

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, April 19, 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. Public Comment
 - B. Superintendent Update
 - 1. Reimagine Richfield & Equity Presentation
 - 2. SRO Presentation
 - C. Commendation
- IV. CONSENT AGENDA
 - A. Routine Matters
 - 1. Minutes of the regular meeting held April 5, 2021
 - 2. General Disbursements as of 4/8/21 in the amount of \$393,608.78
 - 3. Year-to-Date Finance Update
 - B. Personnel Items
- V. OLD BUSINESS
 - A. Policy 107 – Electronic Use and Communications & Administrative Guidelines 107.1 & 107.2
 - B. Policy 115 – Equity
 - C. Policy 521 – Graduation Requirements
 - D. Policy 406 – Professional Learning & Administrative Guideline 406.1
- VI. NEW BUSINESS

A. Policy 651 – Interscholastic Athletics and Activity Program & Administrative Guideline 651.1

B. Policy 652 – Addition and Deletion of Interscholastic Athletic Offerings

C. Sheridan Hills Change Order #21

D. RHS Change Orders #58 - #60

E. RMS Change Orders #16 - #17

F. Central Change Order #2

G. Facilities & Transportation Contract 2020-2022

VII. ADVANCE PLANNING

A. Legislative Update

B. Information and Questions from Board

C. Future Meeting Dates

5-3-2021	7:00 p.m.	Regular Board Meeting
5-17-2020	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

IX. REOPEN MEETING

X. ADJOURN REGULAR MEETING

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

Agenda Item III.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: Superintendent Update

Assistant Superintendent Daniels provides an update on Reimagine Richfield and other district equity initiatives. Superintendent Unowsky offers a presentation on the status of the SRO program and student feedback.

Attached:

Reimagine Richfield & Equity Presentation
SRO Presentation

Enriching and accelerating learning

R

RICHFIELD
PUBLIC SCHOOLS

School Board
Presentation: Reimagine
Richfield and Equity

Monday, April 19, 2021

Enriqueciendo y acelerando el aprendizaje



By the end of this presentation, RPS board members will:

- Understand the impact of Reimagine Richfield;
- Understand the equity work RPS has done to date and it's impact; and
- Understand the next steps of how RPS will become a more equitable and just school district.

From Reimagine Minnesota...



RICHFIELD
PUBLIC SCHOOLS

- In March 2016, over 30 metropolitan superintendents gathered to discuss the state of education in Minnesota.
- Specifically, the superintendents acknowledged that ensuring equity and excellence for all students is the most pressing issue in education today.
- In October 2016, superintendents asked the Association of Metropolitan School Districts (AMSD) to form a committee to develop a Collective Education Action Plan to address integration, access, opportunity and educational excellence for all students.

-- *amsd.org*

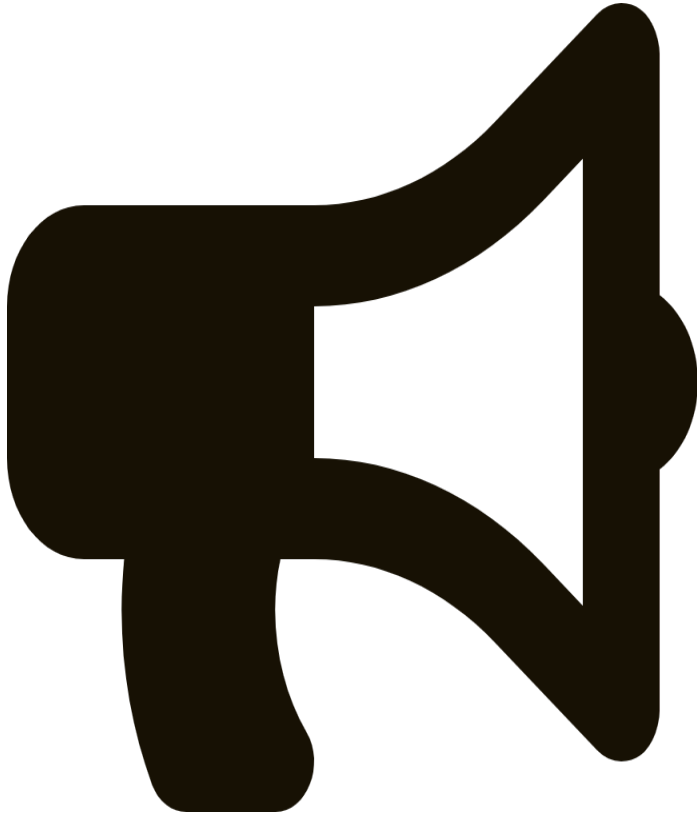
...to Reimagine Richfield



RICHFIELD
PUBLIC SCHOOLS

- On November 29, 2017, RPS hosted the largest ever student led conference on educational achievement, equity and excellence for its 1100 students in the school district.
- Using Open Space Technology, RHS' students were invited to tell us what they needed to realize the best education they could imagine in RPS.
- This historic event institutionalized student -voice and student-centeredness in Richfield Public Schools.





There were 5 major themes:

1. Building Facility and Access;
2. Food, Health and Wellness;
3. School Hours and Scheduling;
4. Teaching and Learning and
5. Equity

Building Facility and Access



RICHFIELD
PUBLIC SCHOOLS

RHS students requested improved facilities, including bathrooms, the locker room, the weight room and the building overall.

Remagine Richfield Results:

- ★ All RPS students are enjoying new and improved facilities with new bathrooms, media centers and flexible learning spaces.
- ★ RHS also has a shiny new weight room, locker rooms and so much more.





RHS students requested improved lunches. They requested more food, more whole foods, and more savory food selections.

Our students also requested more mental health awareness and support.

Reimagine Richfield Results:

- ★ The school menu has changed to offer a salad bar, a taco bar, fruit, vegetables and more savory food selections.
- ★ RPS schools have expanded social workers, mental health support and SEL across our schools.

School Hours and Scheduling



RICHFIELD
PUBLIC SCHOOLS

RHS students requested a shorter school day! They requested to go back to the 8:10 a.m. to 2:40 p.m. school day. They also requested more flexibility in accessing the classes they really desire to take.

Reimagine Richfield Results:

- ★ We still have an 8:30 a.m. start time with 50 minute class periods.
- ★ We have also changed the start times of our elementary schools.
- ★ Students have more choices in courses and they have access to rigorous courses.



RHS students desire to excel in school and life. They requested advanced classes, better curriculum and programming and support to prepare them for life beyond high school.

Reimagine Richfield Results:

- ★ We doubled the advanced courses we offer. We also increased access to those classes.
- ★ We offered an ACT prep class for students.
- ★ We have purchased new curriculum and materials for math and ELA.
- ★ Courses in our Business and DLI programs have grown.
- ★ We have expanded our counseling model and we have a full-time College and Career Coordinator.



RHS students requested:

- Equal opportunities, rigor and excellence for all students;
- Improved instruction that acknowledges all students' abilities;
- Close the achievement gap;
- All students' voices heard and acknowledged;
- More diversity in faculty and staff;
- Support for DACA/DREAM Act;
- Social, religious and sports equity; and
- Eliminate systemic racism in RPS!



Equity in Action: Policies and Guidelines



RICHFIELD
PUBLIC SCHOOLS



- Attendance Policy
- Bullying and Harassment Policy
- Discipline Policy with Levels
- Dress Code Policy
- Equity Policy
- Family Engagement Policy
- Gender inclusion Policy

Equity in Action: Professional Development



RICHFIELD
PUBLIC SCHOOLS

- Innocent Classroom
- Conscious Discipline
- Courageous
Leadership Institute
- Learning for Justice
- Critical Race Theory



Equity in Action: Processes, Practices and Procedures



RICHFIELD
PUBLIC SCHOOLS



- Danielson Framework for Teaching
- Professional Learning Communities (PLCs)
- Collaborative Planning Time
- Data/Action Cycles
- Research-Based Grading Practices
- Course Registration Process
- Digital Gradebooks
- Gender Inclusion and Gender Support Plan
- Leveled Behaviors/Violations Procedure
- Discipline Reporting and Behavior Reporting
- Bullying Report Process
- Suspension Reentry Process
- Expulsion Process
- Postvention Emergent Manual
- Threat Assessment and Suicide Risk Assessment

Equity in Action: Programs



RICHFIELD
PUBLIC SCHOOLS

- Richfield Health Resource Center
- School-Based Mental Health
- Spartan Food Shelf
- Spartan Clothing Shelf
- Early Childhood Grant Expansion
- Voluntary Pre-K and Pathway 2 Scholarship early learning investments
- 7-Period Day and Seminars to expand rigor and support
- Increased AP and CIS course offerings
- Curriculum Review and expansion of Curriculum that reflects our diversity
- Dual Language expansion and Seal of Biliteracy
- Beacons Boys and Girls Club



Equity in Action: People



RICHFIELD
PUBLIC SCHOOLS



- Staff of color increase
- Leader of color increase
- Safe and Supportive Schools Committee -- Students and Parents
- Richfield Latino Family Association support and expansion
- American Indian grant writing, acceptance and launching of AIPAC
- Affinity groups for students
- Affinity and mentor groups for staff
- Increased Teacher Support- Peer Reviewers and Coaches
- Increased Student Support- Counselors and Student Engagement Specialists

Equity in Action: Outcomes



RICHFIELD
PUBLIC SCHOOLS

- ❑ Consistent increases in ACT scores for all demographic groups
- ❑ Increase in BIPOC students in college credit classes from 30% to 65%
- ❑ Increase in college credits earned from 600 to 2,000 yearly
- ❑ Consistent increase in graduation rates
- ❑ Increase in community financial investment in our students



Equity in Action: Equity Policy



RICHFIELD
PUBLIC SCHOOLS





Richfield Public Schools Strategic Plan 2021-26

RICHFIELD

Realized



in Alignment



out of Alignment

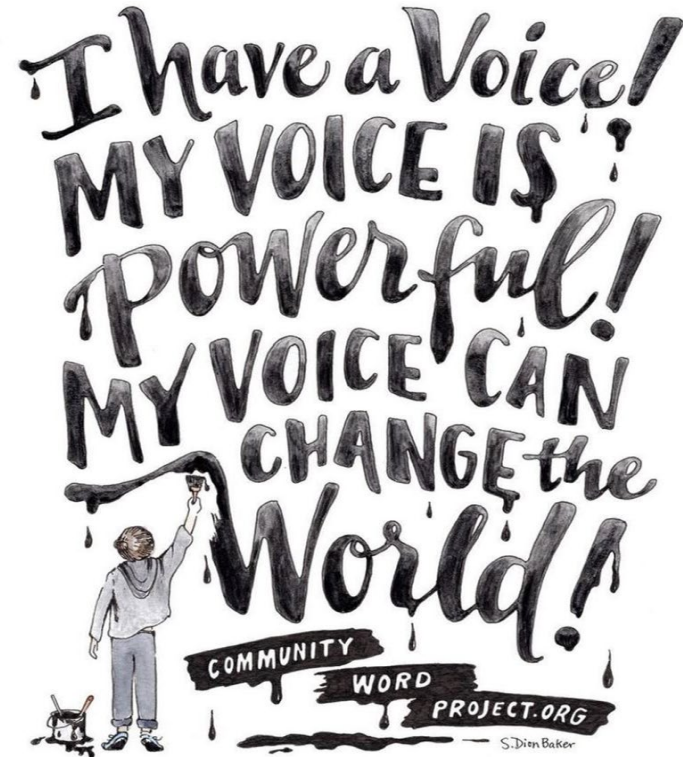


- **Spring 2021:** Adoption of Equity Policy
- **Summer 2021A:** Draft of Equity Policy's Guidelines
 - Vetted by students, parents and guardians
 - Vetted and approved by the school board
- **Summer 2021B:** Draft the first year of an implementation plan
- **Fall 2021:** Initiate systematic implementation of the Equity Policy, its Guidelines and Richfield Realized

Equitable and More Just RPS



RICHFIELD
PUBLIC SCHOOLS



Questions



RICHFIELD
PUBLIC SCHOOLS



Enriching and accelerating learning

R

RICHFIELD
PUBLIC SCHOOLS

School Resource Officers

Enriqueciendo y acelerando el aprendizaje

SROs: The Conversation

- RPS currently has one police officer working at RHS (half-time) and one officer working at RMS (half-time)
- Our contract with the Richfield Department of Public Safety expires at the end of June.
- The board approved revisions to the contract for the final year of the 4-year agreement.
- We have obtained feedback from over 750 students in grades 6-12 via a survey that was administered through advisories alongside an advisory lesson to give context.

SROs: Scope of Work

This is according to the revised language in the current contract:

- **Community Policing**
 - Develop positive relationships
 - Promote positive youth development
- **Safety**
 - Proactively partner with school admin
 - Advise school admin on matters of safety and security
 - Deter crime, abuse, and neglect
- **Community Support**
 - Offer activity programs, mentoring, and office hours
- **Instruction**
 - Provide guest speakers at RMS
 - Partner with the district on crime prevention, drug abuse prevention, and safety education
- **Climate/Culture**
 - Encourage positive attitudes toward law enforcement and the responsible exercise of authority
 - Participate in district SEL/equity professional development as availability allows

SROs: Additional Contract Details

- SROs must be trained and in compliance with all relevant RPS policies.
- SROs must report to duty in plain clothes with a concealed weapon to the extent possible (as opposed to in uniform with an openly carried weapon).
- The superintendent is consulted on the selection of the SROs.
- SROs are evaluated by a team of school administrators and the officers' supervisor at least twice per year.
- SROs act separately from all school discipline.
- SROs keep data records that are separate from all school records.

SROs: The Finances

- Safe Schools levy
- Comprises approximately \$75,000 of a \$340,000 budget
- Restricted funds allowed to be spent on school safety
- SROs, school counselors, district security, cameras, etc

School Safety Team

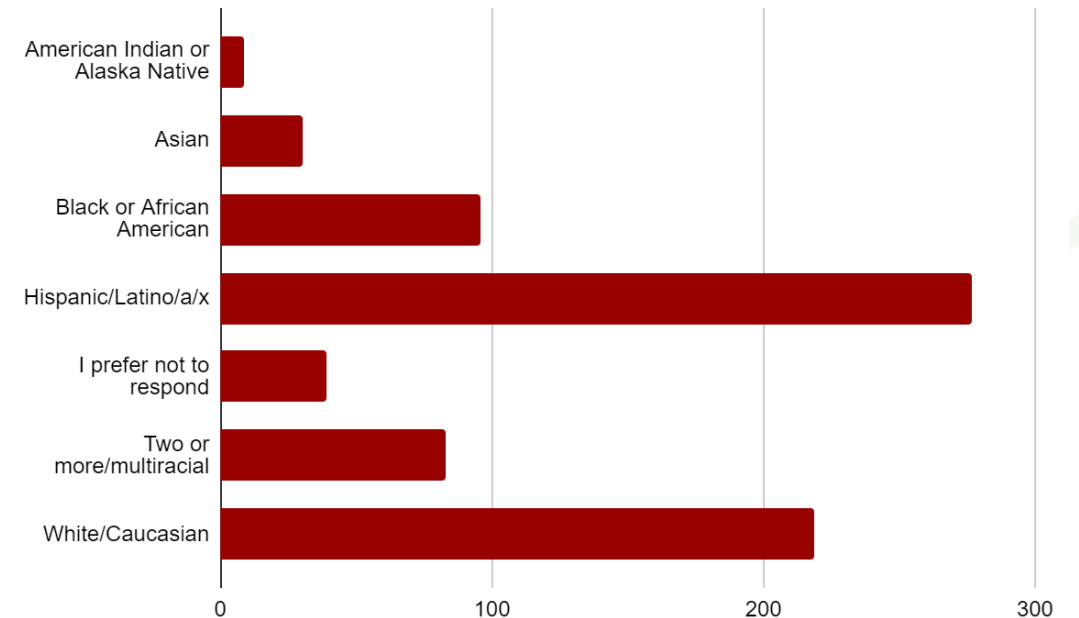
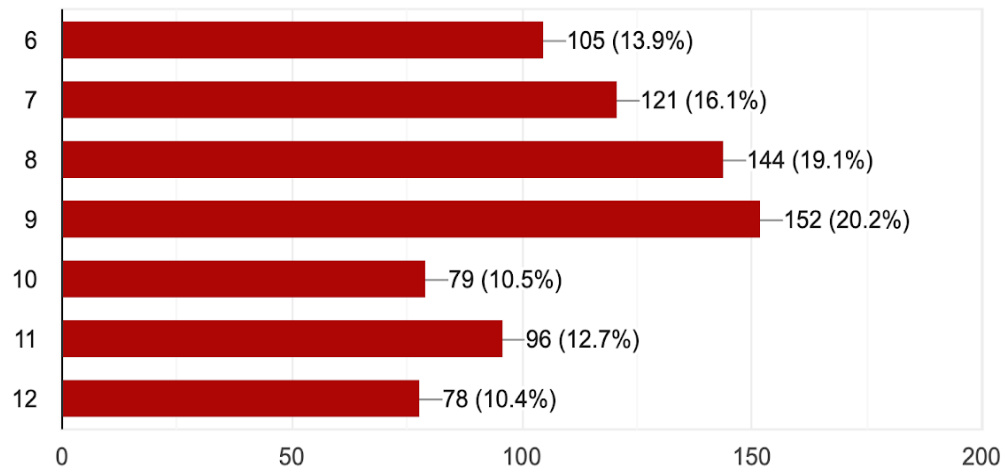
- School-based team charged with providing proactive safety supports
- Teams are present at every school
- Members include school administrator, social worker, school psychologist, mental health therapist, special ed team lead, teacher, social/emotional staff member, building & grounds staff member, other staff as appropriate
- Additional members at secondary include hall monitors/school security, SRO, activities director

SROs: 2021 Survey

- This survey was administered during advisory/AIRPod for 6-12 grade students alongside an advisory lesson for context.
- Over 750 students in grades 6-12 responded to the survey

Your Grade Level in 2020-2021

753 responses



Overall Survey Responses

- 1) I like having a School Resource Officer at my school.
 - 61.1% agreed or strongly agreed
 - 35.2% were neutral
 - 3.7% disagreed or strongly disagreed
- 2) I feel safer with a School Resource Officer in my school.
 - 52.6% agreed or strongly agreed
 - 40.4% were neutral
 - 7% disagreed or strongly disagreed
- 3) If there is a School Resource Officer at my school next year, I will:
 - 34.2% definitely or probably will attend RPS
 - 64.3% are not affected either way
 - 1.6% might not or definitely will not attend RPS

Survey Response by Grade

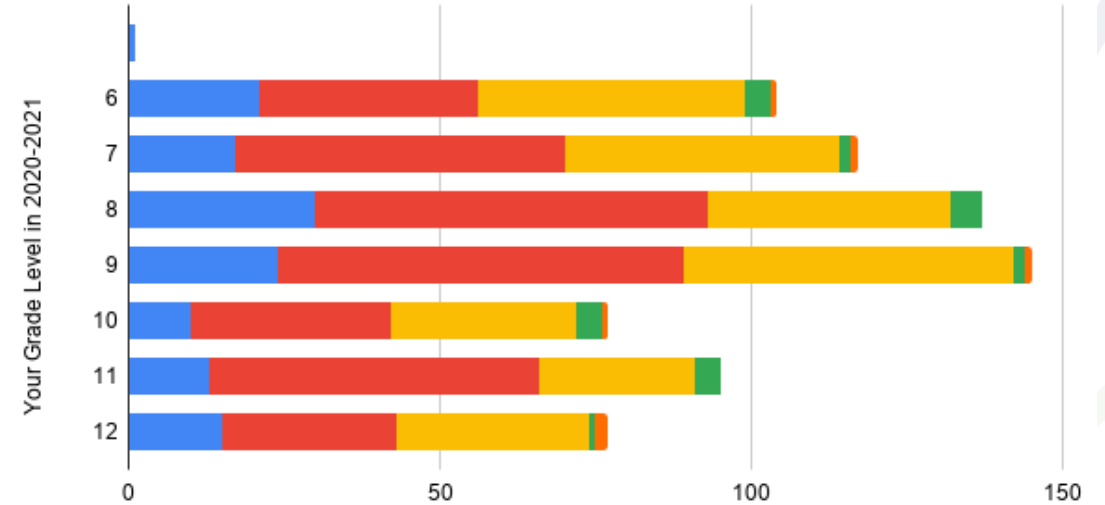


I like having a School Resource Officer at my school.

Your Grade Level in 2020-2021	A. Strongly agree	B. Agree	C. Neutral	D. Disagree	E. Strongly disagree
	100.00%				
6	20.19%	33.65%	41.35%	3.85%	0.96%
7	14.53%	45.30%	37.61%	1.71%	0.85%
8	21.90%	45.99%	28.47%	3.65%	
9	16.55%	44.83%	36.55%	1.38%	0.69%
10	12.99%	41.56%	38.96%	5.19%	1.30%
11	13.68%	55.79%	26.32%	4.21%	
12	19.48%	36.36%	40.26%	1.30%	2.60%
Grand Total	17.40%	43.69%	35.19%	2.92%	0.80%

I like having a School Resource Officer at my school.

■ A. Strongly agree
 ■ B. Agree
 ■ C. Neutral
 ■ D. Disagree
 ■ E. Strongly disagree



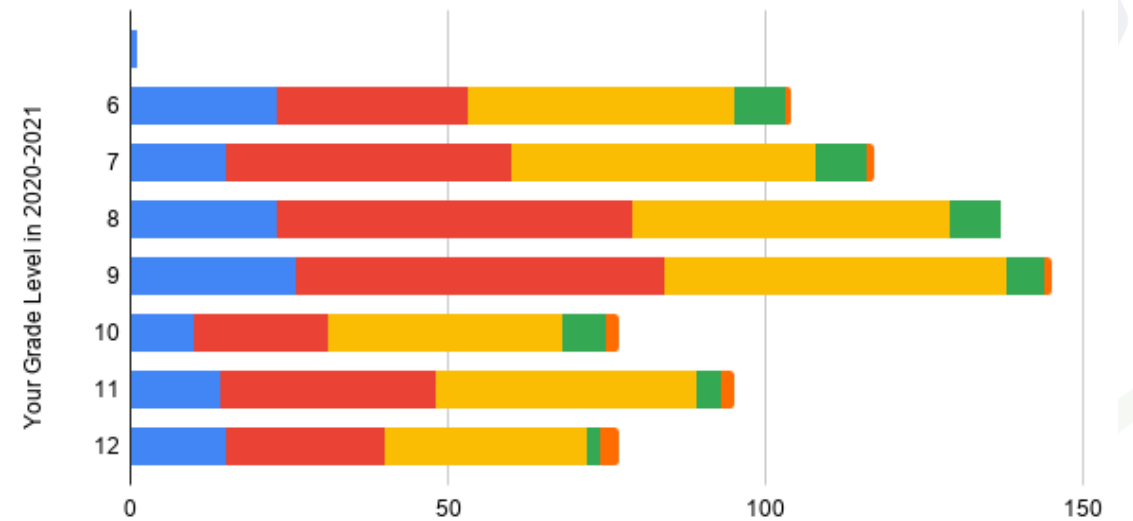
Survey Response by Grade

I feel safer with a School Resource Officer in my school.

Your Grade Level in 2020-2021	A. Strongly agree	B. Agree	C. Neutral	D. Disagree	E. Strongly disagree
	100.00%				
6	22.12%	28.85%	40.38%	7.69%	0.96%
7	12.82%	38.46%	41.03%	6.84%	0.85%
8	16.79%	40.88%	36.50%	5.84%	
9	17.93%	40.00%	37.24%	4.14%	0.69%
10	12.99%	27.27%	48.05%	9.09%	2.60%
11	14.74%	35.79%	43.16%	4.21%	2.11%
12	19.48%	32.47%	41.56%	2.60%	3.90%
Grand Total	16.87%	35.72%	40.37%	5.71%	1.33%

I feel safer with a School Resource Officer in my school.

■ A. Strongly agree
 ■ B. Agree
 ■ C. Neutral
 ■ D. Disagree
 ■ E. Strongly disagree

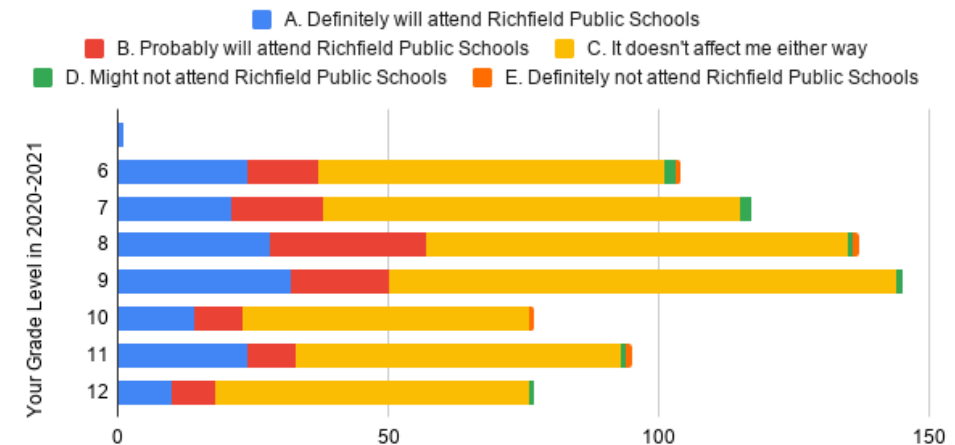


Survey Response by Grade

If there is a School Resource Officer at my school next year, I will:

Your Grade Level in 2020-2021	A. Definitely will attend Richfield Public Schools	B. Probably will attend Richfield Public Schools	C. It doesn't affect me either way	D. Might not attend Richfield Public Schools	E. Definitely not attend Richfield Public Schools
	100.00%				
6	23.08%	12.50%	61.54%	1.92%	0.96%
7	17.95%	14.53%	65.81%	1.71%	
8	20.44%	21.17%	56.93%	0.73%	0.73%
9	22.07%	12.41%	64.83%	0.69%	
10	18.18%	11.69%	68.83%		1.30%
11	25.26%	9.47%	63.16%	1.05%	1.05%
12	12.99%	10.39%	75.32%	1.30%	
Grand Total	20.45%	13.68%	64.28%	1.06%	0.53%

If there is a School Resource Officer at my school next year, I will:



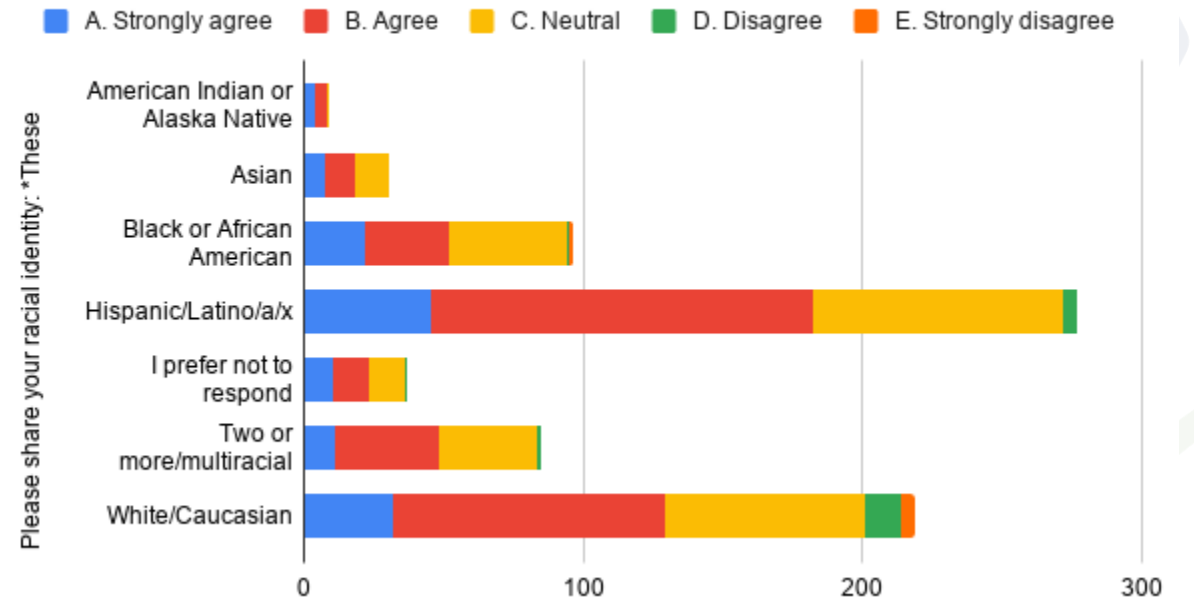
Survey Responses by Racial Identity

I like having a School Resource Officer at my school.

Please share your racial identity:

	A. Strongly agree	B. Agree	C. Neutral	D. Disagree	E. Strongly disagree
American Indian or Alaska Native	44.44%	44.44%	11.11%		
Asian	23.33%	36.67%	40.00%		
Black or African American	22.92%	31.25%	43.75%	1.04%	1.04%
Hispanic/Latino/a/x	16.25%	49.46%	32.49%	1.81%	
I prefer not to respond	27.03%	35.14%	35.14%	2.70%	
Two or more/multiracial	12.94%	43.53%	41.18%	2.35%	
White/Caucasian	14.61%	44.29%	32.88%	5.94%	2.28%
Grand Total	17.40%	43.69%	35.19%	2.92%	0.80%

I like having a School Resource Officer at my school.

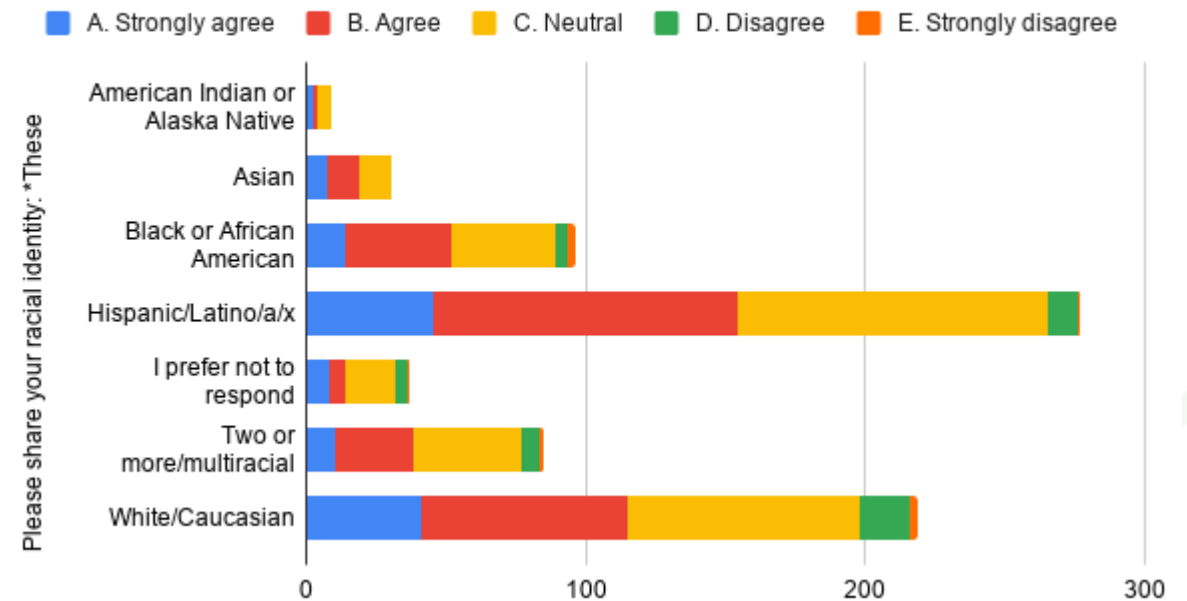


Survey Responses by Racial Identity

I feel safer with a School Resource Officer in my school.

<i>Please share your racial identity:</i>	A. Strongly agree	B. Agree	C. Neutral	D. Disagree	E. Strongly disagree
American Indian or Alaska Native	22.22%	22.22%	55.56%		
Asian	23.33%	40.00%	36.67%		
Black or African American	14.58%	39.58%	38.54%	4.17%	3.13%
Hispanic/Latino/a/x	16.25%	39.35%	40.07%	3.97%	0.36%
I prefer not to respond	21.62%	16.22%	48.65%	10.81%	2.70%
Two or more/multiracial	11.76%	32.94%	45.88%	7.06%	2.35%
White/Caucasian	18.72%	33.79%	37.90%	8.22%	1.37%
Grand Total	16.87%	35.72%	40.37%	5.71%	1.33%

I feel safer with a School Resource Officer in my school.



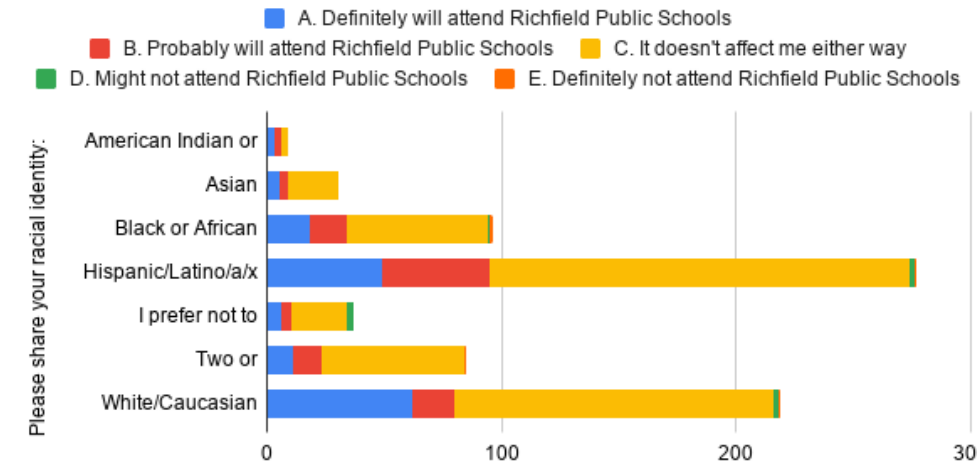
Survey Responses by Racial Identity



If there is a School Resource Officer at my school next year, I will:

<i>Please share your racial identity:</i>	A. Definitely will attend Richfield Public Schools	B. Probably will attend Richfield Public Schools	C. It doesn't affect me either way	D. Might not attend Richfield Public Schools	E. Definitely not attend Richfield Public Schools
American Indian or Alaska Native	33.33%	33.33%	33.33%		
Asian	16.67%	13.33%	70.00%		
Black or African American	18.75%	16.67%	62.50%	1.04%	1.04%
Hispanic/Latino/a/x	17.69%	16.61%	64.62%	0.72%	0.36%
I prefer not to respond	16.22%	10.81%	64.86%	8.11%	
Two or more/multiracial	12.94%	14.12%	71.76%		1.18%
White/Caucasian	28.31%	8.22%	62.10%	0.91%	0.46%
Grand Total	20.45%	13.68%	64.28%	1.06%	0.53%

If there is a School Resource Officer at my school next year, I will:



Sample Comments

- “[They’re] the ones who make sure [we’re] safe when [we’re] in school”
- “The school resource officers should take a mental health test.”
- “I think it’ll probably prevent some things from happening but also may bring some problems.”
- “Police officers have a bad name in the community. They kill black people all the time so how can I trust them not to kill me when I am black.”
- “I think they do a good job for kids who need someone to talk to.”
- “Having anyone with a weapon on campus makes me uncomfortable.”
- “...I don’t see why the officer needs to have a gun? Even if someone is misbehaving, he shouldn’t be using it.”
- “I think I would feel more safe because what if there was a school shooter we wouldn’t have to wait 5 or more minutes for police to get there because we would already have police at the school.”
- “...I just think that with all of the police stuff going on my level of trust has gone down and my concern for fellow classmates has gone up.”
- “As long as they are well suited to work with kids, I think they are okay to have in schools.”
- “...having these SROs around RPS makes me feel like I’m in a safe and protected learning environment.”

Sample Comments

- “Please don’t have them use unnecessary force against students.”
- “I feel safer with them in the school.”
- “I don’t have any problems personally with having a School Resource Officer, but I know it makes people uncomfortable, and so I would be perfectly fine if we didn’t have one anymore.”
- “I have never felt threatened by our SRO – I believe Richfield has always hired good officers for our schools.”
- “...they just need to do their job and nothing extra”
- “It’s always good to have a school resource officer just in case there’s an emergency”
- “Having one there doesn’t make much sense, and I know there are many students who feel uncomfortable with on there either way.”
- “As long as they actually try to bond with students and are fair and just, then I’m okay with them.”
- “They just give us a feeling of security and trust.”
- “I worry for the safety of my classmates of color. RPS is majority students of color, and I don’t think that having a cop in our schools is safe.”
- “It is not that I do not trust the person who is the officer it is that I don’t think it is safe to have a gun or weapons in a school no matter who has them.”

- A wide variety of SRO safety models exist
 - Full-time uniformed police officer
 - Part-time uniformed police officer
 - Full-time plain clothes police officer
 - Part-time plain clothes police officer
 - No police presence – one main point of contact when police are needed
 - No police presence – no formal relationship with police
- A wide variety of non-SRO safety models exist (no police presence)
 - Trained safety/security officers
 - Safety team with staff from multiple bargaining units responsible for safety
 - No formal safety/security staff

Enriching and accelerating learning



RICHFIELD
PUBLIC SCHOOLS

**Questions/Comments
Next Steps?**

Enriqueciendo y acelerando el aprendizaje

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

Agenda Item III.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: Commendations

Richfield Public Schools would like to thank Jonathan Heyer for his hard work in putting together the recent student survey along with the presentation materials and implementation plan. Because of this attention to detail, we were able to get over 750 student responses to the survey, and students were given the contextual information needed to provide informed answers to the survey questions. Additionally, with Jonathan's district-wide presentation available, there was no extra work for advisory teachers to create their own lessons to go along with the survey. Thank you, Jonathan!

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	300494	03/10/2021	ALL STATE COMMUNICATIONS INC	R	13,902.50
01	300495	03/10/2021	ALLIED PROFESSIONALS, INC.	R	977.50
01	300496	03/10/2021	ARVIG ENTERPRISES INC	R	1,107.90
01	300497	03/10/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	3,521.00
01	300498	03/10/2021	CARQUEST AUTO PARTS	R	331.67
01	300499	03/10/2021	CENTURYLINK	R	113.45
01	300500	03/10/2021	CEP ART & DESIGN	R	1,305.00
01	300501	03/10/2021	CINTAS CORPORATION NO 2	R	215.92
01	300502	03/10/2021	COLLEGE OF ST BENEDICT	R	1,000.00
01	300503	03/10/2021	COMCAST BUSINESS	R	244.74
01	300504	03/10/2021	CONTINENTAL RESEARCH CORP	R	1,915.92
01	300505	03/10/2021	DENNIS ENVIRONMENTAL OPERATION	R	500.00
01	300506	03/10/2021	DICKS LAKEVILLE SANITATION INC	R	6,230.81
01	300507	03/10/2021	DIGI INTERNATIONAL, INC.	R	330.00
01	300508	03/10/2021	DOOR SERVICE COMPANY OF THE TWIN CI	R	257.00
01	300509	03/10/2021	SELAM ASFAHA	R	40.00
01	300510	03/10/2021	ECOLAB INC	R	737.90
01	300511	03/10/2021	FINANGER PHILLIP J	R	35.00
01	300512	03/10/2021	GEORGAKOPOULOS, TESS	R	20.00
01	300513	03/10/2021	WW GRAINGER INC	R	1,846.24
01	300514	03/10/2021	H&B SPECIALIZED PRODUCTS INC	R	670.00
01	300515	03/10/2021	H&L MESABI COMPANY	R	1,397.80
01	300516	03/10/2021	HANKS, DANE AUGUST	R	10.00
01	300517	03/10/2021	HAWKINS INC	R	3,958.70
01	300518	03/10/2021	HENNEPIN COUNTY ACCOUNTS RECEIVABLE	R	255.00
01	300519	03/10/2021	HILLYARD	R	3,809.48
01	300520	03/10/2021	HOGLUND BUS CO INC	R	580.10
01	300521	03/10/2021	HOME DEPOT U.S.A.	R	555.57
01	300522	03/10/2021	HOPE CHURCH	R	14,062.22
01	300523	03/10/2021	IIX INSURANCE INFORMATION EXCHANGE	R	61.35
01	300524	03/10/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	297.68
01	300525	03/10/2021	JAMES RAMSDELL JR	R	79.00
01	300526	03/10/2021	JAYTECH, INC	R	396.65
01	300527	03/10/2021	JOERGER BRYCE	R	10.00
01	300528	03/10/2021	KRUEGER DWIGHT	R	79.00
01	300529	03/10/2021	MACQUEEN EQUIPMENT, LLC	R	5,004.36
01	300530	03/10/2021	MARKS TOWING	R	490.00
01	300531	03/10/2021	MENARDS - RICHFIELD	R	1,147.58
01	300532	03/10/2021	METROPOLITAN MECHANICAL CONTRACTORS	R	425.20
01	300533	03/10/2021	MIDWEST BUS PARTS INC	R	259.75
01	300534	03/10/2021	MTI DISTRIBUTING CO	R	84.95
01	300535	03/10/2021	NORTH DAKOTA CHILD SUPPORT PYMT CNT	R	39.60
01	300536	03/10/2021	NUSS TRUCK & EQUIPMENT	R	1,300.00
01	300537	03/10/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	238.00
01	300538	03/10/2021	PHOENIX SCHOOL COUNSELING	R	14,848.21
01	300539	03/10/2021	PITNEY BOWES GLOBAL FINANCIAL SVC	R	1,104.42
01	300540	03/10/2021	RYAN JEANNIE M	R	396.00
01	300541	03/10/2021	INDIGO SIGNWORKS, INC.	R	272.00
01	300542	03/10/2021	PARK ADAM TRANSPORTATION	R	36,868.36

01	300543	03/10/2021	SULLIVAN LAMARR	R	79.00
01	300544	03/11/2021	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	300545	03/11/2021	BUSINESS ESSENTIALS	R	99.32
01	300546	03/11/2021	H BROOKS AND COMPANY LLC	R	5,539.21
01	300547	03/11/2021	HAMMER SPORTS, LLC	R	784.00
01	300548	03/11/2021	PAN O GOLD BAKING CO	R	594.25
01	300549	03/11/2021	PER MAR SECURITY SERVICES	R	18.00
01	300550	03/11/2021	PLANTING PEOPLE GROWING JUSTICE LLC	R	2,333.00
01	300551	03/11/2021	RICHFIELD GYMNASTICS CLUB	R	800.00
01	300552	03/11/2021	RUPP ANDERSON SQUIRES & WALDSPURGER	R	4,261.99
01	300553	03/11/2021	SCHMITT MUSIC CREDIT	R	100.00
01	300554	03/11/2021	SHERWIN WILLIAMS CO	R	446.26
01	300555	03/11/2021	SIMPLIFASTER INC.	R	1,267.30
01	300556	03/11/2021	STATE SUPPLY COMPANY	R	808.24
01	300557	03/11/2021	TITAN MACHINERY INC	R	3,515.08
01	300558	03/11/2021	TRIO SUPPLY COMPANY	R	2,259.70
01	300559	03/11/2021	TRISTATE BOBCAT INC	R	188.81
01	300560	03/11/2021	TWIN CITY GARAGE DOOR	R	335.25
01	300561	03/11/2021	TYLER TECHNOLOGIES, INC.	R	392.00
01	300562	03/11/2021	UPPER LAKES FOODS	R	26,812.00
01	300563	03/11/2021	VERIZON WIRELESS	R	510.26
01	300564	03/11/2021	WEVIDEO, INC.	R	719.00
01	300565	03/11/2021	XCEL ENERGY	R	43.90
01	300566	03/11/2021	ZACK'S INC.	R	990.10
01	300567	03/11/2021	ZARNOTH BRUSH WORKS	R	340.80
01	300568	03/11/2021	BROWN CHRIS	R	79.00
01	300569	03/11/2021	COLLINS MELANIE	R	35.00
01	300570	03/11/2021	DAY ROGER ANTHONY	R	79.00
01	300571	03/11/2021	FINANGER PHILLIP J	R	120.00
01	300572	03/11/2021	HOLLIS ETHAN	R	35.00
01	300573	03/11/2021	JACKSON AZZAIRIA	R	158.00
01	300574	03/11/2021	KAUFMAN MICHAEL	R	176.00
01	300575	03/11/2021	MADISON PAUL	R	79.00
01	300576	03/11/2021	MOORE KENAN	R	79.00
01	300577	03/11/2021	OKEY CHRIS	R	135.00
01	300578	03/11/2021	PETERSON, DAVID PAUL	R	79.00
01	300579	03/11/2021	SKOF RYNNE	R	30.00
01	300580	03/11/2021	SUNDRE ZACHARY	R	79.00
01	300581	03/11/2021	WASHINGTON ROBERT	R	79.00
01	300582	03/11/2021	ZUBAN FAMETTA	R	30.00
01	V610680	03/11/2021	LILI CUATE PLIEGO	R	36.00
01	V610681	03/11/2021	ROSALBA CUATE PLIEGO	R	162.83
01	V610682	03/11/2021	MARIA E DUPONT	R	54.88
01	V610683	03/11/2021	GRACE M JENNINGS	R	88.00
01	V610684	03/11/2021	RACHEL M JOHNSON	R	152.19
01	V610685	03/11/2021	ANNE-MARIE KILSTOFTE	R	146.00
01	V610686	03/11/2021	LI J MATTSON	R	25.00
01	V610687	03/11/2021	MARY M MEYER	R	36.00
01	V610688	03/11/2021	SEGUNDO R MOROCHO CUZCO	R	144.97
01	V610689	03/11/2021	LIBBY C NELSON	R	163.96

01	V610690	03/11/2021	CASSI M O'MEARA	R	25.00
01	V610691	03/11/2021	CHRISTINA G RHOADES	R	36.07
01	V610692	03/11/2021	CARMEN SARMIENTO	R	6.00
01	V610693	03/11/2021	KRISTINE L SCHOLZ	R	17.99
01	V610694	03/11/2021	PAULA J WASHINGTON	R	25.00
01	V610695	03/11/2021	MARISA E ZIMMERMAN	R	50.39
01	300583	03/18/2021	ALL STATE COMMUNICATIONS INC	R	9,640.00
01	300584	03/18/2021	ALLIED PROFESSIONALS, INC.	R	952.00
01	300585	03/18/2021	ALTMAN ADAM	R	400.00
01	300586	03/18/2021	ANDERSON JULIE R	R	418.50
01	300587	03/18/2021	APPRIZE TECHNOLOGY	R	300.00
01	300588	03/18/2021	BEN FRANKLIN ELECTRIC INC	R	340.00
01	300589	03/18/2021	BLUE CROSS BLUE SHIELD OF MINNESOTA	R	8,360.00
01	300590	03/18/2021	BRIMAR INDUSTRIES	R	378.70
01	300591	03/18/2021	BSI MECHANICAL, INC.	R	365.00
01	300592	03/18/2021	CATALYST BUYING GROUP LLC	R	471.24
01	300593	03/18/2021	CDW GOVERNMENT INC	R	2,500.00
01	300594	03/18/2021	CITY OF RICHFIELD	R	6,785.59
01	300595	03/18/2021	CITY OF RICHFIELD	R	6,289.97
01	300596	03/18/2021	COMCAST BUSINESS	R	529.74
01	300597	03/18/2021	CUB FOODS	R	216.37
01	300598	03/18/2021	CULLIGAN SOFT WATER	R	9.50
01	300599	03/18/2021	ECM PUBLISHERS INC	R	133.05
01	300600	03/18/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	432.97
01	300601	03/18/2021	FURTHER	R	5,769.00
01	300602	03/18/2021	GROUP MEDICAREBLUE RX	R	6,493.00
01	300603	03/18/2021	HEALTHJOY LLC	R	11,147.50
01	300604	03/18/2021	HENNESSY CATHERINE	R	1,440.00
01	300605	03/18/2021	INDOFF INC	R	131.70
01	300606	03/18/2021	INSTITUTE FOR ENVIROMENTAL	R	9,541.25
01	300607	03/18/2021	INTERMEDIATE DISTRICT 287	R	105,010.24
01	300608	03/18/2021	KAEDEN PUBLISHING	R	8,318.57
01	300609	03/18/2021	LARSON ENGINEERING	R	1,700.00
01	300610	03/18/2021	LIFETOUCH NATIONAL	R	47.50
01	300611	03/18/2021	MAKE MUSIC INC.	R	540.00
01	300612	03/18/2021	MCDOWALL COMPANY	R	18,800.11
01	300613	03/18/2021	MN DEPT OF LABOR AND INDUSTRY	R	100.00
01	300614	03/18/2021	NIEBUR TRACTOR & EQUIPMENT INC	R	475.00
01	300615	03/18/2021	OCCUPATIONAL MEDICINE CONSULTANTS	R	29.00
01	300616	03/18/2021	PREMIUM WATERS INC	R	28.00
01	300617	03/18/2021	REGENTS OF THE UNIV OF MINNESOTA	R	4,705.12
01	300618	03/18/2021	REGION 1AA	R	224.00
01	300619	03/18/2021	RICHFIELD ICE ARENA	R	7,691.25
01	300620	03/18/2021	SOURCEWELL TECHNOLOGY	R	800.00
01	300621	03/18/2021	SOUTH ST PAUL HIGH SCHOOL	R	168.00
01	300622	03/18/2021	TITAN MACHINERY INC	R	5,647.72
01	300623	03/18/2021	TOLL COMPANY	R	120.44
01	300624	03/18/2021	TWIN CITY FILTER SERVICE INC	R	919.16
01	300625	03/18/2021	UNITED HEALTHCARE INSURANCE CO	R	479.54
01	300626	03/18/2021	UNITED HEALTHCARE/AARP MEDICARE RX	R	88.70

01	300627	03/18/2021	UNITED HEARTHCARE /AARP MEDICARE RX	R	39.30
01	300628	03/18/2021	UNIVERSITY OF MINNESOTA	R	11,165.00
01	300629	03/18/2021	WORLD FUEL SERVICES, INC.	R	1,823.74
01	300630	03/18/2021	XCEL ENERGY	R	88.39
01	300633	03/19/2021	AMAZON.COM SYNCB/AMAZON	R	6,523.87
01	300634	03/25/2021	ALL FURNITURE INC	R	4,003.84
01	300635	03/25/2021	AMERICAN DRAPERY SYSTEMS, INC.	R	2,800.00
01	300636	03/25/2021	BEST BUY BUSINESS ADVANTAGE	R	5,494.64
01	300637	03/25/2021	BRAUN INTERTEC CORP	R	1,849.00
01	300638	03/25/2021	DENNIS ENVIRONMENTAL OPERATION	R	2,365.60
01	300639	03/25/2021	ECM PUBLISHERS INC	R	285.60
01	300640	03/25/2021	ICS CONSULTING, INC.	R	77,306.58
01	300641	03/25/2021	INSTITUTE FOR ENVIROMENTAL	R	26,537.73
01	300642	03/25/2021	LSC CONSTRUCTION SERVICES, INC.	R	143,055.30
01	300642	03/25/2021	LSC CONSTRUCTION SERVICES, INC.	V	-143,055.30
01	300643	03/25/2021	MCMaster-CARR SUPPLY	R	1,044.56
01	300644	03/25/2021	ROCHON CORPORATION MINNESOTA	R	150,747.52
01	300645	03/25/2021	SHAW-LUNDQUIST ASSOCIATES, INC.	R	948,149.16
01	300646	03/25/2021	INDIGO SIGNWORKS, INC.	R	1,906.00
01	300647	03/25/2021	WOLD ARCHITECTS AND ENGINEERS	R	24,117.03
01	300648	03/25/2021	ALLIED PROFESSIONALS, INC.	R	977.50
01	300649	03/25/2021	ANDROS, KIMBERLY	R	256.77
01	300650	03/25/2021	BRINK'S INCORPORATED	R	1,335.67
01	300651	03/25/2021	BSN SPORTS, LLC	R	450.00
01	300652	03/25/2021	CANON USA	R	4,038.49
01	300653	03/25/2021	CARTER JEREMY	R	79.00
01	300654	03/25/2021	CHANHASSEN HIGH SCHOOL	R	845.00
01	300655	03/25/2021	CHESS & STRATEGY GAME ASSOCIATION	R	652.80
01	300656	03/25/2021	CINTAS CORPORATION NO 2	R	107.96
01	300657	03/25/2021	CITY OF RICHFIELD	R	351.58
01	300658	03/25/2021	COMMERCIAL KITCHEN	R	287.50
01	300659	03/25/2021	CONTINENTAL RESEARCH CORP	R	413.91
01	300660	03/25/2021	DARK KNIGHT SOLUTIONS, LLC	R	350.00
01	300661	03/25/2021	DEAN ROBERT JOHNSON	R	138.00
01	300662	03/25/2021	DELEGARD TOOL COMPANY	R	69.11
01	300663	03/25/2021	DEMCO MEDIA	R	159.53
01	300664	03/25/2021	DIGITAL INSURANCE LLC	R	3,537.00
01	300665	03/25/2021	DIRTY DOG PRODUCTIONS LLC	R	192.32
01	300666	03/25/2021	PURCHASE POWER	R	4,870.00
01	300667	03/25/2021	EASYPERMIT POSTAGE	R	1,447.29
01	300668	03/25/2021	FASTSPRING	R	749.50
01	300669	03/25/2021	FINANGER PHILLIP J	R	70.00
01	300670	03/25/2021	FOSS, KIM	R	171.18
01	300671	03/25/2021	WW GRAINGER INC	R	15.42
01	300672	03/25/2021	H BROOKS AND COMPANY LLC	R	3,347.33
01	300673	03/25/2021	HAMMER SPORTS, LLC	R	514.00
01	300674	03/25/2021	HANKS, DANE AUGUST	R	10.00
01	300675	03/25/2021	HILLYARD	R	7,894.50
01	300676	03/25/2021	HOGLUND BUS CO INC	R	138.34
01	300677	03/25/2021	HOLDEN DEREK	R	79.00

01	300678	03/25/2021	HOUSE OF PRINT	R	2,554.57
01	300679	03/25/2021	IDEAL ENERGIES LLC	R	992.09
01	300680	03/25/2021	INTERMEDIATE DISTRICT 287	R	111,981.16
01	300681	03/25/2021	ISD #281, ROBBINSDALE AREA SCHOOLS	R	20.60
01	300682	03/25/2021	JOERGER BRYCE	R	10.00
01	300683	03/25/2021	KIDCREATE STUDIO	R	392.00
01	300684	03/25/2021	KINECT ENERGY INC	R	49,655.98
01	300685	03/25/2021	LOFFLER	R	1,225.09
01	300686	03/25/2021	LOFFLER COMPANIES	R	66.00
01	300687	03/25/2021	MADISON NATIONAL LIFE INS CO INC	R	15,977.05
01	300688	03/25/2021	MADISON PAUL	R	79.00
01	300689	03/25/2021	MASBO	R	110.00
01	300690	03/25/2021	MASPA-MN ASSC SCHL PERSONNEL ADMIN	R	480.00
01	300691	03/25/2021	MATRIX COMMUNICATIONS INC	R	2,352.00
01	300692	03/25/2021	MAYER CHAD	R	20.00
01	300693	03/25/2021	MAYER VALERIE	R	20.00
01	300694	03/25/2021	MESSERLI & KRAMER	R	460.44
01	300695	03/25/2021	METROPOLITAN MECHANICAL CONTRACTORS	R	802.85
01	300696	03/25/2021	MIDWEST BUS PARTS INC	R	276.87
01	300697	03/25/2021	MINNESOTA DEPARTMENT OF EDUCATION	R	734.00
01	300698	03/25/2021	MINNESOTA DEPT OF HEALTH	R	20.00
01	300699	03/25/2021	THE PROPHET CORPORATION	R	161.78
01	300700	03/25/2021	MULTILINGUAL WORD INC	R	397.00
01	300701	03/25/2021	NORTH DAKOTA CHILD SUPPORT PYMT CNT	R	39.60
01	300702	03/25/2021	MINNESOTA EDUCATION JOB FAIR	R	200.00
01	300703	03/25/2021	OKEY CHRIS	R	100.00
01	300704	03/25/2021	OPTIMIST CLUB OF RICHFIELD	R	50.00
01	300705	03/25/2021	PAN O GOLD BAKING CO	R	198.40
01	300706	03/25/2021	PETERSON SCOTT	R	79.00
01	300707	03/25/2021	PREMIER LIGHTING INC	R	622.00
01	300708	03/25/2021	RYAN JEANNIE M	R	642.91
01	300709	03/25/2021	SCHOOL SERVICE EMPLOYEES UNION	R	8,099.97
01	300710	03/25/2021	SCHUMACHER ELEVATOR COMPANY	R	2,184.36
01	300711	03/25/2021	SULLIVAN LAMARR	R	79.00
01	300712	03/25/2021	TAPPE COLE	R	79.00
01	300713	03/25/2021	TITAN MACHINERY INC	R	1,347.60
01	300714	03/25/2021	TRIO SUPPLY COMPANY	R	1,089.65
01	300715	03/25/2021	UNITED STATES TREASURER	R	430.00
01	300716	03/25/2021	UPPER LAKES FOODS	R	16,854.57
01	300717	03/25/2021	VEKICH STEVE	R	79.00
01	300718	03/25/2021	VSP VISION SERVICE PLAN	R	2,992.00
01	300719	03/25/2021	WILD MOUNTAIN	R	174.00
01	300720	03/25/2021	XCEL ENERGY	R	9,075.85
01	300721	03/25/2021	YOGA OPTIONS, LLC	R	162.00
01	300722	03/25/2021	LS BLACK CONSTRUCTORS, INC.	R	143,055.30
01	300723	03/30/2021	CINTAS	R	634.14
01	300724	03/30/2021	H BROOKS AND COMPANY LLC	R	4,685.37
01	300725	03/30/2021	HUBERT COMPANY, LLC	R	644.74
01	300726	03/30/2021	LOMAX CARLA	R	270.00
01	300727	03/30/2021	MSBA-MINNESOTA SCHOOL BOARD ASSOC	R	195.00

01	300728	03/30/2021	NOVAK JANICE SOPHIE	R	80.00
01	300729	03/30/2021	PAN O GOLD BAKING CO	R	332.40
01	300730	03/30/2021	RODRIGUEZ EMBROIDERY INC	R	169.00
01	300731	03/30/2021	TRIO SUPPLY COMPANY	R	3,042.75
01	300733	03/30/2021	UPPER LAKES FOODS	R	28,872.41

CHECK & E-PAY TOTALS					2,125,256.47
---------------------------------	--	--	--	--	---------------------

CHECK & E-PAY RUNS FOR 04/05/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	3/10/2021	123,412.53
	3/11/2021	56,591.47
	3/18/2021	242,053.86
	3/19/2021	6,523.87
	3/25/2021	266,916.09
	3/30/2021	38,291.67
CONSTRUCTION CHECKS	3/25/2021	1,389,662.56
BLESSED TRINITY CHECKS	3/30/2021	634.14
E-PAY	3/11/2021	1,170.28

CHECK REGISTER BANK 05 TOTAL =	2,125,256.47
---------------------------------------	---------------------

BREAKDOWN	
01-206-00	533,891.63
02-206-00	97,583.54
03-206-00	63,674.71
04-206-00	29,393.53
06-206-00	1,384,912.56
07-206-00	-
18-206-00	-
20-206-00	14,311.54
21-206-00	1,488.96
47-206-00	-
BANK TOTAL =	2,125,256.47

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, April 5, 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 Monday, April 5, 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 p.m. with the following school board members in attendance: Brakke, Maleck, Smisek and Toensing. Cole was not able to attend.

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

II. REVIEW AND APPROVAL OF THE AGENDA

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

III. INFORMATION AND PROPOSALS -- NON-ACTION ITEMS

- A. Superintendent Update
 - 1. RDLS Presentation
 - 2. Student Support Services Presentation
 - 3. Special Education Child Count Report
- B. Commendation

IV. CONSENT AGENDA

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

- A. Routine Matters
 - 1. Minutes of the regular meeting held March 15, 2021
 - 2. General Disbursements as of 3/30/21 in the amount of \$2,125,256.47
 - 3. Investment Holdings
- B. Personnel Items

Certified Full Time Resignation

Pamela Madsen – ESL – RDLS

Effective 6/30/2021

Classified Management Full Time Position for Employment

John Lorenzini – Finance Manager – District Office

Effective 4/1/2021

Classified Part Time Position For Employment – Paraprofessional

Carmen Christian - 20hr/wk -ECFE Paraprofessional – Central Education Center

Effective 3/16/2021

Erinn Flanery - 13.75hr/wk - Managerial Paraprofessional - RSTEM

Effective 3/17/2021

Kirsten Phillips – 20hr/wk, Assessment Paraprofessional – Centennial

Effective 3/23/2021

Classified Part Time Position For Employment – Student Engagement Spec

Idania Mendoza Rodriguez - 37.5 hr/wk - Student Engagement Specialist - RDLS

Effective 4/5/2021

Classified Part Time Position For Employment – Food and Nutrition Services

Lidia Montesinos Sanchez - 20 hr/wk - Kitchen Assistant – Richfield Middle School

Effective 3/15/2021

Anh Tran - 20 hr/wk – Kitchen Assistant – Richfield High School

Effective 3/15/2021

Classified Part Time Position for Employment – Facilities and Transportation

Phillip Mitchell - 40hr/wk – Mechanic - Garage

Effective 4/5/2021

Classified Full Time Resignation – Food & Nutrition Services

Bettie Ronning - 20 hr/wk, Kitchen Assistant, Richfield High School

Effective 3/9/2021

Classified Full Time Termination – Facilities and Transportation

Steven Bemel – 40hr/wk, Mechanic – Garage

Effective 3/10/2021

V. OLD BUSINESS

- A. Policy 413 - Staff Use of School Facilities & Administrative Guidelines 413.1 & 413.2 - final read

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

- B. Policy 107 - Electronic Use and Communications & Administrative Guidelines 107.1 and 107.2 - second read

C. Policy 115: Equity - third read

VI. NEW BUSINESS

- A. Policy 521: Graduation Requirements - first read
- B. Policy 406: Professional Learning & Administrative Guideline 406.1 - first read
- C. 2020-2021 Budget Revisions

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

D. Medical & Dental Benefits Renewal

Motion by Maleck, seconded by Smisek, and carried by the majority (4 votes aye, 1 abstention), the Board of Education approved the renewal of medical benefits. Motion by Smisek, seconded by Brakke, and unanimously carried, the Board of Education approved the renewal of dental benefits.

E. RMS Abatement Change Order #3

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

F. RHS Abatement Change Order #1

Motion by Brakke, seconded by Smisek, and unanimously carried, the Board of Education approved the change order.

G. Donations

Motion by Maleck, seconded by Brakke, 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
 - 4-19-2021 7:00 p.m. Regular Board Meeting - Public Comment
 - 5-3-2021 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

Motion by Toensing, seconded by Maleck and unanimously approved, the board moved into closed session at 9:28 pm. Attending the closed session were Brakke, Maleck, Pollis, Smisek, and Toensing, with Superintendent Unowsky and Chief Administrative Officer Holje.

IX. REOPEN MEETING

Motion by Brakke, seconded by Toensing and unanimously approved, the board moved into open session at 9:42 pm.

X. ADJOURN REGULAR MEETING

Chair Pollis adjourned the meeting at 9:43 pm.

FUND	CHECK	DATE	VENDOR	TYPE	AMOUNT
01	300734	04/01/2021	ALLIED PROFESSIONALS, INC.	R	952.00
01	300735	04/01/2021	ARAMARK	R	66.94
01	300736	04/01/2021	BEN FRANKLIN ELECTRIC INC	R	335.00
01	300737	04/01/2021	CARQUEST AUTO PARTS	R	17.13
01	300738	04/01/2021	CDW GOVERNMENT INC	R	3,208.08
01	300739	04/01/2021	COMCAST	R	272.01
01	300740	04/01/2021	ECM PUBLISHERS INC	R	130.90
01	300741	04/01/2021	EDUCATORS BENEFIT CONSULTANTS LLC	R	102.00
01	300742	04/01/2021	FASTENAL INDUSTRIAL	R	774.08
01	300743	04/01/2021	FIRST BOOK MARKETPLACE	R	145.25
01	300744	04/01/2021	HERFF JONES INC	R	303.16
01	300745	04/01/2021	HOGLUND BUS CO INC	R	207.82
01	300746	04/01/2021	HR SIMPLIFIED INC.	R	592.00
01	300747	04/01/2021	INNOVATIVE OFFICE SOLUTIONS LLC	R	1,820.81
01	300748	04/01/2021	LOFFLER COMPANIES	R	172.00
01	300749	04/01/2021	PREMIER LIGHTING INC	R	411.95
01	300750	04/01/2021	SCHOOL SERVICE EMPLOYEES UNION	R	316.19
01	300751	04/01/2021	SCHOOL SPECIALTY INC	R	204.51
01	300752	04/01/2021	TEACHER'S DISCOVERY	R	140.97
01	300753	04/01/2021	TIERNEY BROTHERS INC	R	4,603.50
01	300754	04/01/2021	TRANSPORTATION PLUS, INC.	R	107.00
01	300755	04/01/2021	TWIN CITY TRANSPORTATION	R	209,952.10
01	300756	04/01/2021	UHL COMPANY INC	R	9,844.00
01	300757	04/01/2021	VERIZON WIRELESS	R	510.16
01	300758	04/01/2021	XCEL ENERGY	R	20,881.29
01	300759	04/01/2021	REGION 3AA	R	1,320.00
01	V610696	04/01/2021	MIRIAM A CASTRO SANJUAN	R	40.00
01	V610697	04/01/2021	MARY L CLARKSON	R	70.00
01	V610698	04/01/2021	AMY L COUGHLIN	R	114.99
01	V610699	04/01/2021	LILI CUATE PLIEGO	R	127.46
01	V610700	04/01/2021	LATANYA R DANIELS	R	70.00
01	V610701	04/01/2021	GEORGE A DENNIS	R	35.00
01	V610702	04/01/2021	JARED ELLERSON	R	70.00
01	V610703	04/01/2021	RYAN D FINKE	R	70.00
01	V610704	04/01/2021	PETER J FITZPATRICK	R	40.00
01	V610705	04/01/2021	STEVEN T FLUCAS	R	70.00
01	V610706	04/01/2021	MICHAEL L FRANKENBERG	R	70.00
01	V610707	04/01/2021	KARIN V GAERTNER	R	13.58
01	V610708	04/01/2021	RACHEL GENS	R	70.00
01	V610709	04/01/2021	AREND J GEURINK	R	70.00
01	V610710	04/01/2021	JAMES A GILLIGAN	R	70.00
01	V610711	04/01/2021	CHRISTINA M GONZALEZ	R	70.00
01	V610712	04/01/2021	KYLE L GUSTAFSON	R	40.00
01	V610713	04/01/2021	CHRISTINE A HAFNER	R	175.00
01	V610714	04/01/2021	DIANE S HARAYDA	R	36.95
01	V610715	04/01/2021	KEVIN D HARRIS	R	40.00
01	V610716	04/01/2021	GUADALUPE P HERNANDEZ-BALBUENA	R	169.97
01	V610717	04/01/2021	JENNIFER B HECHT	R	175.00
01	V610718	04/01/2021	JAMES L HILL	R	40.00

01	V610719	04/01/2021	CARLONDREA D HINES	R	70.00
01	V610720	04/01/2021	JESSICA M HOFFMAN	R	40.00
01	V610721	04/01/2021	CRAIG D HOLJE	R	70.00
01	V610722	04/01/2021	MELISSA M HUSABY	R	143.63
01	V610723	04/01/2021	NASHWA M IBRAHIM	R	25.00
01	V610724	04/01/2021	JANICE JORENBY	R	70.00
01	V610725	04/01/2021	CORY J KLINGE	R	70.00
01	V610726	04/01/2021	DANIEL E KRETSINGER	R	70.00
01	V610727	04/01/2021	ANOOP KUMAR	R	40.00
01	V610728	04/01/2021	LEAH M LANNERS	R	12.00
01	V610729	04/01/2021	JOHN M LORENZINI	R	70.00
01	V610730	04/01/2021	COLLEEN M MAHONEY	R	70.00
01	V610731	04/01/2021	MICHAEL A MANNING	R	70.00
01	V610732	04/01/2021	DANIEL P MCGINN	R	40.00
01	V610733	04/01/2021	DOUG R MCMEEKIN	R	70.00
01	V610734	04/01/2021	CAROLE R MCNAUGHTON-COMMERS	R	70.00
01	V610735	04/01/2021	VANESSA P MEDLEY	R	175.00
01	V610736	04/01/2021	KENT D MEYER	R	70.00
01	V610737	04/01/2021	MARY M MEYER	R	139.00
01	V610738	04/01/2021	ALECIA M MOBLEY	R	70.00
01	V610739	04/01/2021	LIDIA MONTESINOS SANCHEZ	R	175.00
01	V610740	04/01/2021	SEGUNDO R MOROCHO CUZCO	R	30.03
01	V610741	04/01/2021	LISA M NEGUS	R	70.00
01	V610742	04/01/2021	ERIN H NEILON	R	40.00
01	V610743	04/01/2021	TANYA M NEWELL	R	164.97
01	V610744	04/01/2021	JODI A NICKELL	R	175.00
01	V610745	04/01/2021	ROBERT G OLSON	R	40.00
01	V610746	04/01/2021	LAURA B OTTERNESS	R	70.00
01	V610747	04/01/2021	MARK S PEDERSEN	R	40.00
01	V610748	04/01/2021	DENNIS E PETERSON	R	35.00
01	V610749	04/01/2021	CASSANDRA QUAM	R	70.00
01	V610750	04/01/2021	YONG HUA QUAN	R	25.00
01	V610751	04/01/2021	RENEE C REED-KARSTENS	R	40.00
01	V610752	04/01/2021	CHRISTINA G RHOADES	R	72.13
01	V610753	04/01/2021	KEITH D RIEF	R	40.00
01	V610754	04/01/2021	TERESA L ROSEN	R	70.00
01	V610755	04/01/2021	MAUREEN E RUHLAND	R	40.00
01	V610756	04/01/2021	MARIA L SANCHEZ	R	165.93
01	V610757	04/01/2021	TIMECKA MARIE SANCHEZ-MICHAELS	R	70.00
01	V610758	04/01/2021	AMBER M SCHAUER	R	70.00
01	V610759	04/01/2021	MARTA I SHAHSAVAND	R	70.00
01	V610760	04/01/2021	KAREN S K SLAGHT	R	331.19
01	V610761	04/01/2021	NANCY J STACHEL	R	70.00
01	V610762	04/01/2021	PATRICK M SURE	R	40.00
01	V610763	04/01/2021	STACY THEIEN-COLLINS	R	70.00
01	V610764	04/01/2021	VLADIMIR S TOLEDO	R	40.00
01	V610765	04/01/2021	IAN D TOLENTINO	R	40.00
01	V610766	04/01/2021	ANH TRAN	R	175.00
01	V610767	04/01/2021	STEVEN P UNOWSKY	R	270.00
01	V610768	04/01/2021	STEPHEN C URBANSKI	R	40.00

01	V610769	04/01/2021	CARRIE A VALA	R	70.00
01	V610770	04/01/2021	JENNIFER K VALLEY	R	70.00
01	V610771	04/01/2021	ISELA VENTURA RUBIO	R	151.30
01	V610772	04/01/2021	RYAN WAGNER	R	40.00
01	V610773	04/01/2021	REBECCA S WALD	R	40.00
01	V610774	04/01/2021	KASYA L WILLHITE	R	420.00
01	V610775	04/01/2021	AMY J WINTER AHSENMACHER	R	70.00
01	V2100862	04/05/2021	P-CARD BAIRD LISA	R	2,402.69
01	V2100863	04/05/2021	P-CARD BROWN MATTHEW	R	976.87
01	V2100864	04/05/2021	P-CARD BRUNNER PATTI	R	3,254.06
01	V2100865	04/05/2021	P-CARD BURT EMILY	R	314.00
01	V2100866	04/05/2021	P-CARD DINGMAN KRISTI	R	7,888.85
01	V2100867	04/05/2021	P-CARD ELLERSON JARED	R	36.86
01	V2100868	04/05/2021	P-CARD FINDLEY LAMPKIN MELISSA	R	130.24
01	V2100869	04/05/2021	P-CARD FINKE RYAN	R	9.99
01	V2100870	04/05/2021	P-CARD GEURINK AREND	R	3,440.75
01	V2100871	04/05/2021	P-CARD HINES CARLONDREA	R	225.00
01	V2100872	04/05/2021	P-CARD KRETSINGER DAN	R	6,365.52
01	V2100873	04/05/2021	P-CARD LEWIS JENNIFER	R	119.00
01	V2100874	04/05/2021	P-CARD MACE CHRISTI JO	R	2,280.17
01	V2100875	04/05/2021	P-CARD MAHONEY COLLEEN	R	1,184.36
01	V2100876	04/05/2021	P-CARD MANNING MICHAEL	R	109.52
01	V2100877	04/05/2021	P-CARD MARYN ANGELA	R	1,180.00
01	V2100878	04/05/2021	P-CARD MCGINN DAN	R	555.13
01	V2100879	04/05/2021	P-CARD POMERLEAU DORIS	R	1,042.39
01	V2100880	04/05/2021	P-CARD SHAHSAVAND MARTA	R	256.49
01	V2100881	04/05/2021	P-CARD SMITH DANE	R	70.14
01	V2100882	04/05/2021	P-CARD STACHEL NANCY	R	1,064.98
01	V2100883	04/05/2021	P-CARD VALLEY JENNIFER	R	778.95
01	V2100884	04/05/2021	P-CARD WILLHITE KASYA	R	375.00
01	V2100885	04/05/2021	P-CARD WINTER AMY	R	1,353.83
01	300760	04/08/2021	ALL STATE COMMUNICATIONS INC	R	38,840.00
01	300761	04/08/2021	ALLIED PROFESSIONALS, INC.	R	969.00
01	300762	04/08/2021	BRAMBILLA'S LEASE SYSTEMS, INC	R	2,161.00
01	300763	04/08/2021	CAPITAL ONE TRADE CREDIT	R	110.80
01	300764	04/08/2021	CDW GOVERNMENT INC	R	7,971.45
01	300765	04/08/2021	CEP ART & DESIGN	R	153.00
01	300766	04/08/2021	CINTAS CORPORATION NO 2	R	201.58
01	300767	04/08/2021	COMCAST BUSINESS	R	244.74
01	300768	04/08/2021	DICK BLICK COMPANY	R	1,486.56
01	300769	04/08/2021	ECOLAB INC	R	821.37
01	300770	04/08/2021	C.C. IMEX	R	368.00
01	300771	04/08/2021	FASTENAL INDUSTRIAL	R	92.50
01	300772	04/08/2021	GALLUP ORGANIZATION	R	6,912.00
01	300773	04/08/2021	H&B SPECIALIZED PRODUCTS INC	R	1,450.00
01	300774	04/08/2021	HERITAGE CRYSTAL CLEAN INC	R	380.12
01	300775	04/08/2021	HILLYARD	R	2,757.14
01	300776	04/08/2021	HOGLUND BUS CO INC	R	670.14
01	300777	04/08/2021	HOME DEPOT U.S.A.	R	1,369.71
01	300778	04/08/2021	INDOFF INC	R	3,299.79

01	300779	04/08/2021	KINECT ENERGY INC	R	515.00
01	300780	04/08/2021	LOFFLER COMPANIES	R	429.88
01	300781	04/08/2021	MASA	R	652.80
01	300782	04/08/2021	MCEA	R	90.00
01	300783	04/08/2021	METRO APPLIANCE RECYCLING	R	506.65
01	300784	04/08/2021	MIDWEST BUS PARTS INC	R	86.84
01	300785	04/08/2021	RUPP ANDERSON SQUIRES & WALDSPURGER	R	10,064.89
01	300786	04/08/2021	INDIGO SIGNWORKS, INC.	R	267.87
01	300787	04/08/2021	SNAPOLOGY OF MINNEAPOLIS	R	400.00
01	300788	04/08/2021	TAFFE SARAH ANN	R	8,165.60
01	300789	04/08/2021	TWIN CITY FILTER SERVICE INC	R	2,651.58

TOTAL CHECKS, P-CARDS & EPAYS					393,608.78
--	--	--	--	--	-------------------

CHECK, P-CARD & E-PAY RUNS FOR 04/19/2021 BOARD REPORTS

BANK 05	DATE	AMOUNT
CHECKS	4/1/2021	257,390.85
	4/8/2021	94,090.01
P-CARDS-MARCH	4/5/2021	35,414.79
E-PAY	4/1/2021	6,713.13

CHECK REGISTER BANK 05 TOTAL =	393,608.78
---------------------------------------	-------------------

BREAKDOWN

01-206-00	164,406.99
02-206-00	3,308.60
03-206-00	213,747.96
04-206-00	11,677.23
06-206-00	70.00
07-206-00	-
18-206-00	-
20-206-00	303.28
21-206-00	94.72
47-206-00	-

BANK TOTAL =	393,608.78
--------------	-------------------

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

RICHFIELD | March 31, 2021

GENERAL FUND						March 31,	March 31,	March 31,				
	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	Actuals Received	Actuals Received	Current YTD vs. PYTD	March 31, 2020	March 31, 2019
STATE	46,183,093	45,674,569	45,753,835	45,913,887	28,176,054	17,577,781	61.58%	62.13%	62.09%	(199,840)	28,375,894	28,672,846
FEDERAL	2,098,367	2,834,495	4,751,670	6,639,506	2,619,536	2,132,134	55.13%	-0.01%	38.37%	2,619,917	(381)	805,236
PROPERTY TAXES	16,524,053	18,018,704	17,677,523	23,103,843	17,451,264	226,259	98.72%	99.62%	89.93%	(498,165)	17,949,430	14,860,454
LOCAL SALES, INS RECOVERY & JUDGEMENTS	107,155	130,566	289,200	271,300	251,790	37,410	87.06%	43.63%	90.02%	194,826	56,964	96,458
LOCAL (FEES, INTEREST, ETC.)	1,510,830	1,284,111	1,030,594	761,092	472,400	558,194	45.84%	71.44%	59.44%	(445,004)	917,404	898,056
TOTALS	66,423,498	67,942,444	69,502,822	76,689,628	48,971,045	20,531,777	70.46%	69.62%	68.25%	1,671,735	47,299,311	45,333,051

EXPENDITURES (OBJECT SERIES)						March 31,	March 31,	March 31,				
	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	Actuals Expended	Actuals Expended	Current YTD vs. PYTD	March 31, 2020	March 31, 2019
SALARIES & WAGES	37,176,269	36,586,619	38,589,310	37,096,247	22,971,086	15,618,224	59.53%	63.47%	63.00%	(250,982)	23,222,068	23,422,329
EMPLOYEE BENEFITS	13,518,960	13,190,108	13,922,815	14,160,765	8,914,775	5,008,040	64.03%	68.74%	66.66%	(152,460)	9,067,235	9,012,376
PURCHASED SERVICES	8,173,259	8,325,304	10,433,368	8,499,025	4,878,841	5,554,527	46.76%	64.79%	63.03%	(515,084)	5,393,925	5,151,673
SUPPLIES	2,525,553	2,632,033	3,472,845	2,975,838	2,093,347	1,379,498	60.28%	80.03%	72.06%	(13,101)	2,106,449	1,819,795
EQUIPMENT	2,581,571	2,313,465	3,034,770	3,455,194	2,612,894	421,876	86.10%	83.37%	85.16%	684,244	1,928,650	2,198,556
OTHER EXPENDITURES	315,303	412,717	466,405	448,939	132,427	333,979	28.39%	25.53%	32.84%	27,056	105,370	103,551
TOTALS	64,290,915	63,460,246	69,919,513	66,636,008	41,603,370	28,316,143	59.50%	65.91%	64.87%	(220,326)	41,823,696	41,708,280

EXPENDITURES (PROGRAM SERIES)						March 31,	March 31,	March 31,				
	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	Actuals Expended	Actuals Expended	Current YTD vs. PYTD	March 31, 2020	March 31, 2019
SITE ADMINISTRATION	1,853,501	1,960,813	1,950,166	1,916,871	1,354,099	596,067	69.44%	79.05%	74.39%	(195,957)	1,550,056	1,378,842
DISTRICT ADMINISTRATION	2,114,434	2,060,508	2,467,478	2,494,173	1,662,991	804,487	67.40%	71.62%	68.16%	187,280	1,475,711	1,441,110
SUPPORT SERVICES	2,138,022	2,214,338	2,031,624	2,605,750	2,027,157	4,467	99.78%	86.75%	85.40%	106,324	1,920,833	1,825,856
REGULAR INSTRUCTION	27,926,936	26,944,471	29,289,972	27,820,955	15,963,082	13,326,890	54.50%	60.44%	59.09%	(322,279)	16,285,361	16,502,278
EXTRA-CURRICULAR ACTIVITES	1,029,765	979,957	1,037,526	913,051	561,141	476,385	54.08%	75.82%	70.95%	(181,829)	742,971	730,625
VOCATIONAL INSTRUCTION	473,959	446,106	524,943	457,203	264,334	260,609	50.35%	59.81%	57.53%	(2,478)	266,812	272,675
SPECIAL EDUCATION	12,130,842	12,270,481	12,036,700	11,797,426	7,448,936	4,587,764	61.89%	62.68%	62.01%	(241,973)	7,690,908	7,522,496
COMMUNITY SERVICES	0	65,126	0	160	160	(160)	0.00%	0.00%	0.00%	160	0	0
INSTRUCTIONAL SUPPORT	4,549,255	4,727,289	4,937,713	4,613,825	3,208,204	1,729,509	64.97%	77.04%	80.38%	(433,561)	3,641,765	3,656,522
PUPIL SUPPORT SERVICES	6,291,515	6,626,336	7,369,914	6,365,889	3,942,377	3,427,537	53.49%	69.45%	67.27%	(659,920)	4,602,297	4,232,265
FACILITIES	5,559,412	4,893,517	7,987,241	7,277,976	4,846,288	3,140,953	60.68%	69.87%	70.55%	1,426,959	3,419,329	3,922,337
OTHER FINANCING USES	223,275	271,303	286,236	372,729	324,599	(38,363)	113.40%	83.91%	100.00%	96,945	227,654	223,275
TOTALS	64,290,915	63,460,246	69,919,513	66,636,008	41,603,370	28,316,143	59.50%	65.91%	64.87%	(220,326)	41,823,696	41,708,280

REVENUE & EXPENDITURE SUMMARY BY SOURCE, OBJECT SERIES & PROGRAM SERIES

RICHFIELD | March 31, 2021

ACTIVITY - OTHER FUNDS			March 31, 2021										
	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	Received YTD	Budget Remaining	% of Budget Received	March 31, 2020 % of Actuals Received	March 31, 2019 % of Actuals Received	Current YTD vs. PYTD	March 31, 2020	March 31, 2019	
REVENUE													
FOOD SERVICE	2,838,335	2,684,713	2,507,420	1,915,672	984,408	1,523,012	39.26%	62.25%	61.79%	(686,932)	1,671,340	1,753,694	
COMMUNITY EDUCATION	1,942,646	1,957,664	2,232,621	2,165,403	1,481,436	751,185	66.35%	87.69%	82.06%	(235,162)	1,716,598	1,594,211	
CONSTRUCTION	3,044,448	2,184,625	600,000	516,938	22,211	577,789	3.70%	2.82%	29.64%	(39,436)	61,647	902,345	
DEBT SERVICE	8,713,849	8,469,549	7,677,393	9,173,815	7,589,723	87,670	98.86%	99.02%	102.33%	(796,853)	8,386,576	8,917,087	
TRUST	48,199	0	0	31,784	31,784	(31,784)	0.00%	0.00%	88.96%	(13,209)	44,993	42,876	
CUSTODIAL	0	8,908	6,800	8,587	1,787	5,013	26.28%	0.00%	0.00%	1,787	0	0	
INTERNAL SERVICE	7,849,043	7,722,748	7,567,250	6,014,253	3,462,335	4,104,915	45.75%	63.64%	62.94%	(1,452,511)	4,914,846	4,940,260	
OPEB IRREVOCABLE TRUST	203,285	247,051	50,000	14,139	(25,229)	75,229	-50.46%	-11.25%	91.13%	2,556	(27,785)	185,247	
OPEB DEBT SERVICE	786,209	811,277	2,138,013	2,425,200	2,112,943	25,070	98.83%	99.63%	74.22%	1,304,674	808,268	583,495	
TOTALS	25,426,013	24,086,536	22,779,497	22,265,790	15,661,399	7,118,098	68.75%	72.97%	74.41%	(1,915,086)	17,576,485	18,919,215	
EXPENDITURES			March 31, 2021										
	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	Expended YTD	Budget Remaining	% of Budget Expended	March 31, 2020 % of Actuals Expended	March 31, 2019 % of Actuals Expended	Current YTD vs. PYTD	March 31, 2020	March 31, 2019	
FOOD SERVICE	2,736,818	2,980,090	2,506,126	2,340,322	1,524,737	981,389	60.84%	66.45%	68.30%	(455,384)	1,980,121	1,869,212	
COMMUNITY EDUCATION	1,888,985	1,941,755	2,122,389	2,072,185	1,425,285	697,104	67.15%	72.58%	69.06%	15,871	1,409,414	1,304,609	
CONSTRUCTION	13,650,859	65,066,268	40,450,958	43,637,059	26,370,790	14,080,168	65.19%	65.79%	22.68%	(16,433,236)	42,804,027	3,096,499	
DEBT SERVICE	7,967,443	8,105,988	7,246,938	9,058,672	7,246,938	1	100.00%	100.00%	99.95%	(859,050)	8,105,988	7,963,668	
TRUST	41,908	0	0	0	0	0	0.00%	0.00%	100.00%	(47,551)	47,551	41,908	
CUSTODIAL	0	13,551	6,100	12,198	6,098	2	99.98%	0.00%	0.00%	6,098	0	0	
INTERNAL SERVICE	7,471,090	7,047,734	7,500,000	7,149,465	5,206,765	2,293,235	69.42%	77.77%	73.51%	(273,956)	5,480,721	5,492,321	
OPEB IRREVOCABLE TRUST	498,893	816,085	735,000	735,000	0	735,000	0.00%	0.00%	0.00%	0	0	0	
OPEB DEBT SERVICE	789,125	783,025	2,021,800	1,465,959	2,021,775	25	100.00%	100.00%	100.00%	1,238,750	783,025	789,125	
TOTALS	35,045,121	86,754,495	62,589,311	66,470,861	43,802,388	18,786,923	69.98%	69.86%	58.66%	(16,808,459)	60,610,846	20,557,343	
SUMMARY - ALL FUNDS			March 31, 2021										
	June 30, 2019	June 30, 2020	Revised Budget	Projected End Of Year	YTD	Budget Remaining	% of Budget Expended	March 31, 2020 % of Actuals Expended	March 31, 2019 % of Actuals Expended	Current YTD vs. PYTD	March 31, 2020	March 31, 2019	
SUMMARY													
REVENUE	91,849,511	92,028,981	92,282,319	98,955,417	64,632,444	27,649,875	70.04%	70.49%	69.95%	(243,351)	64,875,795	64,252,266	
EXPENDITURES	99,336,035	150,214,740	132,508,824	133,106,870	85,405,758	47,103,066	64.45%	68.19%	62.68%	(17,028,785)	102,434,542	62,265,623	
SPENDING VARIANCE	(7,486,525)	(58,185,760)	(40,226,505)	(34,151,452)	(20,773,313)	N/A	N/A	N/A	N/A	16,785,434	(37,558,747)	1,986,643	

CONSENT AGENDA – FOR ACTION

Agenda Item IV.B

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: PERSONNEL ITEMS
(Recommended by Superintendent)

That the Board of Education approve the following personnel items:

Certified Full Time Request for Leave of Absence

Mitchell Jacobson – Grade 4 – Sheridan Hills
Child Care Leave of Absence
School Year: 21/22

Certified Full Time Resignation

Wanda Cora-Pacheco – Kindergarten – RDLS
Effective 6/11/2021
Years in Richfield: 3

Classified Part Time Position For Employment – Paraprofessional

Janet Abundez Martinez – 14.16 hr/wk – Managerial Paraprofessional RDLS
Effective 4/28/2021

Julie Hughes – 35 hr/wk – Paraprofessional – ECSE Central
Effective 4/7/2021

Classified Part Time Position For Employment – Co-Curricular

Samantha King – Stipend - Tech Manager Spring Musical – RHS
Ashlie Kaun – Stipend – Costumer Spring Musical - RHS

Classified Full Time Resignation – Paraprofessional

Diane Harayda – 37.5 hr/wk – Paraprofessional – Centennial Elementary
Effective 3/25/2021
Stacy Castaneda – 32.5 hr/wk – Paraprofessional – RDLS Elementary
Effective 4/23/2021

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: Electronic Use and Communications

(Recommended by the Superintendent)

Passage upon a third read of Policy 107: Electronic Use and Communications and the accompanying guidelines. The policy and guidelines have been reviewed by the technology and communications departments as well as the District Technology Advisory Committee and updated to reflect current terminologies and best practices. The social media guideline has also been reviewed and updated by legal counsel.

Attachments:

Policy 107: Electronic Use and Communications - redlined

Administrative Guideline 107.1 - redlined

Administrative Guideline 107.2 - redlined

MSBA Model Policy 524: Internet Acceptable Use and Safety Policy

RICHFIELD PUBLIC SCHOOLS
ELECTRONIC USE AND COMMUNICATIONS

I. PURPOSE

The purpose of this policy is to set forth ~~policies and~~ guidelines for access to and appropriate use of the Richfield Public School District's digital technologies, ~~digital network system and and wireless and wired computer network systems.~~ This includes, but is not limited to, acceptable and safe use of ~~the Internet, including electronic communications~~ District-provided devices for student academic use.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding ~~student and~~ employee and student access to the ~~school District's~~ digital technologies, ~~digital network system, and the Internet, wireless and wired computer network systems, and software applications,~~ including electronic communications, the ~~school District~~ considers its own stated educational mission, goals, and objectives—digital literacy, fluency, and citizenship, along with Electronic electronic information research skills are ~~now~~ fundamental to the preparation of citizens and future employees. Access to the District's computer systems and to the Internet-internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages communicating and collaborating with people around the world. The school district expects that faculty-all users will blend thoughtful use of the ~~school district's~~ computer system and the ~~Internet-internet~~ throughout the curriculum and instruction, and will provide guidance ~~and instruction~~ to students in their use.

III. DEFINITIONS

A. Communications equipment and networks: includes, but is not limited to, telephones (VoIP), voice-mail, fax machines, desktop and laptop computers, Chromebooks, tablets, computer networks, ~~electronic~~ mail, and the ~~Internet~~.

Formatted: Underline

B. Electronic Communications: The sharing of information and ideas through the use of electronic communications devices and internet applications. Electronic communications may have a permanency like that of paper communication and may be traceable to the sender. Applicable modes of communication include, but are not limited to, telephone/cell phone, voice-mail, fax transmissions, computers, software, phone and computer applications, operating systems, computer networks, electronic mail, storage media, file transfer protocol (FTP), portable electronic devices, social media, and the Internet-internet.

Formatted: Underline

Formatted: Underline

Formatted: Underline

Formatted: Underline

C. Intellectual property: An individual's own thoughts and ideas expressed through a product such as a drawing or written document which may be viewed in the form of a tangible,

Formatted: Underline

"hard copy" such as paper or stored electronically and viewed on a monitor or screen. Student homework and teacher-created curricular items are ~~is a~~ specific examples.

D. Internet: ~~—A world-wide network of computers. —Internet access is viewed both as an extension of the dDistrict's electronic mail and as an extension of the schools' digital resources. This includes electronic mail, the World Wide Web, social media, streaming media, and other similar electronic content.~~

Formatted: Underline

E. Copyright: ~~—The exclusive right granted by the Ffederal Ggovernment to reproduce, publish, and sell the matter and form of a literary, musical, or artistic work. Permission must be received from copyright holders before copyrighted works can be used by others.~~

Formatted: Underline

F. Fair use: ~~A copyright law doctrine which permits educational organizations and staff rights to legal, non-licensed citation or incorporation of copyrighted materials within the confines of the educational environment for criticism, comment, and instructional purposes.~~

Formatted: Underline

G. Eligible students: ~~All rights and protections given parents/guardians under this policy transfer to the student when the student reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents/guardians of an eligible student who is also a "dependent student" are entitled to gain access to the educational records of such student without first obtaining the consent of the student.~~

Formatted: Underline

H. Access: ~~Refers to a staff or student's rights to hardware and software provided by Richfield Public Schools. Access can be altered or even denied if a user violates this or other Board Policies.~~

Formatted: Underline

I. Bullying: Refer to Board Policy 113 (Bullying Prohibition Policy)

Formatted: Underline

IV. LIMITED EDUCATIONAL PURPOSE

The ~~school d~~District is providing students and employees with access to the ~~school d~~District's digital network system, hardware, and software, which includes ~~Internet internet~~ access. The purpose of the ~~d~~District's digital network system is more specific than providing students and employees with general access to the ~~Internet internet~~. District communication~~s~~ systems and resources have ~~a~~ limited educational purpose~~s~~, which includes ~~the~~ use of the resources and system for classroom activities, educational research, and professional or career development. Users are expected to use access through the ~~d~~District's digital network resources and system to further educational and personal goals consistent with the mission of the ~~school d~~District and school board policies. ~~—Uses which might be acceptable to a user's private personal account or equipment on another system may not be acceptable on this limited-purpose system.~~

V. PROHIBITED USES

A. The following uses of the ~~school-district's~~ system, hardware, software, and Internet internet resources or accounts are considered unacceptable:

1. Users will not use the ~~school-district's~~ system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;

b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. information or materials that could cause damage or danger of disruption to the educational process;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the ~~school-district's~~ system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the ~~school-district's~~ system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the ~~school-district's~~ system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the ~~school-district's~~ system software, hardware, or wiring or take any action to violate the ~~school-district's~~ security system, and will not use the ~~school-district's~~ system in such a way as to disrupt the use of the system by other users.

5. Users will not use the ~~school-district's~~ system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the ~~school-district's~~ system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, unapproved labeled photographs, or other information that would make

the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

a. This paragraph does not prohibit the posting of employee contact information on ~~the school district~~ website pages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related ~~webpages~~ digital presences may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the ~~school district~~ as directory information and verification is made that the ~~school district~~ has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 581; or

(2) ~~Such~~ such information is not classified by the ~~school district~~ as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 581.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator or the District's Director of Marketing & Communications.

c. These prohibitions specifically prohibit a user from utilizing the ~~school district's~~ system to post personal information about a user or another individual on social networks, including, but not limited to, ~~social networks such as "MySpace" and "Facebook, Twitter, Instagram, Snapchat, TikTok, etc."~~

~~7. Users must keep all account information and passwords on file with the designated school district official.~~ Users will not attempt to gain unauthorized access to the ~~school district's~~ system or any other system through the ~~school district system~~, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the ~~school district~~ system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the ~~school district's~~ system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the ~~Internet~~ internet.

9. Users will not use the ~~school-district's~~ system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the ~~school-district~~. Users will not use the ~~school-district's~~ system to offer or provide goods or services or for product advertisement. ~~except for in the case of school-related fundraisers. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.~~

10. Users will not use the ~~school-district's~~ system to engage in bullying or cyberbullying in violation of the ~~school-district's~~ Bullying Prohibition Policy 113. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. A student or employee engaging in the ~~foregoing~~ unacceptable uses of the ~~Internet internet~~ when off ~~school-district~~ premises also may be in violation of this policy as well as other school district policies. ~~Examples of such violations include, but are not limited to, situations where the school-district's system is compromised or if a school-district employee or student is negatively impacted. If the school-district receives a report of an unacceptable use originating from a non-school computer or resource, the school-district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school-district computer system and the Internet internet, and discipline under other appropriate school-district policies, including suspension, expulsion, exclusion, or termination of employment.~~

C. If a user inadvertently accesses unacceptable materials or an unacceptable ~~Internet internet~~ site, the user shall immediately disclose the inadvertent access to an appropriate ~~school-district~~ official. ~~In the case of a school-district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school-district employee, the building administrator.~~

VI. LIMITATIONS ON SCHOOL DISTRICT LIABILITY

Use of the ~~school-district's~~ system is at the user's own risk. ~~The system is provided on an "as is, as available" basis. The school-district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school-district diskettes, tapes, hard drives, cloud services, or servers (physical or virtual), or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school-district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school~~

~~e~~District's system. ~~—~~The ~~school~~~~e~~District will not be responsible for financial obligations arising through unauthorized use of the ~~school~~~~e~~District's system or the ~~I~~internet.

VII. INTERNET SAFETY

The District will employ technical systems designed to restrict and monitor access to materials harmful to minors, including, but not limited to, ~~Internet-internet~~ filtering systems. Access to systems such as ~~electronic~~ mail ("~~e-mail~~") and social media will be limited to curriculum-related work only.

A. With respect to any of its computers with ~~Internet-internet~~ access, the ~~school~~~~e~~District will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. ~~—~~The technology protection measures utilized will block or filter ~~I~~internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; ~~or~~
3. Harmful to minors; ~~or~~
4. Detrimental to, or obstructive of a student's ability to learn in a safe, productive environment.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value ~~as~~ to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The ~~school-d~~District will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and ~~in chat rooms and will actively train students on digital fluency, literacy, and~~ cyberbullying awareness and response.

VIII. PRIVACY EXPECTATIONS

A. The ~~school-d~~District maintains control of the materials on its systems contained in files on the system. Users should not expect privacy in the contents of personal files on the ~~school-d~~District's systems. Files stored on ~~d~~District computers and servers should not be considered the private property of individuals and may be viewed by supervisory school employees.

B. Routine maintenance and monitoring of ~~school-d~~District systems may lead to a discovery that a user has violated this policy, another ~~school-d~~District policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or ~~school-d~~District policy.

D. Parents/guardians have the right at any time to investigate or review the contents of their child's files and e-mail files by way of written request. ~~Parents have the right to request the termination of their child's individual account at any time.~~

E. ~~School-d~~District employees should be aware that the ~~school-d~~District retains the right at any time to investigate or review the contents of their files and e-mail files. ~~In addition, school-d~~District employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The ~~school-d~~District will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with ~~school-d~~District policies conducted through the ~~school-d~~District's systems.

IX. USER NOTIFICATION

A. All users shall be notified of the ~~school-d~~District's policies relating to the use of the ~~school-d~~District's digital network system and ~~Internet-internet~~ use.

B. This notification shall include the following:

1. Notification that use of the ~~school-d~~District's digital network system and ~~Internet-internet~~ use is subject to compliance with ~~school-d~~District policies.

2. Disclaimers limiting the ~~school-d~~District's liability relative to:

a. Information stored on ~~school-d~~District ~~diskettes~~, hard drives, cloud-based storage, or servers.

- b. Information retrieved through ~~school-d~~District computers, networks, or online resources.
 - c. Personal property used to access ~~school-d~~District computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of ~~school-d~~District resources/accounts to access the ~~Internet-internet~~.
3. A description of the privacy rights and limitations of school-sponsored/managed ~~Internet-internet~~ accounts.
 4. Notification that, even though the ~~school-d~~District may use technical means to limit student ~~and staff~~ ~~Internet-internet~~ access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the ~~Internet-internet~~ that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the ~~Internet-internet~~ is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the ~~Internet-internet~~, including electronic communications, is governed by Policy 412, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the ~~school-d~~District's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

X. PARENTS/GUARDIAN RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents/guardians bear responsibility for the same guidance of ~~Internet-internet~~ use as they exercise with information sources such as television, telephones, smartphones, tablets, personal computers, radio, movies, streaming content, video games, and other possibly offensive media. —Parents/guardians are responsible for monitoring their child's/student's use of the ~~school-d~~District's system and of the ~~Internet-internet~~ if the child/student is accessing the ~~school-d~~District system from home or a remote location.
- B. Parents/guardians will be notified that their child/students will be using ~~school-d~~District resources/accounts to access the ~~Internet-internet~~. This notification should include:
 1. A copy of the user notification form provided to the student user.

2. A description of parent/guardian responsibilities.
3. A statement that the Internet Use Agreement must be digitally or physically signed by the user and, the parent or guardian, ~~and the supervising teacher~~ prior to use by the student.
- ~~54.~~ A statement that the ~~school-d~~District's acceptable use policy is available for ~~parental~~ review on the dDistrict website.

Formatted: Indent: Left 0 ch, First line: 0 ch

XIII. IMPLEMENTATION; POLICY REVIEW

- A. ~~The school-d~~District administrators ~~ion~~ may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. ~~Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.~~
- B. The administration shall revise the user notifications, including student and parent/guardian notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The ~~school-d~~District's ~~Internet-internet~~ policies and procedures are available for review by all parents, guardians, staff, and members of the community via on the dDistrict website.
- D. Because of the rapid changes in the development of the ~~Internet-internet~~, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. 125B.15 (Internet Access for Students)
Minn. Stat. 125B.26 (Telecommunications/Internet Access Equity Act)
Minn. Stat. Ch. 13 (Minnesota Data Practices Act)
Minn. Stat. 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. 122A.40 (Employment Contracts, Terms and Conditions)
Minn. Stat. 121A.40 – 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. 121A.48 – 121A.72 (Discipline of Students)
Minn. Stat. 121A.03 (Harassment)
U.S. Code 17 Copyright Act Section 107
U.S. Code 15 (Children's Online Privacy Protection Act)
U.S. Code 20 (Enhancing Education through Technology Act of 2001)
U.S. Code 47 (Children's Internet Protection Act of 2000 (CIPA))
C.F.R. 54.520 (FCC rules implementing CIPA)

Cross References: Board of Education Policy 103 (~~Racial-Religious and Sexual Harassment and Violence~~Harassment Prohibition)

Section 100
School District

Board Policy 107
Page

Board Policy 109 (Distribution of Nonschool-sponsored Materials on School Premises by Students and Employees)

Board Policy 113 (Bullying Prohibition)

Board of Education Policy 412 (Public and Private Personal Data
Board of Education Policy 452 (Evaluation and Development of Professional Staff)

Board of Education Policy 451 (Student Discipline)

Board Policy 564 (School Records and Data Privacy)

Board Policy 581 (~~Protection and~~ Privacy of Pupils' Records)

Board Policy 601 (Curriculum and Instruction Goals)

Board Policy 607 (Online Learning Options)

Board Policy 608 (Students with Disabilities)

Board Policy 610 (Selection of Instructional Material)

Board Policy 611 (Provision for Alternative Instruction)

Board Policy 612 (Curriculum Management)

Board Policy 616 (School Sponsored Publications)

Board Policy 802 (Crisis Management)

Employee handbooks, collective bargaining agreements

~~ADOPTED-RATIFIED~~ BY THE BOARD OF EDUCATION: September 16, 1996

REVISED BY THE BOARD OF EDUCATION: August 23, 1999; ~~October 15, 2001;~~
November 20, 2006; ~~December 4, 2007;~~ March 16, 2015; April 19, 2021

REVIEWED BY THE BOARD OF EDUCATION: February 5, 2001

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

ELECTRONIC USE AND COMMUNICATIONS

Richfield Public Schools' technology and communication resources are intended for authorized users only. The purpose of these administrative guidelines is to assist in the implementation of Board Policy [107](#) pertaining to the appropriate usage of these resources.

Inappropriate use exposes Richfield Public Schools to risks including virus attacks, compromise of network systems and services, and legal issues. ~~It is the responsibility of every technology resources user to know these guidelines and to conduct their activities accordingly.~~

A. NOTIFICATION

1. The school ~~P~~principal shall develop and distribute site-specific information, which is aligned with these guidelines.
2. Relevant parts of these guidelines shall be distributed to all staff, students, and parents/guardians. ~~They shall also be posted in media centers and computer labs, and flexible learning spaces.~~

B. ~~-~~ DEFINITIONS

1. AUTHORIZED USER – Employees or students of the Richfield Public Schools, or visitors specifically authorized by the District.
2. AUTHORIZED USES – All staff are authorized to use technology resources for administration, curriculum development, student instruction, personal productivity and professional development. ~~Students are authorized to use technology resources for school-based programs and activities. Authorized visitors are able to utilize technology resources for school-based programs, school-based activities, or District approved activities.~~
3. TRAINING – Development opportunities include online, district provided, externally provided, on site and off site instruction.

C. TRAINING

1. TECHNOLOGY STANDARDS – Technology standards shall be periodically updated to include relevant technology expectations for staff. ~~Staff shall have access to training related to professional expectations.~~
2. NEW STAFF – The Director of Technology shall coordinate ~~building~~ plans to insure that training is provided for all new staff on network access, network accounts, email accounts, passwords and required information systems. ~~This training shall generally be~~

~~coordinated and delivered by the District's digital learning coach, technology lead teachers, provided by building and media specialists and technology integration specialist staff members.~~

3. STUDENT INSTRUCTION – As part of the instructional program, all students will receive instruction on the following as appropriate:

- responsibilities, privacy, and acceptable usage of systems
- web information tools and appropriate search techniques so students will be able to use the ~~Internet~~ internet in an efficient manner
- login and password use for network accounts and ~~electronic~~ email
- accessing ~~online~~ grade and attendance information from online systems utilized by the District

D. – SETUP AND USE OF COMPUTERS AND THE NETWORK

1. PLATFORM – Use of software platforms and hardware will be limited to those creating specific teaching, learning, and school management benefits.

2. ACCESS CONTROL – All computers or devices connecting to District technology resources shall have access control that restricts the use to authorized persons.

3. CRITICAL AREAS – Critical Ttechnology equipment including, but not limited to, telephone cabinets, switches, servers, and wiring racks shall be kept in locked areas. – This equipment shall include uninterrupted power supplies, surge protection, and environmental controls for temperature and humidity where applicable.

4. STANDARD CONFIGURATION – Hardware and software will be configured by vendors and/or technology support personnel in a known and documented manner that can be easily restored if necessary.

5. NETWORK RESOURCES – Use of the school network shall be in a manner as to conserve the resources of the network. This includes traffic generated on the network, as well as files saved on servers. – Individuals are expected to remove old and unnecessary files from network storage. Student files will be deleted 30 days after the end of each school year.

6. PRINTING LOCATIONS – Printers shall be strategically located for ease of use and to reduce maintenance and hardware costs. – Document printing centers shall be the primary location to print documents in excess of 10 pages. These locations will be determined by building administrators.

7. SCANNING FOR VIRUSES – Virus scanning software shall be installed on all school issued computers with virus definition files kept up-to-date. – Non-school issued computers will be restricted to use on a network that is separate from the internal network unless specifically authorized by the Director of Technology or authorized representative of the Ttechnology Ddepartment.

8. INTERNET AND EMAIL FILTERING – ~~A system~~Redundant systems shall be installed to block inappropriate internet sites and email messages. ~~– This system shall allow the addition or removal of individual internet sites and email addresses from a list of those to be blocked.~~ Staff may submit requests for changes to the blocking list to the Director of Technology for consideration by a committee made up of instructional representatives, the Director of Technology, and a member of the ~~T~~technology ~~D~~department.

9. RESPONSIBILITY FOR INTERNET USE – Each individual has the responsibility to avoid inappropriate sites, and to report any occurrence of inappropriate internet use to building staff or administration. ~~– Although systems to block access to inappropriate~~ ~~Internet-internet~~ sites are in place, it is not possible to block all sites that may contain inappropriate or undesirable material. ~~– If a user inadvertently accesses unacceptable materials or an unacceptable~~ ~~Internet internet~~ site, the user shall immediately disclose the inadvertent access to an appropriate ~~school~~ ~~&~~District official. ~~– In the case of an employee, the immediate disclosure shall be to the employee’s immediate supervisor and/or the building administrator.~~ ~~– This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.~~

Commented [1]: FYI, this is also in 107.

10. REFORMAT COMPUTERS- District computers will be reconfigured when an employee leaves the District or a computer is reassigned. ~~– Files or individual applications may be removed.~~ It is the responsibility of the individual to back up their files before returning their computer for reuse.

E. STAFF, STUDENT AND TENANT NETWORK ACCESS AND ACCOUNTS

TECHNOLOGY SUPPORT PROVIDER – The District Technology Support Team shall support network accounts, network resources, passwords and software/hardware maintenance. ~~– Building staff shall report all technology support requests to the technology support provider via the District help desk system.~~ ~~– District technology support staff shall initiate or coordinate basic repairs on equipment and/or coordinate requests for repair or network services in a timely manner.~~

1. ~~RICHFIELD SCHOOLS DISTRICT~~ ACCOUNTS – User accounts shall be setup as follows:

- Each user shall be authorized to use the adequate features necessary rather than all available features possible.
- Accounts shall be accessible ~~via individual logins while at school and~~ via an intranet portal for access ~~in and~~ away from school.
- Students no longer enrolled in Richfield Public Schools will have limited account access upon leaving the District, and their accounts permanently removed 30 days after being unenrolled or on June 30th of the school year they are last enrolled, whichever occurs first.
- Staff no longer employed in Richfield Public Schools will have limited account access upon ending employment with the District either voluntarily or involuntarily, and their accounts

permanently removed 30 days after ending employment or on June 30th of the school year they are last employed, whichever occurs first.

2. TENANTS' ACCOUNTS – Tenants and other non-authorized users of District facilities desiring access to the network must follow District operating procedures in obtaining and maintaining network access and accounts.

3. LOG OFF – Employees should log out of accounts when finished with their use. Computers should be turned off at the end of the day, unless specifically requested to leave them on. Logged on computers should never be left unattended at workstations.

4. PASSWORDS – Staff and students are expected to use passwords and keep them secure. Automated systems shall periodically expire passwords, yet notify users that passwords are about to expire. Individuals are expected to respect the privacy and security of others. Persons should not watch when others are entering their password. Users should not write passwords where others may access them and should change a password as soon as possible if they suspect someone else knows it. New password creation and management structures such as multi factor authentication (MFA) may be forced at any time by the District Technology Department with a 30 day prior notice to affected users.

5. PERSONAL BACKUPS – Storage will be available on District computers or servers to support the instructional activities of staff and students. All individuals are encouraged to make backups of their important work, since files on District computers and cloud-based systems cannot be guaranteed. Local files to be routinely backed up should be copied to a server either on a home folder or authorized share.

6. UNAUTHORIZED USE OR ACCESS REVOKING ACCOUNTS – Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the ~~School~~-District's system or the ~~Internet~~-internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other applicable ~~school~~-District policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Unauthorized access could include but is not limited to network and email accounts, network administrative functions, computer lab management software, unauthorized ~~Internet~~-internet sites, infrastructure resources, printers, servers, switches, and networking closets.

If unauthorized uses are observed or documented, the following actions may be taken:

- Staff: temporary suspension of an account by an administrator or designee in accordance with provisions of employee contracts.
- Students: network and email privileges may be temporarily suspended by a supervising staff member, or suspended for a period of time not to exceed one (1) school year by building administration according to the school's discipline policies.

7. INTERNET USE AGREEMENT AND DISCLAIMER

The proper use of the ~~Internet-internet~~ and the educational value to be gained from proper ~~Internet internet~~ use is the joint responsibility of students, parents/guardians and employees of the ~~School~~ District.

- An Internet Use Agreement form for students must be read and physically or digitally signed by the user and the parent or guardian, ~~and a classroom teacher or building media/technology specialist.~~ The Internet Use Agreement form for employees must be signed by the employee and filed at the ~~school~~ District office, physically or virtually.
- All users shall be notified of the District policies relating to ~~Internet-internet~~ use. Notification shall include:
 - Disclaimers limiting the ~~School~~ District's liability
 - A description of privacy rights and limitations
 - Notification that means used to limit student access do not provide a fool proof means for enforcing provisions of this policy
 - Notification that violation of the acceptable use policy may result in revocation of privileges, school disciplinary action or other appropriate legal action

PARENT/GUARDIAN OPT OUT OF STUDENT INTERNET USE – Parents/guardians may request alternative activities for their children that do not require ~~Internet-internet~~ access or computer use. ~~If parents/guardians exercise this right, the students will have no Internet-internet or computer access throughout the District.~~

F. SOFTWARE

1. LEGAL LICENSING – ~~Richfield Public Schools-The District~~ will install and use only legally purchased and licensed software on District computers and servers. ~~Richfield Public Schools-The District~~ will purchase software licenses for each computer, site licenses or concurrent use licenses.

2. CURRENT SUPPORTED SOFTWARE – Curriculum software shall be aligned with academic standards and curricular needs based on teacher recommendation and shall be approved by the District teaching and learning staff and the District network staff prior to purchase.

3. INSTALLATION OF DISTRICT-WIDE SOFTWARE – Technology support staff shall load operating system software, District-wide application software, local application software, or peripherals onto District computers or onto District servers.

~~54.~~ SYSTEM SOFTWARE – System software shall be maintained as the vendor has intended, unless modification is recommended by the District technical staff and approved by District administration.

~~65.~~ COPYING APPLICATIONS – A software application shall not be copied to another computer without a legal license or procedure to pay for that additional license.

~~76.~~ HOME SOFTWARE – Use of software applications (purchased for home use by staff or students) on school computers is prohibited. ~~Use of school applications on home computers is prohibited, unless specifically allowed in the software license.~~

Formatted: Indent: Left: -0", Hanging: 0.01 ch, Line spacing: single

Formatted: Font: (Default) Times, Font color: Black

G. ADDING EQUIPMENT BY PURCHASE OR DONATION

1. NETWORK ACCESSIBILITY – Technology equipment purchased or obtained for use by students, teachers, administrators, and/or staff—with the capability of fully utilizing network and ~~Internet-internet~~ resources, will be considered for both the intended use at the time of purchase and future, undetermined uses.

2. CONSIDERATIONS FOR ADDITIONAL EQUIPMENT – Criteria for identifying computer and network hardware for purchase, or for accepting donated hardware, will include:

- The alignment of the computer hardware to educational outcomes for students and teachers.
- The educational and developmental appropriateness of the hardware.
- The ability of technical support staff to administer and maintain the equipment.
- The ability to operate and communicate with the existing network configuration in place or being developed at the time of acquisition.
- The ability of the District to maintain low total cost of ownership (TCO), to include initial purchase cost, ongoing maintenance costs, costs for necessary and/or desired software, and purchase of replacement parts.

3. APPROVAL PROCEDURES – All purchases of instructional and non-instructional software, computer, and video and media hardware must be approved by the Director of Technology before being placed in the District’s order entry system. The Director of Technology will also approve re-installation of previously removed software after verification that such software aligns with current curriculum and student objectives, as well as wider District strategic goals.

All purchases of network infrastructure hardware and software must be approved by the District’s Technology Support Department before being placed in the District’s order entry system.

All potential donations of computer technology or equipment must be approved by the Director of Technology and ~~Executive~~ Director of Finance before being accepted and added to the District equipment inventory system. Technology support personnel shall assist in the evaluation of donated equipment prior to its acceptance by the District.

4. TECHNOLOGY SPECIFICATIONS – Technology specifications shall be developed and updated at appropriate intervals to reflect current software and workstation requirements for new and donated equipment.

H. HOME USE OF COMPUTERS

1. AUTHORIZED USERS – Current employees and students of the District Richfield Public Schools may, upon completion of proper forms or procedures as developed, use school computer, technology and/or electronics equipment at their home for school use.

2. APPROVAL PROCEDURES – Procedures for the sign-out of school equipment shall be developed by the ~~d~~District's technology department and maintained by the building administration or designee. Signatures will be obtained from the appropriate building administrator, building media specialist or technology support provider, and the employee or student making the request. Procedures and criteria for approving the request will include completion of a request form that addresses all personal care and responsibility guidelines listed under H.3 of these administrative guidelines.

3. PERSONAL CARE AND RESPONSIBILITY

- Building administrators or designee will record the dates when equipment may be taken off the school property and the deadline~~and deadline~~ date by which equipment should be returned.
- Equipment should be in nearly the same working order when returned as when signed out.
- No unauthorized changes or additions will be made to the equipment.
- The ~~School~~District is not liable for any damages to personal property that may result from the use of school equipment by the user outside the schools.
- The user is potentially liable for repair or replacement costs, which may arise due to damage or loss of the equipment. Such costs will be clearly defined on user signed documentation collected as part of the checkout process.

I. ~~USE OF PERSONAL DIGITAL DEVICES AT SCHOOL WORKSITES~~

1. AUTHORIZED USERS – Current employees, students, and authorized visitors of the Richfield Public Schools may, with prior approval, use their personal digital devices for school-related tasks on the District's guest network.

2. INSTALLATION, MAINTENANCE AND REMOVAL

- ~~The~~ date when equipment is added to the District network will be recorded.
- Personal computers or digital devices shall not be repaired, maintained, nor have other hardware changes or additions provided by District staff.
- The ~~school~~~~d~~District is not liable for any damages or loss (including theft) to personal property that may result from the use of personal equipment at the school's work site.

J. ~~STAFF USE OF ELECTRONIC MAIL, VOICEMAIL, PHONE AND FAX~~

1. ETIQUETTE – Individuals sending messages using District technology such as voicemail and email should keep in mind that they are perceived as a representative of the Richfield Public Schools.

2. VOICE MESSAGES– Voicemail messages are not backed up or archived by network personnel. ~~–Messages are automatically deleted after 90 days.–~~
3. STAFF ~~ELECTRONIC~~-MAIL- Staff ~~email is electronic messages are~~ archived for a period of ~~three (3)~~ years from the date the message was sent or received.
4. STUDENT ~~ELECTRONIC~~-MAIL- Student ~~email electronic messages,~~ sent or received, ~~is are~~ archived for a period of ~~one (1)~~ year from the date the message was sent or received, or upon removal of the account, whichever comes first.
5. MESSAGES ARE NOT PRIVATE – Messages stored on District systems or District authorized systems shall not be considered private property and may be accessed by District administrative employees. ~~–This would generally be done to resolve technical problems or at the request of administration.~~
6. CONSERVE RESOURCES – Individuals should use the voicemail, ~~electronic~~-mail and fax systems in a manner to conserve resources
7. AVOID AUTOMATIC FORWARDING – Emails sent to District email addresses should not be setup to automatically forward to external email locations in order to avoid the distribution of sensitive student or employee information.
8. 900 NUMBERS – Calls to 900 numbers shall not be permitted.

K. ~~–~~ WEB-SITE MANAGEMENT

1. WEB-SITES – ~~Schools Buildings~~ and District programs shall have the opportunity to ~~post content on the official school and District and establish~~ web-sites to enhance communication with students, ~~families parents,~~ and the community. ~~–These web-sites were shall be established within systems agreed upon by the Director of Marketing & Communications, District Webmaster (Communications Director), the Technology Director, and the District Technology Advisory Committee (DTAC).~~
 - a. ~~Internet: ~~– Each building shall identify key contacts web directors to manage the organization, creation, training, and maintenance of the building web site and coordinating that building's web site efforts with the District Webmaster and other building web directors.~~~~
 - b. ~~Intranet: ~~–An internal “intranet” web-site system will be maintained for uses specific to internal Richfield Public Schools authorized users. –Technical management of the intranet will be done by the Communications Department and the Technology Support dDepartment. –Content for the site will be determined by District administration. –Teachers, building staff, and building administration may provide recommendations for additional site content.~~~~
2. WEB-SITE PUBLISHING RIGHTS – The ~~Director of Marketing & Communications District Webmaster (Communications Director) and the~~ Director of Technology have the responsibility for granting publishing rights to District ~~or school/building~~ web-sites. ~~–These rights may be extended to employees, students, parents/guardians and/or community members. –Training shall be provided to all users prior to granting of publishing rights to ensure effective use of the~~

system, and to emphasize proper etiquette and accepted format to professionally and appropriately represent Richfield Public Schools. Training includes, but is not limited to, ADA compliance in web content, AP Style, and District brand guidelines. Employees should not create public, school-related websites outside of the official school or District websites. Teachers should use school-approved learning management systems for communicating with students and families. If educators or other District staff create Google sites for communication purposes, they should be set to be visible only to District students and staff; they should not be public.

3. WEB-SITE ~~CONTENT PUBLISHING~~ EXPECTATIONS – Teaching staff, program leaders, and administrators are expected to provide up-to-date website content~~maintain current web sites containing with~~ information of interest to ~~District~~Richfield staff, students and the community. Expectations shall be developed by the Director of Marketing & District Webmaster (Communications Director)~~ss Director~~ and district administration, monitored at the building level by building ~~Web web Directors directors and building~~ administration.

4. STUDENT WEB-SITES – Student websites will not be provided through the District website structure. However, students may occupy web presences such as blogs, Google Sites, etc. Training shall be provided to students prior to granting publishing rights to ensure effective use of the system~~s~~, and to emphasize proper etiquette and industry accepted formats, which appropriately represent~~s~~ Richfield Public Schools. Sites that contain inappropriate content, inaccurate information, or are not a positive representation of Richfield Public Schools will be edited or removed, generally at the recommendation of the Director of Marketing & Communications District Webmaster (Communications Director)~~ss Director~~ and the appropriate building or District administrator.

Dated: February 5, 2001

Reviewed: November 4, 2007;~~;~~ April 6, 2015

Revised: November 20, 2006; April 19, 2021~~–~~

RICHFIELD PUBLIC SCHOOLS
ADMINISTRATIVE GUIDELINES
SOCIAL MEDIA

Richfield Public Schools recognizes the continually growing presence and potential social media has in our daily experiences and educational settings. The purpose of this document is to guide social media practices and outline specific expectations that are designed to increase the effectiveness of social media in our educational settings.

A. GENERAL STATEMENT

Information produced, shared, retrieved, or highlighted through the use of social media reaches a magnified audience and has a significant level of impact. As an ever-emerging medium, social media reaches its audiences and establishes its impacts in new ways on a continual basis.

Richfield Public Schools expects that when staff and students use social media in the educational setting, they maintain the highest ethical and educational standards. These guidelines are designed to create an atmosphere of ~~positive will,~~ honesty, individual accountability, and safety. Failure to meet or follow these guidelines may result in professional intervention and/or disciplinary action.

Commented [I1]: "positive will"?

Commented [LTB2R1]: Agree - this should be removed

B. - DEFINITIONS

1. ~~—~~ SOCIAL MEDIA - Social media ~~is defined as are~~ any electronic communication programs, applications, or networks that ~~allow allowallows~~ communication between and among multiple individuals, allowing individuals to retrieve, share, exchange, and produce information, or ~~allowing~~ individuals to highlight information ~~whether they created it or not that they did not directly create.~~

C. GENERAL GUIDELINES

The following guidelines are established to meet the expectations in the ~~purpose and~~ general statement provisions set forth above. These general guidelines apply to staff and students engaging in the use of social media ~~on school sites or at school sponsored events and/or on district-provided technology and technology systems. They may also apply to social media that impacts the educational or work environment in a way that impedes any person's use or enjoyment of the environment or causes disruption or harm.~~

Formatted: Indent: Left: -0", Hanging: 0.01 ch, Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 1"

1. Treat all information and ideas contained in social media as being fully accessible to the public.
2. Treat all information and ideas contained in social media as being subject to all of the ~~District's Richfield Public Schools'~~ policies, specifically including discipline, anti-bullying, anti-harassment, and internet usage policies.

3. Treat all information and ideas contained in social media as if it could be or is permanent public information that represents the staff member or student now and in the future.
4. Staff and students must self-identify ~~self-identity~~ and may not misrepresent ~~oneself~~ themselves using another person's or organization's ~~someone else's~~ identity.
5. Staff and students must ~~Follow~~ copyright regulations and give appropriate credit to the source of the information.
6. Post and/or link only appropriate and relevant information that does violate any Richfield Public School District policy relating to the treatment of other individuals.
7. Respond to others with respect and avoid comments that may be hurtful.
8. Communicate without the use of profanity, obscenities, or threatening language.
9. Only accept invitations to share information from people you know and trust.
10. Whenever possible, consider u~~Utilize~~ing privacy settings to control access to your information and ideas.
11. Keep passwords and other personal information secure and monitor and track their disclosure.
12. Notify a staff member immediately when coming across inappropriate material, or material that is disrespectful or discriminatory in content or language, or is in violation of any Richfield Public School District policy.

D.- GUIDELINES FOR EMPLOYEE PERSONAL USE OF SOCIAL MEDIA

The decision to make personal use of social media is left to the discretion of each employee. The ~~Richfield Public School~~ District does not affirmatively monitor employee use of social media; However, it may take appropriate responsive action when it becomes aware of, or suspects, conduct or communication on social media that adversely affects the workplace, the educational environment or violates applicable professional codes of ethics, law or District policy. Employees will be held responsible for their disclosure, whether purposeful or not, of confidential or private information; information that violates the rights or privacy of individuals or of a third party, or for the content of anything communicated by the employee on social media. For that reason, employees shall observe the following when using social media:

1. Employees must consider their role as a school employee before posting or communicating content that is obscene, profane, vulgar, harassing, threatening, bullying, libelous, or defamatory, or content that discusses or encourages any illegal or ~~the~~ inappropriate use of alcohol, use of illegal drugs, sexual behavior and/or sexual harassment or content that violates District policy, professional ethics or law.
2. Views expressed on personal social media are the employee's alone and do not necessarily reflect the view of the Richfield Public School District. Employees cannot act as an

official spokesperson for the District or post comments as a representative of the District, except as authorized by the ~~s~~Superintendent or the ~~s~~Superintendent's designee. If an employee chooses to personally post on social media any commentary related to the District, the employee assumes all risk associated with the posting. Employees may not state or suggest that their personal messages are endorsed by the District-~~endorsed.~~

3. Employees may not disclose information on social media that is private, confidential or proprietary to the ~~Richfield Public School~~District, its students, or employees, or that is protected by data privacy laws.

4. The ~~Richfield Public School~~District recognizes that student groups or members of the public create and use social media representing students or groups within the ~~d~~District. When employees, including coaches/ advisors, choose to join or engage with these social media tools, they do so as an employee of the District, and thus the guidelines outlined above apply-

5. Employees have a responsibility for maintaining appropriate employee-student relationships at all times. This includes exercising good judgment and professionalism in any interpersonal relationship with students, for the safety of the students online, and responding as required as mandated reporters when applicable. Employees are strongly discouraged from engaging in any social media interaction with students.

E. DISCIPLINARY MEASURES

When using social media -using ~~D~~istrict resources, including technology and/or wifi, or during the school day, or in a manner that impacts ~~school in any way~~the work or educational environment and may be disruptive or cause harm, ~~in the educational setting,~~ students and staff are subject to all disciplinary policies. Disciplinary consequences are assigned as related to the severity, frequency, and/ or extenuating circumstances of the event. Primary consideration is given to those consequences for students that are educational in nature and designed to bring about the desired change in behavior. The District reserves its right to consider the full range of disciplinary consequences outlined in District policy and/or Minnesota Statute should the circumstances warrant a more stringent disciplinary approach.

F. RESERVATION OF RIGHTS

Richfield Public Schools reserves the right to remove individual social media site access ~~to~~from users, as well as content posted in our educational setting and the ~~d~~District social media sites that contain ideas or information that:

1. Provides an unauthorized commercial endorsement.
2. Presents illicit, pornographic, discriminatory, unlawful, misleading, untrue, or malicious content. This includes content intended to or that may bully, demean, intimidate, or harass and content that uses ideas or information in an inappropriate manner.
3. Advocates illegal or illicit activity.

4. Is repeatedly posted information identical or very similar content in a counter-productive manner, including aggressive promotion (spam).
5. Uses ideas or information that are not attributable to a specific source or uses the ideas or information from a specific source without required approval or source cite.
6. Provides little to no academic value.

Dated: April 6, 2015

Revised: April 19, 2021

Adopted: _____

MSBA/MASA Model Policy 524

Orig. 1996

Revised: _____

Rev. 2019

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of

employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information

about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. *[Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]*

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or

another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” and “Reddit,” and similar websites or applications.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek technology revenue pursuant to Minn. Stat. § 125B.26 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 1

For a school district which does not seek either state or federal funding in connection with its computer system, the following language should be adopted. It reflects a mandatory requirement under state law, Minn. Stat. § 125B.15.

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

[Note: The purchase of filtering technology is not required by state law if the school site would incur more than incidental expense in making the purchase. In the absence of filtering technology, school sites still are required to use "other effective methods" to restrict student access to such materials.]

ALTERNATIVE NO. 2

Technology revenue is available to school districts that meet the additional condition of also restricting adult access to inappropriate materials. School districts that seek such state technology revenue may adopt or retain the following language. However, the school district is not required to do so.

- A. All school district computers with Internet access and available for student use

will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

- B. All school district computers with Internet access, not just those accessible and available to students, will be equipped to restrict, by use of available software filtering technology or other effective methods, adult access to materials that are reasonably believed to be obscene or child pornography under state or federal law.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

ALTERNATIVE NO. 3

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children’s Internet Protection Act, effective in 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the Act requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual

contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials

in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:

- a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide

parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)

R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 565 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

OLD BUSINESS – FOR ACTION

Agenda Item V.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2020

Subject: Equity Policy

(Recommended by the Superintendent)

Passage upon a fourth read of the new policy.

Attachments:

Policy 115: Equity

RICHFIELD PUBLIC SCHOOLS**EQUITY POLICY****I. PURPOSE**

All students deserve a safe, supportive school environment to thrive academically and developmentally. The purpose of this policy is to provide a district environment in which all students achieve high-level academic outcomes that are not predictable by race, culture, socioeconomic status, language, gender, sexual orientation, ability, religion, migratory status or any other real or perceived demographic characteristic.

Richfield Public Schools (RPS) is committed to viewing and analyzing all of our work through a racial and cultural equity lens that intentionally subverts the policies and practices of institutional racism. Through this ongoing anti-racist work, we will identify and interrupt practices and policies that elevate white supremacy and/or perpetuate institutional racism in any form in order to ensure all RPS students succeed. Educational environments are enriched and improved by the contributions, perspectives and very presence of diverse participants. Richfield Public Schools will provide a high quality, personalized educational program with rich opportunities for all students in a real community where each individual is welcomed and belongs.

II. DEFINITIONS

The following definitions are provided to assist in understanding this policy:

- a. **Anti-racism** – The work of actively and consistently opposing racism by advocating for changes in political, economic, educational, and social spheres.
- b. **Diversity** – All the characteristics that make an individual or group different from another, including race, ethnicity, gender/gender expression, age, national origin, religion, ability, sexual orientation, socioeconomic status, education, language, and more.
- c. **Educational Debt** – The results of the historical lack of investment in educating children from marginalized communities, which continue to affect opportunities and achievement for children who are part of those communities today.
- d. **Equity** – The concept of being fair and impartial while acknowledging that society has not afforded the same resources, access, and treatment to everyone and working to remedy all inequities through actions.
- e. **Institutional Racism** – The ways in which policies and practices within an organization create different and predictable outcomes for different

racial groups, typically maintaining an advantage for white individuals and simultaneously maintaining a disadvantage for individuals of color.

- f. **Intersectionality** – The concept that demographic categories such as race, gender, ability, class, and sexual orientation cannot be solely examined in isolation from one another. Rather, these identities interact within individuals' lives, in society, and in social systems, creating a distinct effect within each intersection.
- g. **Weaponization** – the weaponization of public education against communities of color refers to situations when an educational institution uses its authority to act in a manner that is unfair, punitive, exclusionary, or harmful to students of color, and that makes those students and/or families feel unwelcome, unsafe, thought of as less than, and that interferes with students' abilities to learn, grow in healthy ways and achieve at high levels.

III. COMMITMENTS

- A. School district administration will develop, maintain, and be held accountable for the use of practices that provide quality education, high standards, rigorous curriculum and powerful instruction using culturally-relevant pedagogy to all students. Practices may include:
 - a. Focusing on student strengths and a growth mindset
 - b. Maintaining high expectations for all students
 - c. Embedding social/emotional learning, including acknowledging the unique mental and emotional strain caused by historical, systemic, and institutionalized racism
 - d. Using restorative practices to engage students in their school and classroom communities
 - e. Incorporating student and family voice
 - f. Radically transforming learning environments to serve all students
 - g. Taking steps to address the historical trauma caused by the weaponization of public education against communities of color
 - h. Additional practices will continue to be researched, developed, and implemented with the specific goal of ensuring outstanding outcomes for all students.
- B. School district administration will promote a warm, welcoming and respectful district environment that celebrates each and every individual. This effort shall include acknowledging the intersectional identities of students and staff members, addressing the social-emotional needs of students and staff members, and engaging in bullying prevention efforts. School district administration may also provide opportunities for interested students to participate in anti-racist and equity-driven activities.
- C. School district administration will develop, support, model, and sustain

equity-focused, anti-racist and culturally-responsive training and development for staff and students. This will include educating staff and students on the racial history of the United States and acknowledging the complexities of intersectional issues within the area of equity. These training and development initiatives will be ongoing to ensure continuing fidelity and growth in anti-racist and equity-driven work.

- D. The school district will work to recruit, employ, support and retain a workforce that reflects all forms of diversity of enrolled students, as well as culturally competent administrative, instructional and support personnel.
- E. School district administration will monitor programs and activities to assess educational equity. Administration will be responsible to design, redesign, and if necessary, terminate, programs and activities to serve the needs of all students.
- F. Consistent with state regulations and school district policy, the school district will develop, implement, and sustain curricular materials and assessments that reflect the diversity of students and staff and include learning and activities that deepen the understanding and appreciation of race, culture, socioeconomic status, language, gender, sexual orientation, ability, religion, migratory status and other differences that contribute to the uniqueness of each student and staff member.
- G. Each school and program will actively seek community input, specifically and actively ensuring that all voices are present to create a welcoming culture and inclusive environment that reflects and supports all forms of diversity of the school's student populations, their families, and communities.
- H. Hate speech and harassment of any kind is not tolerated in the RPS community. Procedures for reporting and addressing harassment are found in Policy 103: Harassment Prohibition.

IV. SHARED RESPONSIBILITY

- A. The Board of Directors shall refer to the values stated in this policy in conducting its business and in exercising its responsibilities to the people of Richfield and all individuals served by RPS.
- B. The Superintendent shall establish in accordance with this policy such plans and procedures as may be necessary and appropriate to accomplish its purpose and intent. Plans and procedures established shall include clear accountability for actions and oversight, and shall include metrics for evaluation.

- C. The Superintendent may create regulations and guidelines for the implementation of this policy.
- D. The School Board and Superintendent may establish specific goals to implement this policy as permitted by law.
- E. The Superintendent shall integrate information into reports to the Board of Directors and the community regarding progress toward the goals of this policy, including both process-driven changes and outcomes for students.
- F. District staff shall, within the parameters of their various duties and responsibilities, comply with and execute such plans as are designed to address the values and directions included in this policy. District staff are further responsible to make such suggestions to the appropriate authority to improve the ability of the district to address the educational debt owed to marginalized communities.
- G. Families and community members are partners with the District in its effort to address the educational debt and dismantle institutional patterns of racism in the Richfield community. Families and community members can embody this partnership through providing feedback to the district, advocating for their students, encouraging their students to grow toward their own goals, supporting the learning environment and pursuing anti-racism in themselves and their communities.
- H. Students are partners in their academic achievement. School attendance and engagement are essential to making a more equitable society. Students will be intentionally encouraged to support the goals of this policy by providing feedback to the district, advocating for themselves, growing toward their own goals, supporting the learning environment and contributing to positive school culture. RPS staff members will support students in believing in their abilities to achieve their dreams and use their voices to create more equitable systems in our world.
- I. The School Board, Superintendent and employees will collaborate with students and families to identify and address barriers to achievement and opportunities for academic success. Richfield Public Schools leadership and staff will be responsible for empowering and inspiring students, families, and community members to actively listen, participate and engage in anti-racist and equity-driven practices to support the success of every student.

Legal References:

Cross References:

Policy 103: Harassment Prohibition

RATIFIED BY THE BOARD OF EDUCATION:

OLD BUSINESS – FOR ACTION

Agenda Item V.C.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: Policy 521: Graduation Requirements

(Recommended by the Superintendent)

Passage upon a second read of the revised policy. This revision includes both updates to remove past dates and a temporary waiver to some of the graduation requirements.

Attachments:

Policy 521: Graduation Requirements - redlined

RICHFIELD PUBLIC SCHOOLS
GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from Richfield Public Schools.

II. GENERAL STATEMENT OF POLICY

It is the policy of Richfield Public Schools that all students must satisfactorily complete all course credit requirements and graduation standards, as established by the school board in order to graduate.

III. TEMPORARY CHANGE TO GRADUATION REQUIREMENTS

This change has been established due to the COVID-19 pandemic and associated disruptions to schooling caused by legally required transitions to distance learning and hybrid learning models. The COVID-19 pandemic and associated disruptions to schooling have created an environment that may be less conducive to educational success for students, such that graduation requirements that are significantly above and beyond those established by the Minnesota Department of Education may no longer be appropriate at this time.

Beginning with graduation year 2021 and ending with graduation year 2024, students will be required to complete only 11 semesters of elective credits and a total of only 44 credits to graduate. This temporarily supersedes the required number of electives and total credits listed in section IV. All other graduation requirements will still apply.

IV. CREDIT COURSE REQUIREMENTS

A. Richfield Senior High School students must currently earn a minimum of forty ~~three-nine (4349)~~ semester credits in order to be eligible for graduation.

~~This number will increase to 45 semester credits for 2018 graduates, 47 semester credits for 2019 graduates, and finally to 49 semester credits for graduates in 2020 and beyond.~~

Students may earn more than the minimum number of credits if they desire.

B. To be eligible for graduation from Richfield Senior High School, each student must successfully complete the following requirements:

Credit Requirements include achievement of required Minnesota Academic Standards:

- 8 credits of English

Formatted: Font: Bold

Formatted: Indent: Left: 0"

Commented [CQ1]: This update shows what the requirement is without the temporary waiver. It is only shown as a change because the previous language was allowing for the gradual increase that took place through the 2018-2020 graduation years.

- 6 credits of Mathematics – This requirement includes Intermediate Algebra, Geometry and Advanced Algebra or higher.
- 6 credits of science – Biology is a mandatory requirement. Students must take either Chemistry or Physics or other science courses available.
- 8 credits of Social Studies – This requirement includes Civics Seminar, Geography, World History, U.S. History and Economics / Government.
- 2 credits in the Fine Arts
- 2 credits of Physical Education
- 1 credit of Health
- ~~10-16~~ elective course credits. Elective credits are all classes that are not specifically required for Richfield graduation. ~~The number of elective course credits will increase to 12 for 2018 graduates, 14 for 2019 graduates, and finally to 16 for graduates in 2020 and beyond.~~

Commented [CQ2]: This update shows what the requirement is without the temporary waiver. It is only shown as a change because the previous language was allowing for the gradual increase that took place through the 2018-2020 graduation years.

IV. SERVICE REQUIREMENT

All senior students will be required to perform a minimum of fifteen (15) hours of youth service between the end of their junior year and the end of their senior year.

VI. STATE AND LOCAL ACADEMIC STANDARDS

Graduates must successfully complete required Minnesota Academic Standards for Language Arts, Math, Science, Social Studies and Arts.

Graduation requirements for special education students, students with 504 Plans and limited English proficiency will comply with Minnesota Statute §125A.03.

VII. OTHER PROVISIONS

- A. The school district will notify students and their parents of the school district's graduation requirements within 30 working days of a student's entry into ninth grade.

Consistent with the mission and belief statements adopted by the Board of Education and to the extent permitted by law, flexibility will be provided as to the designation of courses which meet requirements. It is also intended that students have some choice as to when requirements are met.

- B. If a student desires early graduation, he/she must submit a plan in writing to his/her counselor prior to the start of the senior year. This written plan must have the endorsement of the student's parents or guardian and the

1 approval of the high school administration. Students who have graduated
2 early will not be eligible to participate in identified co-curricular activities
3 but are encouraged to take part in graduation ceremonies and events.
4

- 5 1. All course or standards and credit requirements must be met;
- 6
- 7 2. Principal or designee shall conduct an interview with the student and
8 parent or guardian to familiarize the parties with opportunities available
9 in post secondary education and arrive at a timely decision; and
10
- 11 3. The principal's decision shall be in writing and may be subject to
12 review by the superintendent and school board.
13

14 C. A uniform diploma will be awarded to all graduates. Special
15 commendations may be awarded to individual graduates.
16

17 D. This policy will be subject to review due to changing rules and
18 requirements from the State of Minnesota as well as other emerging
19 needs and priorities.
20
21
22
23

24 **Cross References:** Admin. Guidelines 521.1 Guidelines for Graduation of Special
25 Education Students
26 Admin. Guidelines 521.2 Guidelines for Youth Service
27 Requirements
28 Board Policy 524 Promotion, Retention and Acceleration
29 Board Policy 601 Academic Standards and Instructional
30 Curriculum
31

32 **Legal References:** Minnesota Statute 125.04 High school diploma, pupils with
33 disabilities
34 Minnesota Statute 120B.024 Graduation Requirements Course
35 Credits
36 Minn. Stat. 120B.07 (Early Graduation)
37 Minn. Stat. §125A.03 (Special Instruction for Children with a
38 Disability)
39
40
41
42

43 ADOPTED BY THE BOARD OF EDUCATION: March 1, 1982
44

45 REAFFIRMED BY THE BOARD OF EDUCATION: August 6, 1990, May 4, 2009
46

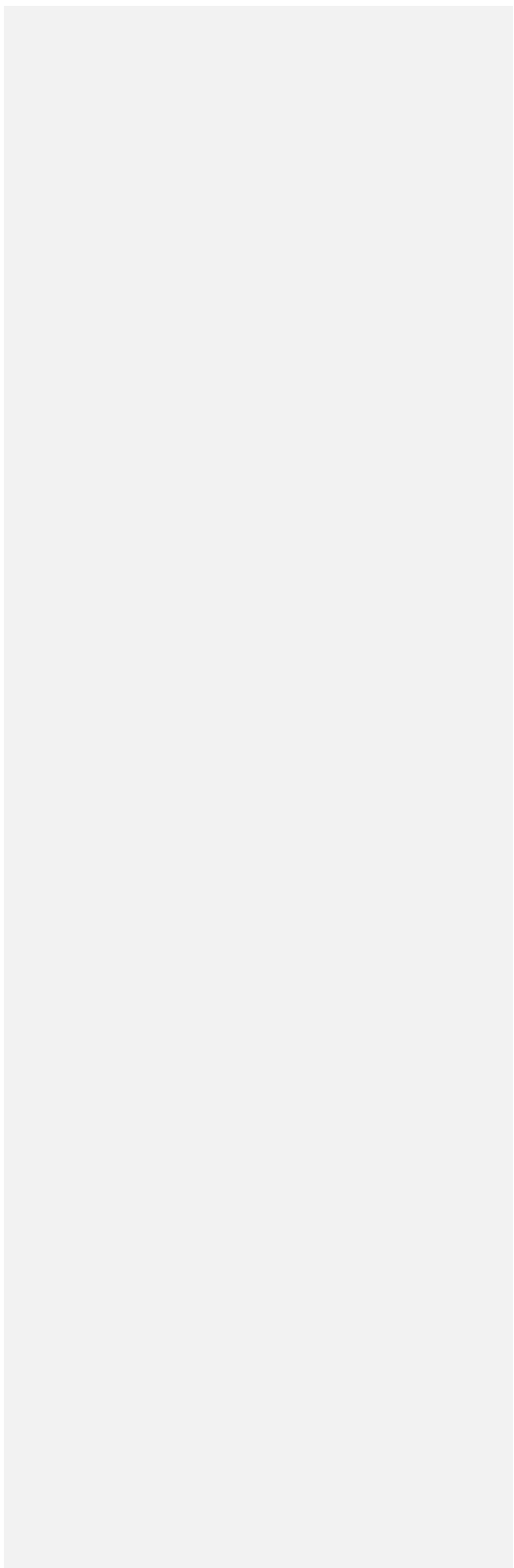
47 REVISED BY THE BOARD OF EDUCATION: July 21, 1986, May 21, 1990, June
48 20, 1994, April 15, 1996,

Section 500
Students

Board Policy 521
page 4

1
2
3
4
5
6

June 1, 1998, January 22, 2001,
August 4, 2003, January 5, 2004,
October 1, 2007, August 15, 2011,
July 15, 2014, December 19, 2016,
May 1, 2017



OLD BUSINESS – FOR REVIEW

Agenda Item V.D.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: Professional Learning

(Recommended by the Superintendent)

A second read of Policy 406: Professional Learning and the accompanying guideline. This policy has been reviewed and updated by the Teaching & Learning Department.

Attachments:

Policy 406: Professional Learning - redlined
Administrative Guideline 406.1 - redlined
MSBA Model Policy 425: Staff Development

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
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48

RICHFIELD PUBLIC SCHOOLS

PROFESSIONAL LEARNING

I. PURPOSE

The purpose of this policy is to ensure that staff development learning improves student learning by increasing the effectiveness of the learning environment, curriculum, instruction and assessment by supporting full implementation of improvement plans.

II. GENERAL STATEMENT

The Board of Education recognizes that implementation of improvement initiatives and achievement of strategic goals requires related staff development. Much value can accrue from staff participation in professional growth opportunities, with an emphasis on job embedded learning, including in-person and virtual experiences. These experiences which may include, but are not limited to school and classroom visits, formal and informal observations, conferencing, coaching and participation in institutes and workshops. Skills and strategies acquired support continuous evaluation, planning, and improvement of the educational program in alignment with the district improvement plan.

III. BASIC PREMISES

- A. The fundamental purpose of staff development is to improve student learning.
- B. Staff development outcomes shall be consistent with board of education goals and contribute to continuous progress toward these goals.
- C. Staff learning activities will support achievement of proficiency on RPS, performance standards.
- D. The district will maintain district wide and site based processes for professional growth goals and related staff development opportunities.
- E. All district employees (licensed and non licensed) qualify for staff development funding.
- F. Expenditures will be consistent with district and site staff development plans.
- G. Participation will be based on specifically identified administrative and instructional program needs and the focus of the activity will be aligned with district improvement goals.
- H. Participation ~~in~~ requests for staff learning opportunities will be reviewed by Teaching & Learning, and decisions will be based on potential value added ~~to~~

~~teaching and learning rather than an equal per staff allocation reward for past services or on a rotation system and budget considerations.~~

- I. Understandings and learning gained from participation in staff development activities will be shared with other staff.
- J. Staff Development activities will be conducted within budgetary and statutory requirements. (Minnesota Statutes 2000, 122A.60)
- K. Short term leaves of absence with pay may be granted to accommodate participation in professional growth activities.

Legal Reference:

Minn. Stat. 122A.60 (Staff Development)

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)

Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Rules Parts 3501.0370, Subp. 1(B) (Assessment and Scoring Student Achievement)

Cross Reference: Board Policy 452 (Evaluation and Development of Professional Staff)

~~ADOPTED~~ RATIFIED BY THE BOARD OF EDUCATION: July 1, 1996

REVISED BY THE BOARD OF EDUCATION: May 18, 1998; June 19, 2001; April 17, 2006; March 4, 2013; May 3, 2021

1
2 **RICHFIELD PUBLIC SCHOOLS**

3
4 **ADMINISTRATIVE GUIDELINES**

5
6 **PROFESSIONAL LEARNING**

- 7
8
9
10 1. In accordance with M.S. 122A.60, the district shall annually establish a District
11 Staff Development Committee (DSDC), which shall consist of:
12 a. Teachers representing each site committee and a range of grades and
13 subjects (comprise a majority of the DSDC)
14 b. Administrators
15 c. Parents
16 d. Non-teaching staff
17
18 2. In accordance with M.S. 122A.60, each school shall annually establish a Building
19 Staff Development Committee, which determines staff development goals and
20 priorities, writes an action plan, ensures alignment of resources with identified
21 district priorities, evaluates effectiveness and completes an annual report.
22 a. The majority of the Building Staff Development Committee shall be
23 teachers representing various grade levels, subject areas, and special
24 education.
25
26 3. The DSDC annually develops and adopts district staff development goals,
27 priorities and action plans. Building staff development plans are aligned with
28 district staff development goals.
29
30 4. The District Staff Development Committee annually
31 a. Develops a district staff development plan that is consistent with
32 professional performance standards and with education outcomes that the
33 board has determined
34 b. Assists site staff development committees in developing site plans that are
35 consistent with the goals of the district plan
36 c. Evaluates staff development efforts at the site and district levels.
37 d. ~~Completes a report on activity required by MDE~~
38 e. Identifies and helps to implement district-wide staff development
39 opportunities
40
41 5. Staff development plans shall address opportunities that are aligned with
42 professional performance standards, to increase the effectiveness of
43 curriculum, instruction and assessment and support full implementation of
44 improvement plans to increase student achievement of academic standards.
45
46 6. Staff development plans shall focus on the implementation of Federal, State
47 and local Academic Standards and accountabilities for all students with
48 consideration for identified subcategories of students, including those with
49 special needs.

- 1
2 7. Staff development outcomes shall be consistent with school board education
3 goals and contribute to continuous progress toward these goals as established
4 in M.S. 122A.60:
5
 - 6 a. Improve student achievement of state and local academic standards using
7 best practice methods
 - 8 b. Meet the needs of a diverse student population
 - 9 c. Provide an inclusive curriculum for a racially, ethnically, and culturally
10 diverse student population that is consistent with state education diversity
11 rule and the district equity plan
 - 12 d. Improve staff collaboration and develop mentoring and peer coaching
13 programs for teachers new to the district
 - 14 e. Teach and model violence-prevention policy and curriculum that address
15 early intervention alternatives, issues of harassment, and teach nonviolent
16 alternatives for conflict resolution
 - 17 f. Provide site-based teams with appropriate management and financial skills
- 18
19 8. The Staff Development Plans must:
 - 20 a. Support stable and productive professional communities achieved through
21 ongoing and school wide progress and growth in teaching practice
 - 22 b. Emphasize coaching, professional learning communities, classroom action
23 research, and other job-embedded models
 - 24 c. Maintain a strong subject matter focus premised on students' learning
25 goals
 - 26 d. Ensure specialized preparation and learning about issues related to
27 teaching students with special needs and limited English proficiency
 - 28 e. Reinforce national and state standards of effective teaching practice
- 29
30 9. Staff development activities must:
 - 31 a. Focus on the school classroom and research based strategies that
32 improve student learning
 - 33 b. Provide opportunities for teachers to practice and improve their
34 instructional skills over time
 - 35 c. Provide opportunities for teachers to use student data as part of their daily
36 work to increase student achievement
 - 37 d. Enhance teacher content knowledge and instructional skills
 - 38 e. Align with state and local academic standards
 - 39 f. Provide opportunities to build professional relationships, foster
40 collaboration among principals and staff who provide instruction, and for
41 teacher-to-teacher mentoring
 - 42 g. Staff learning activities may include curriculum development and
43 curriculum training programs and activities that provide teachers and other
44 members of site-based teams training to enhance team performance

45
46 ~~10.—Staff Development Reporting: By October 15 of each year, the district and site~~
47 ~~staff development committees shall prepare a report of the previous fiscal~~
48 ~~year's staff development activities and expenditures and submit it to the~~
49 ~~Commissioner of the Department of Education.~~

- ~~a. The district will use the reporting form and/or system designated by the Commissioner and will be signed by the superintendent~~
- ~~b. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.~~
- ~~c. The report will provide a breakdown of expenditures for:
 - ~~i. Curriculum development and curriculum training programs~~
 - ~~ii. Staff development training models, workshops, and conferences~~
 - ~~iii. The cost of releasing teachers or providing substitute teachers for staff development purposes~~~~

11.10. Richfield Public Schools values continuous staff learning and allocates days for staff learning during the regular contract calendar. Attendance on staff development days is expected to ensure systemic, school wide learning experiences.

a. Staff Development

If attendance at a district sponsored staff development course outside one's regular workday/year is required by the district, participants will be paid for each hour of attendance at the most current curriculum writing/staff development hourly rate as provided in the teacher master contract.

12.11. The following shall pertain to the compensation for Staff Development and/or for Curriculum Writing, which occurs outside the regular work day or school year for teachers.

a. Curriculum Writing

The district will pay the current curriculum writing hourly rate to staff who have received approval for curriculum writing time outside of the regular workday or school year. The district may offer a stipend for staff development in order to eliminate the need for time sheet submittals and allow for greater flexibility for staff to avail themselves of such training. When stipends are offered, the amount of the stipend will be calculated by approximating the actual hours staff is required to be in attendance at the training session multiplied by the curriculum writing/staff development hourly rate.

b. Optional Staff Development

When staff development opportunities are offered to staff beyond their regular workday and participation is voluntary, an "incentive stipend" may be offered in order to encourage, but not require, attendance at such training opportunities. If the stipend is offered, it will be calculated by approximating the actual hours staff is engaged in the activity, multiplied

1 times the curriculum writing/staff development hourly rate as provided in
2 the most current teacher master contract.

3

4 c. College or Board Credit

5

6 Staff members are not eligible for the hourly curriculum writing/staff
7 development pay or stipend when they elect to take the course or staff
8 development workshop for college or board credit with the intention of
9 applying such course work for credit on the teacher salary schedule.

10

11

12

13 Dated: July 1, 1996

14 Reviewed:

15 Revised: June 19, 2001;~~;~~ April 17, 2006;~~;~~ March 4, 2013; May 3, 2021

16

Adopted: _____

MSBA/MASA Model Policy 425

Orig. 2001

Revised: _____

Rev. 2016

425 STAFF DEVELOPMENT

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

I. PURPOSE

The purpose of this policy is to establish a staff development program and structure to carry out planning and reporting on staff development that supports improved student learning.

II. ADVISORY STAFF DEVELOPMENT COMMITTEE AND SITE PROFESSIONAL DEVELOPMENT TEAMS

A. The school board will establish an Advisory Staff Development Committee to develop a Staff Development Plan, assist Site Professional Development Teams in developing a site plan consistent with the goals of the Staff Development Plan, and evaluate staff development efforts at the site level.

1. The majority of the membership of the Advisory Staff Development Committee shall consist of teachers representing various grade levels, subject areas, and special education. The Committee also will include nonteaching staff, parents, and administrators.

2. Members of the Advisory Staff Development Committee shall be appointed by the school board. Committee members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Advisory Staff Development Committee as soon as possible following the resignation, death, serious illness, or removal of a member from the Committee.

B. The school board will establish the Site Professional Development Teams.

1. Members of the Site Professional Development Teams will be appointed by the school board. Team members shall serve a two-year term* based upon nominations by board members, teachers, and paraprofessionals. The school board shall appoint replacement members of the Site Professional Development Teams as soon as possible following the resignation, death, serious illness, or removal of a member from the Team.

* This time period may be changed to accommodate individual school district needs.

2. The majority of the Site Professional Development Teams shall be teachers representing various grade levels, subject areas, and special education.

III. DUTIES OF THE ADVISORY STAFF DEVELOPMENT COMMITTEE

- A. The Advisory Staff Development Committee will develop a Staff Development Plan which will be reviewed and subject to approval by the school board twice a year.*
- B. The Staff Development Plan must contain the following elements:
 1. Staff development outcomes which are consistent with the education outcomes as may be determined periodically by the school board;

[Note: The board-determined education outcomes for your district could be inserted here.]

2. The means to achieve the Staff Development outcomes;
3. The procedures for evaluating progress at each school site toward meeting educational outcomes consistent with relicensure requirements under Minn. Stat. § 122A.18, Subd. 4;
4. Ongoing staff development activities that contribute toward continuous improvement in achievement of the following goals:
 - a. Improve student achievement of state and local education standards in all areas of the curriculum, including areas of regular academic and applied and experiential learning, by using research-based best practices methods;
 - b. Effectively meet the needs of a diverse student population, including at-risk children, children with disabilities, English learners, and gifted children, within the regular classroom, applied and experiential learning settings, and other settings;
 - c. Provide an inclusive curriculum for a racially, ethnically, linguistically, and culturally diverse student population that is consistent with state education diversity rule and the district's education diversity plan;
 - d. Improve staff collaboration and develop mentoring and peer

* This time period may be changed to accommodate individual school district needs.

coaching programs for teachers new to the school or district;

- e. Effectively teach and model violence prevention policy and curriculum that address early intervention alternatives, issues of harassment, and teach nonviolent alternatives for conflict resolution;
- f. Effectively deliver digital and blended learning and curriculum and engage students with technology; and
- g. Provide teachers and other members of site-based management teams with appropriate management and financial management skills.

5. The Staff Development Plan also must:

- a. Support stable and productive professional communities achieved through ongoing and schoolwide progress and growth in teaching practice;
- b. Emphasize coaching, professional learning communities, classroom action research, and other job-embedded models;
- c. Maintain a strong subject matter focus premised on students' learning goals consistent with Minn. Stat. § 120B.125;
- d. Ensure specialized preparation and learning about issues related to teaching English learners and students with special needs by focusing on long-term systemic efforts to improve educational services and opportunities and raise student achievement; and
- e. Reinforce national and state standards of effective teaching practice.

6. Staff development activities must:

- a. Focus on the school classroom and research-based strategies that improve student learning;
- b. Provide opportunities for teachers to practice and improve their instructional skills over time;
- c. Provide opportunities for teachers to use student data as part of their daily work to increase student achievement;
- d. Enhance teacher content knowledge and instructional skills, including to accommodate the delivery of digital and blended learning and curriculum and engage students with technology;

- e. Align with state and local academic standards;
 - f. Provide opportunities to build professional relationships, foster collaboration among principals and staff who provide instruction, and provide opportunities for teacher-to-teacher mentoring;
 - g. Align with the plan, if any, of the district or site for an alternative teacher professional pay system;
 - h. Provide teachers of English learners, including English as a second language, and content teachers with differentiated instructional strategies critical for ensuring students long-term academic success, the means to effectively use assessment data on the academic literacy, oral academic language, and English language development of English learners, and skills to support native and English language development across the curriculum; and
 - i. Provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.
7. Staff development activities may include curriculum development and curriculum training programs and activities that provide teachers and other members of site-based teams training to enhance team performance.
8. The school district may implement other staff development activities required by law and activities associated with professional teacher compensation models.

[Note: To the extent the school board offers K-12 teachers the opportunity for more staff development training under Minn. Stat. § 122A.40, Subds. 7 and 7a, or Minn. Stat. § 122A.41, Subds. 4 and 4a, such additional days of staff development should include peer mentoring, peer gathering, continuing education, professional development, or other training which enable teachers to achieve the staff development outcomes enumerated above in Section III.B.4.]

- C. The Advisory Staff Development Committee will assist Site Professional Development Teams in developing a site plan consistent with the goals and outcomes of the Staff Development Plan.
- D. The Advisory Staff Development Committee will evaluate staff development efforts at the site level and will report to the school board on a quarterly basis* the

* This time period may be changed to accommodate individual school district needs.

extent to which staff at the site have met the outcomes of the Staff Development Plan.

- E. The Advisory Staff Development Committee shall assist the school district in preparing any reports required by the Department of Education relating to staff development including, but not limited to, the reports referenced in Section VII. below.

IV. DUTIES OF THE SITE PROFESSIONAL DEVELOPMENT TEAM

- A. Each Site Professional Development Team shall develop a site plan, consistent with the goals of the Staff Development Plan. The school board will review the site plans for consistency with the Staff Development Plan twice a year.*
- B. The Site Professional Development Team must demonstrate to the school board the extent to which staff at the site have met the outcomes of the Staff Development Plan. The actual reports to the school board can be made by the Advisory Staff Development Committee to avoid duplication of effort.
- C. If the school board determines that staff development outcomes are not being met, it may withhold a portion of the initial allocation of revenue referenced in Section V. below.

V. STAFF DEVELOPMENT FUNDING

- A. Unless the school district is in statutory operating debt or a majority of the school board and a majority of its licensed teachers annually vote to waive the requirement to reserve basic revenue for staff development, the school district will reserve an amount equal to at least two percent of its basic revenue for: in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in non-violent, effective ways; staff development plans; curriculum development and programs; other in-service education; teachers' workshops; teacher conferences; the cost of substitute teachers for staff development purposes; preservice and in-service education for special education professionals and paraprofessionals; and other related costs for staff development efforts. The school district also may use the revenue reserved for staff development for grants to the school district's teachers to pay for coursework and training leading to certification as either a college in the schools teacher or a concurrent enrollment teacher. In order to receive a grant, the teacher must be enrolled in a program that includes coursework and training focused on teaching a core subject.
- B. The school district may, in its discretion, expend an additional amount of unreserved revenue for staff development based on its needs.
- C. Release time provided for teachers to supervise students on field trips and school activities, or independent tasks not associated with enhancing the teacher's knowledge and instructional skills, such as preparing report cards, calculating

grades, or organizing classroom materials, may not be counted as staff development time that is financed with staff development reserved revenue under Minn. Stat. § 122A.61.

VI. PROCEDURE FOR USE OF STAFF DEVELOPMENT FUNDS

- A. On a yearly* basis, the Advisory Staff Development Committee, with the assistance of the Site Professional Development Teams, shall prepare a projected budget setting forth proposals for allocating staff development funds reserved for each school site. Such budgets shall include, but not be limited to, projections as to the cost of building site training programs, costs of individual staff seminars, and cost of substitutes.
- B. Upon approval of the budget by the school board, the Advisory Committee shall be responsible for monitoring the use of such funds in accordance with the Staff Development Plan and budget. The requested use of staff development funds must meet or make progress toward the goals and objectives of the Staff Development Plan. All costs/expenditures will be reviewed by the school board and/or superintendent for consistency with the Staff Development Plan on a quarterly basis.*
- C. Individual requests from staff for leave to attend staff development activities shall be submitted and reviewed according to school district policy, staff procedures, contractual agreement, and the effect on school district operations. Failure to timely submit such requests may be cause for denial of the request.

VII. REPORTING

- A. The school district and site staff development committee shall prepare a report of the previous fiscal year's staff development activities and expenditures as part of the school district's world's best workforce report.
 - 1. The report must include assessment and evaluation data indicating progress toward district and site staff development goals based on teaching and learning outcomes, including the percentage of teachers and other staff involved in instruction who participate in effective staff development activities.
 - 2. The report will provide a breakdown of expenditures for:
 - a. Curriculum development and curriculum training programs;
 - b. Staff development training models, workshops, and conferences; and

* This time period may be changed to accommodate individual school district needs.

- c. The cost of releasing teachers or providing substitute teachers for staff development purposes.

The report also must indicate whether the expenditures were incurred at the district level or the school site level and whether the school site expenditures were made possible by the grants to school sites that demonstrate exemplary use of allocated staff development revenue. These expenditures must be reported using the uniform financial and accounting and reporting standards (UFARS).

- B. The report will be signed by the superintendent and staff development chair.

Legal References: Minn. Stat. § 120A.41 (Length of School Year; Days of Instruction)
Minn. Stat. § 120A.415 (Extended School Calendar)
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.22, Subd. 2 (Violence Prevention Education)
Minn. Stat. § 122A.18, Subd. 4 (Board to Issue Licenses; Expiration and Renewal)
Minn. Stat. § 122A.40, Subds. 7 and 7a (Employment; Contracts; Termination - Additional Staff Development and Salary)
Minn. Stat. § 122A.41, Subds. 4 and 4a (Teacher Tenure Act; Cities of the First Class; Definitions - Additional Staff Development and Salary)
Minn. Stat. § 122A.60 (Staff Development Program)
Minn. Stat. § 122A.61 (Reserved Revenue for Staff Development)
Minn. Stat. § 126C.10, Subds. 2 and 2b (General Education Revenue)
Minn. Stat. § 126C.13, Subd. 5 (General Education Levy and Aid)

Cross References:

NEW BUSINESS – FOR REVIEW

Agenda Item VI.A.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: Interscholastic Athletic and Activity Program

(Recommended by the Superintendent)

A first read of Policy 651: Interscholastic Athletic and Activity Program and the accompanying guideline.

Attachments:

Policy 651: Interscholastic Athletic and Activity Program

Administrative Guideline 651.1

MSBA Model Policy 510: Activities

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
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49

RICHFIELD PUBLIC SCHOOLS

INTERSCHOLASTIC ATHLETIC AND ACTIVITY PROGRAM

I. MISSION

The mission of the Richfield Public Schools co-curricular program is to promote healthy youth development through programs that encourage participation, healthy life styles, development of positive attitudes and skills, and a sense of accomplishment.

II. VALUE AND PURPOSES

A. Consistent with the mission of the co-curricular program, the Board of Education believes that co-curricular activities can be a vital educational experience and can contribute to healthy youth development.

B. The Board of Education recognizes several important purposes for a co-curricular program that includes interscholastic athletics and activities:

1. The program should provide students with the opportunity to have fun, learn through competition, learn to respect other participants, and to abide by the rules of the activity.
2. It should provide students and the community an opportunity to develop pride in themselves and their schools.
3. It should aid students in becoming discriminating consumers of leisure-time activities while promoting refinement and expansion of skills.
4. It should promote and develop the physical, mental and psychological attributes of participants.
5. Finally, the program should develop the self-concept, self-discipline, cooperative spirit, leadership potential, citizenship, and character of the participants.

III. CO-CURRICULAR PROGRAM EXPECTATIONS

A. The school athletic and activity program must build on students' desire for participation in activities. Since each person is unique, it is essential that learners be provided an environment with options and alternatives that reflect student interests.

B. Co-curricular experiences must:

- 1 1. Help students to maintain and build understandings, skills and
2 attitudes that contribute to their successful participation; and
3
4 2. Nurture self-respect, interests, enthusiasm, physical
5 development, motivation and capacity for enjoyment.
6
7 C. The co-curricular program shall be reviewed and evaluated on a
8 periodic basis and coaches shall be evaluated annually. The review
9 and evaluation process for the program and coaches shall include
10 opportunities for feedback from parents and students.
11

12 IV. EXPECTATIONS REGARDING STUDENT PARTICIPATION
13

14 Participation in the co-curricular program is a privilege. A student can
15 earn and maintain that privilege by adhering to Minnesota State High
16 School League and school district requirements, as outlined in
17 Administrative Guidelines 651.1. Failure to meet MSHSL and / or local
18 expectations may result in suspension or revocation of participation
19 privileges.
20

21 V. EXPECTATIONS OF PROGRAM ADMINISTRATION AND STAFF
22

- 23 A. Administrators and staff designated by the superintendent to administer
24 the athletic and fine arts programs, along with the coaches and activity
25 advisors, are primarily responsible for attaining co-curricular program
26 goals and maintaining program standards. Therefore, these individuals
27 should view themselves as teachers and as role models in the areas of
28 character, behavior and leadership.
29
30 B. The Superintendent is authorized to develop administrative guidelines to
31 facilitate implementation of this policy.
32
33 C. The policy and administrative guidelines shall be included in a
34 Coaches/Advisors Handbook, which shall be revised regularly.
35
36

37 ADOPTED BY THE BOARD OF EDUCATION: October 2, 1978
38

39 AMENDED BY THE BOARD OF EDUCATION: June 18, 1990
40 December 17, 1990
41 February 1, 1999
42 September 7, 2004
43

44 REAFFIRMED BY THE BOARD OF EDUCATION: July 15, 2013
45
46
47

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
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50

RICHFIELD PUBLIC SCHOOLS

ADMINISTRATIVE GUIDELINES

INTERSCHOLASTIC ATHLETICS AND ACTIVITIES

The purpose of these administrative guidelines is to guide implementation of Board Policy 651, Interscholastic Athletic and Activity Program.

I. REQUIREMENTS FOR PARTICIPATION IN INTERSCHOLASTIC ATHLETICS AND ACTIVITIES:

- A. In order to participate in interscholastic activities, a student must meet all of the eligibility requirements as defined in Sections 100 and 200 of the Minnesota State High School League Bylaws.
- B. In addition, a student must earn at least five (5) credits per semester toward graduation or have the equivalent accumulated credits.

II. CO-CURRICULAR PROGRAM REVIEW AND EVALUATION

- A. A review and evaluation of the co-curricular program shall be conducted in conjunction with the rotational review of Board Policy 651 and administrative guidelines 651.1.
- B. The review process shall include opportunities for participation and formal written input from students and parents.
- C. The Coaches / Advisors Handbook shall be revised to reflect changes in the co-curricular program, policies and guidelines resulting from the program review and evaluation.

III. EVALUATION OF COACHES / ACTIVITY SUPERVISORS

A formal evaluation shall be completed at the end of the athletic season or activity, and shall include the following components:

- A. The head coach or activity supervisor will submit a report to the athletic/activity administrator that includes information pertaining to student participation, accomplishments in relation to goals, an evaluation of assistant coaches / activity supervisors, and suggestions for program improvement.
- B. The designated athletic / activity administrator will complete a written evaluation of the head coach / activity supervisor, based on multiple sources of information, including the report referenced in III.A above, observation records, and feedback from students, parents, and others familiar with the program or activity.

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

C. The designated athletic / activity administrator shall include all necessary forms for evaluation and reporting in the Coaches / Advisors Handbook.

IV. COMMUNICATIONS

A. The athletic / activity administrator is expected to provide relevant information about the interscholastic athletic and activity program to coaches and activity supervisors, students, parents, and the public.

B. The Superintendent authorizes the athletic administrator and coaches to develop a statement of philosophy and beliefs, provided that the statement is aligned with Board Policy 651. A copy of a philosophy statement contained in the Coaches Handbook is appended to these administrative guidelines.

C. Feedback and ideas from parents, students, and interested community members will be obtained in conjunction with the co-curricular program review described in Section I above, with opportunities for additional feedback via student surveys, written correspondence, telephone calls and conferences.

Dated: September 7, 2004
Reviewed: July 15, 2013
Revised:

Reference: Minnesota State High School League Official Handbook

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
32
33
34
35
36
37
38
39

APPENDIX
ATHLETIC PROGRAM PHILOSOPHY

The following statement was developed by coaches and is included in the Coaches Handbook:

We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the student's educational experiences. This participation is a privilege that carries with it responsibilities to the school, other participants and the community. The purpose of the athletic program is to provide experiences that help young people to develop physically, mentally, socially and emotionally.

Activities should be available to all students who develop an interest in participating, regardless of their individual abilities. Accordingly, whenever feasible, appropriate skill levels should be established within activities, so students may become involved regardless of their level of skills.

Leadership should be of the highest quality and exemplify the type of behavior, which the program attempts to develop. Leadership success is measured in terms of the goals of the athletic / activity program rather than the victories or defeats. Coaches, advisors or sponsors will provide guidance in the development of good sportsmanship, cooperation, leadership and self-actualization.

It is intended that the athletic / activities programs be conducted in accordance with existing Board of Education policies and guidelines. Winning is considered a worthy goal, but good sportsmanship and the wellbeing of participants are considered more important. The programs are, at all times, to be conducted in such a manner as to justify it as an educational activity.

Dated: September 7, 2004
Reviewed: July 15, 2013

Adopted: _____

MSBA/MASA Model Policy 510

Orig. 1995

Revised: _____

Rev. 2019

510 SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)

NEW BUSINESS – FOR REVIEW

Agenda Item VI.B.

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: Addition and Deletion of Interscholastic Activity Offerings

(Recommended by the Superintendent)

A first read of Policy 652: Addition and Deletion of Interscholastic Activity Offerings.

Attachments:

Policy 652: Addition and Deletion of Interscholastic Activity Offerings

1
2 RICHFIELD PUBLIC SCHOOLS
3
4 ADDITION AND DELETION OF
5 INTERSCHOLASTIC ACTIVITY OFFERINGS
6
7

8 While recognizing the priority of the academic program, the School Board is aware of
9 the research indicating the value and importance of co-curricular athletic and activity
10 programs in support of the academic mission of the schools. The Board is also aware
11 of the contribution these activities make to the development of positive character and
12 physical, social, leadership, and citizenship skills. The Board therefore wishes to
13 provide as wide a range of activities as possible within available resources.
14

15 The Board recognizes that student interest in interscholastic activity participation
16 changes over time and that offerings available to students must change in response. In
17 addition, the School Board supports the goal of gender equity in athletic competition.
18 Therefore, the School Board charges the athletic administrator with the development
19 and implementation of a process to regularly survey student interest regarding
20 interscholastic offerings. The superintendent is responsible for the implementation of a
21 process for considering the addition and deletion of activities.
22

23 Secondary students will be surveyed at least every other year to determine interest in
24 interscholastic offerings. The information collected through student surveys will be used
25 to identify potential additions or deletions to interscholastic offerings. Students also may
26 initiate consideration of interscholastic program changes through petitions directed to
27 the school principal demonstrating substantial student interest in a particular activity.
28

29 Potential interscholastic activity offering additions will be judged on the following criteria.
30 Consideration will be given to adding an activity if:
31

- 32 1. It will address an imbalance in offerings between boys and girls sports (pertains to
33 athletic offerings only).
- 34 2. It will address an imbalance in participation rates between boys and girls.
- 35 3. There is sufficient interest and ability to sustain a viable program.
- 36 37 4. There is a reasonable expectation of interscholastic competition.
- 38 39 4. There is a reasonable expectation of interscholastic competition.
- 40 41 5. The activity is sponsored by the Minnesota State High School League (MSHSL) or
42 there is a reasonable expectation that it soon will be.
- 43 44 6. Appropriate facilities and coaching/supervision are available, or can be provided to
45 accommodate the program.
46

1 Interscholastic activity programs may be considered for deletion when any of the above
2 criteria no longer are satisfied.

3
4 Potential interscholastic program changes will be reviewed initially by the athletic
5 administrator and appropriate school principal in light of the above criteria. The building
6 principal is responsible for forwarding the requests to the superintendent with a
7 recommendation. The superintendent, in turn, will review the request and forward it
8 with a recommendation and supporting data to the School Board for action.
9 Interscholastic activities considered for deletion also will be presented to the School
10 Board with a recommendation and supporting rationale for Board consideration and
11 action.

12
13 The addition and deletion of levels of competition within an activity will be governed by
14 the number of participants and budget considerations. Where the number of
15 participants justifies two or more levels of competition at least one assistant
16 coach/advisor will be provided for each of the levels below varsity. Activities where
17 specific coaching/advising specialties are required may be allocated additional assistant
18 coaches/advisors.

19
20 Legal Reference: 20 U.S.C. § 1681 et seq. (Title IX of the Education Amendments of
21 1972)

22
23
24
25 **ADOPTED BY THE BOARD OF EDUCATION: November 15, 1993**

26
27 **AMENDED BY THE BOARD OF EDUCATION: January 18, 2000; July 19, 2004**

28
29 **REAFFIRMED BY THE BOARD OF EDUCATION: August 12, 2013**

30

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: SHERIDAN HILLS Facilities Project Change Order #021

(Recommended by the Superintendent)

That the Board of Education approve SHERIDAN HILLS Facilities Project Change Order #021 for a net increase of \$649.00.

Background Information

- Sheridan Hills Elementary Change Order #21 – An addition of \$649 for the painting and caulking of an existing wood window and adjustments to the gym door floor transition from the new flooring to the existing.

The original (Contract Sum)	\$9,582,000.00
Net Change by previously authorized Change Orders	\$377,474.00
The contract sum prior to these Change Orders	\$9,959,474.00
The contract sum will be increased by these Change Orders in the amount of	\$649.00
The new contract sum including all Change Orders will be	\$9,960,123.00



ICS
 1331 Tyler Street NE, Suite 101
 Minneapolis, Minnesota 55413
 Phone: (763) 354-2670
 Fax: (763) 780-2866

Project: S180064 - SHRDN - ISD #280, Richfield Sheridan Hills
 Elementary 2019 Additions & Renovations
 6400 Sheridan Avenue South
 Richfield, Minnesota 55423

Contract Change Order #021: Corval CO 021

CONTRACT COMPANY:	Corval Group 1633 Eustis Street St. Paul, Minnesota 55108	CONTRACT FOR:	SC-S180064 - SHRDN-001:Corval Group Single Prime Contract
DATE CREATED:	4/09/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	04/12/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	Client Request
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$649.00

DESCRIPTION:

Included in this change order are costs to paint an existing wood window sill and to make adjustments to the layout of different flooring types to address a door swing issue.

CE #100 - Paint and Caulk Existing Wood Window Sill: \$273.00
 Paint and Caulk Existing Wood Window Sill

CE #101 - RFCO - Gym Door Fix: \$376.00
 RFCO - Gym Door Fix

ATTACHMENTS:

[GCPR#50-Paint Wood Sill Pricing.pdf](#) [GCPR#49 - Gym Door Fix Budget.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 9,582,000.00
Net change by previously authorized Change Orders	\$ 377,474.00
The contract sum prior to this Change Order was	\$ 9,959,474.00
The contract sum will be increased by this Change Order in the amount of	\$ 649.00
The new contract sum including this Change Order will be	\$ 9,960,123.00
The contract time will not be changed by this Change Order by 0 days	

Corval Group
 1633 Eustis Street
 St. Paul Minnesota 55108

Wold Architects & Engineers
 332 Minnesota Street, Suite W2000
 St. Paul Minnesota 55101

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

SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
-----------	------	-----------	------	-----------	------

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: RHS Facilities Project Change Orders #058 - #060

(Recommended by the Superintendent)

That the Board of Education approve RHS Facilities Project Change Orders #058 - #060 for a net increase of \$60,914.99.

Background Information

- Richfield High School Change Order #058 – An addition of \$ 22,304.60 for rerouting of the plumbing and gas lines in the renovated science rooms to avoid the existing structural concrete beams as well as a credit for damage caused to the gymnasium microphone wiring that was repaired outside of the contract.
- Richfield High School Change Order #059 – An addition of \$19,622.33 for fireproofing details in the classroom link addition for the mechanical chase, reconnecting an existing sewage ejector and rerouting of an exhaust fan in a fire rated chase.
- Richfield High School Change Order #060 – An addition of \$ 18,988.06 for Structural steel revisions to the trash enclosure gates as well as work associated with the replacement of the exterior doors on the North end of the tech ed wing that were utilizing structural steel as the existing door frame.

The original (Contract Sum)	\$35,430,000.00
Net Change by previously authorized Change Orders	\$2,501,041.34
The contract sum prior to these Change Orders	\$37,931,041.34
The contract sum will be increased by these Change Orders in the amount of	\$60,914.99
The new contract sum including all Change Orders will be	\$37,991,956.33



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - RHS - ISD #280, Richfield High School
7001 Harriet Avenue South
Richfield, Minnesota 55423

Contract Change Order #058: L.S. Black CO 058

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	4/12/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	04/12/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$22,304.60

DESCRIPTION:
Reroutes plumbing lines in the science rooms due to existing concrete beam conflict.

CE #315 - #492: Area H and C Concrete Beam: \$22,454.60

CE #340 - Credit for Microphone Corrections in Gym: (\$150.00)

ATTACHMENTS:
[1563_001.pdf](#) [FW_Gym sound system repairs after construction.msg](#) [RE_Gym sound system repairs after construction.msg](#) [CE #315 - #492 Area H and C Concrete Beam Pricing Complete Rev 1 02-17-21.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,501,041.34
The contract sum prior to this Change Order was	\$ 37,931,041.34
The contract sum will be increased by this Change Order in the amount of	\$ 22,304.60
The new contract sum including this Change Order will be	\$ 37,953,345.94
The contract time will not be changed by this Change Order by 0 days	

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

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

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

SIGNATURE	DATE	SIGNATURE	DATE	SIGNATURE	DATE
------------------	-------------	------------------	-------------	------------------	-------------



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - RHS - ISD #280, Richfield High School
7001 Harriet Avenue South
Richfield, Minnesota 55423

Contract Change Order #059: L.S. Black CO 059

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	4/12/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	04/12/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$19,622.33

DESCRIPTION:

Extends existing exhaust school store ductwork through the roof and powering up a sewage ejector due to damaged electrical lines. Add building code required fire proofing and dampers to the duct chase at the new three story link.

CE #120 - PR #062 Area N Toilet Exhaust re-route: \$5,895.54

CE #148 - Reroute and reconnect Lower Level L Sewage Ejector: \$5,976.74

The electrical line strike that resulted in PR-20 also damaged the power supply to the sewage ejector in the lower level of Area L. The sewage ejector was temporarily powered via a temporary cable. The routing of the existing conduit that is now dead was in conflict with the duct that penetrates the floor between grids XHH and XLL (see attached picture of cut conduit) so the conduit was cut. The costs of the temporary power connection was covered via PR 20. This change event will address the cost of rerouting the new, permanent power supply to the ejector pumps.

CE #328 - #601: Area P Fireproofing in Chase: \$7,750.05

ATTACHMENTS:

[CE #328 - #601 Area P Fireproofing in Chase Pricing Complete 03-17-21.pdf](#) [CE #120 - PR #062 Area N Toilet Exhaust re-route Pricing Complete Rev 2 02-25-21.pdf](#) [CE #148 - Reroute and reconnect Lower Level L Sewage Ejector Pricing Complete Rev 1 02-02-21.pdf](#) [CE-148 picture.pdf](#) [PR #062 Area N Toilet Exhaust re-route.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,523,345.94
The contract sum prior to this Change Order was	\$ 37,953,345.94
The contract sum will be increased by this Change Order in the amount of	\$ 19,622.33
The new contract sum including this Change Order will be	\$ 37,972,968.27
The contract time will not be changed by this Change Order by 0 days	



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

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

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

SIGNATURE **DATE**

SIGNATURE **DATE**

SIGNATURE **DATE**



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - RHS - ISD #280, Richfield High School
7001 Harriet Avenue South
Richfield, Minnesota 55423

Contract Change Order #060: L.S. Black CO 060

CONTRACT COMPANY:	L.S. Black Constructors, Inc. 1959 Sloan Place, Suite 220 St. Paul, Minnesota 55117	CONTRACT FOR:	SC-S180064 - RHS-001:L.S. Black Single Prime Contract
DATE CREATED:	4/12/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	04/12/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$18,988.06

DESCRIPTION:
Modifies the loading dock enclosure gate and modifies two doors due to existing structural steel.

CE #279 - PR #116 Loading Dock Revisions #650: Trash Enclosure Gate and Steel Questions: \$7,855.25

CE #329 - #624: Doors A102A/B104 Structural Steel Clash: \$11,132.81

ATTACHMENTS:

[CE #329 - #624 Doors A102A_B104 Structural Steel Clash Pricing Complete Rev 01 03-17-21.pdf](#) [CE #279 - PR #116 Loading Dock Revisions #650 Trash Enclosure Gate and Steel Questions 03-15-21 Rev 2.pdf](#) [PR #116 Loading Dock Revisions #650 Trash Enclosure Gate and Steel Questions.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 35,430,000.00
Net change by previously authorized Change Orders	\$ 2,542,968.27
The contract sum prior to this Change Order was	\$ 37,972,968.27
The contract sum will be increased by this Change Order in the amount of	\$ 18,988.06
The new contract sum including this Change Order will be	\$ 37,991,956.33
The contract time will not be changed by this Change Order by 0 days	

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

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: RMS Facilities Project Change Order #016 & #017

(Recommended by the Superintendent)

That the Board of Education approve RMS Facilities Project Change Order #016 & #017 for a net increase of \$53,263.21.

Background Information

- RMS Change Order #016 – An addition of \$34,275.15 for replacement of the piping to the auditorium air handling unit not included in the original scope but found to be in need of replacement during construction.
- RMS Change Order #017 – An addition of \$18,988.06 for minor architectural and finish modifications in the band and choir spaces, as well as replacement of existing louvers that were planned to be reused.

The original (Contract Sum)	\$16,701,000.00
Net Change by previously authorized Change Orders	\$622,850.28
The contract sum prior to this Change Order	\$17,323,850.28
The contract sum will be increased by this Change Order in the amount of	\$53,263.21
The new contract sum including all Change Orders will be	\$17,376,759.89



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - RMS - ISD #280, Richfield Middle School
7461 Oliver Avenue South
Richfield, Minnesota 55423

Contract Change Order #016: Shaw-Lundquist CO 016

CONTRACT COMPANY:	Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, Minnesota 55121	CONTRACT FOR:	SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
DATE CREATED:	4/12/2021	CREATED BY:	Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS:	Approved	REVISION:	0
REQUEST RECEIVED FROM:		LOCATION	
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	04/12/2021
INVOICED DATE:		PAID DATE:	
REFERENCE:		CHANGE REASON:	
PAID IN FULL:	No	EXECUTED:	No
ACCOUNTING METHOD:	Amount Based	SCHEDULE IMPACT:	0 days
FIELD CHANGE:	No	TOTAL AMOUNT:	\$34,275.15

DESCRIPTION:
Replaces deteriorated existing heating piping for the auditorium air handling unit.
CE #112 - PR #030 - Area 'A' Mechanical Piping Replacement: \$34,275.15

ATTACHMENTS:
[PR #030 Revised Pricing for Approval RMS 2021-04-06.pdf](#)

CHANGE ORDER LINE ITEMS:

The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 622,850.28
The contract sum prior to this Change Order was	\$ 17,323,850.28
The contract sum will be increased by this Change Order in the amount of	\$ 34,275.15
The new contract sum including this Change Order will be	\$ 17,358,125.43
The contract time will not be changed by this Change Order by 0 days	

Shaw-Lundquist Associates, Inc.
2757 West Service Road
St. Paul Minnesota 55121

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

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

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - RMS - ISD #280, Richfield Middle School
7461 Oliver Avenue South
Richfield, Minnesota 55423

Contract Change Order #017: Shaw-Lundquist CO 017

CONTRACT COMPANY: Shaw-Lundquist Associates, Inc. 2757 West Service Road St. Paul, Minnesota 55121	CONTRACT FOR: SC-S180064 - RMS-001:Shaw-Lundquist Single Prime Contract
DATE CREATED: 4/12/2021	CREATED BY: Raeann Wynn (ICS - Minneapolis, MN)
CONTRACT STATUS: Approved	REVISION: 0
REQUEST RECEIVED FROM:	LOCATION
DESIGNATED REVIEWER:	REVIEWED BY:
DUE DATE:	REVIEW DATE: 04/12/2021
INVOICED DATE:	PAID DATE:
REFERENCE:	CHANGE REASON:
PAID IN FULL: No	EXECUTED: No
ACCOUNTING METHOD: Amount Based	SCHEDULE IMPACT: 0 days
FIELD CHANGE: No	TOTAL AMOUNT: \$18,634.46

DESCRIPTION:

Includes minor architectural and finish modifications. Additional break metal was added to ceilings that were removed. Additional carpet was added to a second floor classroom due to phasing. Additional louvers were added to the wood shop and lab, which we existing louvers were going to be reused. Additional sheetrock was added to choir room to provide level wall finish and a chase for existing piping.

CE #066 - Room C218 CPT-6: \$3,867.15

Per conversations with Ryan Finke/Mike Klass, room C218 is to receive CPT-6 in phase 1, instead of CPT-1/CPT-2/CPT-5 in phase 3.

CE #108 - RFI #212 and #209 Louvers for unit vents 6&7: \$3,233.04

CE #113 - #223: Ceiling detail at exterior wall.: \$6,832.35

CE #114 - #224: CLEANOUT STICKS ABOVE FLOOR 1" C-118: \$1,241.85

CE #117 - #222: Punch list item 389: \$415.07

CE #119 - #231: Wall finishes in choirs room: \$3,045.00

ATTACHMENTS:

[ICS CE #119 Pricing for Approval RMS 2021-04-01.pdf](#) [ICS CE #117 Pricing for Approval RMS 2021-03-04.pdf](#) [ICS CE #114 Pricing for Approval RMS 2021-03-18.pdf](#) [ICS CE #113 Pricing for Approval RMS 2021-02-24.pdf](#) [ICS CE #108 Pricing for Approval RMS 2021-02-15.pdf](#) [ICS CE #066 Pricing for Approval RMS 2020-09-03.pdf](#)

CHANGE ORDER LINE ITEMS:



The original (Contract Sum)	\$ 16,701,000.00
Net change by previously authorized Change Orders	\$ 657,125.43
The contract sum prior to this Change Order was	\$ 17,358,125.43
The contract sum will be increased by this Change Order in the amount of	\$ 18,634.46
The new contract sum including this Change Order will be	\$ 17,376,759.89
The contract time will not be changed by this Change Order by 0 days	

Shaw-Lundquist Associates, Inc.
2757 West Service Road
St. Paul Minnesota 55121

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

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

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

Subject: Central Facilities Project Change Order #002

(Recommended by the Superintendent)

That the Board of Education approve Central Education Center Facilities Project Change Order #002 for a net increase of \$5,873.94.

Background Information

- Central Education Center Change Order #002 – An addition of \$5,873.94 for modifications to the toilet heights per discussions to provide more adult height restrooms as well as door and hardware additions and credits.

The original (Contract Sum)	\$4,305,000.00
Net Change by previously authorized Change Orders	\$5,189.10
The contract sum prior to these Change Orders	\$4,310,189.10
The contract sum will be increased by these Change Orders in the amount of	\$5,873.94
The new contract sum including all Change Orders will be	\$4,316,063.04



ICS
1331 Tyler Street NE, Suite 101
Minneapolis, Minnesota 55413
Phone: (763) 354-2670
Fax: (763) 780-2866

Project: S180064 - CEC - ISD #280, Richfield Central Ed Center

Contract Change Order #002: Rochon CO 002

Table with contract details including CONTRACT COMPANY, DATE CREATED, CONTRACT STATUS, REQUEST RECEIVED FROM, DESIGNATED REVIEWER, DUE DATE, INVOICED DATE, REFERENCE, PAID IN FULL, ACCOUNTING METHOD, FIELD CHANGE, CONTRACT FOR, CREATED BY, REVISION, LOCATION, REVIEWED BY, REVIEW DATE, PAID DATE, CHANGE REASON, EXECUTED, SCHEDULE IMPACT, and TOTAL AMOUNT.

DESCRIPTION:

Included in this change order are costs to adjust fixture heights in one Toilet Room from child height to adult height, provide additional new wood doors, provide a privacy window film at one opening and provide new electrical circuitry for lights.

Also included in this change order is a cost deduct for miscellaneous hollow metal frame and door hardware revisions.

CE #002 - PR 001 - Fixture Heights: \$197.59
PR 001 - Fixture Heights

CE #003 - PR 002 - HM Frames & HW Revisions: (\$3,254.32)
PR 002 - HM Frames & HW Revisions

CE #006 - PCO#002 - New Door Slabs: \$4,940.67
PCO#002 - New Door Slabs

CE #007 - PCO#006 - Window Film: \$577.50
PCO#006 - Window Film

CE #008 - PCO#007 - Electrical Area A: \$3,412.50
PCO#007 - Electrical Area A

ATTACHMENTS:

- List of attachment links: PCO#007 - Electrical Area A.pdf, PCO#006 - Window Film.pdf, PCO#002R - New Door Slabs.pdf, PCO#004 - PR#1 Toilet Accesories.pdf, PCO#003 - PR#2 - HM Doors, Frames and Hardware Revisions.pdf, PR 002 - HM Frames & Hardware Revisions.pdf, PR 001 - Fixture Heights.pdf

CHANGE ORDER LINE ITEMS:



The original (Contract Sum)	\$ 4,305,000.00
Net change by previously authorized Change Orders	\$ 5,189.10
The contract sum prior to this Change Order was	\$ 4,310,189.10
The contract sum will be increased by this Change Order in the amount of	\$ 5,873.94
The new contract sum including this Change Order will be	\$ 4,316,063.04
The contract time will not be changed by this Change Order by 0 days	

Rochon Corporation
28 2nd Street NW, Suite 200
Osseo Minnesota 55369

Wold Architects & Engineers
332 Minnesota Street, Suite W2000
St. Paul Minnesota 55101

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

SIGNATURE **DATE**

SIGNATURE **DATE**

SIGNATURE **DATE**

Board of Education
Independent School District 280
Richfield, Minnesota

Regular Meeting, April 19, 2021

**Subject: Facilities and Transportation Collective Bargaining Agreement for Years
2020-2021 and 2021-2022**

(Recommended by Superintendent)

It is recommended that the Board of Education approve the tentative collective bargaining agreement for Facilities and Transportation Employees for the period July 1, 2020 through June 30, 2022.

Background Information

(Prepared by Craig Holje)

A tentative agreement was reached in March regarding the 2020-2022 Master Agreement with the Facilities and Transportation Employees represented by SEIU Local 284. This agreement has been ratified by the Facilities and Transportation Employees. It is recommended that the School Board approve the agreement.

The changes to the agreement include the following:

Base Salary and Benefit Summary

Year 1 - July 1, 2020 – June 30, 2021

1. 2% increase on pay rate schedule for specialist positions
2. Market adjustment for School Bus Drivers resulting in total \$1.75/hour increase
3. Market adjustment for Building Cleaners resulting in total \$1.25/hour increase
4. Align Laundry Worker with Building Cleaner pay rate
5. Add \$.05 to Step 6 of Specialist positions
6. Increase boiler license stipends to \$.35 for chief and \$.25 for 1st Class, and \$.10 for licensure when not required
7. Adjust uniform allowance to \$200, establish minimum uniform inventory expectations and provide additional uniform article options
8. Provided district flexibility for initial placement of staff
9. Clarify language regarding eligibility for benefits
10. Clarify language regarding Bus Driver PTO eligibility and opportunities to take time on non-student-contact days
11. Revise language throughout to move Building Cleaners and Laundry Worker Sections into the main agreement section
12. Updated language in the medical benefits section to align with current benefits program
13. Provided inclusion of a Memorandum of Agreement collaborative workgroup to address scheduling and staff assignments, uniform guidelines, time and hour monitoring and other items

Year 2 - July 1, 2021 – June 30, 2022

1. Base Salary Schedule Increase of 2% for all specialist at all steps.
2. Market adjustment for School Bus Drivers resulting in total \$1.25/hour increase
3. Market adjustment for Building Cleaners resulting in total \$1.25/hour increase
4. Adjust longevity to the following:
 - After 10 years - \$.20
 - After 15 years - \$.25
 - After 20 years - \$.30

RICHFIELD PUBLIC SCHOOLS

INDEPENDENT SCHOOL DISTRICT NO. 280

SALARY SCHEDULE, FRINGE BENEFITS
AND WORKING CONDITIONS FOR

DRAFT 03/22/21

FACILITIES AND TRANSPORTATION EMPLOYEES

2020-2022

THIS AGREEMENT ENTERED INTO BETWEEN THE SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 280, RICHFIELD, MINNESOTA AND THE SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 284, EFFECTIVE JULY 1, 2018 THROUGH JUNE 30, 2020 IN ACCORDANCE WITH THE PUBLIC EMPLOYMENT LABOR RELATIONS ACT OF 1971, AS AMENDED.

TABLE OF CONTENT

ARTICLE I	UNION MEMBERSHIP	
	Recognition of Exclusive Representative	4
	New Employee Information	4
	Request for Dues Check Off	4
ARTICLE II	COMPENSATION	
	Section 1 Salary Schedule	5
	Section 2 Longevity	6
	Section 3 Differential Pay	6
	Section 4 Holiday Pay	7
	Section 5 Licensure Pay	7
	Section 6 Uniforms	7
	Section 7 Pay Dates	7
	Section 8 Retention Pay	7
ARTICLE III	PROBATION PERIODS	8
	Resignation or Separation of Employment	8
	Notice of Layoff	8
ARTICLE IV.	EMPLOYEE INFORMATION	8
	Eection 1 Work Week	8
	Section 2 Overtime	9
	Section 3 Call Back	9
	Section 4 Emergency Closings	9
	Section 5 Physical Examination	10
	Section 6 Employee Personnel File	10
ARTICLE V	LEAVES	10
	Section 1 Sick Leave	10
	Section 2 Personnel Leave	11
	Section 3 Medical Certification	11
	Section 4 Jury Duty	12
	Section 5 Leave of Absence	12
ARTICLE VI	VACATIONS	12
ARTICLE VII.	HOLIDAYS	14
ARTICLE VIII.	SENIORITY	14
ARTICLE IX.	VACANCIES	15
ARTICLE X.	BENEFITS	15

Section 1 Eligibility	16
Section 2 Medical Benefits	16
Section 3 Income Protection	18
Section 4 Dental Insurance	18
Section 5 Life Insurance	18
Section 6 Tax Shelter Annuities	19
ARTICLE XI. RETIREMENT	19
Section 1 Incentives for Retirement	19
ARTICLE XII GRIEVANCE PROCEDURES	21
Section 1 Definition	21
Section 2 Timeliness	21
Section 3 Steps	21
Section 4 Union Representation, Intervention, and Initiation	21
Section 5 Reprisals	22
Section 6 Cost of Transcript	22
ARTICLE XIII BUS DRIVERS	22
Section 1 Seniority	22
Section 2 Part-Time Assignments	22
Section 3 Wages	23
Section 4 Longevity Pay	23
Section 5 Medical Benefits and Dental Insurance	23
Section 6 License	23
Section 6 Incentive Pay	24
Section 7 Holidays	24
Section 8 Paid Time Off (PTO)	24
CONTRACT DOCUMENT AUTHORIZATION	25

Be it resolved by the Board of Education of Independent School District No. 280: The following articles constitute the terms of employment of head custodians, night lead custodians, specialists, garage supervisor, mechanic, groundskeeper, part-time bus drivers, building cleaners, laundry workers, dispatcher, and bus driver/building cleaners of the District for the period of July 1, 2018 through June 30, 2020 in compliance with the Public Employment Labor Relations Act of 1971, and as amended, hereinafter referred to as the Public Employment Labor Relations Act.

ARTICLE I.

UNION MEMBERSHIP

RECOGNITION OF EXCLUSIVE REPRESENTATIVE:

Preamble: Recognizing that the Union is required by the provisions of the State of Minnesota Public Employment Labor Relations Act to be the sole bargaining representative of all the employees within the coverage of this Agreement, without regard to membership in the Union, the School Board hereby agrees that it will not recognize or negotiate with any other person, association, group, committee or entity other than the Union with respect to such matters and will deal solely through the agency of and with the Union.

NEW EMPLOYEE INFORMATION:

The Employer shall provide to the Exclusive Representative the following information on each new employee within thirty (30) calendar days of the employee's first date of work: name; home address; work email address; work phone number; job classification; shift; wage, number of hours normally scheduled in a work week; whether the position is a nine (9) month or twelve (12) month assignment; and building assignment.

REQUEST FOR DUES CHECK OFF:

Pursuant to PELRA, the exclusive representative shall be allowed dues check off. Upon receipt by the Human Resources Office of a properly executed authorization by the employee, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the exclusive representative in equal installments.

The Union agrees to indemnify and hold harmless the School District and its agents, officers and employees against any and all claims, suits, orders or judgment brought or issued against the School District as a result of a request of the Union under the provisions of this Article.

ARTICLE II.

Salary schedule placement for new employees may be authorized at the time of hiring by the Director of Human Resources or designee up to and including the step five (5) on the salary schedule to give credit for related experiences. Placement at the third step or higher will require communication with the union steward.

Employees from within the unit who transfer from part-time to full-time status will receive credit on a pro-rata basis for their prior part-time bargaining unit experience, which occurred immediately prior to their transfer. For every 2080 hours worked an employee will receive one (1) year of service credit.

Section 1. SALARY SCHEDULE:

2020-2021

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
BC/LW	\$16.02	\$16.72	\$17.64	X	X	X
I	\$19.19	\$20.32	\$21.46	\$22.54	\$23.63	\$23.79
II	\$20.15	\$21.28	\$22.41	\$23.50	\$24.59	\$24.74
III	\$20.39	\$21.52	\$22.65	\$23.75	\$24.84	\$24.99
IV	\$20.83	\$21.95	\$23.08	\$24.17	\$25.26	\$25.41
V	\$21.08	\$22.23	\$23.36	\$24.45	\$25.53	\$25.68
VI	\$21.57	\$22.71	\$23.85	\$24.93	\$26.02	\$26.17
VII	\$22.77	\$23.91	\$25.04	\$26.13	\$27.21	\$27.62

2021-2022

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
BC/LW	\$17.27	\$17.97	\$18.89	X	X	X
I	\$19.57	\$20.72	\$21.89	\$22.99	\$24.11	\$24.26
II	\$20.55	\$21.70	\$22.86	\$23.97	\$25.08	\$25.24
III	\$20.80	\$21.95	\$23.11	\$24.22	\$25.33	\$25.49
IV	\$21.24	\$22.39	\$23.54	\$24.66	\$25.76	\$25.92
V	\$21.51	\$22.67	\$23.83	\$24.94	\$26.04	\$26.20
VI	\$22.00	\$23.16	\$24.32	\$25.43	\$26.54	\$26.70
VII	\$23.22	\$24.39	\$25.54	\$26.66	\$27.76	\$28.17

<u>Classifications</u>	<u>Position Title</u>
BC/LW	Building Cleaner, Laundry Worker
I	Base Custodian, Mailperson
II	Truck Driver, Maintenance A, Asst. Transp. Coord. Groundskeeper, Night Lead Custodian Stem and Middle School Painter (hired after 7/1/16)
III	Painter (hired before 7/1/16)
IV	Night Lead Custodian High School, Garage Mechanic, Warehouse
V	Head Custodian Elementary Engineer, Head Custodian STEM and Middle School, Maintenance Mechanic
VI	Transp. Coord.
VII	Head Custodian Senior High, District Engineer, Garage Supervisor

Driver Trainer Stipend: First step of Assistant Dispatcher pay schedule

Section 2. Longevity Pay: Employees shall receive additional compensation over and above their hourly base rate as listed below.

2020-2021	After ten (10) years of continuous service in the unit	\$.20
	After twenty (20) years of continuous service in the unit	\$.25
2021-2022	After ten (10) years of continuous service in the unit	\$.20
	After fifteen (15) years of continuous service in the unit	\$.25
	After twenty (20) years of continuous service in the unit	\$.30

Section 3. Differential Pay

Driving Assignments: Building Cleaners will be paid at the bus driver rate as identified in Article XIII, Section 3 for actual hours assigned for school bus driving duties.

Night Shift Differential: Building Cleaners who work between 3 p.m. and 7 a.m. will receive \$.20 over and above their base hourly rate of pay for actual hours worked.

Temporary Assignments: Building Cleaners who are assigned by the Director of Facilities to one of the following positions for more than one day will receive the additional amount for the hours worked in the assigned position.

Night Lead Senior High	\$.50
Night Lead Middle & STEM	\$.50
Truck Driver, Mail, Grounds	\$.50

A Building Cleaner who is assigned to the following position will receive the additional amount for the hours worked in the months from September through May.

Senior High Production Kitchen \$.25

Head Building Cleaner at Central will be paid a differential of \$1.53 additional per hour if qualified per the job description.

The monetary differential paid to the Head Custodian is in consideration for the leadership, responsibility, and extra time consumed in the fulfillment of the job.

Section 4. Holiday Pay:

An employee working holidays will receive the regular daily pay plus time and one-half for said days, when and if this time is not contained in the normal 40-hour work week.

Section 5. Licensure Pay

Employees who are required by the District to have a boiler license issued by the state Division of Boiler Inspection will be reimbursed for renewal of the license. The School District will pay the following rate per hour over basic schedule for holding the boiler license:

2020-2021	Chief, required for job	\$.35	not required \$.10
	1 st Class, required for job	\$.25	not required \$.10
	2 nd Class, required for job	\$.10	not required \$.10

Section 6 Uniforms

The employee will be required to adhere to uniform guidelines during assigned work hours unless an exception has been approved by the Director of Facilities & Transportation. Employees will have the opportunity to select the clothing of their choice with the maximum value of \$200 per employee from a district-supplied system as long as a minimum basic uniform inventory of shirts and pants is maintained. The purchase of prescribed uniforms will be through one group order identified by the District.

Section 7 Pay Dates

All employees covered by this Master Agreement will be paid twice a month on the 5th and 20th of each month. Payroll information will be communicated via an electronic, web-based system.

Section 8 Retention Pay:

All regular employees in the bargaining unit who remain on payroll and who fulfill their assigned duties during the entire regularly assigned work year (July 1 to June 30) will receive \$.05 per hour over and above their base hourly rate of pay for all regularly assigned hours of work. Payment will be made on July 20th of each year. Employees who retire during the school year will receive a pro-rated amount. Any employees taking more than ten (10) unpaid leave days during a single school year for reasons

other than a qualifying leave will not qualify for retention pay for the school year.

ARTICLE III.

PROBATION PERIODS:

All new employees shall work a probationary period, which shall consist of ninety (90) workdays of continuous service. A new employee shall not be considered a permanent employee until having successfully served this ninety (90) workday probation period. The probationary period may be extended up to an additional ninety (90) days upon mutual agreement between the union steward and the District.

Employees switching classifications within the contract will also serve a ninety (90) workday probationary period. An employee shall not be considered a permanent employee in this new position until having successfully served this probation period. In the event an employee who has switched classifications does not successfully complete the probationary period, they will be offered the next available position up to their previous classification. Classifications for purposes of this Article are defined as Specialists, Bus Drivers, Building Cleaners (or Bus Driver/Building Cleaner), and Laundry Workers.

RESIGNATION OR SEPARATION OF EMPLOYMENT :

An employee wishing to terminate employment shall give two weeks' notice when possible. An employee who fails to provide two weeks notice shall forfeit any accrued vacation time payout.

NOTICE OF LAYOFF:

An employee is to have two weeks' notice in case of layoff.

ARTICLE IV.

GENERAL EMPLOYEE INFORMATION

HOURS OF WORK:

Section 1. Work Week

The full time employees shall work a 40-hour week--five consecutive eight-hour days. The hours of the days and the days of the week, which

the employees are to work, are to be scheduled by the head custodian and the administration.

Section 2. Overtime

All work in excess of forty (40) hours per week shall be paid for at the rate of time and one-half. A paid holiday or vacation day shall be the only non-work days with compensation considered for purposes of computing overtime compensation.

Section 3. Call Back

If called back to work for unanticipated circumstances, a minimum of two hour's pay will be allowed at the same time and one-half rate.

Section 4 Emergency Closings

- a) On days when all schools are officially closed by the Superintendent or designee, employees directed to stay home will suffer no loss of pay.
- b) The District may reassign affected employees during the closing.
- c) Employees who are required to work or who are already working when schools are closed, will be paid regular rates, and will be granted an equivalent amount of vacation. In lieu of vacation, transportation employees required to work will receive an equivalent amount of compensation.
- d) In the event of a lost contract day due to emergency closing, the district may schedule a make-up day when the employee will be expected to work his/her regular duties. Employees who are released from work on the emergency closing day, but required to work the make-up day will only receive compensation for the make-up day.
- e) In the event an employee has a prior commitment on a make-up day, previously scheduled as a non-duty day, the employee will be permitted to a vacation day, a personal leave day, if available, or take the day as an unpaid day. In the event the employee has extenuating circumstances and no remaining vacation or personal leave days, the employee may request an additional personal leave day to be allocated from accrued sick leave. Final approval for use of personal leave days and unpaid days will be at the discretion of the Director of Human Resources.

Section 5. Physical Examinations:

Physical exams will be required of staff members upon request by the District. When so required, the District will pay the cost of the examination if the staff member obtains the examination at a District designated facility using the District's physical examination form. The staff member will be reimbursed up to the amount paid by the District at its designated facility if the staff member obtains the physical exam at a facility other than that designated by the District and upon presentation of the completed physical exam form along with an itemized statement from the examining facility.

Section 6. Employee Personnel File:

Upon written or verbal request of an employee, the School District shall permit the employee to review his or her own personnel file within seven (7) working days after receipt of the request. The employee shall be permitted to attach a statement to any evaluation or discipline with which the employee disagrees. The School District shall provide a copy of documents within the personnel file upon an employee's request and without charge to the employee.

ARTICLE V.

LEAVES

Section 1. Sick Leave

- (a) Sick leave allowance of twelve (12) days per year, accumulative, shall be allowed for twelve (12) month employees. Sick leave allowance of ten (10) days per year, accumulative, shall be allowed for ten (10) month employees. Sick leave may not be used in advance of earning it.
- (b) Employees who work less than the full school year shall receive sick leave on a pro rata basis.
- (c) An employee may use one (1) day of accumulated sick leave for each day of illness of the Employee's child who is less than eighteen (18) years old, or up to 20 years old and attending a secondary school due to an illness of or injury to the child for such reasonable periods as the employee's attendance with the child may be necessary.

- (d) An employee who has been employed by the district for the most recent 12 month period and holds a .5 full time equivalency or greater position may use up to twenty (20) days of accumulated sick leave during the school year as is medically necessary to care for an ill spouse, parent, step-parent, parent-in-law, adult child, sibling, grandchild, or grandparent.
- (e) An employee who has not been employed by the district for the most recent 12 month period and/or who does not hold a .5 FTE, or greater position, may use up to five (5) days in any one year of earned sick leave for illness in the immediate family. The immediate family shall include wife, husband, child, brother, sister, parent, guardian or parents-in-law. These days will be deducted from available personal leave in Section 2.

Section 2. Personal Leave

Up to six (6) days for 12 month employees and up to five (5) days for 10 month employees in any one year of earned sick leave may be used for:

- (a) Death of a friend or relative.
- (b) Personal leave shall be granted for an appearance in court as a witness or in cases of legal action where it is mandatory that the employee be present.
- (c) One (1) day of earned sick leave may be used for personal emergency or calamity. Weather conditions may constitute a calamity or emergency. Leaves for other reasons may be granted by the Human Resources office and will result in a day's full deduction in salary.
- (d) Each employee may be granted two (2) personal leave days per year to handle important personal matters that cannot be taken care of in a regular day. Such leave must be requested in writing and have advance approval by the Human Resources office. The specific reason(s) for the leave need not be listed if the leave request is of a personal or private nature and may be waived following a consultation with the Human Resources office. Business ventures will not be considered as important personal matters. After the annual allocation identified above is used, full deduction shall be made.

Section 3. Medical Certification

The School District may require an Employee to furnish a medical certificate from a licensed medical professional as to evidence of illness,

medical condition (e.g. childbirth), or accident, indicating such absence as was due to illness or injury, to qualify for sick leave pay. Such medical certificate may pertain to the Employee, child, or other individual as appropriate to the Division of Section 1, cited in the leave request. Any leave of five or more consecutive days of absence or intermittent days required to care for the same medical condition within the same school year will require a medical certificate from a licensed medical provider. The final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required for unrelated intermittent leave, the Employee will be so advised.

Section 4. Jury Duty

Employees shall be granted the additional amount to make up full pay if required to serve on Jury Duty.

Section 5. Leave of Absence

An employee granted a leave of absence shall suffer no loss of seniority or job rights.

To comply with the requirements of the PERA, any employee covered by this contract wherein the accumulated sick leave is entirely used, and said staff member is not able to return to their normal duties because of illness, the Board of Education will pass a resolution granting a temporary leave of absence and will notify the office of the PERA of this action.

Employees on leave without pay and who are without accrued sick leave or accrued vacation, will be assessed on a payroll deduction basis, for the cost of fringe benefits at a rate of \$21.00 per day. Bus Drivers on District paid insurance who are absent greater than 10 days in a school year will be assessed \$21.00 per day.

ARTICLE VI.

VACATIONS:

Section 1. July 1st shall be the anniversary for determining vacation accrual.

Section 2. Twelve (12) Month Employees

- (a) New employees will be granted a prorated number of vacation days through June 30th, during the first year of employment, based on a two-week period.
- (b) 10 days will be granted after having completed one full year beginning July 1st.

- (c) 13 days after five years
- (d) 14 days after six years
- (e) 15 days after seven years
- (f) 16 days after eight years
- (g) 16 days after nine years
- (h) 17 days after ten years
- (i) 17 days after eleven years
- (j) 18 days after twelve years
- (k) 19 says after thirteen years
- (l) 20 days after fourteen years
- (m) 21 days after fifteen years and beyond

Section 3. Ten (10) Month Employees

- (a) New employees will be granted a prorated number of vacation days through June 30th, during the first year of employment, based on a two-week period.
- (b) 8 days will be granted after having completed one full year beginning July 1st.
- (c) 10 days after five years
- (d) 11 days after six years
- (e) 12 days after seven years
- (f) 13 days after eight years
- (g) 13 days after nine years
- (h) 14 days after ten years
- (i) 14 days after eleven years
- (j) 15 days after twelve years
- (k) 15 says after thirteen years
- (l) 16 days after fourteen years and beyond
- (m) Those employed for a ten-month position shall take five of their vacation days during the Winter and Spring breaks and the remainder before the termination of their year's work.

Section 4. Vacation requests will be reviewed by the Director of Facilities and Transportation and the number of employees absent from any one (1) building or work area, on any given day, may be limited based on the needs as determined by the Director. An employee may appeal denial of a request to the Director of Human Resources.

Section 5. An employee resigning from the system shall receive earned vacation on a prorated basis to the date of termination provided that two weeks written notice is given to the employer.

Section 6. An employee retiring during the interim for reasons of disability or normal retirement shall be entitled to a prorated earned vacation.

Section 7. Vacation may not be used in advance of earning it.

Section 8. Vacation days may accrue to a maximum of 30 days, otherwise they will be forfeited. Employees will be given a 30 calendar days written notice before they will forfeit days pursuant to this provision.

ARTICLE VII.

HOLIDAYS:

There shall be twelve paid holidays for twelve month employees. Ten month employees will be paid for the holidays which fall within their normal work calendar. The following twelve are designated holidays:

Independence Day, Labor Day, Thanksgiving Day, Thanksgiving Friday, Two Winter Break Holidays, Two New Year's Holidays, Martin Luther King Jr.'s Day, President's Day, One Spring Holiday and Memorial Day.

In the event that any of the above referenced holidays fall on a regularly scheduled work day, consistent with the school calendar, an alternative day will be designated by the employer.

ARTICLE VIII.

SENIORITY:

The Board recognizes that the purpose of seniority is to provide a declared policy as to the order of layoff and recall of employees, and in consideration of advancement or promotion (if the employee is qualified). Seniority date will be based on the original date of employment within the employee's classification. Employees with continuous service hired into a higher classification will receive a new seniority date in the new classification while retaining their prior seniority date in the previous classification. Seniority lists among classifications will not be co-mingled. Employees with the least continuous service shall be laid off first. If any opening subsequently occurs, the laid-off employee with the most continuous service shall be recalled first. Former employees will be allowed two weeks to return to work after recall. If a former employee elects not to return to work when recalled, that person's seniority rights shall be lost. Employee seniority rights will terminate after two years of layoff.

Seniority of the building cleaners, bus driver/building cleaners and other full time employees shall not be co-mingled. Layoffs of building cleaners and bus driver/building cleaners shall be based on seniority within the building cleaner and bus driver/building cleaner classifications. Last hired shall be the first laid off. If any opening subsequently occurs, the laid off employee with the most continuous service shall be recalled first. In

the event a building cleaner or bus driver/building cleaner is promoted to another position, seniority and credit for step advancement will begin on the first day of employment in the new position. Employee seniority rights will be terminated after two years of layoff.

In the event a building cleaner or bus driver/building cleaner is promoted to another classification covered by this contract and is laid off, the building cleaner or bus driver/building cleaner shall retain all seniority accrued as a building cleaner for the purpose of displacement rights on the building cleaner seniority list.

ARTICLE IX.

VACANCIES:

New positions or vacancies will be posted on the district website for a period of five (5) working days. The posting shall include the hours for that position.

The leading candidates whose background and abilities best meet the requirements of the posted position will be called in for an interview by the Director of Facilities and Transportation or designee. The Union Steward shall be included in interviews where the Director of Facilities and Transportation deems it appropriate.

The Director of Facilities and Transportation, utilizing the various data which have been made available, will recommend the leading candidate to the Superintendent of Schools.

A copy of the letter to the candidate(s) selected for the position shall be sent to the appropriate supervisor and the appropriate steward.

Any internal applicant not granted a position has the right to request through the union steward the reasoning behind the administration's decision with the intent being to increase or correct any qualifications that are lacking in order to be considered in future job posting.

ARTICLE X.

BENEFITS

Section 1. Eligibility

- (a) An employee must be assigned to work more than 14 hours per week and complete 30 calendar days of employment in order to be eligible to enroll in the District's fringe benefit programs. The employee will be eligible for benefits on the 1st of the month following the completion of the 30 days referred to above.

- (b) An employee must pay the employee's portion of premium for medical/dental coverage one (1) month in advance, if the employee's earnings are not sufficient to cover any monthly premium amount which exceeds the District's maximum contribution.
- (c) Part-time employees working more than 14 hours per week but less than 40 hours per week shall be eligible for hospitalization-major medical and dental insurance. The monthly district contribution will be provided according to the number of hours assigned of the 40 hour week. If the premium for the hospitalization-major medical insurance selected is less than the maximum district contribution specified in Section 2., then the monthly premium will be prorated according to the number of hours assigned of the 40 hours week.

Section 2. Medical Benefits

- (a) The School District shall provide a program of single and dependent hospitalization-major medical benefits. The District will select the insurance carrier and policy after considering the recommendations of the insurance committee. Any modifications to the deductible amounts and plan options during the term of the contract may be agreed upon via a Memorandum of Agreement between SEIU 284 and the District.
- (b) Participation in the School District insurance program is voluntary on the part of the employee. No additional compensation will be made to those who choose not to accept any or all portions of the program.
- (c) The District shall offer at least one deductible medical benefit plan coupled with a VEBA Trust in addition to its other health insurance plans. Each employee who chooses to enroll in a deductible/VEBA plan shall receive a District contribution to a VEBA account set up for that employee. The following provisions shall apply to the deductible/VEBA plan offered by the District:
 - 1. Single Coverage: The District shall pay the full cost of the single premium for the deductible plan. For information purposes only, this is the plan identified as Plan A during the 2020-2021 school year. In addition, the District will make a \$750 annual contribution, paid on a monthly basis, to the employee's VEBA account.
 - 2. Dependent Coverage: Effective July 1, 2020, the District shall pay \$1,280.00 per month toward the cost of the dependent premium for the high-deductible plan. In addition, the District will make a \$1,000 annual contribution, paid on a monthly basis, to the employee's VEBA account.

3. The employer will contribute up to \$6.00 per month to the VEBA trust for administrative fees.
- (d) Each employee enrolled in the program shall contribute any premium amount which exceeds the District maximum contribution. Enrollment in the program shall be on an annual basis.
- (e) An employee who retires with at least 15 continuous years of service in Richfield and who is at least age fifty-five (55) may continue to participate in the District Hospitalization-Major Medical program. An employee who retires will also be allowed to continue in the District Dental program. For employees hired prior to January 1, 2011, the District contribution for retired employees participating in Hospitalization-Major Medical and Dental programs will be adjusted so that it is the same for retired employees as it is for active employees. Any additional premium cost must be paid by the retiree and will be increased annually. This provision shall apply until the individual becomes eligible for another employers, or any other health plan, or according to the following schedule, whichever comes first.

Completion of 15 years in Richfield	48 months
Completion of 20 years in Richfield	60 months
Completion of 25 years in Richfield	72 months
Completion of 30 years in Richfield	120 months

- (f) For Facilities and Transportation personnel hired after December 31, 2010 the District will contribute toward a Health Care Savings Plan Account for the individual employee. Funds will accrue in the individual's account and become available to the employee at time of separation from the District. The District will make contributions to the account as follows:
1. \$2,500 at the completion of 10 years in the District; and
 2. \$250 at the completion of each additional year of experience in the District.
 3. The amounts above in 1. and 2. will be prorated based on the employee's FTE for the period covered.
 4. The District makes no representations or guarantees regarding the tax qualified status of any Health Care Savings Plan selected.

Section 3. Income Protection

- (a) The School District shall make available to all full time employees a Long-Term Disability (LTD) insurance program. Benefits shall begin after the seventy-eighth (78th) calendar day of total disability. Acceptance of this provision is voluntary on the part of the employee but no additional compensation will be made to those who choose not to accept coverage.
- (b) The district will pay the cost of the Long-Term Disability (LTD) insurance to a maximum of three hundred ninety two (\$392) dollars effective July 1, 2008. The employee will pay the balance.
- (c) The District will continue to pay the district contribution toward the premium amounts for medical and dental insurance coverage for a period of twenty-four (24) months from the date of disability for those individuals on long term disability who were participating in those programs at the time of their disability. After the twenty-fourth month on long term disability, the district contribution toward the health insurance premium shall equal the cost of the single premium for the high deductible plan for medical insurance and premium for dental insurance. Contributions toward these insurances will continue until the individual becomes eligible for Medicare or Medicaid benefits.
- (d) A disabled employee shall retain job rights for a maximum of two (2) years from the date of disability if the employee continues to be disabled. The disabled employee will be obligated to inform the District, on a form sent to the employee each year by the District, of the employees desire to retain job rights as provided herein.

Section 4. Dental Insurance

The School District will purchase dental insurance for all full time custodial employees and their dependents. The District shall contribute to a maximum of \$59.00 effective July 1, 2018 for a plan based on a composite bid quotation. If the composite cost exceeds the District contribution, the excess amount shall be prorated on a monthly basis among the employees with dependent coverage.

Section 5. Life Insurance

Full time employees will receive one times their salary to the nearest \$500 in term life insurance.

Section 6. Tax Shelter Annuities

- (a) All personnel may participate in the Tax Sheltered Annuities program. Bus drivers may participate with contributions and matching based on the employee's regularly scheduled hours.
- (b) All employees who wish to enter the Tax Sheltered Annuity program for the first time, on a non-matching basis, must complete the District and company forms provided for this purpose and must submit the District forms to the Human Resources office. Entry into the program may occur at any time. The District Tax Sheltered Annuity Form must be completed and returned to the Human Resources office at least thirty (30) days before the payroll date on which tax deduction is to begin.
- (c) An employee who has filed the District Tax Sheltered Annuity program form shall have that program automatically continue for the identified dollar or percentage amounts as indicated on the form until changed or cancelled. A new form will be needed each year only if the individual wishes to make a change in the present plan, i.e., carrier, dollar amount or percentage.
- (d) The District will contribute on a matching basis up to 1% of salary for employees beginning after five (5) years of employment and up to 2% of salary upon completion of eight (8) years of employment. Initial entry or re-entry into the District matching program shall occur on September 1 or January 1 of each year provided the District Tax Sheltered Annuity form is submitted to the Human Resources office 30 days in advance.

ARTICLE XI.

RETIREMENT:

Section 1. Incentives for Retirement

- (a) An individual who has at least ten years of credited experience in the Richfield Public Schools and who is at least age fifty-five (55) shall receive severance pay upon resignation. The amount of severance pay shall be based on the individual's accrued sick leave. Accrued sick leave shall mean the number of days the individual has accumulated at the effective date of retirement. The individual's severance pay shall be the sum of the applicable amounts determined by the provisions of both Subdivisions (b) and (c).

Severance pay is considered earned only after the employee completes active employment through the Board approved retirement date.

- (b) The individual shall multiply accumulated sick leave by the appropriate percentage indicated below. The product of this multiplication shall then be multiplied by ninety-five (\$95.00) dollars for the years 2018-2019 and 2019-2020 to determine the severance pay for this Subdivision. In no case, however, shall the benefit from this Subdivision exceed twelve thousand (\$12,000) dollars.

90% of accrued sick leave

- (c) An individual who has at least fifteen (15) years of credited experience in the Richfield School District shall be paid the following amount based upon the definition in Subdivision (a).

\$4,500

- (d) The above benefit will be prorated for part-time employees in relationship to the number of hours worked, for example:

eight hour personnel	8/8
seven hour personnel	7/8
six hour personnel	3/4 etc.

- (e) The individual shall receive the amount of severance pay within thirty (30) days of the last date of employment by the District.

The full amount of severance pay a retiring employee is eligible to receive herein shall be contributed into a 403b supplemental retirement account established by the employee, exclusively for the purpose of receiving such payment (the “severance 403b”). Such a contribution shall be consistent with the applicable IRS rules on annual additions to tax-deferred accounts. The employee will not receive any direct payment from the school district for severance pay.

If an individual dies before all or a portion of the severance pay has been disbursed, that balance due shall be paid to a named beneficiary or, lack of same, to the deceased's estate.

- (f) The provisions of the Richfield Public School Incentive for Retirement shall apply to resignations for retirement for 2020-2021 and 2021-2022.

ARTICLE XII.

GRIEVANCE PROCEDURE:

Section 1. Definition:

A grievance shall mean a written complaint by an employee, group of employees, or the union that there has been a violation, misinterpretation, or misapplication of this agreement.

Section 2. Timeliness:

Within fifteen (15) working days following knowledge of the act or condition which is the basis of the complaint, the grievant may file a grievance beginning at Step 1 and proceeding through each succeeding step until the grievance has been resolved. Except by mutual agreement, failure by the employer at any step to communicate a decision within the specified time limit shall permit the grievant to proceed to the next step; likewise, failure by the grievant at any step to appeal a grievance to the next step within the specified time limit shall be considered acceptance of the decision at that step. The time limits for decision or appeal are as follows:

Step 1 - five (5) working days

Step 2 - ten (10) working days

Step 3 - ten (10) working days

Decision or appeal should be completed as soon as possible but shall not exceed the time limit specified.

Section 3. Steps:

Step 1: The cognizant supervisor. The cognizant supervisor shall be the individual directly responsible for the operation of the department in which the grievant works and/or the Director of Facilities and Transportation.

Step 2: The Director of Human Resources or designee.

Step 3: The Superintendent of Schools or designee.

Step 4: Arbitration under the Public Employment Labor Relations Act incorporating the use of one arbitrator; the arbitrator's award being final and binding upon the parties.

Section 4. Union Representation, Intervention and Initiation:

All employees shall have the right of union representation at each step. The union shall have the right to intervene and present its position at any

step in the grievance procedure. The union itself may initiate a grievance on any matter affecting the application or interpretation of this Agreement.

Section 5. Reprisals:

No reprisals shall be invoked against any employee for processing a grievance.

Section 6. Cost of Transcript:

The cost of a transcript of the arbitration shall be borne by the party demanding the transcript. If no demand is made, but a transcript is required, the cost shall be shared equally by the parties involved.

ARTICLE XIII.

BUS DRIVERS:

This article defines the terms and conditions of employment for the classification of bus drivers who work in excess of 14 hours per week or more. No bus driver, hereinafter referred to in Article XIII as "part-time drivers", shall be eligible for any leave or benefit of any nature, except as specifically provided in Article III PROBATIONARY PERIODS, RESIGNATION OR SEPARATION OF EMPLOYMENT, NOTICE OF LAYOFF, Article V, Section 4. JURY DUTY, Article V, Section 5. LEAVE OF ABSENCE, Article X, Section 6, TAX SHELTER ANNUITIES, Article XII GRIEVANCE PROCEDURE or Article XIII BUS DRIVERS .

Section 1. Seniority:

Seniority of the part-time bus drivers and full time employees shall not be co-mingled. Layoff of part-time bus drivers shall be based on seniority within the part-time classification. Last hired shall be the first laid off. If any opening subsequently occurs, the laid off employee with the most continuous service shall be recalled first. In the event a part-time bus driver is promoted to a full time position, seniority and credit for the step advancement will begin on the first day of employment in the full time position. Employee seniority rights will be terminated after two years of layoff.

Section 2. Part-Time Assignments:

Any necessary reduction of full time drivers will be accomplished through attrition whenever possible.

Section 3. Wages:

Effective July 1, 2020, the following pay schedule will apply to bus drivers:

	2020-2021	2021-2022
Step 1	\$19.48	\$20.73
Step 2	\$20.18	\$21.43
Step 3	\$21.09	\$22.34
Step 4	\$21.59	\$22.84

Section 4. Longevity Pay

Employees shall receive additional compensation over and above their hourly base rate of pay as listed below.

2020-2021	After ten (10) years of continuous service in the unit	\$.20
	After twenty (20) years of continuous service in the unit	\$.25
2021-2022	After ten (10) years of continuous service in the unit	\$.20
	After fifteen (15) years of continuous service in the unit	\$.25
	After twenty (20) years of continuous service in the unit	\$.30

Section 5. Medical Benefits and Dental Insurance

Part-time employees working more than 14 hours per week but less than 40 hours per week shall be eligible for hospitalization-major medical as described in Article X, Section 1. (a), (b), (c), dental insurance as described in Article X, Section 3. and eligibility as described in Article X, Section 1. of this agreement. The monthly district contribution for these two benefits will be prorated in accordance with their regularly scheduled hours. If the premium for the hospitalization-major medical insurance selected is less than the maximum district contribution specified in Section 1, then the monthly district contribution will be a proration of the actual premium.

No additional compensation will be made to those who choose not to accept any or all portions of these programs.

Section 6. License

Any member of this bargaining unit who keeps a valid school bus driver endorsement for the entire school year and agrees to drive when asked will be paid \$80 on the second payroll in July following the conclusion of that school year.

Section 7. Incentive Pay

Effective July 1, 2016, part time bus drivers who work for the entire year, and who have no more than fifteen (15) approved unpaid leave days during the year, will be paid \$100 on the second payroll in July following the conclusion of that school year.

Section 8. Holidays

Part time Bus Drivers will be paid for the following two (2) holidays: New Year's Day and Memorial Day.

Section 9. Paid Time Off (PTO)

Bus Drivers with regularly assigned routes for the school year will be provided Paid Time Off (PTO) based upon the following schedule. Upon completion of one year of service, drivers will receive one PTO day. Upon completion of two years of service, drivers will receive two PTO days. Upon completion of three years of service, drivers will receive a total of four PTO days. Days may accumulate up to fifteen (15) total PTO days. To ensure that annual end-of-year balances do not exceed 10 days, employees with more than 10 days of earned and accrued PTO must take up to 5 days of PTO during non-student contact days in any given year, as long as their accrual does not drop below 10 days.

FACILITIES & TRANSPORTATION CONTRACT DOCUMENT AUTHORIZATION

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

For: SEIU Local 284
450 Southview Blvd.
South St. Paul, Minnesota 55075

For: Richfield Public Schools #280
7001 Harriet Avenue South
Richfield, Minnesota 55423

Union Representative

Board of Education Chairman

Union Representative

Board of Education Clerk

Union Representative

Superintendent of Schools

Dated this ____ day of _____, 2021

Dated this ____ day of _____, 2021

THIS AGREEMENT shall be in force from July 1, 2020, through June 30, 2022, and shall continue as is from year to year unless either party shall notify the other in writing sixty (60) days prior to expiration date of their desire to re-open negotiations.