTIVITIES INVOLVE RISKS AND DANGERS OF SERIOUS BODILY INJURY, INCLUDING PERMANENT DISABILITY, PARALYSIS, AND DEATH ("RISKS"); (b) these Risks and dangers may be caused by my own actions or inactions, the actions or inactions of others participating in the Activity, the condition in which the Activity takes place, or THE NEGLIGENCE OF THE "RELEASEES" NAMED BELOW; (c) there may be OTHER RISK AND SOCIAL AND ECONOMIC LOSSES either not known to me or not readily foreseeable at this time; and I FULLY ACCEPT AND ASSUME ALL SUCH RISKS AND ALL RESPONSIBILITY FOR LOSSES, COSTS, AND DAMAGES I incur as a result of my participation in the activity.

3) HEREBY RELEASE, DISCHARGE, AND COVENANT NOT TO SUE I.S.D. NO. 280 AND ITS SCHOOL BOARD, administrators, agents, volunteers, and employees, (each considered one of the "RELEASEES" herein) FROM ALL LIABILITY, CLAIMS, DEMANDS, LOSSES, OR DAMAGES ON MY ACCOUNT CAUSED OR ALLEGED TO BE CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OF THE "RELEASEES" OR OTHERWISE, AND I FURTHER AGREE that if, despite this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT I, or anyone on my behalf, makes a claim against any of the Releasees, I WILL INDEMNIFY, SAVE, AND HOLD HARMLESS EACH OF THE RELEASEES from any litigation expenses, attorney fees, loss, liability, damage, or cost which may incur as the result of such claim.

I HAVE READ THIS AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND HAVE SIGNED IT FREELY AND WITHOUT INDUCEMENT OR ASSURANCE OF ANY NATURE AND INTEND IT TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW AND AGREE THAT IF ANY PORTION OF THIS AGREEMENT IS HELD TO BE INVALID THE BALANCE, NOTWITHSTANDING, SHALL CONTINUE IN FULL FORCE AND EFFECT.

Signature of Adult Participant: \_\_\_\_\_

Date: \_\_\_\_\_

I.S.D. No. 280 Facilities Use Registration Form

Adult Participant/Parent Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Alt. Phone (Emergency/Cell Phone): \_\_\_\_\_

Email Address: \_\_\_\_\_

School Building/Department: \_\_\_\_\_



**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, March 1, 2021**

**Subject: District Calendar for School Year 2021-2022**

Recommended by the Superintendent that the Board approve the attached Richfield Public Schools District Calendar for School Year 2021-2022.

**Background Information**

(Prepared by Craig Holje)

The District's Calendar Committee has met two times to develop a recommendation to the Administration and School Board regarding school calendars for 2021-2022 and 2022-2023. The committee includes 29 individuals who represent parents, teachers and administrators across the various schools and programs.

The attached calendar for 2021-2022 was developed in draft format last school year. The committee reviewed all options and unanimously recommended the attached calendar for 2021-2022 school year. It contains the required 184 work days plus six holidays as called for in the Education Richfield master agreement. The recommended calendar includes 170 instructional days for Kindergarten through 8<sup>th</sup> grade and 171 instructional days for grades 9-12. It is proposed that Kindergarten classes will conference individually with teachers, parents and students on September 8 so appropriate intake assessments can be completed. The first full day for Kindergarten students would be Thursday, September 9, 2021.

School will start on Wednesday, September 8, 2021 and end on Thursday, June 9, 2022. Winter Break will begin on Wednesday, December 22, 2021, with school resuming on Monday, January 3, 2022. Spring Break will begin on Monday March 28, 2022 with school resuming on Monday, April 4, 2022. Other breaks, conferences and professional development days when school will not be in session are included on the attached calendar.

The committee also began drafting the 2022-2023 school calendar, which is presented for review. The school year for students would start on September 6 and end on Wednesday, June 7 and is similar to the 2021-2022 proposed calendar.

**Attached:**

Proposed 2021-2022 Calendar  
Draft 2022-2023 Calendar

# DRAFT 3 \*\*\*Richfield Public Schools Calendar 2021-2022\*\*\*DRAFT 3

## July 2021

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4: Independence Day

## August 2021

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

24-26: New Teacher Workshop

30-31: All Teacher Workshop

## September 2021

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1-3: All Teacher Workshop

6: Labor Day

7: PreK-12 Teacher Workshop

8: Gr. 1-12 First Day of School\*

8: PreK-K Conf. & Assessments\*

9: PreK-K First Full Day of School\*

22: MAP Testing Begins

## October 2021

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

7: 9-12 Conferences 4pm-8pm

13: MAP Testing Ends

19: PreK-8 Conf. (evening)

20: PreK-8 Conf. (day & evening)

21-22: Teacher Convention

## November 2021

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1: PreK-12 Prof. Dev. Day

12: End of Qtr 1 / Midterm

24: PreK-12 Conf. Comp Day

25-26: Thanksgiving Holiday

## December 2021

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2: 9-12 Conferences 4pm-8pm

3: End of Trimester 1

9: PreK-5 Report Cards

22-31: Winter Recess

## January 2022

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3: MAP Testing Begins

17: MLK Jr. Day

27: MAP Testing Ends

27: 9-12 Tchr Workshop

28: PreK-12 Prof. Dev. Day

28: End of Qtr 2 / Semester 1

31: ACCESS Testing Begins

## February 2022

Su	M	T	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

16: PreK-8 Conf. (evening)

17: PreK-8 Conf. (day & evening)

18: PreK-12 Conf. Comp. Day

21: President's Day

## March 2022

Su	M	T	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10: 9-12 Conferences 4pm-8pm

11: End of Trimester 2

17: PreK-5 Report Cards

18: ACCESS Testing Ends

28-31: Spring Recess

## April 2022

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1: Spring Recess

8: End of Qtr 3 / Midterm

11: MCA Testing Begins

28: 9-12 Conferences 4pm-8pm

## May 2022

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

6: MCA M&R Testing Ends

9: MAP Testing Begins

13: MCA Science Testing Ends

13: PreK-12 Prof. Dev. Day

27: MAP Testing Ends

30: Memorial Day

## June 2022

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

8: RHS Graduation

9: Last Day of School

10: PreK-12 Tchr Workshop

Student Instructional Days = PreK-8 170 days; 9-12 171 days

  = Start and End dates

  = No school entire district

  = No school partial district

\*First day of school: Students in grades 1-12 start on Wednesday, Sept. 8, 2021, and students in Pre-K and Kindergarten start on Thursday, Sept. 9, 2021. Families with Pre-K and Kindergarten students will receive information over the summer about student assessments and family meetings that will take place on Wednesday, Sept. 8, 2021, prior to their first day of school.

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Q1	9/8 - 11/12	44	RMS
Q2	11/15 - 1/28	42	
Q3	1/31 - 4/8	41	
Q4	4/11 - 6/9	43	
T1	9/8 - 12/3	56	Elementary
T2	12/6 - 3/11	56	
T3	3/14 - 6/9	58	
S1	9/8 - 1/28	86	RHS
S2	1/31 - 6/9	85	

MAP Fall	9/22 - 10/13
MAP Winter	1/3 - 1/27
MAP Spring	5/9 - 5/27
ACCESS	1/31 - 3/18
MCA	3/21 - 5/6 or 5/13

# DRAFT \*\*\*Richfield Public Schools Calendar 2022-2023\*\*\*DRAFT

## July 2022

Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4: Independence Day

2: Winter Recess

4: MAP Testing Begins

16: MLK Jr. Day

25: MAP Testing Ends

26: 9-12 Tchr Workshop

27: PreK-12 Prof. Dev. Day

27: End of Qtr 2 / Semester 1

## January 2023

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## August 2022

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

23-24: New Teacher Workshop

26: PreK-5 Teacher Workshop

29-31: All Teacher Workshop

6: ACCESS Testing Begins

15: PreK-8 Conf. (evening)

16: PreK-8 Conf. (day & evening)

17: PreK-12 Conf. Comp. Day

20: President's Day

## February 2023

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

## September 2022

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-2: All Teacher Workshop

5: Labor Day

6: Gr. 1-12 First Day of School\*

6: PreK-K Conf. & Assessments\*

7: PreK-K First Full Day of School\*

21: MAP Testing Begins

9: 9-12 Conferences 4pm-8pm

10: PreK-12 Prof. Dev. Day

10: End of Trimester 2

16: PreK-5 Report Cards

17: ACCESS Testing Ends

27-31: Spring Recess

## March 2023

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## October 2022

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6: 9-12 Conferences 4pm-8pm

12: MAP Testing Ends

18: PreK-8 Conf. (evening)

19: PreK-8 Conf. (day & evening)

20-21: Teacher Convention

7: End of Qtr 3 / Midterm

10: MCA Testing Begins

27: 9-12 Conferences 4pm-8pm

## April 2023

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## November 2022

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

8: PreK-12 Prof. Dev. Day

11: End of Qtr 1 / Midterm

23: PreK-12 Conf. Comp Day

24-25: Thanksgiving Holiday

5: MCA M&R Testing Ends

8: MAP Testing Begins

12: MCA Science Testing Ends

26: MAP Testing Ends

29: Memorial Day

## May 2023

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## December 2022

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1: 9-12 Conferences 4pm-8pm

2: End of Trimester 1

8: PreK-5 Report Cards

22-30: Winter Recess

7: Last Day of School

7: RHS Graduation

8: PreK-12 Tchr Workshop


9: 6-12 Tchr Workshop

## June 2023

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Student Instructional Days = PreK-8 170 days; 9-12 171 days

 = Start and End dates

 = No school entire district

 = No school partial district

\*First day of school: Students in grades 1-12 start on Tuesday, Sept. 6, 2022, and students in Pre-K and Kindergarten start on Wednesday, Sept. 7, 2022. Families with Pre-K and Kindergarten students will receive information over the summer about student assessments and family meetings that will take place on Tuesday, Sept. 6, 2022, prior to their first day of school.

Q1	9/6 - 11/11	45	RMS
Q2	11/14 - 1/27	42	
Q3	1/30 - 4/7	41	
Q4	4/10 - 6/7	42	
T1	9/6 - 12/2	57	Elementary
T2	12/5 - 3/10	56	
T3	3/13 - 6/7	57	
S1	9/6 - 1/27	87	RHS
S2	1/30 - 6/7	84	

MAP Fall	9/21 - 10/12
MAP Winter	1/4 - 1/25
MAP Spring	5/8 - 5/26
ACCESS	1/30 - 3/24
MCA	3/6 - 5/5 or 5/12

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, March 1, 2021**

**Subject: Insurance Policy Renewal for LTD and Life Insurances**

(Recommended by Superintendent)

That the Board of Education approve the renewal for LTD and Life insurances with rate reductions for both the Life and LTD policies effective July 1, 2021 through June 30, 2022.

**Background Information**

(Prepared by Craig Holje)

It is recommended that the District retain its LTD and Life insurance policies with Madison National Life for the period July 1, 2021 through June 30, 2022 with no change in premium rates. The LTD rate will remain at \$0.38 per \$100 of covered payroll. Life insurance rates will remain at \$.09 per \$1,000. Accidental Death and Dependent Life will remain the same at \$.015 and \$1.85 respectively.

**NEW BUSINESS - FOR ACTION**

**Agenda Item VI.D.**

**Board of Education**  
Independent School District 280  
Richfield, Minnesota

**Regular Meeting, March 1, 2021**

**Subject: Donations**

(Recommended by the Superintendent)

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

**The RPS Nordic Ski Team** received a donation of \$500 from Mr. and Mrs. Ball of Minneapolis.

**The RHS Music Department** received a donation of \$100 from Mr. and Mrs. Ball of Minneapolis.

**The RPS General Fund** received donations in the amounts of \$25.00 from Michelle Burnside of Richfield, \$10.00 from Lisa Ferrara of Freehold, NJ, and a donation in memory of Gabe London from Josh Peterson of St. Paul (amount private).

**The RPS Sunshine Fund** received donations in memory of Gabe London from Emily Jo Groepper of Richfield (amount private) and \$100.00 from an anonymous donor.